

Family and Student Terms and Conditions for Four Star Attendance 2025-26

I understand and agree to the following:

Registration/Processing Fee:

- I understand, I must pay one week's non-refundable deposit at the time of registration that will be applied to the last week of the program's tuition. This deposit will be processed when your contract is accepted.
- Participation in Four Star Express does not guarantee enrollment at an elementary that falls outside of your school's attendance area. Enrollment at Osseo Area Elementary Schools is based on school attendance areas.
- Tuition is charged per week and includes non-school days and district holidays.
- I understand that locations/sections are subject to change based on building/staffing needs.

Four Star Express program refund policy:

- If a family withdraws and there is another family on our waitlist at the time of withdrawal who accepts this opening, we will provide a full refund of last week's deposit.
- If a family withdraws by 11:59 pm on June 30 and the opening cannot be filled at the time of withdrawal, we will refund one half of last week's deposit.
- If a family withdraws after 11:59 pm on June 30 and the opening cannot be filled at the time of withdrawal, no refund will be provided.

Tuition:

- I understand that auto payment is required for all program contracts. The current tuition due will be deducted automatically the following Monday after weekly invoicing.
- I understand that Four Star Express is a 40 week consecutive tuition based program.
- I understand if I am on Child Care Assistance (CCA), I will be invoiced every other Monday for the past two weeks tuition to coincide with CCA billing. My copayment and tuition owed that CCA did not cover will be deducted from your auto payment or log in to your account to make payment the following Friday after invoicing.
- I am responsible for tuition at the contract rate that I have enrolled my student or students in. I acknowledge that I must speak to the Business Office if I'd like to make alternative arrangements to pay my tuition.
- Tuition is due regardless of my student's attendance and when weather or an emergency late start, early dismissal or closing of a school or the district occurs.
- Tuition includes breakfast, lunch, an afternoon snack, and all supplies, including field trips if this occurs.
- I understand that I will be invoiced weekly via email. The weekly invoice will reflect the current tuition due. If invoicing falls on a holiday invoicing will occur the prior business day. Families that are on Child Care Assistance will be invoiced biweekly to coincide with county billing.

- The sites do not accept cash or checks, please work with our Business Offices for any Money Orders.
- I am accountable to pay for the contract dates that I have enrolled in.
- A request for reimbursement of tuition paid is at the discretion of the district. Any tuition returned may be charged a \$50.00 administration fee.
- I understand that any reimbursement will be returned on the card or banking account that the tuition was taken out of.
- Tuition Late Fee of \$5.00 will automatically be assessed for any payment that is not made within 14 days of the payment due date, and for any credit/debit card declined for any reason. If I fail to pay tuition, my student will be removed from the program and cannot be re-enrolled until all past due tuition is paid in full or a payment plan is in place.
- Any split financial accounts that are set up by our Business Office, we reserve the right to separate due to inconsistencies of payments, and communication between the parties involved. This is not the responsibility of our Business Office. We may request legal documentation and/or court documents.

Child Care Assistance and Service:

- The Business office must have official confirmation from the county that a particular family is receiving child care assistance before the child can begin attending the program.
- In the event assistance from an agency is denied, I (acting as a parent or guardian) am solely responsible for the payment of any remaining tuition and will reimburse as needed if assistance is granted.

Contract Season:

- School year is defined as the start and end date of the program and aligns with the district calendar. The program reserves the right to make any changes to the contract season.
- Transportation is not a guarantee for Four Star Express children. I acknowledge that transportation may be available if we are a resident of the district and have a sibling at the same school who also rides the bus. I must contact transportation to set up this option at 763-391-7244 or email BusQuestions@District279.org.

Late Pick Up Fee:

Our programs close at 5:30pm. Occasionally, a school or the district may close early due to weather or other unforeseen circumstances.

- Pick up after closing time, results in a \$5.00 charge for the first 5 minutes and \$1.00 per minute until your child is picked up.
- After three late pick-ups, your account will be charged \$10.00 for the first 5 minutes and \$2.00 per minute until your child is picked up.

- Your account will be charged and invoiced for the late fee amount. The time of pick up is automatically generated from your signature from the iPad.
- To assure timely pick up, please set your watch to the iPad at your child's site and arrange for others to pick up your child if pick up will be after 5:30pm.
- Failure to pay late fees will result in discontinued service.
- If you pick up your child after 5:30pm more than 6 times, you may be dismissed from the program.

Field trips:

Four Star Express plans 3-4 field trips and you will be notified about field trips as they occur. Signed permission slips will be required and sent to you before each field trip. Students will receive a field trip shirt to wear on field trip days. All students are required to stay with their group and will not be allowed to stay back at the site.

There may be occasions when field trips need to be canceled, rescheduled, or adjusted, and Four Star will communicate those changes as soon as possible. Costs for field trips are reflected in tuition bills prior to the field trip and are not adjusted or reimbursed even when a field trip is canceled or if your student is not able to attend.

The Four Star program takes appropriate precautions in planning, organizing and supervising these field trips. You understand the risks associated with the described field trip, and agree to hold the Osseo Area Schools and the Four Star Express program harmless against claims you make that may result from activities that happen during the field trip.

Contract Exceptions:

- Illness or medical need that lasts longer than 3 consecutive days: Must be verified with a doctor's note.
- Funerals: Require an obituary, or other verification
- Loss of Job: Requires verification

Unauthorized Pickups:

If you have an individual who is UNAUTHORIZED (not allowed) to pick up your child from our programs, even if they are a custodial parent, you must provide us with a court order document indicating this. When custodial parent or guardian information changes, the custodial parent is responsible for informing our program in writing of the change and to send the appropriate legal court order verification/documentation. Email this documentation to our business office at CECares@District279.org. Once we review the court documentation we can add unauthorized name(s) to our online system.

Program Code of Conduct (applies to families and students All Programs):

By enrolling in our program, families are agreeing to our student code of conduct. Four Star Express participants are expected to:

- Show respect to self, other students and staff
- Follow all program rules, directions and guidelines
- Engage in safe and appropriate behavior

Youth that are unable to abide by our program code of conduct may be removed from the Four Star Express, behavior considered unsafe and unacceptable include:

- Physical harm or aggressiveness towards other students or staff.
- Bullying behavior. Defined as intentionally harmful or disrespectful acts that cause harm or discomfort to other students and staff; this can include unwarranted physical contact, verbal assault, social ostracism, racial slurs, obscene gestures, and language, and emotional or physical dominance that causes fear and or trauma.
- Behavior that damages participants personal belongings or school property.
- Behavior that may be perceived as sexual in nature.
- Inability to function cooperatively in the program's group setting.
- Needs that create a fundamental alteration of program and program philosophy.
- Running from programming spaces, program staff or district buildings/grounds.
- Frequent and regular insubordination.

In case of harmful/inappropriate behavior we may take some of these action steps:

- Inform families of extreme or continuous inappropriate behavior.
- Temporarily remove the youth from the program.
- Require families to come and pick up their youth.
- Hold a formal family meeting to create a plan including accommodations.
- We work individually with each youth and situation and notify victims as needed.

Accommodations, Special Needs and Plans

Our program works collaboratively with district personnel, families, and youth to create an inclusive environment so that ALL youth can succeed. As a part of this process of equalization we may create certain accommodations and behavior plans for a given youth that allow him/her greater flexibility and support. Our teams regularly evaluate behavior plans and accommodations, while keeping families informed about progress in our program. Youth who have needs that fundamentally alter our program philosophy or pose a direct threat to themselves or others may not be accommodated.

Termination of Four Star Express:

There are times where the Four Star Express environments may not be the most appropriate place or environment for youth. If a youth presents himself or herself in a manner that requires a fundamental alteration of our program, or poses a significant safety risk to themselves, staff or youth our programs reserve the right to terminate services. Reintegration into the Four Star Express will take into account the youths continued behavior, growth and development in multiple contexts (including his or her school day).

I understand that if the Code of Conduct is violated, program officials/staff will communicate the details of the incident and work towards an equitable resolution. However, if the behavior persists after program intervention and guidance, I acknowledge that my student may be dismissed from the program, and my contract may be terminated without the option for a refund.

As a parent and/or guardian, I further acknowledge that I must adhere to all expectations, processes, and procedures outlined by the program. I have read and agree to the principles and policies set forth in the Code of Conduct Agreement. I understand that failure to comply with these principles may result in my student's dismissal from the program and the termination of my contract without a refund.

Permission Release Agreement:

- I agree to abide by all of the terms, policies and procedures of District 279 programs.
- In the event of an emergency injury involving my student, I authorize the program staff to call 911 and transport to Maple Grove Hospital, or the nearest hospital, unless I have notified them of an alternate hospital and EMS will abide. I understand that I am responsible for any charges that occur as a result of this.
- I agree to permit my student to participate in walking trips, field trips, and other activities related to the program.
- I agree to attend conferences/meetings regarding my student when required by the program. I further understand that failure to attend could result in the withdrawal of my student from the program.
- All children enrolled in Osseo Area Schools are required to have on file a copy with the district of their record of immunizations or medical exemption. Staff may obtain a copy of these health records from the school nurse or district. Students who do not have immunizations records on file with Osseo Area Schools will be asked to supply these records prior to the first day of attendance.
- I agree that by my/my child's participation in Osseo Area Schools Community Education Four Star Express or through facilities use, I/my child may have their photo/image taken and used by Osseo Area Schools Community Education in various media formats, including print, computer or electronic media, video or audio recording, and film. If I wish to deny this for myself/my child, I will indicate this in my/my child's Community Education Four Star Express registration.
- I agree that the program may access my student'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.
- I agree to the administration of skin care products such as sunscreen, hand sanitizer lotion, insect repellent and I must sign a release form to decline the administration.
- If my student is in need of special assistance or service, it is my responsibility to make arrangements and notify the program prior to registration.

Media Usage Agreement –

- I understand that my student may be able to check out books from District 279 Media Centers under the following conditions
 - Books being checked out must be returned by end of season and before new books can be checked out again.
 - That my student may only check out books for her/himself.
 - That my student is responsible for books that are overdue, damaged or lost.
- Overdue, Lost and Damaged Books:
 - Notices will be sent home with students who have not returned books.
 - That if a book is lost or damaged the family is responsible for paying for it.
 - Families will be notified of final notices for unreturned books with appropriate deadlines.
 - The program will collect payments for overdue, lost or damaged books.
 - In the event I pay for a book that is later found, the money will be returned to me.

Parent/Guardian: Agreement:

- I understand that the philosophy and procedures of the program may not be the same as our family philosophy and procedures. I recognize this and realize that while my child is in the program, we must abide by the philosophy and procedures of the program.
- I understand the program includes a mixture of large group and small group activities. I agree that the program will not force my child/youth to participate in activities, or be in specific locations, unless the program decides to do so for safety purposes. I understand and agree to be responsible for any child/youth specific arrangements that limit choices (which fall outside of pre-established reasonable accommodations for students who have special needs as defined by the program's Family Handbook) through direct conversation with my child/youth.
- I will read and be responsible for the information the program provides me.
- I will return information by the date it is requested.
- I will ask questions for clarification when I don't understand.
- I will share information that helps staff understand and support my child's needs.
- I will talk with the Site Supervisor or Program Manager if I have a question or I am unhappy with the program or staff.
- I understand that I am responsible for all of the information in the Family and Student Terms and Conditions.

Additional information is available online at www.FourStarExpress279.org.