



2018 – 2019 BEFORE & AFTER SCHOOL CARE PAYMENT ACKNOWLEDGEMENT FORM

AM & PM REGISTRATION FEE:

- Parents must register their child/children on-line using the Eleyo childcare system (<http://howellpal.ce.eleyo.com>).
- A registration fee is required each year and follows the schedule below:
 - * Regular Registration (through June 29, 2018): \$75.00
 - * Late Registration (after June 29, 2018): \$125.00
- Registrations submitted after Friday, August 17, 2018 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 Thurs., September 6, 2018, also require Howell PAL and Howell School District Transportation approval and may require a minimum of a two-day wait period.
- **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 school. Registration fee is waived for the third child.

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 payable in equal monthly installments and is due on the first day of each month for that current month of service.
- 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 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 AM and/or PM 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.

AM & PM TUITION CALCULATION:

- The AM & PM Childcare Program is considered a ten-month annual program beginning Sep. 6, 2018 and ending on June 21, 2019. Following the Howell Township School District academic calendar, there are a potential of 183 days available for full time attendance. While the monthly average is 18 days of service, various months will have more or less days available. Monthly payments are equal regardless of the number of school days in each month.
- 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.
- The monthly tuition rate will be in accordance with the childcare program selected and the 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 PAL's discretion.

AM & PM ADDITIONAL FEES:

- Pick Your Days (Additional Day) - Daily Fee: AM Care: \$15.00. PM Care: \$25.00.
** Additional Day program is designed as an as-needed service for children who are already registered to attend the program at least one day per week.*
- Pick Your Days (Variable Schedule) - Daily Fee: AM Care: \$15.00. PM Care: \$25.00.
** Additional Day program is designed as an as-needed service for children who are already registered to attend the program at least one day per week. There is also a \$30 monthly variable schedule fee per family but the fee is waived if a child attends at least 10 days during the month.*
- Drop-In Day Program - Daily Fee: AM Care: \$25.00. PM Care: \$35.00.
** Drop-in Day program is designed as an as-needed service for children who are not currently registered to attend the program at least one day per week.*
- Schedule Change Fee: \$10.00 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.
- Schedule Change Late Fee: Additional Days, Variable Schedules, 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.
- Day Off Program Fee:
 - \$45.00 per day (Register and pay at least 1 day in advance)
 - \$55.00 per day (Drop-In without advance registration)
 - \$25.00 fee (If child is registered but does not attend and PAL Main Office is not notified at least one day in advance)

Day Off program 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 Day Off program days scheduled for the 2018/19 school year. Please contact the PAL Main Office for further information. Note: Day Off program will not be cancelled except for inclement weather or a State of Emergency.
- 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.
- Returned Payment Fee: \$25.00 per occurrence for checks, credit card & ACH payments returned for any reason.
- NOTE: All additional fees are billed and charged upon the scheduling of service.

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 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.
- While communicating Schedule updates to the student's home school main office and/or their teacher is encouraged, that notification must be in addition to entering the Schedule change in the Eleyo childcare system. 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.
- 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.

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 Before and/or After Care, that their child will be absent from childcare that day.

REFUNDS AND/OR CREDITS TO YOUR ACCOUNT

- Active Clients: Refunds approved on a case-by-case basis will be applied as a credit toward your next tuition payment.
- 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.