

Family and Student Terms and Conditions for Four Star Attendance 2024-2025

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.

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 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, 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.

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 may be available if you are a resident of the district and have a sibling at the same school who also rides the bus. 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:

Field trips may occur and the site will provide you with information that is needed. There is no additional cost for field trips.

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

Child Care Assistance and Service: All Programs Contracts:

- 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.

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.

Child and Adult Care Food Program (CACFP)

Your child care center participates in the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP) which ensures healthy meals are served to your children. To meet CACFP requirements specific enrollment information must be collected annually.

The enrollment form must include the following elements per regulations 7 CFR § 226.15(e)(2) and § 226.17(b)(8): Each enrolled child's normal days, Hours in care, Meal service received, Signature of parent or guardian. This was completed during registering.

If you have any questions about the requirement for collection of enrollment information, please contact Food and Nutrition Services (FNS) at 651-582-8526, 800-366-8922 or email mde.fns@state.mn.us.

Nondiscrimination Statement (By law we have to make you aware of this)

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) **mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; o
- (2) **fax:** (833) 256-1665 or (202) 690-7442; or
- (3) **email:** program.intake@usda.gov

This institution is an equal opportunity provider.

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

- I acknowledge the program and district codes of conduct as stated on the district website, family handbook and bear responsibility for my and my student's compliance with all policies.
- I agree that we will:
 - Show respect to self, other students and staff
 - Follow program expectations, directions and guidelines
 - Engage in safe and appropriate behavior
- Students that are unable to abide by our program code of conduct may be removed from the Four Star Express, Kidstop, Cosmic Club, or Spot program. Behavior considered unsafe and unacceptable include:

- Physical harm or consistent aggressiveness towards self, 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, obscene gestures and language, and emotional or physical dominance that causes fear and trauma.
- Behavior that damages others 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 building/grounds.
- Frequent and regular insubordination.
- Bringing 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).

In case of harmful/inappropriate behavior we will:

- Inform parents/guardians of extreme or continuous inappropriate behavior.
- Require parent/guardian to come and pick up their child, including on field trips if intervention and guidance has not been successful.
- May temporarily remove the child from the program.
- Hold a formal parent/guardian conference/meeting to create a student plan including accommodations.

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 student may be dismissed from the program and my contract terminated with no option for refund.

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 student's dismissal and the termination of my contract with no option for refund.

Permission Release Agreement: All Programs Contracts:

- 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 understand I acknowledge that participants in Osseo Area Schools' Community Education programs or through facilities use may have their photos/images used by Osseo Area Schools 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 who is currently enrolled as a student in Osseo Area Schools, I will follow the school Board Policy and Procedure 515, available on the Osseo Area Schools website at www.district279.org. If I/my child is not enrolled as a student in Osseo Area Schools and wish to deny this, I will contact the Four Star Express business office to opt out by email at CECares@District279.org or by phone at 763-585-7281.
- 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 – Applies to Summer Program and Four Star:

- I understand that my student may 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: All program contracts:

- 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 is choice-based and 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 Program Manager or Site Lead 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.