



2019 Howell PAL Summer Camps Payment Acknowledgement Form

SUMMER CAMP REGISTRATION FEE:

- Parents must register their child/children on-line using the Eleyo childcare system (<http://howellpal.ce.eleyo.com>).
- A registration fee may be required as follows:
 - * PAL July Before & After Howell Rec Camps (until June 14): \$0.00
 - * PAL July Before & After Howell Rec Camps (after June 14): \$35.00
 - * PAL August Camps (until July 19): \$0.00
 - * PAL August Camps (after July 19) \$35.00
- **IMPORTANT:** No child is officially enrolled until the registration fee is paid and you have received an email notification that your registration request has been approved.
- **IMPORTANT:** By registering and enrolling your child in our care, you affirm that you have read our policies and agree to all of the provisions therein.
- Registration fees are non-refundable after the first day of Camp. Registration fee is waived for the third child.

SUMMER CAMP TUITION FEE:

- The registering parent/guardian is responsible for full payment of the Summer Camp tuition at time of registration.
- Summer Camp tuition can be paid by credit card, automatic clearing house (ACH), check or cash. Note: Howell PAL has the authority to initiate a debit to your financial account for any transactions previously debited/credited in error without providing advanced or subsequent notification.
- **IMPORTANT:** If an outstanding balance exists on your childcare account on the 10th day past the payment due date and a mutually agreeable payment plan has not been established with the Finance Department, we will initiate a debit to your financial account equal to the outstanding balance without providing advanced or subsequent notification.
- **IMPORTANT:** If an outstanding balance remains on your childcare account after the 10th day past the payment due date and a mutually agreeable payment plan has not been established with the Finance Department, your account will be considered delinquent and a \$25.00 late fee will be charged. You may also receive written notification that your child is being immediately terminated from all Summer Camp programs. \$25.00 late fees will be assessed each month that your account remains delinquent. All collection and/or legal fees required to collect delinquent payments will be at the expense of the parent/guardian.

SUMMER CAMP TUITION CALCULATION:

- The Summer Camp tuition rate will be in accordance with the childcare program selected and attendance selected during the on-line registration process.
- A tuition discount is given when multiple siblings are enrolled in PAL childcare programs. Please contact the PAL Main Office for pricing information concerning multiple siblings.
- Refunds or credits are not given for sick days or absenteeism, except for an extended illness which may require a physician note on a case-by-case basis at PALs discretion.

SUMMER CAMP ADDITIONAL FEES:

- Schedule Change - Late Fee: Drop-In Days and Schedule Changes require two days to process to inform all parties. \$10.00 charged per occurrence for scheduling or attending without two days advanced notice.
- Late Pick-Up Fee: Assessed when a child is picked-up later than their registered program end time. \$10.00 charge for first 15 minutes. \$1.00 charge for each additional minute.
- Returned Payment Fee: \$25.00 per occurrence for checks, credit card & ACH payments returned for any reason.
- Check Processing Fee: \$10.00 per occurrence. Parents are encouraged to pay by credit card or ACH.
- NOTE: All additional fees are billed and charged upon the scheduling of service.

SUMMER CAMP SCHEDULE AND BILLING CHANGES:

- **IMPORTANT**: All requests for Schedule & Billing changes, additions and/or terminations must be entered in the Eleyo childcare system by the parent/guardian. Schedule changes, additions and/or terminations are not official until you receive email notification that your request has been approved.
- **IMPORTANT**: Verbal communication will not be considered an official request and will not be recognized or processed. You will continue to be billed and charged based on the information previously entered in the Eleyo childcare system.
- Schedule changes, additions and terminations require two days to process. Fees apply for providing less than two days notice.
- Do not submit change requests to PAL staff at the Summer Camp Sites. Schedule changes not appropriately entered in the Eleyo childcare system will not be considered an official request and will not be recognized or processed. You will continue to be billed and charged based on the information previously entered in the Eleyo childcare system.

REFUNDS AND/OR CREDITS TO YOUR ACCOUNT:

- Active Clients: Credits and refunds approved on a case-by-case basis.
- Terminating Clients: The PAL requires a two-week notice to terminate enrollment.
 - Refunds will not be issued for any days not used within that two-week period.
 - Termination refunds require 2 weeks to process.
- **IMPORTANT**: Under no circumstances will a refund or credit be given for non-attendance if the Main PAL Office is notified after the period of non-attendance.