

**Adventure Club School-Age Care Program
2020-2021 School Year
Billing and Payment Policy**



REGISTRATION FEES

- Registration fees are charged for each new season registration when the contract is approved. The fee must be paid before your child may start the season contract.
- Fees are \$35 for 1 child, \$50 for 2 children and \$65.00 family maximum.
- Registration fees are non-refundable.
- If you paid a registration fee when fall registration first opened in February, you won't pay another registration fee, but you will need to re-register.
- If you are a Tier I essential worker and you choose only the 9:30 am-3:30 pm free option, you won't pay a registration fee.
- With all other Tier I options, you are charged a registration fee.

IN – PERSON MODEL FEES FOR 2020-2021 SCHOOL YEAR SEASON

- Consistent Schedule Before School 5 days/week: \$14.75/day
- Consistent Schedule After School 5 days/week: \$12.75/ day
- Consistent Schedule Before School (same days each week) 2-4 days/week: \$15.25/ day
- Consistent Schedule After School (same days each week) 2-4 days/week: \$13.25/ day

- Pick Your Day*** Before School: \$15.25/ day**
- Pick Your Day*** After School: \$13.25/ day**

- Drop In and Consistent Schedule Before School 1 day /week: \$18.25/ day
- Drop In and Consistent Schedule After School 1 day /week: \$15.25/ day

- NSD full-day fee for registration by the deadline: \$39/day
- NSD full-day fee for registration after the deadline (if space is available): \$49/day

**These rates apply to all schools except Lakeview Elementary and FAIR @ Pilgrim Lane where rates are the reverse due to school hours.

***Pick Your Day scheduling requires 8 days minimum per month with a schedule submitted by the due date found below and on our website: <https://ced.rdale.org/youth/adventure-club>

DISTANCE LEARNING MODEL FEES FOR 2020-2021 SCHOOL YEAR SEASON

- 6:30am-6:00pm (non-Tier I): \$39.00/day
- 6:30am-3:30pm (non-Tier I): \$37.25/day
- 9:30am-3:30pm (non-Tier I): \$24.75/day**
- 9:30am-6:00pm (non-Tier I): \$35.00/day**

**These rates apply to all schools except Lakeview Elementary and FAIR @ Pilgrim Lane where rates are the reverse due to school hours.

- 6:30am-9:30am & 3:30-6:00pm (Tier I only): \$28.50/day*
- 6:30am-9:30am (Tier I only): \$15.25/day* **
- 3:30pm-6:00pm (Tier I only): \$13.25/day* **
- 9:30am-3:30pm (Tier I only): Free/day

* The 9:30am-3:30pm free option is included.

**These rates apply to all schools except Lakeview Elementary and FAIR @ Pilgrim Lane where rates are the reverse due to school hours.

SCHEDULE CHANGES

Schedule changes made on/before August 31 won't be charged a schedule change fee. Any schedule changes after that date will incur the \$20 schedule fee (except Pick Your Day contracts). All schedule changes must be done online and require a 10-day notice. Schedule changes are subject to site supervisor approval and space availability. Schedule changes done after August 31 aren't guaranteed for the start of school. Days for Pick Your Day contracts must be chosen by monthly deadlines ([Pick Your Day Schedule Due Dates](#)) or will default to Drop-In rates that are \$5 higher (under Distance Learning Model). The \$5 per day includes Tier 1 School-Day-only contracts as well. Drop-Ins are subject to space availability.

BILLING INFORMATION

Payments are due bi-weekly on Mondays. Invoices are sent via email on Monday one week prior to the due date. Payments not received within **3 days** of the due date will incur a \$5 late payment fee. Parent/guardians are responsible for **all** days contracted regardless of attendance. Adventure Club reserves the right to terminate accounts that fall behind on payments.

TUITION AND FEES

- Fees are based on a child's accepted contract. Parents/Guardians are financially responsible for all days registered.
- Registrations for the school year and summer are separate. The registration fee must be paid before a child may start the season contract.
- The first school year payment is due approximately one week prior to the first day of school. All payments are due bi-weekly on Mondays.
- Payments may be made online at <https://rdale.ce.eleyo.com/> with check, credit or debit card, or from a bank account. Cash payments must be made at the Community Education Office, 3725 Pilgrim Lane, Plymouth, MN 55441, Door 11, during business hours.
- Receipts for payments will be automatically emailed to the account holder when payment is received. Additional receipts may be printed from your online account.
- Accounts that aren't current 3 days after the due date will be assessed a \$5 late payment fee. Accounts that aren't at \$0 balance on the last day of the bi-weekly cycle will be subject to

termination.

- Schedule changes will be accepted, pending availability, when submitted via your online account prior to the start of a new billing cycle. A \$20 schedule change fee will be charged.
- School Release Days aren't included in regular tuition and have separate registration online at <https://rdale.ce.eleyo.com/>.
- Withdrawal from the Adventure Club program requires a 10-day notice and must be done online.

VACATION CREDIT

- Vacation credit is given for planned absences of consecutive days only. Each child enrolled may receive one week of vacation credit per school year.
- Credit will be based on the child's weekly schedule, and is 50% of tuition.
- To receive the credit, parents/guardians must contact the site supervisor before a planned absence to complete a vacation credit form.
- An unplanned extended absence, such as a medical absence, should be reported to the site supervisor immediately on the first day absent. For a long-term absence from which the child may return, parents/guardians may change their child's schedule option. A change fee will be charged.

PAYMENT DUE DATES FOR SCHOOL YEAR 2020-2021

Invoice Date	Due Date	Dates of Service
August 17, 2020	August 24, 2020	8/24/20 – 9/4/20
August 31, 2020	September 7, 2020	9/7/20 – 9/18/20
September 14, 2020	September 21, 2020	9/21/20 – 10/2/20
September 28, 2020	October 5, 2020	10/5/20 – 10/16/20
October 12, 2020	October 19, 2020	10/19/20 – 10/30/20
October 26, 2020	November 2, 2020	11/2/20 – 11/13/20
November 9, 2020	November 16, 2020	11/16/20 – 11/27/20
November 23, 2020	November 30, 2020	11/30/20 – 12/11/20
December 7, 2020	December 14, 2020	12/14/20 – 12/25/20
December 21, 2020	December 28, 2020	12/28/20 -1/8/21
January 4, 2021	January 11, 2021	1/11/21 – 1/22/21
January 18, 2021	January 25, 2021	1/25/21 -2/5/21
February 1, 2021	February 8, 2021	2/8/21 – 2/19/21
February 15, 2021	February 22, 2021	2/22/21 – 3/5/21
March 1, 2021	March 8, 2021	3/8/21 – 3/19/21
March 15, 2021	March 22, 2021	3/22/21 – 4/2/21
March 29, 2021	April 5, 2021	4/5/21 – 4/16/21
April 12, 2021	April 19, 2021	4/19/21 – 4/30/21
April 26, 2021	May 3, 2021	5/3/21 – 5/14/21
May 10, 2021	May 17, 2021	5/17/21 – 5/28/21
May 24, 2021	May 31, 2021	5/31/21 – 6/11/21

DUE DATES FOR PICK YOUR DAY SCHEDULE

Additional day added/needed after these deadlines will be charged the Drop-In rate.

CHILDCARE FOR MONTH OF:	SUBMIT FOR APPROVAL BY NOON ON:
SEPTEMBER 2020	AUGUST 31, 2020
OCTOBER 2020	SEPTEMBER 21, 2020
NOVEMBER 2020	OCTOBER 22, 2020
DECEMBER 2020	NOVEMBER 20, 2020
JANUARY 2021	DECEMBER 18, 2020
FEBRUARY 2021	JANUARY 22, 2021
MARCH 2021	FEBRUARY 19, 2021
APRIL 2021	MARCH 22, 2021
MAY/JUNE 2021	APRIL 21, 2021