

By enrolling your child in Centaur Plus and/or Early Childhood Centaur Plus, parents and guardians acknowledge and agree to the following terms and conditions.

Program Basics:

Our address is	After School Hours	Non School Day Hours
1500 59th Avenue N. Brooklyn Center, MN 55430	Monday- Friday Dismissal to 5:30 PM	7:30 AM-5:00 PM

Centaur Plus will run on school days unless otherwise specified. Non-school day care availability is based on the district calendar and is subject to change. Please see Non-school day registration for information.

Program Fees:

After school rate	\$19.00/day
After school rate for qualifying free and reduced lunch families	\$16.00/day
Non-school day rate for qualifying free and reduced lunch families	\$27.00/day
Non-school day rate	\$32.00/day
Early Learning Before school	\$7.00/day
Early Learning After school	\$14.00/day

Early Learning Centaur Plus is for children enrolled in PRE-K only.

Payment Policy:

A \$10.00 registration fee must be paid by the account holder. This non-refundable processing fee will be charged electronically and is required upon contract approval. If the registration fee payment fails, the contract status will remain pending until the fee is paid. Regardless of any assistance received, I agree to pay my child's registration fee. If eligible and the county covers the registration fee, I will be reimbursed. Child Care Assistance copays will be invoiced in alignment with county billing cycles.

Note: The registration fee for Non-School Day registrations does not apply to families with a current School Year contract.

Program Handbook

I understand that invoices are based on the schedule made by the account holder on Eleyo, not attendance. There is no swapping or banking of days allowed. I understand that I (the account holder) am responsible for modifying my student's schedule in Eleyo.

I understand that invoices will be sent out on Thursdays and are due every Monday. I understand that I will be invoiced weekly via email. The weekly invoice will reflect the current tuition due.

I understand that invoices are paid in advance and the amount paid on Mondays applies to the current week. If payment does not go through on Monday, the account holder has until Thursday at noon to make a full payment. If a payment is not made by the deadline, child care services will be suspended immediately. If a full payment is made after Thursday at noon (12:00pm), the earliest my student can return to Centaur plus is the following Tuesday.

I understand that if my child is removed from the program for a past due balance, I will be moved to the bottom of the waitlist and may have to wait until there is an opening for my child to attend. I understand that if I have a balance from a previous enrollment/season, any new child care contract will stay in the pending status until the past due balance is paid in full.

I understand that automatic payment (auto-pay) is required for all program contracts. I understand that auto-pay must be turned on and the debit/credit card on file must be kept current. I understand that it is my responsibility to update the debit/credit card on file as needed.

Tuition is due regardless of inclement weather, emergency closings, late starts and early dismissals issued by the school or the district. Tuition includes breakfast, snacks, field trips and all other activities including supplies.

I understand money orders may be used however, this needs to be arranged before contract approval. ***No cash or personal checks will be accepted.**

I am responsible for paying the contract rate that I have registered my child(ren) for.

A request for reimbursement of tuition paid is at the discretion of the district.

Late Payment Consequences:

We understand that occasional delays can occur. However, repeated late payments disrupt our services and may result in the following actions:

- A late payment fee in the amount of \$5.00 will be applied for payments not received by the due date.

- If late payment persists, continued enrollment in our program will be reviewed, and your child's spot could be at risk.

If you are experiencing financial difficulties, please communicate with us promptly to discuss possible arrangements.

You must turn auto pay on, it is a requirement of your child's continued enrollment in Centaur Plus. Failure to comply with this policy can result in suspension of childcare.

Parent Pick-Up Protocol

To ensure the safety and smooth transition of your child during pick-up from Brooklyn Center Elementary School, please follow the detailed steps below:

1. **Park Your Vehicle:** Safely park your vehicle in the designated parking area near the main entrance of the school. Please do not leave your car in a fire lane or other unauthorized areas.
2. **Proceed to the Main Entrance:** Exit your vehicle and walk to the school's main entrance, where the Call Box is located.
3. **Using the Call Box:**
 - Locate the Call Box mounted outside the main entrance.
 - Press the **call button** to notify Centaur Plus staff of your arrival.
 - Wait for a staff member to respond. You may hear a beep or voice indicating that your call has been answered.
4. **Communicate Clearly:**
 - Hold down the call button while speaking to the staff member.
 - State your full name, your child's full name, and any additional details necessary to facilitate pick-up.
5. **Wait for Confirmation:**
 - The staff member will confirm your identity and instruct you to wait for your child to be brought to the entrance. For safety reasons, only authorized individuals listed on the child's account will be allowed to pick up.
6. **Receiving Your Child:**

- Once your child arrives at the entrance, please sign them out before returning to your vehicle.

Important Notes:

- **Authorized Pick-Ups Only:** Ensure that anyone picking up your child is listed as an authorized individual on your child's account. Staff may request identification if necessary.
- **Timeliness:** Please arrive on time for pick-up. Late pick-ups will result in additional fees or adjustments to your child's care schedule.
- **Call Box Malfunctions:** If the Call Box is not functioning, please call the Centaur Plus staff directly at (612) 282 0026.

Thank you for adhering to this protocol, which helps us maintain a secure and organized process for all families.

Late Pick Up Policy:

Our program closes at 5:30 p.m on school days, and 5:00pm on non-school days. ***Occasionally, a school or the district may close early due to weather or other unforeseen circumstances.***

Pick up after closing time results in a late fee. Authorized Parents/Guardians will need to contact the Centaur Plus Program if they are unable to pick-up before 5:30pm.

Please see the Late Fee Table below:

5 minutes late - 30 minutes late	\$1.00 per minute
31 minutes late - 60 minutes late	\$2.00 per minute
61 minutes late or more	\$3.00 per minute

If Parents/Guardians or emergency contacts are unable to be reached by **6:30pm**, the program will call Brooklyn Center Police Department for assistance. **If Parents/Guardians are late three times in one month, the family's pick-up time will be changed to an earlier time.**

Your account will be charged and invoiced for the late fee amount. The time of pick up is automatically generated upon sign-out. Child Care Assistance does not pay for late fees, the account holder is responsible for late fee payments.

Child Care Assistance and Service:

Official confirmation from the County verifying a family's approval for Child Care Assistance must be received by the Community Education Manager or Supervisor before a child can attend the program. If I choose for my child to attend before county approval or notice is provided, I acknowledge that all program fees will need to be paid out of pocket. Back pay or reimbursement will be determined at the discretion of the County and the Program Supervisor.

If my child is in need of special assistance or service, it is my responsibility to make arrangements and notify Centaur plus administration prior to enrollment (note that this applies to families that receive assistance through a Minnesota county or municipality).

In the event assistance from an agency is denied, I (acting as parent or guardian) am solely responsible for the payment of any remaining tuition.

Regardless of any assistance, I acknowledge that I am responsible for paying the registration fee for any child(ren) enrolled in the program.

If a family using county assistance has a copay determined by the county, co-pays will reflect on the Eleyo invoice page, and payments must be made.

Exclusion Policy:

Control of communicable disease is a primary concern for Centaur Plus, parents/guardians and the district..

Policies and guidelines related to outbreaks of communicable diseases and illnesses have been developed with the help of The Minnesota Department Health, The Center for Disease Control and the Minnesota Department of Education, in order to protect the health of other children as well as your own child. We require families to assist us by keeping sick children at home. ***If a child has experienced any of the following symptoms in the past twenty four (24) hours, the child needs to be kept at home:***

- A fever of 100 degrees or more.
- A newly developed cough or a severe cough.
- 2 diarrhea
- 2 instances of vomiting
- An upset stomach.
- Unusual or unexplained loss of appetite, fatigue, irritability, or headache.
- Any unusual discharge or drainage from the eyes, nose, ears, or open sores.

Parents/guardians of children who show signs or symptoms listed above while in programming will be notified and will be required to bring the child home as soon as possible after being contacted. This policy will be strictly enforced to ensure the safety of all children and staff. We appreciate your cooperation with this policy.

If you have questions concerning this policy and whether your child should attend, please email childcareprograms@bccs286.org before bringing your child to care.

Contract Length:

School year contracts will begin on the first day of school, and run through the last day of school. School year contracts will align with the approved Brooklyn Center Schools District calendar.

Summer contracts will begin on the first day of summer programming and end on the last day of summer programming.

Non-school day contracts are based on the district calendar.

Contracts always start on a Monday and end on a Friday and are subject to change. Families will receive a two weeks notice when dates are changed. Notice will be given through email, text messages and or phone calls.

Consistent Schedule:

I understand that I am responsible for my child's schedule and the schedule must be consistent from week to week.

I understand that my child must attend the schedule made on Eleyo or my child's contract will be at risk for termination. I understand that my child's contract will be terminated after two (2) consecutive weeks of absences or two (2) consecutive weeks of inconsistent attendance not due to illness or other extenuating circumstances.

If my Eleyo online contract is not correct, it is my responsibility to change my contract online.

I understand that it may take up to one week for my child to start programming after my contract is approved.

Child/ren will not be readmitted to the program until all past due accounts are paid in full.

Consistent Schedule Exceptions (School Year and Summer):

There are no exceptions for contracts in the summer or school year outside of:

- Illness that lasts longer than 3 consecutive days.
- Funerals: May require an obituary, or other verification
- Loss of Job: Requires verification

- Notice of vacation, or temporary suspension of care must be made with a prior 2 week notice.

Schedule Changes and Withdrawal:

I understand schedule changes and withdrawals must be made in Eleyo, then followed up with an email to childcareprograms@bccs286.org, failure to do so will result in unwanted charges.

If I withdraw or am withdrawn from the program, I will be placed at the bottom of the waitlist if one exists. Contract changes and withdrawals will always start on a Monday and end on a Friday.

Drop in Care:

There are no drop in care options available for non-school day, or after school care.

Program Code of Conduct (applies to families and children):

I acknowledge program and district codes of conduct as stated on the district website, and bear responsibility for my and my child's compliance with all policies.

I agree that we will:

- Show respect to self, other children and staff at all times, in person, over the phone or via email
- Follow program rules, directions and policies
- Not engage in behavior that could potentially harm or injure self, children or staff

I acknowledge that a consistent violation of program code of conduct may result in termination from the program.

Violations of this code can include, but are not limited to, the following:

- Physical harm or consistent aggressiveness towards other children or staff
- Bullying behavior. Defined as intentionally harmful or disrespectful acts that cause harm or discomfort to other children and staff; this can include unwarranted physical contact, verbal assault, social ostracism, obscene gestures and language, and emotional or physical dominance that causes fear and trauma.
- Behavior that damages other's or school's property.
- Behavior that may be perceived as sexual in nature including requests for favors, physical contact, physical conduct with sexual overtures, and/or any behavior that could be construed as sexually harassing or intimidating.
- Inability to function cooperatively in the program's group social setting that disrupts the nature and content of the program.
- Needs that greatly alter the overall philosophy and procedures of the program.

Program Handbook

If the code of conduct is broken, I understand that program officials will communicate the details of the incident and work towards an equitable resolution. If the behavior is repeated after program intervention and guidance, I understand that my child may be dismissed from the program and my contract terminated with no option for refund.

No Tolerance Policy: I understand that if my child brings any instrument to the program that could be perceived as a weapon, (including all firearms, whether loaded or not, knives and explosives - either look alike or real) he or she will be immediately suspended in accordance with Minnesota Statutes Sections 121A.40-121A.56.

I understand that the program does not allow any type of play that is violent. This includes making and/or pretending to have any type of weapon. Depending on the nature of the incident, I understand that my child may be subject to dismissal.

As a parent and/or guardian, I also understand that I must abide by and adhere to all of the expectations, processes and procedures of the program.

I have read the Code of Conduct Agreement and will adhere to its principles and policies. I understand that failure to abide by these principles may lead to my child's dismissal and the termination of my contract with no option for refund.

Special Needs Support

Our program strives to provide an inclusive and supportive environment for all children. However, we do not have the specialized resources or staff training necessary to accommodate children with very high needs that require one-on-one support or intensive care.

We encourage families with children who may need additional assistance to discuss their child's specific needs with us prior to enrollment. This helps ensure we can work together to determine if our program is the best fit or to explore other suitable options.

Permission Release Agreement:

I agree to abide by all of the terms, policies and procedures of District 286 programs.

In the event of an emergency injury involving my child, I authorize the program staff to call 911 and transport to the nearest hospital, unless I have notified program administration of an alternate hospital. I understand that I am responsible for any charges that occur as a result of this.

I agree to permit my child to participate in walking trips, field trips, and other activities related to the program.

I agree that my child will apply sunscreen on themselves anytime when applicable. I understand that I must request and sign a release form if I decline to have sunscreen for my child.

I agree that my child may use hand sanitizer when access to soap and water is not available. I understand that I must request and sign a release form if I decline to use hand sanitizer for my child.

All children enrolled in Brooklyn Center Community Schools District 286 are required to have on file a copy of their record of immunizations or medical exemption. Staff may obtain a copy of these health records from the school nurse or district. Children who do not have immunizations records on file with the district will be asked to supply these records prior to the first day of attendance.

I understand that my and/or my child's photo may be used by the program for promotional purposes in both printed and electronic documents. If I wish to deny this, I will follow the School Board Policy.

I agree that the program may access my child's school district behavior information as necessary.

I certify that the information I provide to the program is accurate, complete and true to the best of my knowledge.

Family Agreement

I understand that the program is choice-based and offers a variety of large group and small group activities. I acknowledge that my child will not be forced to participate in specific activities or remain in certain locations unless it is necessary for safety reasons. I also understand that any arrangements limiting my child's choices—beyond the reasonable accommodations for children with special needs as defined by the program—are my responsibility and must be addressed through direct communication with my child.

I agree to the following:

- I will review and take responsibility for the information provided by the program.
- I will submit requested forms and documents by the specified deadlines.
- I will seek clarification if I have questions or do not understand something.
- I will share any information that can help staff support and meet my child's needs.
- I will communicate with the Centaur Plus Site Lead and/or Community Education Supervisor if I have questions or concerns.

I acknowledge that I am responsible for understanding and adhering to this.

No Modifications:

No terms of this Agreement may be altered, revised, modified or deleted by any person other than Centaur Plus admin. Families/Account Holders will be made aware of changes by receiving an updated version.

Unless otherwise informed, it is implied that you have read, understand and agree to the terms and policies in this document. Any alterations, revisions, modifications or deletions of any term of this Agreement are null and void.

Policies in this agreement will supersede all other previous documents.

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