

**The Basement Middle School Care Program
2022-2023 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 2022-2023 SCHOOL YEAR effective 10/17/2022

Contract Choice	Location	Pick Your Days Daily Rate	Drop-In Daily Rate
Before School	RMS, PMS, SMS	\$10.00	\$14.00
After School	RMS, PMS, SMS	\$10.00	\$14.00

- 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 31 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 2022-2023

Invoice Date	Due Date	Dates of Service
August 29, 2022	September 5, 2022	9/5/21 – 9/16/22
September 12	September 19	9/19 – 9/30
September 26	October 3	10/3 – 10/14
October 10	October 17	10/17 – 10/28
October 24	October 31	10/31 – 11/11
November 7	November 14	11/14 – 11/25
November 21	November 28	11/28 – 12/9
December 5	December 12	12/12 – 12/23
December 19	December 26	12/26 – 1/6/22
January 2, 2023	January 9, 2023	1/9 -1/20
January 16	January 23	1/23 – 2/3
January 30	February 6	2/6 -2/17
February 13	February 20	2/20 – 3/3
February 27	March 6	3/6 – 3/17
March 13	March 20	3/20 – 3/31
March 27	April 3	4/3 – 4/14
April 10	April 17	4/17 – 4/28
April 24	May 1	5/1 – 5/12
May 8	May 15	5/15 – 5/26
May 22, 2023	May 29, 2023	5/29 – 6/9/23

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 2022	AUGUST 23, 2022
OCTOBER	SEPTEMBER 16
NOVEMBER	OCTOBER 18
DECEMBER	NOVEMBER 17
JANUARY 2023	DECEMBER 19
FEBRUARY	JANUARY 18, 2023
MARCH	FEBRUARY 15
APRIL	MARCH 17
MAY/JUNE 2023	APRIL 17, 2023