



HOWELL TOWNSHIP POLICE ATHLETIC LEAGUE

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2019 – 2020 LITTLE PALS PRESCHOOL PAYMENT ACKNOWLEDGEMENT FORM

LITTLE PALS PRESCHOOL REGISTRATION FEE:

- Parents and Guardians must register their child on-line (<http://howellpal.ce.eleyo.com>) using the Eleyo childcare system, selecting one of the following preschool programs (based on the child's age on their start date):
 - Infant Care – up to 18 months
 - Toddler Care – 18 months to 36 months
 - Pre School – 3 years to 4 years
 - Pre Kindergarten – 4 years or older
- Parents/Guardians must also select one of the following schedule types during the on-line registration process:
 - Consistent Schedule – For children consistently attending the same days of the week for entire school year.
 - Pick Your Days (Variable) Schedule: This schedule is only available for the children of First Responder personnel whose days of attendance or the number of days may vary week to week.
- A registration fee is required each year and follows the schedule below:
 - * Early Registration (through May 31, 2019): \$50.00 (for returning children only)
 - * Regular Registration (through June 28, 2019): \$75.00
 - * Late Registration (after June 28, 2019): \$125.00
- If your child is scheduled to attend both Little PALs Preschool and the LOP Integrated Preschool, registrations submitted after Aug.16, 2019 require Howell School District Transportation approval and may require a wait period.
- The following minimum enrollments and restrictions are applicable for the 2019-2020 Little PAL's school year:
 - **Consistent Schedule** (Pre S & Pre K): 4 hours per day / 3 days per week (Mon., Wed., Fri).
 - **Consistent Schedule** (Pre S & Pre K): 4 hours per day / 2 days per week (Tue., Thu).
 - **Consistent Schedule** (Pre S & Pre K): 8 hours per day / 2 days per week.
 - **Consistent Schedule** (Toddler & Infant): 8 hours per day / 2 days per week.
Note: If less than 5 days per week is selected for any consistent schedule, enrollment in specific days of the week may be limited and is based on availability.
 - **Pick Your Days Schedule** (All programs): 8 hours per day / 3 days per week.
Note: Pick Your Days schedule is only available for First Responder personnel. Parents/Guardians will be billed a minimum of 12 days per month if this schedule is selected.
 - **3/4 Day Schedule** (Pre S & Pre K): 6 hours per day / 5 days per week.
Note: 3/4 Day schedule is only available for children attending the LOP Integrated Preschool program.
 - **CCR/CHS Assistance** (All programs): 8 hours per day / 5 days per week.
Note: Parents/Guardians are responsible for all tuition costs and fees not covered by CCR or CHS.
- 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.

LITTLE PALS PRESCHOOL TUITION FEE:

- The registering parent/guardian is responsible for full payment of the childcare services provided by Howell PAL.
- The annual preschool 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.
- Little PAL's 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 10th 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 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 the Little PAL's Preschool. If a payment plan is established but not adhered to, you again may receive written notification that your child is being terminated from Little PAL's. All collection and/or legal fees required to collect delinquent payments will be at the expense of the parent/guardian.
- If your child has been terminated from the Little PAL's Preschool, and your child also attends the LOP Integrated Preschool program, your child must again receive approval from the Howell PAL and Howell School District Transportation in order to be transported to and/or from LOP and, as such, a wait period may be required before Little PAL's childcare can be resumed.

LITTLE PALS PRESCHOOL TUITION CALCULATION:

- The Little PAL's Preschool Childcare Program is considered a 12-month annual program beginning on September 1, 2019 and ending on August 31, 2020. There is a potential of 250 days available for full time attendance. While the monthly average is approximately 21 days of service, various months will have more or less days available due to holidays and the number of weekend days. Little PAL's will provide a minimum of 240 days of childcare for full time registrations. 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 and vacation credits will not be given to parents/guardians.***
- 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 preschool 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, including any written requests submitted to the PAL Main Office to change the daily program start/end times, 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.
Note: As children age into the next preschool program (i.e. Infant into Toddler, Toddler into Pre School and Pre School into Pre K), the new lower tuition rate will take effect on the 1st day of the month following their birthday.
- Little PAL's Preschool is closed for the following days: Labor Day, Thanksgiving, Thanksgiving Friday, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, Memorial Day, July 4th, August 28.
- 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 3rd child. The 3rd sibling discount is applied to the lowest tuition and the 2nd sibling discount is applied to the 2nd lowest tuition.

LITTLE PALS PRESCHOOL ADDITIONAL FEES:

- Additional (Drop-In) Day - Daily Fee:
 - Pre-K: \$40.00 (1/2 Session), \$55.00 (Full Session), \$60.00 (Extended Session)
 - Pre-S: \$45.00 (1/2 Session), \$60.00 (Full Session), \$65.00 (Extended Session)
 - Toddler: Not available (1/2 Session); \$65.00 (Full Session), \$70.00 (Extended Session)
 - Infant: Not available (1/2 Session), \$75.00 (Full Session), \$80.00 (Extended Session)

Note: Additional (Drop-In) Day is designed as an as-needed service for children who are already registered to attend the preschool program at least one day per week.
- Extended Care - Daily Fee:
 - 1/2 Session: \$5.00 for each additional ½ hour over 4.0 hours (maximum daily fee of \$20.00 for up to 8 hours)
 - Full Session: \$5.00 for each additional ½ hour over 8.0 hours (max. daily fee of \$20.00 for up to 11.5 hours)
- 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 later than their registered program end time. \$10.00 charge for first 15 minutes. \$1.00 charge for each additional minute.
- Non Auto-Pay Fee: \$10.00 per month for any account not set up to automatically pay the preschool tuition. Parents/Guardians are encouraged to use the “auto-pay” feature in the Eleyo childcare system to pay their tuition on the 1st 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: Little PAL's Preschool is considered an annual program. Therefore, terminations require 2 week's notice. A fee equal to 50% of the estimated monthly tuition will be assessed per child for shorter notification periods.
- Re-Enrollment Fee: \$75.00 per occurrence. If your child is not registered to attend a preschool 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 is not guaranteed. A wait period may be required. Note: For children attending the LOP Integrated Preschool, Howell School District Transportation approval is also required.

LITTLE PALS PRESCHOOL 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 except for requests changing the start/end times of your child's daily schedule which must be submitted in writing to the PAL Main Office using one of the following methods:
 - Email: info@howellpal.org
 - Fax: 732-919-1212
 - Mail: Howell PAL, PO Box 713, Howell, NJ 07731
 - In Person: The PAL Main Office is located within the Southard Community Enrichment Center, 115 Kent Road, Howell, NJ.
- **IMPORTANT:** *Schedule changes, additions and/or terminations are not official until you receive email notification that your request has been approved.* 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 or submitted.

LITTLE PALS PRESCHOOL SCHEDULE AND BILLING CHANGES (cont...)

- **IMPORTANT:** While communicating Schedule updates to the student's preschool teacher is encouraged, that Schedule change must be entered into the Eleyo childcare system by the parent/guardian, except for start/end time changes to a child's daily schedule which must be submitted in writing (email, fax, mail, in-person) to the PAL Main Office. Any change not properly entered or submitted by the parent/guardian 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/submitted.
- When your preschool classroom schedules a special activity (such as a Halloween or Valentine's Day party), your child may attend for the duration of the event at no charge. If you require childcare before or after the event, it will be considered additional unscheduled childcare and you will be charged accordingly. Notification must be given two days in advance of that additional unscheduled childcare to avoid a fee for improper notice.
- 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/guardians must notify the PAL Main Office on the day of the non-attendance, prior to the start of the program, that their child will be absent from Little PALS 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.***