

HOWELL TOWNSHIP POLICE ATHLETIC LEAGUE

P.O. Box 713 • 115 Kent Rd., Howell, NJ 07731
Phone: 732.919.2825 • Fax: 732.919.1212
www.howellpal.org



2020 – 2021 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>) for the 2020/21 school year using the Eleyo childcare system by selecting the AM and/or PM program(s) and also one of the following schedule types and/or the Non School Day (Day Off) program:
 - * 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 - As-needed service for children not registered to attend PM Care at least 1 day per week.
 - * Non School & Non Camp Day (Day Off) Program - As-needed program designed to provide all day childcare on weekdays not considered major holidays but which the Howell Township School District has closed for students.
- A registration fee is required each year, is charged at time of registration and follows the timetable below:
 - * AM/PM Program - Registration (until June 30, 2020): \$100.00
 - * AM/PM Program - Late Reg. (after June 30, 2020): \$150.00
 - * Drop-In Schedule (PM Program) - Register anytime: \$150.00
 - * Non School & Non Camp Day (Day Off) Program: \$100.00 ← *Fee waived if enrolled in AM/PM, Camp or Drop-In*

IMPORTANT: The registration fee reserves a spot in a program and is not refundable under any circumstances. The registration fee is waived for a 3rd child.

IMPORTANT: The PAL and the Howell School District Transportation require that all AM and PM students be registered by Friday, August 14th in order to attend the first day of school on Tuesday, September 8th. **All registrations after August 14th are subject to approval and may require a wait period.**

- 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. *Note: Parents/Guardians are responsible for all tuition costs and fees not covered by CCR/CHS and must be on auto-pay for entire school year.*
IMPORTANT: No child will be allowed to attend the AM & PM program without an approved CCR or CHS contract.
- Registrations received after the first day of school (Tuesday, Sep. 8, 2020) also require Howell PAL and Howell School District Transportation approval and may require a minimum of a two-day wait period. Parents/Guardians registering their child after September 8th with a mid-month start date must be on auto-pay for the 1st month.
- 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 that you have read all of our policies and agree to all of the provisions therein.
- IMPORTANT:** Prior to a student attending, all required medications and health related equipment/devices must be reviewed and approved by the PAL Main Office and/or PAL Nurse Consultant. Upon approval, the medication and equipment/devices will be documented and stored at the site as per state licensing requirements.

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.

AM & PM TUITION FEE (cont...)

- ***IMPORTANT:*** *If an outstanding balance remains on your childcare account after the 7th 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 will 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 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 and Farmingdale School District academic calendars. It is considered a ten-month annual program, beginning the first day of school in September 2020 and ending the last day of school in June 2021. There are a potential of 182 days available for full time attendance. While the monthly avg. is 18.2 days of service, each month will have more or less days available due to School District schedules.
- Howell Township & Farmingdale School Districts mandate a minimum of 180 scheduled days of school and Howell PAL will also provide a minimum of 180 days of childcare for full time registrations. The summation of the 10 months of the estimated monthly tuition is the total amount you will be billed by the end of the school year.
- Holidays and school cancellations due to inclement weather are factored into the tuition calculation. Refunds or credits are not given for holidays, school cancellations and personal vacations. ***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. 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 3rd child. The 3rd sibling discount is applied to the lowest tuition and the 2nd sibling discount is applied to the 2nd lowest tuition.

OTHER PROGRAMS & FEES:

- Additional (Drop-In) Day: PM Care - \$32.00 per day; AM Care - \$19.00 per day
The Additional (Drop-In) Day is designed as an as-needed service for children who are already registered to attend AM and/or PM Care at least one day per week.
- Drop-In Schedule (PM Program): PM Care - \$42.00 per day; Cancel Fee - \$21.00 per day; AM Care - Not available
The Drop-In Schedule is designed as an as-needed service for children who are not currently registered to attend PM Care at least one day a week. There will be a \$21.00 fee charged per child to cancel each previously scheduled and approved PM Care Drop-In day. Drop-In Schedule is not available for AM Care.
- Non School Day & Non Camp Day (Day Off) Program:
 - * Tuition - \$55.00 per day (register and pay at least 2 school days in advance)
 - * Late Tuition - \$65.00 per day (register and pay less than 2 school days in advance)
 - * Cancel Fee - \$30.00 per day (charged per child to cancel each previously approved Non School Day)*Non School Day & Non Camp Day (Day Off) Program is held at Southard School and is designed to provide all day childcare (7:00am to 6:00pm) on weekdays not considered major holidays, but which Howell Twp. School District has school closed for students. There are 15 Non School & Non Camp Days available in 2020 (Jun 24 to Jun 26, Aug 31 to Sep 4, Sep 28, Oct 12, Nov 5, Nov 6, Dec 28 to Dec 30) and 12 days available in 2021 (Jan 18, Feb 15, Mar 29 to Apr 1, Apr 5, Jun 21 to Jun 25). Program will not be cancelled except for inclement weather or State of Emergency.*

OTHER PROGRAMS & FEES (cont...)

- 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: AM and PM Care 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 first day of the following month and must be submitted at least 2 school days in advance of the following month. Credits or refunds will not be given for the current month tuition.
- Schedule Change - Late Submission Fee: \$15.00 per occurrence. Schedule changes require 2 days to process. Additional processing fee per child will be charged for schedule changes approved with shorter notification periods.
- “Pick Your Days” - Late Submission Fee: \$15.00 per occurrence. Parent/Guardian must enter their “Pick Your Days” schedule in Eleyo by Thursday in advance of the upcoming week’s service.
- Late Pick-Up Fee: Assessed when a child is picked-up at their assigned site after 6:00 PM (Howell Twp. Schools) and after 6:30 PM (Farmingdale School). \$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 all childcare programs.
- Program Change Fee: \$100.00 per change will be charged to switch a child from any program or schedule to a different program or schedule. Fee for first Program Change during the school year will be waived for each child.
- Re-Enrollment Fee: \$100.00 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.
- Non Auto-Pay Fee: \$10.00 per month will be charged for any account not on auto-pay. Parents/Guardians not on auto-pay are required to pay the full monthly tuition 7 calendar days in advance of the next month’s service. Late fees will apply if payment is not received by the 1st day of the month. *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 fee assessed if payment not received by 7 calendar days past the due date.
IMPORTANT: After 7 days past the due date, the parent/guardian financial account on file will be immediately (or subsequently) charged for the outstanding tuition and fee balance without advanced (or subsequent) notice.
- Returned Payment Fee: \$35.00 per occurrence for Credit Card, ACH and Check payments returned for any reason.

SCHEDULE & 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.
- ***IMPORTANT***: Program changes, schedule changes, additional days and terminations require 2 days to process. An additional processing fee of \$15 per child will be charged for schedule changes approved with shorter notification periods.

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. In addition, you must also notify your child's home school of the non attendance.

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.***