

HOWELL TOWNSHIP POLICE ATHLETIC LEAGUE

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2020 Howell PAL Summer Camps Payment Acknowledgement Form

SUMMER CAMP REGISTRATION FEE:

- The Parents and Guardians must register their child/children on-line (<http://howellpal.ce.eleyo.com>) using the Eleyo childcare system by selecting the July and/or August Camp program and also one of the following schedule types:
 - * Consistent Schedule - For children attending the same days of the week for the entire camp.
 - * Pick Your Weeks (Variable) Schedule - For children not attending all of the weeks offered in the camp. Note: If the "pick-your-weeks" schedule is selected, the child must be registered to attend all 5 days of the weeks selected.
 - * Non Camp & Non School 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:
 - * PAL July and August Camps - Register until June 22: \$50.00 ← Fee covers both July and/or Aug. Camp
 - * PAL July and August Camps - Register after June 22: \$100.00 ← Fee covers both July and/or Aug. Camp
 - * Non Camp & Non School Day (Day Off) Program: \$100.00 ← Fee waived if enroll in AM/PM, Camp or Drop-In
- 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 parent/guardian must be on auto-pay for the summer camps.*
 - * Parents/Guardians must register their child/children by June 12 to attend the first day of July Camp or by July 10 to attend the first day of August Camp. Otherwise, a wait period may be required to begin attending the camp(s).
 - * No child will be allowed to attend a Summer Camp program without an approved CCR or CHS contract.
- **IMPORTANT**: Registration fees and tuition 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. 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 child 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.

SUMMER CAMP TUITION FEE:

- The registering parent/guardian is responsible for full payment of the childcare services provided by Howell PAL.
- Full payment of the July Summer Camp tuition is due on June 29 and full payment of the August Camp tuition is due on August 3. All additional fees are due upon scheduling or use of service, whichever comes first.
- Summer Camp tuition can be paid by credit card, automatic clearing house (ACH), check or cash. 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 7th 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 Summer Camp 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. All collection and/or legal fees required to collect delinquent payments will be at the expense of the parent/guardian.

SUMMER CAMP TUITION CALCULATION:

- The PAL July Before and After Camp program is a five week program which begins June 29 and ends July 31. The PAL July Before and After Camp program follows the Howell Township Rec Camp. The PAL August Camp is a four week program which begins August 3 and ends August 28.
- The summer camp tuition rate will be in accordance with the childcare program, schedule type and number of school days (or weeks) that fall within the schedule you have selected during the on-line registration process. More specifically, the summer camp tuition rates will be calculated based on the daily rates (for “consistent” schedules) and weekly rates (for “pick-your-week” schedules) listed in the pricing schedules which are viewable during the on-line registration process.
- A tuition discount is given when multiple siblings are enrolled in PAL childcare programs. Summer Camp tuition is discounted 10% for the second child and Summer Camp 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.
- ***IMPORTANT:*** Refunds or credits are not given for holidays and personal vacations. ***Days missed due to holidays and personal vacations cannot be exchanged for other days.***
- ***IMPORTANT:*** 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.***

SUMMER CAMP ADDITIONAL PROGRAMS & FEES:

- Non Camp Day & Non School 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 Camp Day & Non School 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 Township School District has school closed for students. There are 15 Non Camp & Non School 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.
- Schedule Change Fee: \$15.00 per change per child for “temporarily” switching or “permanently” adjusting the registered days of service. Fee for the first schedule change in each summer camp will be waived.
- 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.
- 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.
- Re-Enrollment Fee: \$100.00 per occurrence. If your child is not registered to attend for more than one consecutive week, your child will be considered terminated. To begin attending again, a re-enrollment fee must be paid. Re-enrollment is not guaranteed and is based upon availability.
- 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 tuition fee 7 days in advance of the start date of the July and/or August camp. Late fees will apply if payment is not received by 7 days after the due date. *Parents/Guardians are encouraged to use the “auto-pay” feature in the Eleyo childcare system to pay their tuition fee on the start date of each camp.*
- Late Payment Fee: \$25.00 per month fee will be assessed if payment is not received by 7 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.
- All additional fees will be billed and charged upon the scheduling or use of service, whichever comes first.

SUMMER CAMP SCHEDULE AND BILLING CHANGES:

- **IMPORTANT:** *The PAL July Camp is considered a full five week program and the PAL August Camp is considered a full four week program an annual program, with each camp staffed to New Jersey State mandated ratios. Change requests reducing or terminating attendance will not be honored once the summer camp has started and credits or refunds will not be given to parents/guardians under any circumstances*
- **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:** *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 change requests to the PAL staff at the Summer Camp 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.

REFUNDS AND/OR CREDITS TO YOUR ACCOUNT:

- Active Clients: Credits and refunds approved on a case-by-case basis.
- 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.