



## 2021 Howell PAL Summer Camps Payment Acknowledgement Form

### SUMMER CAMP REGISTRATION FEE:

- Parents/Guardians must register their child/children on-line for the 2021 summer camps using the Eleyo childcare system (<http://howellpal.ce.eleyo.com>) by selecting the July and/or August Camp program and also one of the following schedule types:
    - \* Consistent Schedule - For children consistently attending the same days of the week for the entire camp.
    - \* Pick Your Weeks Schedule - For children not attending all of the weeks offered in the camp.
  - During registration, parents/guardians may also select specific dates for the Non School and Non Camp (Day Off) program. *Note: The Non School Day and Non Camp (Day Off) program is an 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 (see bottom of next page for specific dates the Day Off program is offered).*
  - A registration fee is required each year, is charged at time of registration and follows the timetable below:
    - \* PAL July Camp - Register until June 14: \$50.00 ← Fee covers both July and/or Aug. Camp
    - \* PAL July Camp - Register after June 14: \$100.00 ← Fee covers both July and/or Aug. Camp
    - \* PAL Aug. Camp - Register until July 19: \$50.00 ← Fee covers both July and/or Aug. Camp
    - \* PAL Aug. Camp - Register after July 19: \$100.00 ← Fee covers both July and/or Aug. Camp
    - \* Non School & Non Camp (Day Off) Program: \$100.00 (Fee waived if enrolled in AM Care, PM Care, All Day Care, July Camp or August Camp).
- IMPORTANT:** *The registration fee reserves a spot in a program and is not refundable under any circumstances. Registration fee is waived for the third child.*
- 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 Summer Camps.
- IMPORTANT:** *No CCR/CHS child will be allowed to attend the Summer Camp programs without an approved final CCR or CHS contract.*
- The following minimum enrollments and restrictions are applicable for the 2021 Summer Camp programs:
    - \* PAL July Camp - 5 weeks / 3 days per week (consistent schedule)
    - \* PAL July Camp - 3 weeks / 5 days per week (pick-your-weeks schedule)
    - \* PAL Aug. Camp - 4 weeks / 3 days per week (consistent schedule)
    - \* PAL Aug. Camp - 2 weeks / 5 days per week (pick-your-weeks schedule)
    - \* 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.*

### 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 28 and full payment of the August Summer Camp tuition is due on August 2. All additional fees are due upon scheduling or use of service, whichever comes first.

## SUMMER CAMP TUITION FEE (cont...)

- PAL Summer Camp 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 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. Finally, if your child has been terminated, you must receive approval from Howell PAL for your child to begin attendance in any Summer Camp program. 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 Before and After Howell Rec July Camp is a 5 week program which follows the Howell Township Rec Camp schedule. The PAL Before and After Howell Rec July Camp begins June 28 and ends July 30. The PAL August Camp begins August 2 and ends August 27.
- 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 the weekly rates (for “pick-your-week” schedules) listed in the “Tuition and Program Summary” which are viewable during the on-line registration process.
- Refunds or credits are not given for holidays 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.***
- A tuition discount is given when multiple siblings are enrolled in PAL childcare programs. More specifically, monthly tuition is discounted 10% for the second and 10% for the third child. The 2<sup>nd</sup> sibling discount is applied to the lowest estimated monthly tuition and the 3<sup>rd</sup> sibling discount is applied to the 2<sup>nd</sup> lowest estimated monthly tuition.

## OTHER PROGRAMS & FEES:

- Additional (Drop-In) July Camp Day – Daily Fees: AM - \$17.00; PM - \$30.00  
Additional (Drop-In) Aug Camp Day – Daily Fees: AM - \$40.00; PM - \$65.00

*The Additional (Drop-In) Day is designed as an as-needed service for children who are already registered to attend the July or August Summer Camp program on a “consistent” or on a “pick your weeks” schedule.*

- 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 / Camp 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 Township 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 30 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. Fee for the first schedule change in each summer camp will be waived.  
***IMPORTANT***: Summer Camp programs are staffed according to New Jersey State mandated ratios based on child registration schedules. Credits or refunds will not be given for change requests reducing or terminating attendance.
- 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 summer camp 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 either the July or August Camp for more than 1 consecutive week, your child will be considered terminated. Re-enrollment is based upon availability and is not guaranteed. To begin attending again, a re-enrollment fee must be paid.
- Non Auto-Pay Fee: \$10.00 per month. Parents/Guardians not on “auto-pay” are required to pay the full camp tuition 7 calendar days in advance of the July Camp start date and 7 calendar days in advance of the August Camp start date. Late fees will apply if payment is not received by 7 calendar days after the due date. 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 1<sup>st</sup> day of each summer camp.*
- 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 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 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. 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 Summer Camp tuition (See “Schedule Change Fee” bullet above 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 the summer camp, that their child will be absent from summer camp 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:**

- The Howell PAL Summer Camp and Non School Day and Non Camp Day (Day Off) 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 Summer Camp" Parents Handbook.**