

# HOWELL TOWNSHIP POLICE ATHLETIC LEAGUE

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www.howellpal.org



## 2024 – 2025 PAL BEFORE & AFTER SCHOOL CARE (K to 5<sup>th</sup> Grade)

### PAYMENT ACKNOWLEDGEMENT FORM

#### AM & PM CARE - REGISTRATION PROCESS & FEE:

- Parents & Guardians must register their child/children on-line for the 2024-25 school year using the Eleyo childcare system (<http://howellpal.ce.eleyo.com>), selecting the specific days of the week they will be attending the AM and/or PM Care program and/or by selecting the specific dates they will be attending the Non School (Day Off) program:
  - \* AM +/-or PM Care - Children registered to attend the same schedule (i.e. days of the week) for entire school year.
  - \* Non School (Day Off) Program - As-needed program designed to provide all day childcare on weekdays not considered major holidays but which Howell School District has closed for students (see page 2 for dates).
- A registration fee is required per child each year, is charged at time of registration and follows the timetable below:
  - \* **AM & PM - Early Registration (until June 28, 2024): \$100.00**
  - \* **AM & PM - Late Registration (Jun 29 to Sep 20, 2024): \$150.00**
  - \* **AM & PM - Other Registration (after Sep. 20, 2024): \$100.00**

*Note: Registration fee covers both AM and/or PM programs. Maximum 2 registration fees charged per family.*

- \* **Non School (Day Off) Program: \$100.00** (Fee waived if enrolled in AM Care, PM Care or 2025 Camp)

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

**IMPORTANT:** Howell PAL and the Howell School District Transportation require that all AM and PM Care students be registered by Friday, August 2<sup>nd</sup> in order to attend the first day of school. All registrations after August 2<sup>nd</sup> are subject to approval and will require a minimum of a 3-day wait period in the new school year before your child can begin attending the AM or PM programs. Longer wait times may apply based on bussing availability.

- Registrations received after first day of school require Howell PAL and Howell School District Transportation approval and may require a minimum of a 3-day wait period. Longer wait times may apply based on bussing availability.
- The following minimum enrollments and restrictions are applicable for the 2024-25 AM and PM Care programs:
  - \* AM/PM Care Program - 2 days per week
  - \* 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.
- CCR/CHS Assistance: Parents/Guardians are responsible for all tuition costs and fees not covered by CCR/CHS.

**IMPORTANT:** No CCR/CHS child will be allowed to attend AM Care or PM Care without an approved final CCR or CHS contract in place.

- IMPORTANT:** Because required medications and health related equipment/devices must be reviewed and approved by the PAL Main Office and/or PAL Nurse Consultant, all medical paperwork, medicine and health related equipment/devices must be received 1 week in advance of a child's starting date of attendance. 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 CARE - TUITION FEE:

- The registering parent/guardian is responsible for full payment of the childcare services provided by Howell PAL.
- The annual AM & PM Care and Non School (Day Off) 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.
- The AM & PM Care and Non School (Day Off) 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 CARE - TUITION FEE (cont...)

- **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 AM, PM and Non School (Day Off) 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 CARE - TUITION CALCULATION:

- The AM and PM Care programs follow the Howell Township School District academic calendar. They are considered ten-month annual programs, beginning the first day of school on September 9, 2024 and ending the last day of school on June 20, 2025. 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 "Tuition, Fee and Program Summary" (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 (including days rescheduled due to school cancellations) are factored into the tuition calculation. ***Refunds or credits are not given under any of these situations nor can any of the missed days be exchanged for other days.***
- Refunds or credits are not given for sick days, absenteeism or COVID-19, 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, absenteeism or COVID-19 cannot be exchanged for other days.***
- The monthly tuition rate will be in accordance with the childcare program 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 will be calculated based on the daily rates listed in the "Tuition, Fee and Program Summary" (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 may 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 2<sup>nd</sup> sibling discount is applied to the lowest monthly tuition and the 3<sup>rd</sup> sibling discount is applied to the 2<sup>nd</sup> lowest monthly tuition. No other discounts apply with sibling discounts.

## AM & PM CARE - OTHER PROGRAMS & FEES:

- Additional (Drop-In) Day – Daily Fees: AM Care - \$20.00; PM Care - \$35.00  
*The Additional (Drop-In) Day program 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.*
- Non School (Day Off) Program:
  - \* Tuition - \$60.00 per day (register and pay at least 3 school days in advance)
  - \* Late Tuition - \$90.00 per day (register and pay less than 3 school days in advance)
  - \* Cancel Fee - \$30.00 per day (charged per child to cancel each previously approved Non School Day)

Note 1: 20% tuition discount will be given if a child is registered for all days available within a full week of the Non School Day program (Full weeks are Sep 3 to Sep 6, 2024 and Apr 14 to Apr 17, 2025).

Note 2: Program held at Southard School Community Enrichment Center and is designed to provide all day childcare (6:30am to 6:00pm) on weekdays not considered major holidays, but which Howell School District has school closed for students. Program will run only if PAL can meet NJ State mandated "Staff to Student" ratios and if minimum student enrollment requirements are met in advance of program. Non School Days available in 2024/25 school year (Sep 3 to Sep 6, Oct 3 & Oct 4, Oct 14, Nov 7 & Nov 8, Feb 17, Apr 14 to Apr 17; after June 20 (TBD).

## AM & PM CARE - OTHER PROGRAMS & FEES (cont...)

- Schedule Change Fee: \$15.00 per change per child for “temporarily” switching or “permanently” adjusting the previous registered days of service. Fees for the first two schedule changes during the school year will be waived.  
***IMPORTANT:*** The AM and PM 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 the first day of the following month. Credits or refunds will not be given for the current month tuition.
- 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.
- Re-Enrollment Fee: \$100.00 per occurrence. If your child is not registered to attend either the AM or PM 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 both Howell PAL and 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.
- 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.
- Failed / Returned Payment Fee: \$35.00 per occurrence for Credit Card, ACH and Check payments that fail or are returned for any reason.
- Non Auto-Pay Fee: \$15.00 per month. Parents/Guardians not set-up on “auto-pay” or not scheduled to pay the full tuition on the 1<sup>st</sup> day of the month are required to pay a monthly fee. Parents/Guardians who fail to pay their tuition on a timely basis or fail to adhere to their payment plan 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 the month.*

## AM & PM CARE - 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. The PAL Main Office requires 2 weeks to process Schedule change requests. **Schedule changes, additions 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 PAL Main Office will not be considered an official request and will not be recognized or processed by PAL. 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 Non School (Day Off) sites. They will not be considered an official request and will not be recognized or processed by PAL. You will continue to be billed and charged based on the information previously entered in the Eleyo childcare system.

## AM & PM CARE - 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.

## **AM & PM CARE - 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.***

## **AM & PM CARE - COVID 19 and SAFETY UPDATE:**

- The Howell PAL Health Policies, New Jersey Department of Children and Families mandates, and the New Jersey Department of Health mandates have changed dramatically under our current COVID-19 environment. Please be aware of the most current COVID-19 requirements.