



2021 – 2022 LITTLE PALS PRESCHOOL PAYMENT ACKNOWLEDGEMENT FORM

LITTLE PALS PRESCHOOL - REGISTRATION FEE:

- The Little PAL's 2021-22 school year begins Wednesday, Sep. 1, 2021 and ends Tuesday, August 30, 2022. Parents and Guardians must register their child 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:
 - * Infant Care – up to 18 months
 - * Toddler – 19 mos. up to 3 years
 - * Pre School – 3 years up to 4 years
 - * Pre Kindergarten – 4 years or older
- During the on-line registration process, parents/guardians must select the number of days per week their child/children will be attending on a "consistent" schedule. A consistent schedule is when a child is registered to attend the same days of the week for the entire school year.
- A registration fee is required per child each year, is charged at time of registration and follows the timetable below:
 - * Early Registration (until June 30, 2021): \$100.00 → *Registration fees waived for 3rd child.*
 - * Late Registration (Jul. 1 to Sep. 15, 2021): \$150.00
 - * Other Registration (after Sep. 15, 2021): \$100.00

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

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 30. All registrations after June 30 are subject to approval and may require a wait period to attend requested program and/or requested days of the week.*

- CCR/CHS Assistance: For parents who will be receiving CCR/CHS assistance, the Howell PAL requires their child/children to be registered by Fri., August 13 in order to attend the first day of school. *CCR/CHS registrations after August 13 are subject to approval and may require a wait period.* Note: 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 Little PAL's without an approved final CCR or CHS contract.

- LOP Integrated Pre School Program – If your child is scheduled to attend both Little PALs Preschool and the LOP Integrated Preschool, registrations submitted after Fri., August 13 require Howell School District Transportation approval which may also cause a wait period to begin attending Little PAL's.
- Parents/Guardians registering their child after Sept. 1 with mid-month start date must be on auto-pay for 1st month.
- The following minimum enrollments and restrictions are applicable for the 2020-2021 Little PAL's school year:

* Consistent Schedule:

- * Pre K and Pre School: 4 hours per day / 5 days per week
- * Pre K, Pre School & Toddler: 8 hours per day / 3 days per week
- * Infant Care (13 mo. to 18 mo.): 8 hours per day / 3 days per week
- * Infant Care (up to 12 mo.): 8 hours per day / 5 days per week.

* 3/4 Day Schedule (Pre K & Pre S): 6 hours per day / 3 days per week.

Note: 3/4 Day schedule is only available for children attending the LOP Integrated Preschool program.

* 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, except for Infant Care which requires an approved contract of 5 days per week / 8 hours per day in order to register at Little PAL's.

LITTLE PALS PRESCHOOL - REGISTRATION FEE (cont...)

- ***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.

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 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 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 Wednesday, September 1, 2021 and ending on Tuesday, August 30, 2022. There is a potential of 250 days available for full time registrations and you will be billed and charged for all 250 days. While monthly average is approximately 21 days of service, each month will 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 ten 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 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 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 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 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 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, 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 1st day of the month following their birthday.

LITTLE PALS PRESCHOOL - TUITION CALCULATION (cont...)

- Little PAL's Preschool is closed for the following days: Labor Day (Sep. 6), Thanksgiving (Nov. 25), Thanksgiving Friday (Nov. 26), Christmas Eve Day (Dec. 24), New Year's Eve Day (Dec. 31), Birthday of Martin Luther King, Jr. (Jan. 17), Washington's Birthday (Feb. 21), Good Friday (Apr. 15), Memorial Day (May 30), Independence Day (July 4) and Teacher Prep Day (Aug. 31).
- A tuition discount is given when multiple siblings are enrolled in PAL childcare programs. More specifically, monthly tuition is discounted 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.

LITTLE PALS PRESCHOOL - ADDITIONAL FEES:

- Additional (Drop-In) Day - Daily Fee:

- * Pre K: \$65.00 (Full Session), \$72.00 (Extended Session)
- * Pre S: \$68.00 (Full Session), \$75.00 (Extended Session)
- * Toddler: \$77.00 (Full Session), \$85.00 (Extended Session)
- * Infant (13+ mos.): \$85.00 (Full Session), \$93.00 (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 at least three days per week.

- Extended Care - Daily Fee:

- * Full Session: \$6.00 for each additional ½ hour over 8.0 hours (max. daily fee of \$24.00 for up to 11.5 hours)

- 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 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 the Little PAL's Preschool.

- 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 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. *Note: For children attending the LOP Integrated Preschool, Howell School District Transportation approval is also required which may cause a wait period as well.*

- Non Auto-Pay Fee: \$10.00 per month. Parents/Guardians not on "auto-pay" are also 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 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.

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
 - * Fax: 732-919-1212
 - * Mail: Howell PAL, PO Box 713, Howell, NJ 07731
 - * In-Person: PAL Main Office is located in the Southard Community Enrichment Center, 115 Kent Rd, Howell, NJ.
- ***IMPORTANT:*** Schedule changes, additions or termination requests are not official until you receive email notification that your request has been approved.
- ***IMPORTANT:*** While communicating Schedule updates to the student's preschool teacher is encouraged, that Schedule change must be entered into the Eleyo childcare system by the parent/guardian, except for start/end time changes to a child's daily schedule which must be submitted in writing (email, fax, mail, in-person) to the PAL Main Office. 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 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 PAL Main Office.
- ***IMPORTANT:*** 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. Credits/refunds will not be given for the current month tuition (See "Schedule Change Fee" bullet on previous page for more details).
- 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.

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.

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:

- Little PAL's Preschool is required to follow COVID-19 New Jersey State license mandates, which includes strongly encouraging children over 2 years old to wear a mask. More information is available for COVID-19 related requirements as well as other program requirements in the 2021-22 Little PAL's Preschool Parents Handbook.