

GRADES K - 5 CONTRACT FOR SERVICES



SCHOOL YEAR 2011-2012

Information on this form is confidential and will be available to Edina School staff only. **Please complete ALL information!**

Child's Name (Last, First, Middle)	Gender	Birth Date	Grade	School	Start Date*	End Date
	<input type="checkbox"/> M <input type="checkbox"/> F					6/6/12

* In order to properly prepare for staff/student ratios, we reserve the right to take up to 5 business days to process registration confirmations; In order to participate you must have received an email confirmation.

Check (✓) if you are employed by Edina Public Schools

	Parent 1/Guardian 1 Information (PAYEE)	Parent 2/Guardian 2 Information
Name		
Home Address		
City, State, Zip		
Employer Name		
Home/Work #s	H: () W: ()	H: () W: ()
Cell #	C: ()	C: ()
E-Mail Address *REQUIRED		
Emergency Contacts (list 2) *REQUIRED Other than parent/guardian	Person 1: H: () W: () Person 2: H: () W: ()	Person 1: H: () W: () Person 2: H: () W: ()
Login/Password (if not already setup)	Login (up to 14 characters): Password (up to 14 characters):	* If you need to request an additional login, please contact KC/WG/S main office at 952.848.3947 or kidsclubecc@edina.k12.mn.us

CREDIT/DEBIT CARD PAYMENTS (Required) VISA MASTERCARD

Credit/Debit cards will be charged monthly for the contracted tuition amount

Card Number: _____ - _____ - _____ Exp. Date: _____ Cardholder Name: _____

SPECIAL NEEDS INFORMATION:

Please describe any physical or mental disabilities, developmental delays, or emotional traumas your child has:

Is your child receiving any services through Special Education?

If yes, what type of services: Speech Academic Support Social/Emotional/Physical Needs

Note: We will send you an intake questionnaire for you to detail your youth's specific disabilities and needs if information is listed in this section.

MEDICAL INFORMATION:

Please list any significant medical information (include all medications/allergies):

SCHEDULE TYPE (check one):

Regular Schedule (Please check each time block AND circle days needed in Section 1 below for use on School Days). Complete Section 2 if needed.

Time-To-Time Schedule (no set schedule/granted on a space available basis) Skip to Section 2 below to register for non-school days if needed.

WEEKLY SCHOOL DAY SCHEDULE Schedule Selection:

- Before School (6:45-8:35/9:20 am) M TU W TH F
 Half Day at Edina Comm Ctr* M TU W TH F
 After School (3:05/3:50-6:00 pm) M TU W TH F

If Kindergarten, please complete below:

K Plus Morning K Afternoon K

*see registration flyer for details

NON-SCHOOL DAY REGISTRATION

Please check (✓) all non-school days that you need service. Dates in BOLD are 1/2 Day Kindergarten only non-school days.

FALL

- Oct 20 (Thurs) Nov 21 (Mon)
 Oct 21 (Fri) Nov 22 (Tues)
 Nov 18 (Fri) Nov 23 (Wed)

WINTER

- Dec 22 (Thur) Dec 29 (Thur)
 Dec 27 (Tues) Jan 2 (Mon)
 Dec 28 (Wed) Jan 30 (Mon)

SPRING

- Mar 8 (Thur) Apr 4 (Wed)
 Mar 9 (Fri) Apr 5 (Thur)
 Apr 2 (Mon) Apr 6 (Fri)
 Apr 3 (Tue)

RETURN TO:

Edina KC/WG/S Main Office
 Ph: 952.848.3947 | Fax: 952.848.3951
 5701 Normandale Road | Edina, MN 55424
 kidsclubecc@edina.k12.mn.us

DATE RECEIVED:

I, as the person responsible for payment, have read & agree to the guidelines stated on the reverse (➔) of this contract:

Parent or Guardian's Signature: _____ Date: _____



By signing this contract for services, I agree to the following:

- I understand** that my child cannot begin KIDS Club until I receive written or oral confirmation from the KIDS Club Main Office and attend an orientation at the site my child will be attending (an orientation is only required for families new to the program). In order to properly prepare for staff/student ratios, KIDS Club reserves the right to take up to 5 business days to process registration confirmations.
- I agree** to pay the following fees and provide the required schedule change notification as follows:
 - ▶ Registration Fee: \$25 for registrations received after June 10, 2011.
 - ▶ Finders Fee: \$5 when staff are not notified of your child's absence and time is spent locating them.
 - ▶ Late Pick up Fee: \$1 per minute after the 6:00 pm closing time. Enrollment may be terminated for consistent lateness.
 - ▶ Late Payment Fee: \$20 per month for credit cards that are declined for any reason (enrollment may be terminated for repeated credit card declines).

▶ Schedule Changes/Cancellation:

Type of Change	Fee	Required Days notice in WRITING to KIDS Club Main Office
School Day: Permanent Schedule Changes & Program cancellation	\$15 each time requested <i>(cannot cancel individual school days for credit)</i>	5 business days prior to the effective date. Parent will receive an email confirmation along with a revised account statement reflecting the new tuition fees.
Non School Day: Additions (after initial contract is processed)	No fee, daily cost is \$42	Not required, please arrange time needed with site manager or supervisor (granted on a space available basis)
Non School Day: Cancellations	\$15 each time requested (can cancel as many days as desired per request)	▶ With 5 business days or more notice, credit will be given after fee is applied ▶ Without 5 business days notice, no credit is given

- Credit Card Agreement:** Payments will only be accepted by Visa/MasterCard credit/debit cards. I understand my credit/debit card account will be charged each month for the contracted amount due around the first of each month. Charges will also be run around the 15th of the month for expenses incurred since the first of the month. We cannot split total monthly tuition into two monthly payments. Please review your on-line statement for current tuition balances.
- Absences:** No reductions will be made for absences.
- Adding Days/Extra Time:** I understand that occasionally I may need to use the services of Edina KIDS Club on days not designated in this contract (Extra Time). This time should be scheduled directly with the site manager/supervisor. Please note that any extra days needed are granted on a space available basis only. I agree that I may not send my child to KIDS Club without the prior approval of the KIDS Club site manager/supervisor. Payment for "Extra Time" is due with your next tuition payment. Any change or cancellation in your Extra Time reservation will require a 5 business day written notice to your site manager/supervisor.
- Emergency Contact Information:** I have listed two (2) people (other than parents) on this contract who are authorized to pick up my child and/or take responsibility for my child in case of illness/emergency. I understand that I must contact the staff to give permission for anyone other than a parent to pick up my child.
- Collections:** I understand that my enrollment will be terminated and my account may be turned over to Affiliated Credit Services for collection if KIDS Club is unsuccessful in collecting my monthly tuition. I agree to be responsible for all collection costs not to exceed 50% of any amount due.
- On-line Account Information:** All account information can be found on our website by setting up a login and password with our office. The website is available to view 24 hours per day. We do not send monthly account statements. All financial and scheduling information pertaining to your child can be found on-line at www.edinacommunityed.org/kidsclub (on-line accounts).

Publicity: I give permission for my child to be included in photos or videos of KIDS Club activities that may be used in school district publicity such as newsletters, brochures, websites and videos, and any media coverage such as newspaper or television.

Field Trips: I give permission for my child to participate in KIDS Club field trips. I understand that KIDS Club staff will supervise all field trips and I will be informed in advance of the destination and means of transportation if other than Edina Public School buses.

Exchange of Information: I give my consent to an exchange of information between my child's KIDS Club staff and other Edina Public Schools professional staff whenever it would be beneficial to my child.

Medical Emergencies:

- ▶ I give my permission to KIDS Club to make whatever emergency (i.e. first aid, disaster evacuation) measures are judged necessary for the care and protection of my child while under the supervision of the KIDS Club Staff.
- ▶ In case of a medical emergency, I understand that my child will be transported to the nearest hospital by ambulance if the local emergency resource (police or rescue squad) deems it necessary. I will be responsible for the cost of the transportation.
- ▶ It is understood that in some medical situations, the staff will need to contact the local emergency resources before the parent and/or another adult acting on the parent's behalf.

Eligibility Policy: Edina Public Schools offers a school age child-care program to students in Kindergarten through grade 9, and who, additionally, are not older than age 16. Children who will be entering kindergarten do not become eligible to participate in Edina KIDS Club until the first day of their kindergarten school year. That is, they are not eligible to participate during the summer before they enter kindergarten. Eligibility ends upon the completion of the 9th grade or completion of the session that is just prior to a student's 17th birthday, whichever comes first. Children who will turn 17 during a school year or a summer session will not be eligible to participate during the school year or summer session in which their 17th birthday occurs.

*****PLEASE COPY CONTRACT FOR YOUR RECORDS*****