

Billing Information

Urbandale Preschool/Adventuretime Family Services

Invoices:

Urbandale Preschool/Adventuretime will invoice families once a month on or around the 15th of the month. Invoices are sent via e-mail, unless you have requested to have them mailed.

Rates:

Rates are based on 180 actual school days and are billed on a 9-month pro-rated schedule. Monthly payments remain the same from September – May. In-service days and recess days are not included in the 180 actual school days. You must pre-register and pay an additional cost for care and activities if you would like your student to attend any additional days.

Online Payment Instructions:

1. Go to <https://urbandaleschools.revtrak.net>
2. **Login** using your Email Address and Password
3. Select **My Account** from the top navigation bar
4. Select the icon to add the balance to your **Shopping Cart**
5. Select payment option
6. Once you are ready to process the payment select **Checkout**
7. Verify your billing address and payment information
8. When you hit **Complete Order**, your payment will be processed and a **Receipt** will appear.
9. Contact Deb Roetker (515-457-5855) if you have problems making online payments

Additional Payment Information:

- Monthly payments are due on the 1st day of each month. Monthly credit card payments can be paid online at <https://urbandaleschools.revtrak.net>. Monthly payments by cash or check can be made in the Urbandale Preschool/Adventuretime office.
- Weekly payments must be paid in the Urbandale Preschool/Adventuretime office by cash or check. The Adventuretime office is open from 7:00 am-4:30 pm. There is a drop box at the Adventuretime office for payments available from 6:30 am – 6:00 pm.
- Mailed payments can be sent to Urbandale Preschool/Adventuretime Family Services – 3305 92nd Street, Urbandale IA, 50322. Mailed payments must be received in the Urbandale Preschool/Adventuretime office by the 1st if making monthly payments and by Monday if making weekly payments.
- Automatic payments made through your bank must be sent by the 24th of the month so the check is received in the Urbandale Preschool/Adventuretime office by the 1st of the month.
- Monthly/weekly payments may NOT be dropped off at building sites.
- Automatic monthly payments may be made by credit card, attached you will find the [Credit Card Authorization Form](#). Please fill out and return to the Urbandale Preschool/Adventuretime office, 3305 92nd St, Urbandale IA 50322 or scan to roetkerd@urbandaleschools.com.

Late Payments:

- Adventuretime is a self-supporting program financed through program fees. The cost of wages, supplies, and other expenses are derived from fee payments.
- After the 1st day of the month if you pay monthly a \$25.00 late fee will be added to your bill.
- After Monday, if you pay weekly, a \$25.00 late fee will be added to your bill.
- If your account is not current by the end of the month, you may be asked to leave the program.

Income Tax Statements:

- <https://UrbandaleSchools.RevTak.net>
- **Login** using your Email Address and Password
- Select **My Account** from the top navigation bar
- Select the **Parent Portal**

Note: When using a mobile device, select icon to access the Parent Portal link in the drop-down

- Select **HISTORY** from the left-hand menu to access all past invoices and tax statements available within your account.
- Click on the link for the tax statement you wish to view/print. For your convenience, this statement can be accessed at any time. This statement will list all payments for the members of your account in one statement.