

# HOWELL TOWNSHIP POLICE ATHLETIC LEAGUE



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## 2024 – 2025 LITTLE PALS PRESCHOOL PAYMENT ACKNOWLEDGEMENT FORM

### LITTLE PALS PRESCHOOL - REGISTRATION PROCESS & FEE:

- The Little PAL's 2024-25 school year begins Tuesday, Sep. 3, 2024 and ends Friday, August 29, 2025. Parents and Guardians must register their child/children 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:
  - \* Pre Kindergarten - 4 years or older
  - \* Pre School - 3 years up to 4 years
  - \* Toddler - 19 mos. up to 3 years
  - \* Infant Care - 6 wks. up to 18 mos.

- During the on-line registration process, parents and guardians must also select the specific days of the week that their child/children will be attending.
- A registration fee is required per child each year, is charged at time of registration and follows the timetable below:
  - \* **Early Registration (until June 28, 2024): \$100.00**
  - \* **Late Registration (Jun 29 to Sep 20, 2024): \$150.00**
  - \* **Other Registration (after Sep. 20, 2024): \$100.00**

**IMPORTANT:** *The registration fee reserves a spot in a classroom and is not refundable under any circumstances. The registration fee is waived for a 3<sup>rd</sup> child.*

**IMPORTANT:** *Enrollment in a specific program or days of the week may be limited and will be based upon availability. We strongly recommend registering your child prior to June 28. All registrations after June 28 are subject to approval and may require a wait period to attend the requested program and/or the requested days of the week.*

**IMPORTANT:** *Registration must be completed one week in advance of requested start date. Longer wait times may apply for your child/children to begin attending based upon availability of requested program.*

**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. By registering and enrolling your child in our care, you affirm you have read all of our policies, including the Parent Handbook, and agree to the provisions therein.*

- The following minimum enrollments and restrictions are applicable for the 2024-2025 Little PAL's school year:
  - \* Pre K and Pre S programs: 4 hours per day / 5 days per week
  - \* Pre K, Pre S, Toddler, Infant: 8 hours per day / 3 days per week
- **CCR/CHS Assistance:** Parents/Guardians must register their child/children to attend the same number of days per week in the Eleyo childcare system as was approved in their final CCR/CHS contract. Parents/Guardians are responsible for all tuition costs and fees not covered by CCR/CHS.

**IMPORTANT:** *No CCR/CHS child will be allowed to attend Little PAL's without an approved final CCR or CHS contract.*

- **IMPORTANT:** *Because required medications and health related equipment/devices must be reviewed and approved by the PAL Main Office and/or PAL Nurse Consultant, all medical paperwork, medicine and health related equipment/devices must be received 1 week in advance of a child's starting date of attendance. Upon approval, the medication and equipment/devices will be documented and stored at the site as per state licensing requirements.*

## 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 remains on your childcare account after the 7<sup>th</sup> calendar 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 assessed. We may immediately (or subsequently) initiate a debit to your financial account equal to the outstanding tuition and fee balance without providing advanced (or subsequent) notification. 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 immediately terminated from the Little PAL's Preschool. Finally, if your child has been terminated, re-enrollment is subject to Howell PAL approval. If your child also attends the LOP Integrated Preschool program, your child must also receive approval from the Howell School District Transportation in order to be transported to and/or from LOP which may require a wait period. All collection and/or legal fees required to collect delinquent payments will be at the expense of the parent/guardian.*

## LITTLE PALS PRESCHOOL - TUITION CALCULATION:

- The Little PAL's Preschool Childcare Program is considered a 12-month annual program beginning on Friday, September 3, 2024 and ending on Friday, August 29, 2025. There is a potential of 245 days available for full time registrations and you will be billed and charged for all 245 days. While monthly average is approximately 20 days of service, each month may have more or less days available due to holidays and number of weekend days.
- Little PAL's will provide a minimum of 240 days of childcare for full time registrations, with eleven holidays and five school cancellation / personal vacation days factored into the tuition calculation. For full-time registrations (5 days per week), the summation of the 12 months of the estimated monthly tuition listed in the "Tuition, Fee & Program Summary" (viewable during the on-line registration process) is the total amount you will be billed and charged by the end of the school year. For part-time registrations (less than 5 days per week), the total amount billed and charged may differ from the summation of the 12 months of the estimated monthly tuition due to the specific days of the week your child has been registered to attend and the number of holidays falling on those specific registered days.
- Holidays, personal vacation days and school cancellations (including days rescheduled due to school cancellations) are factored into the tuition calculation. ***Refunds or credits are not given under any of these situations nor can any of the missed days be exchanged for other days.***
- Refunds or credits are not given for sick days, absenteeism or COVID-19, 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, absenteeism or COVID-19 cannot be exchanged for other days.***
- The monthly tuition rate will be in accordance with the preschool program, schedule type and number of available school days that fall within the schedule you have selected during the on-line registration process. More specifically, the monthly tuition rate will be calculated based on the daily rates listed in the "Tuition, Fee & Program Summary" (viewable during the on-line registration) and the number of available school days in each month of the schedule you have selected. ***As such, tuition amount billed and 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 1<sup>st</sup> day of the month following their birthday.*
- Little PAL's Preschool is closed for the following days: Labor Day (Sep. 3), Thanksgiving (Nov. 28), Thanksgiving Friday (Nov. 29), Christmas Recess (Dec. 23 to Dec. 31), New Year's Day (Jan. 1), Birthday of Martin Luther King, Jr. (Jan. 20), Good Friday (Apr. 18), Memorial Day (May 26) and Independence Day (July 4).
- A tuition discount is given when multiple siblings are enrolled in PAL childcare programs (10% for the second child and 10% for the third child). The 2<sup>nd</sup> sibling discount is applied to the lowest monthly tuition and the 3<sup>rd</sup> sibling discount is applied to the 2<sup>nd</sup> lowest monthly tuition. No other discounts apply with sibling discounts.

## LITTLE PALS PRESCHOOL - ADDITIONAL FEES:

- Additional (Drop-In) Day - Daily Fee:
  - \* Pre K: \$75.00 (Full Session), \$85.00 (Extended Session)
  - \* Pre S: \$80.00 (Full Session), \$90.00 (Extended Session)
  - \* Toddler: \$90.00 (Full Session), \$100.00 (Extended Session)
  - \* Infant (13+ mos.): \$100.00 (Full Session), \$110.00 (Extended Session)
  - \* Infant (< 13 mos.): Not available (Must be registered 5 days per week)

*Note: The Additional (Drop-In) Day is designed as an as-needed service for children who are already registered to attend the Little PAL's three or four days per week.*
- Extended Care - Daily Fee:
  - \* \$8.00 for each additional ½ hour over 8 hr. program (max. daily fee \$32) or 4.0 hr. program (max. daily fee \$48).
- Schedule Change Fee: \$15.00 per change per child 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.

***IMPORTANT:*** Little PAL's Preschool is considered an annual program and is staffed according to New Jersey State mandated ratios. Change requests reducing or terminating attendance will not take effect until the first day of the following month. Credits or refunds will not be given for the current month tuition.
- Late Pick-Up Fee: Assessed when a child is picked-up after their registered program end time. \$15.00 charge for first 15 minutes; \$2.00 charge for each additional minute. Multiple late pick-ups will result in a child being suspended and/or terminated from the Little PAL's Preschool.
- Re-Enrollment Fee: \$100.00 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. As such, a wait period may occur.
- Non Auto-Pay Fee: \$15.00 per month. Parents/Guardians not set-up on “auto-pay” or not scheduled to pay at least 50% of the monthly tuition on the 1<sup>st</sup> day of the month are required to pay a monthly fee. Late fees will apply if payment is not received by the 1<sup>st</sup> day of the month. Parents/Guardians who fail to pay their tuition on a timely basis or fail to adhere to their payment plan may be removed from the non “auto-pay” feature and set-up on the “auto-pay” feature without advanced or subsequent notification. *Note: 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 the month.*
- Late Payment Fee: \$25.00 per month fee assessed if payment not received by 7 calendar days past the due date.

***IMPORTANT:*** After 7 calendar days past the due date, parent/guardian financial account on file may be immediately (or subsequently) charged for the outstanding tuition and fee balance without advanced (or subsequent) notice.
- Failed / Returned Payment Fee: \$35.00 per occurrence for Credit Card, ACH and Check payments that fail or are returned for any reason.

## LITTLE PALS PRESCHOOL - SCHEDULE AND BILLING CHANGES:

- ***IMPORTANT:*** All requests for Schedule 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](mailto:info@howellpal.org)
  - \* Fax: 732-919-1212
  - \* Mail: Howell PAL, PO Box 713, Howell, NJ 07731
- ***IMPORTANT:*** PAL Main Office requires 2 weeks to process Schedule change requests. Schedule changes, additions or termination requests are not official until you receive email notification that your request has been approved.
- ***IMPORTANT:*** Schedule changes, additions or termination 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 or submitted in writing to the PAL Main Office.

## **LITTLE PALS PRESCHOOL - SCHEDULE AND BILLING CHANGES (cont...):**

- ***IMPORTANT:*** Verbal communication to the PAL Main Office will not be considered an official request and will not be recognized or processed by PAL. You will continue to be billed and charged based on the information previously entered in the Eleyo childcare system or submitted in writing to the PAL Main Office.
- ***IMPORTANT:*** While communicating schedule updates to the student's preschool teacher is encouraged, they will not be considered an official request and will not be recognized or processed by PAL. You will continue to be billed and charged based on the information previously entered in the Eleyo childcare system.
- 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.

## **LITTLE PALS PRESCHOOL - 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 PAL's that day.

## **LITTLE PALS PRESCHOOL - 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 registered days as PAL must schedule staff to be on site even if your child does not attend those registered days. ***Under no circumstances will a refund or credit be given for non-attendance.***

## **LITTLE PALS PRESCHOOL - COVID 19 Safety Update:**

- The Howell PAL Health Policies, New Jersey Department of Children and Families mandates, and the New Jersey Department of Health mandates have changed dramatically under our current COVID-19 environment. Please be aware of the most current COVID-19 requirements.