

**Adventure Club School-Age Care Program  
2022-2023 School Year  
Billing and Payment Policy**



**REGISTRATION FEE**

- Registration Fees are charged for school year and for summer. The Registration Fees must be paid before your children may start each contract.
- Fees are \$40 for 1 child, \$50 for 2 children and \$65 family maximum.
- Registration Fees aren't refundable.

**TUITION FOR 2022-2023 SCHOOL YEAR**

<b>Contract Choice</b>	<b>Location</b>	<b>5 Days/Week Daily Rate</b>	<b>2-4 Days/Pick Your Days Daily Rate</b>	<b>Drop-In Daily Rate</b>
Before School	RSI/SEA	\$15.00	\$15.50	\$18.50
Before School	All Other Sites	\$12.00	\$12.50	\$15.50
After School 5PM	RSI/SEA	\$12.00	\$12.50	\$15.50
After School 5PM	All Other Sites	\$15.00	\$15.50	\$18.50
After School 6PM	RSI/SEA	\$13.25	\$13.75	\$16.25
After School 6PM	All Other Sites	\$16.25	\$16.75	\$19.25

- When requesting contracts, only one pick up time contract must be selected.
- For all sites, \$6/day is added to After School 5PM rate when Parent/Guardian notifies the Site by Noon that the child won't be picked up by 5PM. Otherwise, late-pickups are charged \$1/minute.
- Non-School Days: \$39/day
- Non-School Days after the deadline (if space is available): \$49/day
- After School 5PM – pick up by or prior to 5PM.
- After School 6PM – pick up by or prior to 6PM.

\*\*Pick Your Days schedules require **8 days** minimum/month, submitted by the due date. Find the due dates on page 3 and our website: [ced.rdale.org/youth/adventure-club](http://ced.rdale.org/youth/adventure-club).

**SCHEDULE CHANGES**

Schedule changes will be accepted until Monday, August 23 with no Schedule Change Fee. After August 23 schedule changes will be charged \$20 per child per change (except Pick Your Days contracts). Schedule changes after August 31 aren't guaranteed for the start of school year. All schedule changes must be created online and require a minimum 10-day notice. Acceptance is subject to site supervisor approval and space availability. Days for Pick Your Days contracts must be chosen by

the monthly deadlines ([Pick Your Day Schedule Due Dates](#)), or will default to Drop-In rates. 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 automatically. Parents/Guardians are financially 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 contracted regardless of attendance.
- Registrations for the school year and summer are separate. The Registration Fee must be paid before a child may start each contract.
- The first 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. Cash payments may be made only at the Adventure Club Business Office, 3725 Pilgrim Lane--Door 11, in Plymouth. Staffing hours may vary so it's necessary to call ahead: 763-504-5320.
- A receipt for payment is automatically emailed to the account owner when payment is received. Additional receipts may be printed from your online account.
- Accounts are automatically assessed a \$5 Late Payment Fee if payment isn't received within 3 days of the due date. 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 space availability, when submitted via your online account prior to the start of a new billing cycle. A \$20 Schedule Change Fee per child per change will be charged.
- Non-School Days aren't included in regular tuition and require separate registration online at <https://rdale.ce.eleyo.com>.
- Withdrawal from Adventure Club requires a 10-day notice and must be done online.

## VACATION CREDIT

- Vacation Credit is given for planned absences of five (5) consecutive days only. Each child enrolled may receive one Vacation Credit per school year.
- Credit is 50% of the child's weekly tuition.
- To receive the credit, parents/guardians must contact the site supervisor before a planned vacation to complete a Vacation Credit Form.
- An unplanned extended absence, such as a medical absence, should be reported to the site supervisor 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 Schedule Change Fee will be charged.

**PAYMENT DUE DATES FOR SCHOOL YEAR 2022-2023**

Invoice Date	Due Date	Dates of Service
August 29, 2022	September 5, 2022	9/5/21 – 9/16/22
September 12	September 19	9/19 – 9/30
September 26	October 3	10/3 – 10/14
October 10	October 17	10/17 – 10/28
October 24	October 31	10/31 – 11/11
November 7	November 14	11/14 – 11/25
November 21	November 28	11/28 – 12/9
December 5	December 12	12/12 – 12/23
December 19	December 26	12/26 – 1/6/22
January 2, 2023	January 9, 2023	1/9 -1/20
January 16	January 23	1/23 – 2/3
January 30	February 6	2/6 -2/17
February 13	February 20	2/20 – 3/3
February 27	March 6	3/6 – 3/17
March 13	March 20	3/20 – 3/31
March 27	April 3	4/3 – 4/14
April 10	April 17	4/17 – 4/28
April 24	May 1	5/1 – 5/12
May 8	May 15	5/15 – 5/26
May 22, 2023	May 29, 2023	5/29 – 6/9/23

**DUE DATES FOR PICK YOUR DAYS SCHEDULE**

Additional days added/needed after these deadlines are charged the Drop-In rate.

<b>CHILDCARE FOR MONTH OF:</b>	<b>SUBMIT FOR APPROVAL BY NOON ON:</b>
<b>SEPTEMBER 2022</b>	AUGUST 23, 2022
<b>OCTOBER</b>	SEPTEMBER 16
<b>NOVEMBER</b>	OCTOBER 18
<b>DECEMBER</b>	NOVEMBER 17
<b>JANUARY 2023</b>	DECEMBER 19
<b>FEBRUARY</b>	JANUARY 18, 2023
<b>MARCH</b>	FEBRUARY 15
<b>APRIL</b>	MARCH 17
<b>MAY/JUNE 2023</b>	APRIL 17, 2023