



## 2019 – 2020 BEFORE & AFTER SCHOOL CARE PAYMENT ACKNOWLEDGEMENT FORM

### AM & PM REGISTRATION FEE:

- Parents and Guardians must register their child/children on-line (<http://howellpal.ce.eleyo.com>) using the Eleyo childcare system by selecting the AM and/or PM program(s) and also one of the following schedule types:
  - Consistent Schedule – For children consistently attending the same days of the week for entire school year.
  - Pick Your Days (Variable) Schedule – The days of attendance or the number of days may vary week to week.
  - Drop-In Schedule – An as-needed service for children not registered to attend at least one day per week.
- A registration fee is required each year and follows the timetable below:
  - \* Regular Registration (up to June 28, 2019): \$75.00
  - \* Late Registration (after June 28, 2019): \$125.00
- Registrations submitted after Friday, August 16, 2019 require Howell PAL and Howell School District Transportation approval to begin attendance in any PAL Before School and/or After School Program and may require a wait period.
- Registrations received after the first day of school (**tentatively Thurs., September 5, 2019**) also require Howell PAL and Howell School District Transportation approval and may require a minimum of a two-day wait period.
- Registration fees are non-refundable after the first day of school. Registration fee is waived for the third child.
- **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.

### AM & PM TUITION FEE:

- The registering parent/guardian is responsible for full payment of the childcare services provided by Howell PAL.
- The annual AM & PM tuition is due on the first day of each month for that current month of service. All additional fees are due upon scheduling or use of service, whichever comes first.
- AM & PM tuition can be paid by credit card or automatic clearing house (ACH). Credit Card and ACH accounts will be charged on the first business day of each month. 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 10<sup>th</sup> day past the payment due date and a mutually agreeable payment plan has not been established with the Finance Department, we may immediately and/or subsequently 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 10<sup>th</sup> 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 AM and/or PM programs. If a payment plan is established but not adhered to, you again may receive written notification that your child is being immediately terminated from all PAL childcare programs. Finally, if your child has been terminated, you must receive approval from both Howell PAL and the Howell School District Transportation for your child to begin attendance in any AM or PM program. All collection and/or legal fees required to collect delinquent payments will be at the expense of the parent/guardian.

## AM & PM TUITION CALCULATION:

- The AM & PM Program follows the Howell Township School District academic calendar. It is considered a ten-month annual program, beginning the first day of school in September 2019 and ending the last day of school in June 2020. There are a potential of 182 days available for full time attendance. While the monthly average is 18.2 days of service, each month will have more or less days available due to the School District schedule.
- The School District mandates a minimum of 180 scheduled days of school. Holidays and school cancellations due to inclement weather are factored into the tuition calculation. **Days missed due to holidays, school cancellations and personal vacations cannot be exchanged for other days.**
- Refunds or credits are not given for sick days or absenteeism, except for an extended illness which requires a physician note on a case-by-case basis at PAL's discretion. **Days missed due to sick days or absenteeism cannot be exchanged for other days.**
- The monthly tuition rate will be in accordance with the childcare program, schedule type and number of school days that fall within the schedule you have selected during the on-line registration process. Any subsequent Change requests you submit will also impact the monthly tuition rate. More specifically, the monthly tuition rate will be calculated based on the daily rates listed in the pricing schedule (viewable during the on-line registration) and the number of school days you have selected in each month. As such, the tuition amount billed and the payment amount required will vary month to month.
- A tuition discount is given when multiple siblings are enrolled in PAL childcare programs. Monthly tuition is discounted 10% for the second child and monthly tuition is discounted 25% for the 3<sup>rd</sup> child. The 3<sup>rd</sup> sibling discount is applied to the lowest tuition and the 2<sup>nd</sup> sibling discount is applied to the 2<sup>nd</sup> lowest tuition.

## AM & PM ADDITIONAL PROGRAMS & FEES:

- Additional (Drop-In) Day - Daily Fee: AM Care: \$18.00; PM Care: \$30.00  
*The Additional (Drop-In) Day is designed as an as-needed service for children who are already registered to attend the program at least one day per week.*
- Drop-In Schedule – Daily Fee: AM Care: \$25.00. PM Care: \$40.00.  
*The Drop-In Schedule is designed as an as-needed service for children who are not currently registered to attend the program at least one day a week.*
- Non School Day Care - Daily Fee:
  - \$50.00 - Register and pay at least 1 day in advance
  - \$60.00 - Drop-In without advance registration
  - \$25.00 - Child is registered but does not attend and PAL Main Office is not notified at least one day in advance*Non School Day Care is designed to provide all day childcare (7:00am to 6:00pm) on week days that are not considered major holidays but which the Howell Township School District has school closed for students. There are multiple Non School Days scheduled for the 2019/20 school year. Please contact the PAL Main Office for further information. Note: Non School Day Care will not be cancelled except for inclement weather or a State of Emergency.*
- Schedule Change Fee: \$15.00 per change for “temporarily” switching or “permanently” adjusting the registered days of service. Fees for the first two schedule changes during the school year will be waived.
- Program Change Fee: \$100.00 per change will be charged to switch a child from a “consistent” program schedule to a “pick your days” program schedule (or vice-versa). The fee for the first Program Change during the school year will be waived for each child.
- Late Pick-Up Fee: Assessed when a child is picked-up at their assigned site after 6:00 PM. \$10.00 charge for first 15 minutes. \$1.00 charge for each additional minute.

## AM & PM ADDITIONAL PROGRAMS & FEES (cont...)

- Non Auto-Pay Fee: \$10.00 per month for any account not set up to automatically pay the AM or PM tuition. Parents/Guardians are encouraged to use the “auto-pay” feature in the Eleyo childcare system to pay their tuition on the 1<sup>st</sup> day of each month.
- Late Payment Fee: \$25.00 per month if payment is not received by 10 days after the payment due date.
- Returned Payment Fee: \$35.00 per occurrence for Credit Card, ACH and Check payments returned for any reason.
- Early Termination Fee: AM & PM Care is considered an annual program. Therefore, terminations require 2 week’s notice. A fee equal to 50% of the estimated monthly tuition will be accessed per child for shorter notification periods.
- Re-Enrollment Fee: \$75.00 per occurrence. If your child is not registered to attend either the AM or PM program for more than two consecutive weeks during the school year, your child will be considered terminated. To begin attending again, a re-enrollment fee must be paid. Re-enrollment is based upon availability and requires Howell School District Transportation approval. Re-enrollment is not guaranteed and may require a wait period.

## AM & PM CARE 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 from PAL that your request has been approved.***
- **IMPORTANT**: All Schedule requests approved by PAL must be communicated to the student’s home school main office by the parent/guardian.
- **IMPORTANT**: Schedule requests that are not appropriately entered in the Eleyo childcare system by the parent/guardian and that are not approved by PAL 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.
- **IMPORTANT**: Verbal communication will not be considered an official request by PAL 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.
- **IMPORTANT**: Do not submit Schedule updates to the PAL staff at the Before Care or After Care Sites. They 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.

## NON ATTENDANCE NOTIFICATION (Same Day)

- If no prior written notification was given to the PAL Main Office of a non-attendance situation, then parents and guardians must notify the PAL Main Office on the day of the non-attendance, prior to the start of Before and/or After Care, that their child will be absent from childcare that day.

## REFUNDS AND/OR CREDITS TO YOUR ACCOUNT

- *Active Accounts*: Refunds, if applicable, will be applied as a credit toward your next tuition payment.
- *Terminating Accounts*: Termination refunds, if applicable, require two weeks to process.
- **IMPORTANT**: Due to New Jersey State mandated staff-to-student ratios, parents/guardians are responsible for payment of all scheduled days as PAL must schedule staff to be on site even if your child does not attend those scheduled days. ***Under no circumstances will a refund or credit be given for non-attendance.***