

Kids Club School Year 2023-24

Incoming K-5

Edina Community Ed's Kids Club 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

Registration is open March 28, 8:00 am to April 10, 11:59 pm.

Contract requests will be accepted during this two-week window. Contracts must be requested during this window of time in order to receive priority registration.

If more contracts are requested than available at a specific site, a random computerized lottery will be held. There will be no preference given for when the contract request was submitted.

Registration and priority details are available at edinacommunityed.com/kidsclub.

For school year 2023-24, we offer two types of contracts. These options are available based on staff and space within each building.

- Consistent weekly schedule with two days per week minimum. These days remain the same for the duration of the contract.
- Non school day only.

Adding Days

Additional days may be added to your contract schedule. Email our office at ecc.kidsclub@edinaschools.org, ten business days in advance to request additions.

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.

El programa Kids Club de Edina Community Ed ofrece un ambiente divertido y atractivo para su hijo que complementará y enriquecerá la experiencia escolar de su hijo. Para obtener ayuda con el registro, llame al 952-848-4064.



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	\$ 8.55 per day
Before School 7:00 - 8:40 am	M, T, W, Th & Fri	Normandale	\$ 13.40 per day
After School 2:25 - 5:00 pm	M, T, W, Th & Fri	Concord, Cornelia, Countryside, Creek Valley & Highlands	\$ 21.35 per day
After School 2:25 - 6:00 pm	M, T, W, Th & Fri	Concord, Cornelia, Countryside, Creek Valley & Highlands	\$ 29.65 per day
After School 3:15 - 5:00 pm	M, T, W, Th & Fri	Normandale	\$ 14.45 per day
After School 3:15 - 6:00 pm	M, T, W, Th & Fri	Normandale	\$ 22.75 per day
Full Day 7:00 am - 6:00 pm	Non School Days	All Sites	\$ 55.50 per day

Locations, Dates, & Hours

Concord, Cornelia, Countryside, Creek Valley, Highlands, and Normandale schools

Program dates: August 30, 2023- May 31, 2024

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

Note: Edina Public Schools will host Connect & Assess days on August 28 and 29 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 30.

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. We primarily communicate via email.

Snacks & Meals

Daily Fees include afternoon snack and all program materials and supplies. Children are required to bring a bag lunch on non school days.

Non School Days

We provide quality care, a wide range of activities, and fun field trips on non school days through the year. All elementary schools are paired up on days school is not in session to provide robust programming.

For 2023-24, sites will combine as follows.

Concord & Cornelia at Concord

Countryside & Highlands at Highlands

Creek Valley & Normandale at Creek Valley

Students will build connections with staff and students from other sites across the community.



AUGUST 2023

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	31		

SEPTEMBER 2023

Su	M	T	W	Th	F	Sa
					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	

OCTOBER 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				

NOVEMBER 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		

DECEMBER 2023

Su	M	T	W	Th	F	Sa
					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	

JANUARY 2024

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			

FEBRUARY 2024

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		

MARCH 2024

Su	M	T	W	Th	F	Sa
					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	




APRIL 2024

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				

MAY 2024

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	

Key

-  Non School Days KC Closed
-  Non School Days KC Open
-  First & Last Day of KC School Year 2023-24

Important Dates:

August 28-29, 2023 Connect & Assess days, Kids Club closed
 August 30, 2023 First day of Kids Club School Year 2023-24
 May 31, 2024 Last day of Kids Club School Year 2023-24

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

Non School Days	Kids Club Status	Register or Cancel By
Sep 4	Closed	
Sep 25	Open	Sept 10
Oct 19-20	Open	Oct 4
Nov 7	Closed	
Nov 22	Open	Nov 7
Nov 23-24	Closed	
Dec 25-26	Closed	
Dec 27-29	Open	Dec 12
Jan 1	Closed	
Jan 2-5	Open	Dec 12
Jan 15	Closed	
Jan 19	Open	Jan 4
Feb 19	Closed	
Feb 20	Open	Feb 5
Mar 8	Open	Feb 22
Mar 18 - 22	Open	Mar 5
Apr 19	Open	Apr 4
May 27	Closed	



Payment Information

Edina Kids Club requires payment by VISA, Discover, American Express or MasterCard 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 account login and password. We send out monthly invoices via e-mail approximately 3 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.

For more information on Kids Club policies and program information, please carefully review your service contract or visit our website at edinacommunityed.com/Kids-Club.

Contract Fees

Type	Fee	Details
Registration	\$55 per contract	
Schedule Changes & Contract Cancellation	\$15 per written request (cannot cancel individual days for credit)	10 business days prior to the effective date. Parent will receive an email confirmation.
Non School Day: Additions	\$55.50 daily fee, 7:00 am - 6:00 pm	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 based on availability.
Non School Day: Cancellations	\$15 per written request (cannot cancel individual days for credit)	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	\$15 per day for 5 -15 minutes late \$1 per minute for each minute over 15 minutes late	Children not picked up by their contract end time will incur a \$15 late fee per day. Children picked up more than 15 minutes 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 (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.
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 \$15 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 site in writing if my child will be absent from the program. If I do not notify the office and the staff call to locate my child, my account will be charged a finder fee per occurrence.
9. I agree to pay the following fees (if applicable):
Registration: \$55 registration fee per contract.
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.



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 a legitimate interest to my child.
14. I give my consent for my child to leave the program care with a school employee/hired instructor during programming if needed. Examples include, but are not limited to:
- a. Finishing an assessment
 - b. Music lesson
 - c. Assisting in the classroom
 - d. 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 6, and who, additionally, are not older than age 12. Eligibility to attend the program ends when the student begins 6th grade.
19. I am aware that my child'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 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 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 caused 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. All district employees must notify Kids Club of their employment and provide a district email address in order to receive priority registration.
23. I understand that my child must be actively enrolled in Edina Public Schools in order to participate in Kids Club during the school year, including non school day programming.
24. I understand that I should retain a copy of this contract for my records.

