

**The Basement Middle School Care Program
2024-2025 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 2024-2025 SCHOOL YEAR

Contract Choice	Location	5 Days/Wk Daily Rate	Pick Your Days Daily Rate	Drop-In Daily Rate
Before School	PMS, RMS, SMS	\$14.75	\$15.00	\$16.75
After School	FAIR Crystal	\$18.00	\$18.50	\$19.00
After School	PMS, SMS	\$12.25	\$12.50	\$14.25

- Late-pickups are charged \$1/minute.
- Non-School Days: \$42/day
- Non-School Days after the deadline (if space is available): \$52/day

SCHEDULE CHANGES

Schedule changes after August 20 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 2024-2025

Invoice Date	Due Date	Dates of Service
August 26, 2024	September 2, 2024	9/2/24 – 9/13/24
September 9	September 16	9/16 – 9/27
September 23	September 30	9/30 – 10/11
October 7	October 14	10/14 – 10/25
October 21	October 28	10/28 – 11/8
November 4	November 11	11/11 – 11/22
November 18	November 25	11/25 – 12/6
December 2	December 9	12/9 – 12/20
December 16	December 23	12/23 – 1/3/25
December 30	January 6, 2025	1/6 -1/17
January 13, 2025	January 20	1/20 – 1/31
January 27	February 3	2/3 -2/14
February 10	February 17	2/17 – 2/28
February 24	March 3	3/3 – 3/14
March 10	March 17	3/17 – 3/28
March 24	March 31	3/31 – 4/11
April 7	April 14	4/14 – 4/25
April 21	April 28	4/28 – 5/9
May 5	May 12	5/12 – 5/23
May 19, 2025	May 26, 2025	5/26 – 6/6/25

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 2024	AUGUST 20, 2024
OCTOBER	SEPTEMBER 17
NOVEMBER	OCTOBER 18
DECEMBER	NOVEMBER 17
JANUARY 2025	DECEMBER 20
FEBRUARY	JANUARY 17, 2025
MARCH	FEBRUARY 14
APRIL	MARCH 18
MAY/JUNE 2025	APRIL 17, 2025