

**The Basement Middle School Care Program  
2023-2024 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 2023-2024 SCHOOL YEAR**

<b>Contract Choice</b>	<b>Location</b>	<b>Pick Your Days Daily Rate</b>	<b>Drop-In Daily Rate</b>
Before School	RMS, PMS, SMS	\$14.00	\$16.00
After School	RMS, PMS, SMS	\$11.50	\$13.50

- Late-pickups are charged \$1/minute.
- Non-School Days: \$41/day
- Non-School Days after the deadline (if space is available): \$51/day

**SCHEDULE CHANGES**

Schedule changes after August 22 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.
- 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 2023-2024**

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	April 29	4/29 – 5/10
May 6	May 13	5/13 – 5/24
May 20, 2024	May 27, 2024	5/27 – 6/5/24

**DUE DATES FOR PICK YOUR DAYS SCHEDULE**

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

CHILDCARE FOR MONTH OF:	SUBMIT FOR APPROVAL BY NOON ON:
SEPTEMBER 2023	AUGUST 22, 2023
OCTOBER	SEPTEMBER 18
NOVEMBER	OCTOBER 18
DECEMBER	NOVEMBER 17
JANUARY 2024	DECEMBER 19
FEBRUARY	JANUARY 18, 2024
MARCH	FEBRUARY 16
APRIL	MARCH 18
MAY/JUNE 2024	APRIL 17, 2024