

**The Basement Middle School Care Program
2025-2026 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 2025-2026 SCHOOL YEAR

Contract Choice	Location	5 Days/Wk Daily Rate	Pick Your Days Daily Rate	Drop-In Daily Rate
Before School	PMS, SMS, FAIR Crystal	\$14.75	\$15.00	\$16.75
After School	PMS, SMS, FAIR Crystal	\$14.75	\$15.00	\$16.75

- Late-pickups are charged \$1/minute.
- Non-School Days: \$44/day
- Non-School Days after the deadline (if space is available): \$54/day

SCHEDULE CHANGES

Schedule changes after August 19 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 2025-2026

Invoice Date	Due Date	Dates of Service
August 25, 2025	September 1, 2025	9/1/25 – 9/12/25
September 8	September 15	9/15 – 9/26
September 22	September 29	9/29 – 10/10
October 6	October 13	10/13 – 10/24
October 20	October 27	10/27 – 11/7
November 3	November 10	11/10 – 11/21
November 17	November 24	11/24 – 12/5
December 1	December 8	12/8 – 12/19
December 15	December 22	12/22 – 1/2/26
December 29	January 5, 2025	1/5 -1/16
January 12, 2026	January 19	1/19 – 1/30
January 26	February 2	2/2 -2/13
February 9	February 16	2/16 – 2/27
February 23	March 2	3/2 – 3/13
March 9	March 16	3/16 – 3/27
March 23	March 30	3/30 – 4/10
April 6	April 13	4/13 – 4/24
April 20	April 27	4/27 – 5/8
May 4	May 11	5/11 – 5/22
May 18, 2026	May 25, 2026	5/25 – 6/5/26

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 2025	AUGUST 19, 2025
OCTOBER	SEPTEMBER 23
NOVEMBER	OCTOBER 20
DECEMBER	NOVEMBER 17
JANUARY 2026	DECEMBER 18
FEBRUARY	JANUARY 19, 2026
MARCH	FEBRUARY 16
APRIL	MARCH 18
MAY/JUNE 2026	APRIL 17, 2026