

**Adventure Club School-Age Care Program
2021-2022 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.
- Fees are \$40 for 1 child, \$50 for 2 children and \$65 family maximum.
- Registration Fees aren't refundable.

FEES FOR 2021-2022 SCHOOL YEAR SEASON

- Consistent Schedule Before School **5 days/week**: \$14.75/day
- Consistent Schedule After School **5 days/week**: \$12.75/ day
- Consistent Schedule Before School (same days each week) **2-4 days/week**: \$15.25/ day
- Consistent Schedule After School (same days each week) **2-4 days/week**: \$13.25/ day

- Pick Your Day*** Before School: \$15.25/ day**
- Pick Your Day*** After School: \$13.25/ day**

- Drop In and Consistent Schedule Before School **1 day /week**: \$18.25/ day
- Drop In and Consistent Schedule After School **1 day /week**: \$15.25/ day

- Non-School Day registration by the deadline: \$39/day
- Non-School Day registration after the deadline (if space is available): \$49/day

**These rates apply to all schools except Lakeview Elementary and FAIR Pilgrim Lane where rates are the reverse due to school hours.

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

SCHEDULE CHANGES

Schedule changes will be accepted until August 31 with no Schedule Change Fee. After August 31 schedule changes will be charged \$20 per child per change (except Pick Your Day contracts). Schedule changes done after August 31 aren't guaranteed for the start of school year. All schedule changes must be done online and require a minimum 10-day notice. Approval is subject to site supervisor approval and space availability. Days for Pick Your Day contracts must be chosen by monthly deadlines ([Pick Your Day Schedule Due Dates](#)), or will default to Drop-In rates that are \$5 higher. 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.
- Registrations for the school year and summer are separate. The registration fee must be paid before a child may start a new season 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, Plymouth, MN 55441. 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 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 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 is charged.
- Non-School Days aren't included in regular tuition and have separate registration online at <https://rdale.ce.eleyo.com>.
- Withdrawal from the Adventure Club program 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 schedule.
- 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 immediately 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 2021-2022

Invoice Date	Due Date	Dates of Service
August 30, 2021	September 6	9/6 – 9/17/21
September 13	September 20	9/20 – 10/1
September 27	October 4	10/4 – 10/15
October 11	October 18	10/18 – 10/29
October 25	November 1	11/1 – 11/12
November 8	November 15	11/15 – 11/26
November 22	November 29	11/29 – 12/10
December 6	December 13	12/13 – 12/24
December 20	December 27	12/27 – 1/7/22
January 3, 2022	January 10, 2022	1/10 -1/21
January 17	January 24	1/24 – 2/4
January 31	February 7	2/7 -2/18
February 14	February 21	2/21 – 3/4
February 28	March 7	3/7 – 3/18
March 14	March 21	3/21 – 4/1
March 28	April 4	4/4 – 4/15
April 11	April 18	4/18 – 4/29
April 25	May 2	5/2 – 5/13
May 9	May 16	5/16 – 5/27
May 23, 2022	May 30, 2022	5/30 – 6/10/22

DUE DATES FOR PICK YOUR DAY SCHEDULE

Additional day added/needed after these deadlines will be charged the Drop-In rate.

CHILDCARE FOR MONTH OF:	SUBMIT FOR APPROVAL BY NOON ON:
SEPTEMBER 2021	AUGUST 24, 2021
OCTOBER	SEPTEMBER 17
NOVEMBER	OCTOBER 19
DECEMBER	NOVEMBER 18
JANUARY 2022	DECEMBER 17
FEBRUARY	JANUARY 18, 2022
MARCH	FEBRUARY 15
APRIL	MARCH 18
MAY/JUNE 2022	APRIL 18, 2022