

**KIDS CLUB/WISE GUYS PROGRAM**

Edina Community Ed’s KIDS Club/WISE Guys program offers a fun, engaging environment for your child that will compliment and enrich your child’s experience in Edina Public Schools. We provide quality enrichment and care before and after school and on non school days. Activity options include large group, small group, individual choices and much more. We provide a safe place for children to develop friendships and grow in confidence, independence, and respect for themselves and others.

**REGISTRATION INFORMATION**

Register Online: [edina.ce.eleyo.com](http://edina.ce.eleyo.com)

1. After you complete your registration request online, you will receive an email that your contract request has been received.
2. After your contract request has been approved, you will receive a confirmation email and a \$50 registration fee will be charged.

**Program dates:** August 31, 2022- June 1, 2023

**Program hours:** 7:00 am - 6:00 pm

**Note:** Edina Public Schools will be implementing Connect & Assess days on August 29th and 30th for students in K-5. Kids Club programming will not be available on these days. Kids Club before and after school care will begin on Wednesday, August 31st.

In order to properly prepare for staff/student ratios, KIDS Club reserves the right to take up to 10 business days to process registration confirmations. Registrations will be approved when space is available. In order to participate you must have received an email confirmation. Please print the contract terms for your records. The contract terms are also available online at [edinacommunityed.com/Kids-Club](http://edinacommunityed.com/Kids-Club). We primarily communicate via email.

**MEAL INFORMATION**

A snack, included in the program fee, is provided daily after school and on non school days.

Children are required to bring a bag lunch on non school days.

**SCHOOL YEAR LOCATIONS**

Concord	Creek Valley
Cornelia	Highlands
Countryside	Normandale (French & Spanish Immersions)



**CONTRACT TYPES OFFERED**

For school year 2022-23, we offer two types of contracts. Please note these options are available based on staff and space within the buildings.

1. Consistent Weekly Schedule = 2 days per week minimum. These days will remain consistent for the duration of the contract.
2. Non School Day Only



**ADDINGS DAYS**

You can add another day per week to your registration. Email [ecc.kidsclub@edinaschools.org](mailto:ecc.kidsclub@edinaschools.org), ten business days in advance to request the day to be added.

Please note that any days requested are granted on a space-available basis only. You will receive an email confirmation when your request has been approved and the account will be charged the \$15 schedule change fee.



**SCHEDULE SESSIONS OFFERED**

TIMES	DAYS OFFERED	LOCATION	DAILY FEE
Before School 7:00 - 7:50 am	M, T, W, Th & Fri	Concord, Cornelia, Countryside, Creek Valley & Highlands	\$ 8 per day
Before School 7:00 - 8:40 am	M, T, W, Th & Fri	Normandale (French & Spanish Immersion)	\$ 13 per day
After School 2:25 - 5:00 pm	M, T, W, Th & Fri	Concord, Cornelia, Countryside, Creek Valley & Highlands	\$ 20 per day
After School 2:25 - 6:00 pm	M, T, W, Th & Fri	Concord, Cornelia, Countryside, Creek Valley & Highlands	\$ 27.75 per day
After School 3:15 - 5:00 pm	M, T, W, Th & Fri	Normandale (French & Spanish Immersion)	\$ 13.50 per day
After School 3:15 - 6:00 pm	M, T, W, Th & Fri	Normandale (French & Spanish Immersion)	\$ 21.25 per day
Full Day 7:00 am - 6:00 pm	Non School Days	All Sites	\$ 52 per day

**AUGUST 2022**

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30	31			

**SEPTEMBER 2022**

Su	M	T	W	Th	F	Sa
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	

**OCTOBER 2022**

Su	M	T	W	Th	F	Sa
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
	31					

**NOVEMBER 2022**

Su	M	T	W	Th	F	Sa
		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30			

**DECEMBER 2022**

Su	M	T	W	Th	F	Sa
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	

**JANUARY 2023**

Su	M	T	W	Th	F	Sa
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30	31				

**FEBRUARY 2023**

Su	M	T	W	Th	F	Sa
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28				

**MARCH 2023**

Su	M	T	W	Th	F	Sa
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	31	

**APRIL 2023**

Su	M	T	W	Th	F	Sa
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	

**MAY 2023**



Su	M	T	W	Th	F	Sa
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30	31			


**JUNE 2023**

Su	M	T	W	Th	F	Sa
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	

Non School Days	KC/WG Status
Sep 5	Closed
Sep 26	Open
Oct 20-21	Open
Nov 8	Closed
Nov 23	Open
Nov 24-25	Closed
Dec 21-22	Open
Dec 23 & 26	Closed
Dec 27-30	Open
Jan 2	Closed
Jan 16	Closed
Jan 20	Open
Feb 20	Closed
Feb 21	Open
Mar 10	Open
Mar 20-24	Open
Apr 21	Open
May 29	Closed

**KEY**

 Non-School Days KC/WG Closed  
 First and Last Day of KC/WG

 Non-School Days KC/WG Open

**Important Dates:**

Connect & Assess Days KC/WG Closed (Aug 29-30)

First Day of School Year KC/WG (Aug 31, 2022)

Last Day of School Year KC/WG (Jun 1, 2023)

\*\*\*This calendar is based on the academic calendar from Edina Public Schools and may change based on updates from the district.

Edina KIDS Club/WISE Guys are programs of Edina Community Ed and Edina Public Schools

5701 Normandale Road, Edina, MN 55424 | 952-848-3947

[edinacommunityed.com/Kids-Club](http://edinacommunityed.com/Kids-Club) | [ecc.kidsclub@edinaschools.org](mailto:ecc.kidsclub@edinaschools.org)

2022/23 COVID-19 GUIDELINES

Kids Club follows the Edina Public Schools protocols for managing a safe environment. Please refer to [www.edinaschools.org/families/covid-information](http://www.edinaschools.org/families/covid-information) for more information.

PAYMENT INFORMATION

A \$50 non-refundable registration fee will apply to each child’s contract.

Edina KIDS Club accepts payment by Visa, MasterCard, American Express or Discover credit/ debit cards.

Your credit/debit card account will be charged on the 1st business day of each month for the contracted amount due for that month.

Be sure to set up your online login and password. We send out monthly invoices via email approximately three days prior to charging your card on file. All financial and scheduling information is available by accessing our website and visiting the online accounts section at [edina.ce.eleyo.com](http://edina.ce.eleyo.com).

For more information on KIDS Club policies and program information, please carefully review your service contract. Please print the contract terms page for your records. The contract terms are also available online at [edinacommunityed.com/Kids-Club](http://edinacommunityed.com/Kids-Club).

Please note: we communicate primarily via email. Please ensure that we have your most current email address.

CONTRACT FEES

TYPE	FEE	DETAILS
Schedule Changes & Contract Cancellation	\$15 per written request (cannot cancel individual school days for credit)	10 business days prior to the effective date. Parent will receive an email confirmation.
Non School Day: Additions	Daily fee \$52 = 7am - 6pm	Online registration is available up to 10 business days before the non school day. Within 10 business days, you must email your KIDS Club site for approval to add the date. Approval will be granted when space is available.
Non School Day: Cancellations	\$15 per written request (can cancel as many days as desired per request)	Written notice must be received 10 business days or more before the date to receive partial credit (\$15 fee). Without 10 business days’ notice, full payment is required.
Late Pick-Up Fee	5 -15 minutes= \$15 /day over 15 minutes late =\$1 per minute additional charge/day	Children not picked up by their contract end time will incur a \$15 late fee per day. Children picked up 15 minutes or more late will be charged an additional \$1 per minute fee.

**CONTRACT TERMS**

1. I understand that my child cannot begin the program until I receive confirmation of contract approval from Kids Club/Wise Guys (hereafter referred to as the program) and the registration fee is paid.
2. I understand my credit card will be charged monthly for the contracted amount due the 1st business day of each month. I understand that I will be charged a late payment fee of \$20.00 for credit/debit card that is declined for any reason. For registrations approved after the 1st of the month, tuition and registration fees will be charged at the time of registration.
3. I understand that monthly invoices are sent via e-mail approximately three (3) days prior to charging my card on file. My account information is available to view 24 hours per day and all financial and schedule information pertaining to my child can be found online at [edina.ce.eleyo.com](http://edina.ce.eleyo.com).
4. I understand that my enrollment may be suspended and/or terminated if the program is unsuccessful in collecting my monthly tuition.
5. I understand that if my child is picked up after agreed contract pick up time my account will be charged a \$15 late fee per occurrence. I understand if my child is picked up more than 15 minutes late then my account will be charged an additional \$1 per minute.
6. All requests for a schedule change/contract cancellation must be in writing and will be charged a processing fee per written notification. Requests need to be received at least TEN (10) business days prior to the effective date of the schedule change/contract cancellation. Parents will receive confirmation of a schedule change/contract cancellation via email when complete.
7. I understand that I am unable to cancel individual days for credit. No reductions in fees will be made for absences.
8. I understand that I must notify the Kids Club main office in writing ([ecc.kidsclub@edinaschools.org](mailto:ecc.kidsclub@edinaschools.org)) if my child will be absent from the program. If I do not notify the office and the staff call to locate my child, then, my account will be charged a finder fee per occurrence.
9. I agree to pay the following fees (if applicable) School Year:  
**Registration:** \$50 registration fee per child.  
**Late Payment:** \$20 per month for credit card decline for any reason.  
**Late Pick-Up:** \$15 fee plus an additional charge of \$1 per minute will be applied after 15 minutes.  
**Schedule change/contract cancellation:** \$15 per written notice.  
**Finder:** \$5 per call when staff are not notified of child's absence.
10. I agree to list two (2) people (other than parent/guardian) on this contract who are authorized to pick up my child and/or take responsibility for my child in the case of illness/emergency (must be 16 years of age or older). I understand that I must enter contact information in the system for all people I would like listed as authorized to pick up my child from the program.
11. I give my consent for my child to be included in photos and 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 newspapers or television. If I do not give consent, it is my responsibility to notify the Kids Club main office in writing or email them at [ecc.kidsclub@edinaschools.org](mailto:ecc.kidsclub@edinaschools.org).



**CONTRACT TERMS - (CONTINUED)**

12. I give my consent for my child to participate in program field trips. I understand that program staff will supervise all field trips.
13. I give my consent to an exchange of my child's information between the program staff and the necessary Edina Public School staff when it serves of legitimate interest to my child.
14. I give my consent for my child to leave the program care with a school employee/hired instructors during programming if needed. Examples include, but are not limited to:
- Finishing an assessment
  - Assisting in the classroom
  - Music lesson
  - Success Centers
15. I give my consent to the program to make whatever emergency (i.e. first aid, disaster evacuation, etc.) measures are judged necessary for the care and protection of my child while under the supervision of the program staff.
16. I understand that in case of a medical emergency, 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 this transportation.
17. 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.
18. Edina Community Ed offers a summer school age child-care program to students entering Kindergarten through grade 5, and who, additionally, are not older than age 12. Eligibility to attend the program ends when the student enters 6th grade.
19. I am aware that my child/children's participation in the program may carry a risk of serious personal injury, serious illness, infection, death and property damage or loss. I expressly and voluntarily assume on behalf of my child/children's and for myself all risk of injury, illness, infection, death and property damage or loss that may result from my child's participation in the program.
20. As consideration for my child/children's being permitted to participate in the program, I hereby RELEASE AND DISCHARGE Edina Public Schools and Edina Community Ed, and all its officers, directors, employees, and agents ("The Released Parties") from liability for the injury, illness, infection, death, property damage or loss arising out of my child's participation in the program, but not including liability for any losses cause by the negligence or intentional wrongful acts of the released party.
21. Weather-Related Cancellations - Our programs are held in school buildings. If the school district closes due to bad weather, this affects all school related events, including Community Ed. We do not offer refunds for cancellations due to weather.
22. I understand that I should retain a copy of this contract for my records.