

HOWELL TOWNSHIP POLICE ATHLETIC LEAGUE



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2021 – 2022 PAL BEFORE & AFTER SCHOOL CARE and ALL DAY CARE PAYMENT ACKNOWLEDGEMENT FORM

AM & PM and ALL DAY CARE - REGISTRATION FEE:

- Parents & Guardians must register their child/children on-line (<http://howellpal.ce.eleyo.com>) for the 2021-22 school year using the Eleyo childcare system by selecting the consistent schedule for the AM, PM, All Day and/or Summer Camp program(s); and/or by selecting specific dates for the Non School or Non Camp (Day Off) programs.
 - * Consistent Schedule - For children consistently attending the same days of the week for entire school year.
 - * 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 per child each year, is charged at time of registration and follows the timetable below:
 - * AM/PM & All Day: \$100.00 until June 30; \$150.00 June 30 to Sep. 23; \$100 after Sep. 23 (*Fee waived for 3rd child*)
 - * Non School & Non Camp (Day Off) Program: \$100.00 (*Fee waived if enrolled in AM, PM, All Day or Summer Camp*)
 - * July Camp & Aug. Summer Camp: \$50.00 until June 14, 2021; \$100.00 after June 14, 2021 (*Fee covers both camps*)

IMPORTANT: The registration fee reserves a spot in a program and is not refundable under any circumstances.

IMPORTANT: The PAL and the Howell School District Transportation require that all AM and PM Care students be registered by Friday, August 13th in order to attend the first day of school on Thur., Sep 9th. **All registrations after August 13th are subject to approval and may require a wait period.**
- CCR/CHS Assistance: Parents/Guardians are responsible for all tuition costs and fees not covered by CCR/CHS and must be on auto-pay for the entire school year.

IMPORTANT: No CCR/CHS child will be allowed to attend AM Care, PM Care, All Day Care or Summer Camp programs without an approved final CCR or CHS contract.
- Registrations received after the first day of school (Thursday, Sep. 9, 2021) 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 9th with a mid-month start date must be on auto-pay for the 1st month.
- The following minimum enrollments and restrictions are applicable for the 2021-22 AM/PM and All Day Care programs:
 - * AM/PM Care Program - 2 days per week
 - * All Day Care Program - 1 day per week
 - * July Summer Camp - 5 weeks / 3 days per week (consistent); or 3 weeks / 5 days per week (pick your weeks)
 - * Aug. Summer Camp - 4 weeks / 3 days per week (consistent); or 2 weeks / 5 days per week (pick your weeks)
 - * 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 approved in their final CCR/CHS contract.
- **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.
- **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.

AM & PM and ALL DAY CARE - TUITION FEE:

- The registering parent/guardian is responsible for full payment of the childcare services provided by Howell PAL.
- The annual AM, PM and All Day Care 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 and All Day Care 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 and ALL DAY CARE - 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 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 all AM, PM and All Day Care 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 and ALL DAY CARE - TUITION CALCULATION:

- The AM, PM and All Day Care programs follow the Howell Township School District academic calendar. They are considered ten-month annual programs, beginning the first day of school in September 2021 and ending the last day of school in June 2022. There is a potential of 182 days available for full time attendance and you will be billed and charged for all 182 days. While the monthly average is 18.2 days of service, each month will have more or less days available due to School District schedule.
- Howell Township School District mandates 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. For full-time registrations (5 days per week), the summation of the 10 months of the estimated monthly tuition (listed in the pricing schedule and 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 10 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 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 available school days that fall within the schedule you have selected during the on-line registration process. More specifically, 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 available school days in each month of the schedule you have selected. ***As such, the tuition amount billed and payment amount required will vary month to month.***
- 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 2nd sibling discount is applied to the lowest estimated monthly tuition and the 3rd sibling discount is applied to the 2nd lowest estimated monthly tuition. No other discounts apply with sibling discounts.

OTHER PROGRAMS & FEES:

- Additional (Drop-In) Day – Daily Fees: AM - \$20.00; PM - \$34.00; All Day (8 hrs) - \$50.00; All Day (11.5 hrs) - \$55.00
The Additional (Drop-In) Day is designed as an as-needed service for children who are already registered to attend the AM or PM program at least two days per week or the All Day Care program at least one day per week.
- 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)*Note: Non School Day & Non Camp Day (Day Off) Program is held at Southard School and is designed to provide all day childcare (6:30am to 6:00pm) on weekdays not considered major holidays, but which Howell Twp. School District has school closed for students. There are 20 Non School & Non Camp Days available in 2021 (Jun 21 to Jun 25, Aug 30 to Sep 3, Sep 7 & Sep 8, Sep 16, Oct 11, Nov 4 & Nov 5, Dec 27 to Dec 30) and 16 days available in 2022 (Jan 17, Feb 21, Mar 21, Apr 18 to Apr 22, Jun 22 to Jun 24, Aug 29 to Sep 2). 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:** The AM, PM and All Day Care programs are considered annual programs and are 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.
- 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 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, PM or All Day Care programs 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 to begin attending the AM or PM programs once again. Re-enrollment is not guaranteed and may require a wait period.
- Non Auto-Pay Fee: \$10.00 per month. 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 who fail to pay their tuition on a timely basis 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 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 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.*
- 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 changes, additions and/or terminations must be entered in the Eleyo childcare system by the parent/guardian. **Schedule change, addition and/or termination requests are not official until you receive email notification from PAL that your request has been approved.***
- ***IMPORTANT:** Schedule changes, additions or termination requests approved by PAL must be communicated to the student’s home school main office by the parent/guardian.*
- ***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.*
- ***IMPORTANT:** Verbal communication to the Main PAL Office 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, After Care or All Day 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. Processing fee of \$15 per child will be charged for schedule changes approved with shorter notification periods. Credits/refunds will not be given for the current month tuition (See “Schedule Change Fee” bullet for more details).*

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 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.*

COVID-19 SAFETY UPDATE:

- The Howell PAL Before & After School Care and All Day Care programs are required to follow COVID-19 New Jersey State license mandates, which includes all children wearing a mask. More information for COVID-19 related requirements, including exceptions to wearing a mask, as well as other program requirements is available in the 2021 -22 "PAL Before & After School Care and All Day Care" Parents Handbook.