

## Early Adventures Program 2023-2024 School Year Billing and Payment Policy

### REGISTRATION FEE

- Registration Fees are charged for each new season. The fee must be paid before your child may start the season contract.
- Fee is \$40 for 1 child, \$50 for 2 children and \$65 family maximum.
- Registration Fees aren't refundable.

### BILLING INFORMATION

Payments are due bi-weekly on Mondays. Invoices are emailed 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

- Tuition is \$47 per day. Full-time schedules are required for this program.
- Parents/Guardians are financially responsible for all days registered.
- Registrations for the school year and summer are separate. Each season's registration fee must be paid at the time of registration for that contract to be accepted.
- 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> via checking account, credit or debit card. Cash payments may be made only at the Adventure Club Business Office at 3725 Pilgrim Lane - Door 11, Plymouth, MN. Staffing hours may vary so it's necessary to call ahead: 763-504-5320.
- A receipt for payment will be automatically emailed to the account holder when payment is received. Additional receipts may be printed from your account at <https://rdale.ce.eleyo.com>
- Accounts are automatically assessed a \$5 Late Payment Fee if payment is not received within 3 days of the due date. Accounts that aren't current or at \$0 balance on the last day of the bi-weekly cycle will be subject to termination.
- Non-School Days aren't included in the regular tuition and are to be registered separately online at <https://rdale.ce.eleyo.com>.
- Withdrawal from the Early Adventures program requires 10-day notice that must be completed online at <https://rdale.ce.eleyo.com>.

## 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 weekly tuition.
- To receive the credit, parents/guardians must contact the site supervisor in advance of a planned vacation and 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.

## SCHOOL YEAR 2023-2024 BILLING and PAYMENT DATES

Invoice Date	Due Date	Dates of Service
August 28, 2023	September 4, 2023	9/4/23 – 9/15/23
September 11	September 18	9/18 – 9/29
September 25	October 2	10/2 – 10/13
October 9	October 16	10/16 – 10/27
October 23	October 30	10/30 – 11/10
November 6	November 13	11/13 – 11/24
November 20	November 27	11/27 – 12/8
December 4	December 11	12/11 – 12/22
December 18	December 25	12/25 – 1/5/24
January 1, 2024	January 8, 2024	1/8 -1/19
January 15	January 22	1/22 – 2/2
January 29	February 5	2/5 -2/16
February 12	February 19	2/19 – 3/1
February 26	March 4	3/4 – 3/15
March 11	March 18	3/18 – 3/29
March 25	April 1	4/1 – 4/12
April 8	April 15	4/15 – 4/26
April 22	May 29	4/29 – 5/10
May 6	May 13	5/13 – 5/24
May 20, 2024	May 27, 2024	5/27 – 6/5/24