

ISD 191 School Age Child Care / Project KIDS

Rates and Scheduling Options

Consistent Schedule - Attend same days/sessions each week.

AM 7:00 – 9:15 \$12.00 all children

PM 3:45-5:30 \$11.50 all children

AM&PM Same Day \$22.00 first child \$21.00 sibling

Amount of days/sessions chosen in this contract within the consistent schedule will apply to each week every month and will be invoiced for all months (**minimum 2 days per week**). Credit will not be given for sessions not scheduled or absences. Additional days can be added and submitted with the participant calendar and will be invoiced at the consistent schedule rate. Consistent schedules must be submitted on the Monthly Participant calendar each month.

Flexible Schedule – Pick your Schedule

AM 7:00-9:15 \$13.00

PM 3:45-5:30 \$12.50

Minimum of 8 sessions per month must be scheduled and submitted on the Monthly Participant calendar each month. Credits will not be given for sessions not attended.

Drop In AM or PM \$15 *Applies to Consistent and Flexible Schedules*

Full Release Day Rate Consistent Schedule \$42

Full Release Day Flexible Schedule \$46

Full Release Drop In \$50 *(includes flexible and consistent schedules if dates submitted after monthly participant calendar due date)*

If you qualify for educational benefits through ISD 191, contact a Site Coordinator for information regarding eligibility for discounted rates.

Payments & Scheduling

- I, the parent/guardian responsible for the child(ren) listed in the school age care / Project KIDS registration form & contract, agree to pay the following fees when applicable: (a) Monthly charges reflective on the schedule chosen by me on this contract. Invoices will be distributed via email at the beginning of the month. Fees are due by the 25th of each month.

CREDIT WILL NOT BE GIVEN FOR SCHEDULED & UNSCHEDULED ABSENCES as well as CANCELED SESSIONS DUE TO INCLEMENT WEATHER OR OTHER EMERGENCY SCHOOL BUILDING CLOSINGS.

(b) Registration Fee:

\$25.00 registration fee (per child) returning families \$70 maximum registration fee per family

\$30.00 registration fee (per child) new families \$70 maximum registration fee per family

(c) Schedule changes and/or Drop In Care: Changes to scheduled sessions after the monthly calendar due date is not permitted. Additional sessions may be scheduled on a space available basis, and will be invoiced at the Drop In rate. Additional session requests must be confirmed by a Project KIDS staff member before the child can attend. I agree that I may not send my child to the program without the prior approval from the PK staff.

(d) **Contract Changes:** Any contractual changes must be done in writing and discussed with the site coordinator before attendance is changed. A \$20 fee is charged for each schedule contract change.

(e) **Late Pick up Fee:** A late fee of \$10.00 per 15-minute increment will be assessed for each child picked up after 5:30 PM and applies to each circumstance. Consistent lateness is cause for termination of enrollment.

(f) **Late Payment Fee:** A late payment fee of \$25 per month will be applied if the child care account does not remain current. All accounts must have a zero balance in order to receive services the following month. In addition, the maximum penalty allowed by law will be added to your invoice for returned checks and/or declined credit cards.

(g) **Late Calendar Fee:** A \$5 fee will be applied to monthly accounts if the child's Monthly Participant Calendar is submitted after the monthly due date (on or near the 25th of each month, due dates may vary monthly. Refer to monthly participant calendar for each month's due date).

(h) **Withdrawal from Project KIDS:** A two week written notice is required for all withdrawals. Failure of withdrawal in writing will result in a final invoice after the last date of attendance in the amount equal to two weeks of the contracted schedule.

2. **Form of Payment:** Payments will be accepted by Visa/MasterCard debit or credit cards or money orders and cashier's checks. **All accounts must have a valid credit card on file.** An automatic payment will be applied to the credit card in the event monthly tuition is left unpaid by the 25th of the month. No personal checks will be accepted for monthly tuition.

3. **Collections:** I understand that my enrollment will be suspended or terminated and my account may be turned over to Transworld for collection if ISD 191 is unsuccessful in collecting my monthly tuition.

Medications & Medical Emergencies

1. **Emergency Contact Information:** I have listed two (2) people (other than parents) 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.

2. **Allergy & Health Concerns:** Before admitting a child for care, Project KIDS must obtain information about any known allergy or health condition from the child's parent or legal guardian. This information must be documented and included with the required Project KIDS enrollment forms before acceptance into the program. This form will be kept readily available to all staff involved in the care of the child. It is the parent or legal guardian's responsibility to communicate changes of any kind to the Project KIDS staff.

3

****Please Keep for your reference****

3. **Medication:** Project KIDS must obtain written permission from the child's parent or legal guardian before administering prescription medicine, non-prescription (over the counter) medications, sunscreen lotion, and insect repellent. Prescription medication will be administered under limited circumstances, when prescribed or authorized by a physician. All medications must be given to Project KIDS staff in the prescription bottle and be accompanied by a written note from the parent authorizing staff to give the medication.

4. **Medical Emergencies:** I give my permission to Project KIDS staff to make whatever emergency measures are judged necessary for the care and protection of my child while under the supervision of the program staff. In case of a medical emergency, my child may be transported to the nearest hospital by ambulance if the local emergency resource deems it necessary. I will be responsible for the cost of the transportation and all other medical expenses incurred. It is understood that in some medical situations, the staff will need to contact the local emergency resource (police or rescue squad) deems it necessary. 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 parents' behalf.

I release ISD 191 from any liability in the event medical care is needed.

I understand that District Health Services is not available during Project KIDS Program hours or on field trips.

Behavior Guidelines:

I am in compliance with the following rules and consequences of Project KIDS: Project KIDS will abide by the Policies of Student Discipline established by District #191; MSBA Policy #506

“Project KIDS participants will use respectful behavior at all times that will help peers, self, and staff feel safe, respected and valued. Some examples of respectful behavior include, but are not limited to: recognizing and being sensitive to others' feelings, demonstrating courtesy toward others, acknowledging the effort of others, honoring the materials, equipment, and property of Project KIDS and all others, listening to others' thoughts and ideas, and respecting and honoring others' personal space.”

1. Consequences for Harmful/ Inappropriate Behavior: Community Education reserves the right to terminate child care services when a child exhibits repeated, unacceptable behavior. Community Education staff will model and implement conflict resolution strategies and redirection techniques. Examples of harmful/inappropriate behavior can be found in the Project KIDS Parent Handbook on pages 13-16. Continued inappropriate behavior will result in the following consequences:

- **1st Report** = Warning & Parent notification.
- **2nd Report** = parent notification and notice to pick child up within the hour.
- **3rd Report** = Parent notification, pick child up within the hour and 1-day suspension.
- **4th Report** = Parent notification, pick child up within the hour and 3-day suspension.
- **5th Report** = Dismissal from Program

Depending on severity of behavior incident, staff may bypass any of the consequences and immediately dismiss a child from the program.

2. Dismissal from Program: Community Education 191 may require a parent to remove their child from the program if:

- The parent refuses to follow the Community Education 191 policies described in the handbook and contract for services which is signed by parents when registering.
- The child is unable to adapt to the Community Education 191 Discipline Policy.
- Failure to make payments for childcare services.
- Five or more behavior reports.

Parent Code of Conduct: Parents/Guardians will conduct themselves in a manner that represent the four core values: caring, honesty, respect and responsibility. Parents/Guardians are not allowed to take pictures/video of other participants in Project KIDS.

Failure to abide by these guidelines may result in suspension or possible termination of participation.

General Consent:

1. **School Closings and Project KIDS:** I understand the Project KIDS policy regarding school closings: (a) When school dismisses early or is closed because of weather or another emergency, Project KIDS is closed as well. (b) In the event school is delayed two hours, Project KIDS will be CLOSED for before school care.
(c) If school is CLOSED mid-day and/or all after school programming in the district is cancelled, Project KIDS will be CLOSED.
(d) If school is cancelled/closed for a full day, Project KIDS is CLOSED.
2. **Fieldtrip & Transportation:** I do hereby grant permission and authorize my child to attend and participate in Project KIDS bus/walking fieldtrips. I understand Project KIDS staff will supervise the children. In the event of an emergency, I authorize the staff to follow Project KIDS emergency procedures. I also release ISD 191 of any liability in the event of injury. I further acknowledge and agree that in the event of a non-emergency situation such as sickness, minor injuries, or behavioral issues, I will arrange to transport my child from the fieldtrip site at the request of the Project KIDS staff.
3. **Exchange of Information:** I give my consent to an exchange of information between Project KIDS staff and other ISD 191 staff as well as between ISD 191 Staff and Project KIDS staff for the physical and mental well-being of my child.
4. **Both parents' right to pick up:** Under the laws of the state of Minnesota, both parents have the right to pick up their child, unless a court document restricts that right. The enrolling parent who chooses not to include the child's other parent on the authorized pick up list, must file an official court document.
5. **Publicity Release:** I give permission for my child to be included in photos or videos of program 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.
6. **Sunscreen & Insect Repellent:** I understand that it is the parent responsibility to send sunscreen and insect repellent with my child each day. I have been informed that sunscreen should 1st be applied at home and that Project KIDS staff will encourage children to reapply sunscreen before going outdoors. I understand that staff will do their best to help children apply sunscreen if needed. I will not hold Project KIDS staff liable if my child gets a sunburn.
7. **Specialty Services:** I give permission for my child(ren) to participate in specialty services during their scheduled Project KIDS time (including Headway/Counseling, Scouting, Chess, School Building Staff). I understand my child will not be supervised by Project KIDS staff during this time. I understand the leader of the service must sign my child out and back into Project KIDS each time. I will leave written communication with Project KIDS staff of the name(s) of the specialty service, persons leading specialty services as well as date and time when they are to occur.
8. **Community Education Parent Handbook:** I have been made aware that an electronic copy of the Community Education Parent Handbook is available online at www.communityed191.org, Grades K-5, Project KIDS. I have reviewed, understand and will comply with the policies contained there within.

***** All references to Project KIDS in the above contract are reflective and equal to policies for ISD 191 Community Education Childcare**