



Community Ed

Kidstop

Family and Student Terms and Conditions for Kidstop Attendance 2025-26

I understand and agree to the following:

Registration/Processing Fee: Kidstop School Year and Kidstop Summer Contracts:

- I must pay a non-refundable processing fee of \$35.00 for each student in my family if my registration information is submitted by 3/18/25 for the summer program, and 5/27/25 for the school year. After these deadlines, I understand that my processing fee increases to \$45.00 for each student.
- I understand the processing fee is non-refundable and will be deposited electronically after my student/s is/are accepted into the program. Note: This processing fee is not for Non-School Day registrations for families that have a current School Year contract.
- Regardless of any assistance I am receiving, I pay a \$35.00 or \$45.00 (depending on when submitted) deposit for each student that I am enrolling. I understand that I will be reimbursed the deposit amount if assistance pays for my registration and if there is no current balance owed on my account.
- When a family withdraws and re-enrolls into another contract type, regardless of the number of times or time between, a processing fee of \$35.00 or \$45.00 (depending on when submitted) for each student will always be applied.
- Students may not be readmitted/waitlisted to the program until the account is paid and/or an active payment plan is in place.

Child Care Assistance and Service: (School Year and Summer):

- The Kidstop Business Office must have official confirmation from the county that a family is receiving child care assistance (CCA) before the student 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.
- Regardless of any assistance, I acknowledge that I am responsible for paying the \$35.00 or \$45.00 deposit (depending on when submitted) for any student(s) enrolled in the program.

Before accepting contracts, we require a recent copy of your *Child Care Assistance Notice of Decision* letter to verify your assistance.

Please send the above document by one of the three options below:

- Fax to 763-585-7284
- Scan and email to CECares@District279.org
- Take photo and email to CECares@District279.org

Contract Changes and Withdrawal: Kidstop School Year and Kidstop Summer contracts:

- I understand that all Consistent Schedule contract changes will incur a \$10.00 processing fee (School Year Only).
- I understand that if I withdraw my school year contract(s), I will be charged \$35.00 per child.
- Consistent Schedule: I understand I need to enter into the Eleyo online system all changes and withdrawals by 11:59 p.m. on Wednesday to take effect the following Monday.
- I understand that if I make a change after 11:59 p.m. on Wednesday for the upcoming week, it will be denied. You will receive an email from CECares@District279.org stating that your request has been denied. I will have to enter a new schedule change if I choose to for the second week out.
- Contract changes and withdrawals will always start on a Monday and end on a Friday.
- If a family withdraws from the program and re-enrolls, another registration fee/payment will occur and they are placed at the bottom of the waitlist if one exists.
- Summer Contract(s) Change: I understand that I may drop days after the 5/1/25 contract commitment date. A notice to drop must be received by 11:59 p.m by email to CECares@District279.org the Wednesday prior to the affected week. I agree to be charged \$35.00 per request/per student regardless of the number of days in each request.
- Summer Contract(s) Withdrawal: I understand I need to email CECares@District279.org by 11:59 p.m. Wednesday to end a contract on Friday. I will be charged a \$35.00 withdrawal fee/per student along with paying for the 20 day minimum day requirement between the dates of 6/13/25 - 8/15/25, a total of \$955.00 per student. The number of days registered cannot fall below 20 days. Drop-in Days do not count towards the 20 day minimum.

School Year Pick Your Day:

- I understand that when my Pick Your Day contract(s) is approved, all requested days will be approved.
- You must register for at least one AM and/or PM day which indicates your start date and for what care schedule you need. There are no maximum number of days. Contract will not be approved until two weeks prior to the date you picked it to start and is based on availability.
- I understand that I need to enter my Pick Your Day schedule and any schedule changes into the Eleyo online system by 11:59 p.m. on Wednesdays, to take effect the following Mondays.

- Families with a Pick Your Day contract may add days after the schedule change deadline, but these days must be registered as drop-in days. Drop-in day rates will be applied and are subject to space availability (student to staff ratio). Drop-in days are not guaranteed to be accepted.
- Pick Your Day Contracts will not be accepted until two weeks prior to the date you pick it to start. Sites may be full, and you may be placed on a waitlist.

Adding additional days - School Year Contracts Only:

- All current contracts can register for drop-in care and will be accepted or denied pending space availability (student to staff ratio).
- A three programming day advance notice is required, online through the Eleyo system.
- In emergency situations a family can email CECares@District279.org to see if an exception can be made based on space availability.
- If drop-in days are approved, a confirmation email will be sent when accepted.
- You will receive an email from CECares@District279.org if your drop-in day is denied.
- Rate for Drop In for Early Start Schools
 - \$19.90 Before School
 - \$21.03 After School
 - “SAME DAY” \$21.88 Before School
 - SAME DAY” \$23.14 After School
 - Locations:
 - Basswood Elementary School
 - Edinbrook Elementary School
 - Elm Creek Elementary School
 - Fernbrook Elementary School
 - Palmer Lake Elementary School (bus to/from Edinbrook Elementary School)
 - Park Brook Elementary School (bus to/from Edinbrook Elementary School)
 - Rice Lake Elementary School)
- Rate for Drop In for Late Start Schools
 - \$21.03 Before School
 - \$19.90 After School
 - “SAME DAY” \$23.14 Before School
 - “SAME DAY” \$21.88 After School
 - Locations:
 - Birch Grove School for the Arts (bus to/from any location)
 - Cedar Island Elementary School
 - Fair Oaks Elementary School (bus to/from Edinbrook Elementary School)

- Garden City Elementary School (bus to/from Edinbrook Elementary School)
- Oak View Elementary School
- Rush Creek Elementary School
- Weaver Lake: A Science, Math and Technology School
- Woodland Elementary School
- Zanewood Community: A STEAM School (bus to/from Edinbrook Elementary School)

Non-School Days (NSD) – School Year Only:

Non-School Days (NSD) are not covered in tuition cost. For NSD registration/cancellation calendar, click [HERE](#).

- Standard Rate: I understand that to receive the Standard Rate I must sign my student(s) up for an upcoming Non-School Day by the Register By date. The Standard Rate is \$41.00 per student for families in Kidstop.
- Extended Rate: I understand that I will be charged the Extended Rate if I do not sign my student(s) up for a Non-School Day by the Register By Date. The Extended Rate is \$52.00 per student for families in Kidstop.
- Same Day Rate: I understand that I will be charged the Same Day Rate if I drop my student(s) off at the site on the day of a Non-School Day and may be turned away due to being at capacity (student to staff ratio) or the site is on a field trip. The Same Day Rate is \$57.00 per student for families in Kidstop.
- Requests for NSD's will show up as pending in your account until approved. Note: You may "Remove" any pending NSD. If you need to cancel your Non-School Day that you have already registered for, you are required to do so by the cancellation deadline listed on the Non-School Day calendar. If you do not cancel by the deadline, you are required to pay the full amount for the Non-School Day.
- Non-School Day requests will be processed one day after the register/cancel deadline listed on the calendar. If approved, a confirmation email will be sent when accepted. You will receive an email from CECares@District279.org if your Non-School Day is denied.
- NSD requests are non-cancellable and non-refundable once they are approved.

Summer Pick Your Day Contract:

- I understand I must register for 20 days minimum during registration and there are no maximum number of days.
- Unlimited free contract changes including withdrawal without fees are allowed from the time contract(s) are approved until 11:59 p.m. 5/1/25.

- After the 5/1/25 deadline:
 - You can add drop-in days through the Eleyo system and the days will be accepted no later than Thursday for the upcoming week if space is available.
 - The Drop-in Rate of \$56.00 is used for any additional days added to a summer contract.
 - Days can be removed by emailing CECares@District279.org with your request and will be charged \$35.00 per request/per student regardless of the number of days in each request.
 - To remove days for the upcoming week, the request must be received by email to CECares@District279.org the prior Wednesday by 11:59 p.m. Note: Days cannot be canceled under the 20 day minimum. Drop-in Days do not count towards the 20 day minimum.
 - There is no swapping, vacation, banking of days allowed
- Summer Additional days
 - Drop-in Days are based on space availability. The additional days will be charged drop-in day rates of \$56.00 per student for Kidstop.
 - A three programming day advance notice is required, online through the Eleyo system.
 - In emergency situations a family can email CECares@District279.org to see if an exception can be made based on space availability.
 - Space availability applies, and all drop-in days will be confirmed by a generated email when drop-in day(s) are accepted.
 - If drop-in days are approved, an automated confirmation email will be sent when accepted.
 - You will receive an email from CECares@District279.org if your drop-in day is denied.

Tuition: (School Year and Summer Contracts):

- I understand that auto payment is required for all program contracts. The current tuition amount 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 previous two weeks tuition to coincide with CCA billing. The copayment and tuition owed that is not covered by CCA will be 1). deducted from the auto payment method or 2). by log in to your account to make payment the following Friday after invoicing. CCA will only pay up to 25 absent days from the program during a calendar year (1/1/xx to 12/31/xx). Families will be responsible for days CCA does not pay.
- I am responsible for tuition at the contract rate that I have enrolled my student(s) in. I acknowledge that I must contact the Business Office if I'd like to make alternative arrangements to pay my tuition.
- Tuition is due regardless of my student's attendance including when the following occur: weather or an emergency late start, early dismissal or closing of a school or the district.
- Tuition includes breakfast, lunch, snack, and scheduled field trips.
- I understand that I will be invoiced weekly by email. The weekly invoice will reflect the current tuition due and if any fees are incurred. If invoicing falls on a holiday, invoicing will occur the prior business day. Families that are on Child Care Assistance (CCA_ will be invoiced biweekly to coincide with CCA billing.

- Schools and/or school staff do not accept cash or checks. Please work directly with the Kidstop Business Offices for any Money Orders.
- I am financially responsible to pay for the contract dates that I have enrolled in.
 - Consistent Schedule School Year Only: If my Eleyo online contract is not correct, it is my responsibility to change my contract online by 11:59 p.m. the Wednesday prior to the next Monday in order to take effect the following Monday.
 - Pick Your Day Schedule School Year Only: If my Eleyo online contract is not correct, it is my responsibility to change my contract online by 11:59 p.m. the Wednesday prior to the next Monday in order to take effect the following Monday.
- A request for reimbursement of tuition paid is at the discretion of the district. Any tuition returned may be charged a \$50.00 administrative processing fee.
- I understand that any reimbursement will be refunded on the card or banking account that the tuition was taken out of.
- A Tuition Late Fee of \$5.00 will be automatically assessed for any payment that is not made within 14 days of the payment due date. This includes any decline of a credit/debit card 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.
- The Kidstop Business Office reserves the right to separate any split financial accounts that are set up by the Kidstop Business Office due to inconsistencies of payments. The communication of financial responsibility of tuition payments between the parties responsible for payment of tuition does not fall on the Kidstop Business Office staff. The Kidstop Business Office may request legal documentation or court documents.

Contract Seasons: (School Year and Summer Contracts):

- School year, the contract length/season is commensurate with the length of the agreed upon program, one that officially begins on the first day as noted by administration.
- Summer contracts run at least nine weeks in length.
- Your start and end date will vary depending on the contract you select.

Late Pick Up Fee: (School Year and Summer Contracts):

Our Kidstop programs close at 6:00 p.m. Occasionally, a school or the district may close early due to weather or other emergency circumstances.

- Pick up after closing time, results in a \$5.00 charge for the first five minutes and an additional \$1.00 per minute until your student is picked up.
- After three late pick-ups, your account will be charged \$10.00 for the first five minutes and an additional \$2.00 per minute until your student 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 student's site and arrange for others to pick up your student if pick up will be after our program closes.
- Failure to pay late fees will result in discontinued service.
- If you pick up your student after our program closes more than 6 times, you may be withdrawn from the program.

Finder's Fee: After School Only Kidstop School Year Program:

- All families in the Kidstop program are required to notify site Kidstop staff if their student will not be attending on a contracted day. We ask for this notice because we take our responsibility for your student's safety very seriously. Notifying the school office is not sufficient.
- Absences can be communicated through each Kidstop program's site specific email or by calling the Kidstop site specific phone number listed on the Kidstop website.
- If Kidstop staff are not notified of the student's absence, a \$5.00 finder's fee may be charged for that day.

Field Trips: (School Year and Summer Contracts):

- Field trips are a fun and educational part of Kidstop programs. Summer field trip opportunities vary based on students' age levels of Kindergarten-1 grade, 2nd-3rd grade, 4th-5th grade.
- Field trip destinations may have additional requirements depending on city/county mandates.
- Parents/guardians will receive advance notice of the scheduled field trip if their student(s) are registered to attend on the day a field trip is scheduled.
- A signature or electronic Google form signature authorizing your permission must be signed prior to each field trip.
- Please take notice of these special trips and discuss them with your child.

On field trip days: Students must wear their Kidstop t-shirts and wristband on all field trips along with potentially bringing a disposable bag lunch. A swim shirt will be provided to students and will be required on all swimming field trips. If your student is enrolled on a day of a field trip and is in attendance, all students will be required to attend and follow the schedule of the day. All students are required to stay with their age group for summer field trips and will not be allowed to stay back at the site. If a student needs to be picked up from a different location, details must be worked out five days in advance with the site Site Supervisor and/or Lead Instructor. Not all requests may be able to be accommodated due to staffing needs or field trip location needs.

There may be occasions when field trips need to be canceled, rescheduled, or adjusted, and Kidstop 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 Kidstop 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 Kidstop program harmless against claims you make that may result from activities that happen during the field trip.

Contract Exceptions (School Year and Summer):

- Illness or medical need that lasts longer than three consecutive days: must be verified with documentation from a medical provider.
- Funerals: Require an obituary, or other verification.
- Loss of Job: Requires verification.

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

By enrolling in our program, families are agreeing to our student code of conduct. Kidstop 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 Kidstop, 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 Kidstop:

There are times where the Kidstop 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 Kidstop 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: All Kidstop Programs:

- I agree to abide by all of the terms, policies and procedures of District 279 programs.
- If you have an individual who is UNAUTHORIZED (not allowed) to pick up your student from our programs, even if they are a custodial parent, you must provide the Kidstop Business office with the appropriate legal court order verification/documentation before the individual is considered UNAUTHORIZED.
- When custodial parent or guardian information changes, the custodial parent is responsible for informing the Kidstop program in writing of the change and to send the appropriate legal court order verification/documentation. Email this documentation to the Kidstop Business Office at

CECares@District279.org. Once we review the court documentation we can add unauthorized name(s) to our online system.

- 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. If I have provided an alternative hospital in advance, EMS will transport my student there whenever possible and in accordance with emergency protocols.
- 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 students enrolled in Osseo Area Schools 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. 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 child's participation in Osseo Area Schools Community Education Kidstop 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 Kidstop 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 or email CECares@District279.org.
- If my student is in need of special assistance, accommodations or services, it is my responsibility to make arrangements and notify the program prior to registration.

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 student 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 student 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 student 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 student.

- 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 student'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.

All of this information is available online at www.kidstop279.org.