



SPPS Community Education

Summer 2025 Terms & Conditions

Fees/Schedule

- Summer Discovery Club fees \$44.00/day
- Minimum enrollment is 4 days per week, 5 weeks of the summer. Days must remain the same for all weeks enrolled
- Weeks and days of attendance must be specified at time of registration
- Schedule change deadline: Friday, May 9, 2025
 - \$25.00 schedule change fee applies to all schedule change requests made at any time after the contract has been processed
 - Beginning Saturday, May 10, 2025 contracted schedules CANNOT be changed
- Non-refundable registration fee of \$49.00/child charged to credit card/bank information provided when contract is processed
- **All registered days will be charged regardless of attendance**

All previously incurred charges must be paid in full before a contract will be processed and prior to start of summer contract

- Drop-in days can be requested online starting 5/1/25
- Drop-in charges are \$52/day
- Drop-in requests can be submitted through your online account with a minimum of one-week advance notice
- Drop-in care is processed based on space availability on site for date(s) requested; may be approved or denied

Students can attend Discovery Club and Saint Paul Public Schools Summer Learning Programs on the same day. Full fees apply, no discounts available. **It is the responsibility of the family to notify Discovery Club of SPPS Summer Learning Program enrollment and schedule the bus if the summer learning program is not onsite with Discovery Club.** If Discovery Club has a planned field trip, families must decide if their child(ren) will attend Summer Learning Program or Discovery Club - no staff will remain on site to meet students after classes on field trip days.

Discovery Club is closed on the following dates and no care is available

- June 11th, 12th, 13th
- June 19th
- July 4th
- August 25th, 26th, 27th, 28th, 29th
- September 1st

No care is available on these dates, no charges will apply. Discovery Club fall programming begins on the first day of school. **Separate registration must be completed for a fall contract.**

Billing

- Invoices generated biweekly on the last Friday of the 2 week period. Invoice due date is the following Friday
- Fees based on contracted days, not attendance
- Payments can be made
 - Online - <https://stpaul.ce.eleyo.com>
 - Phone 651-632-3793
 - In-Person - Administrative Office (1780 7th St. W) by cash, check or money order payable to ISD #625
- Payments not accepted at any Discovery Club child care site
- Late payment fee of \$25.00 assessed to all accounts with an outstanding balance after due date
- Families with past due accounts subject to withdrawal from program

Contact Administrative Office with questions at 651-632-3793 or email discovery.club@spps.org

County Childcare Assistance

- Families receiving county assistance are responsible for notifying their county case worker of enrollment in Discovery Club
- Request child care authorization be sent to Discovery Club
- If county assistance is denied or authorization is not received, the contract owner is responsible for all fees

Late Pick-up

- Sites close at 6:00 pm daily
- Late fee of \$25.00 charged for every half hour or portion thereof starting at 6:01pm on the iPad clock
- Repeated late pick-up may result in withdrawal from program

Contract Withdrawal

Requested through your online account or by contracting the Discovery Club Administrative Office (discovery.club@spps.org)

- One-week notice required to withdraw from program or full fees are due

Vacation/Illness

- No vacation credit is available
- Illness credit of 50% will be applied with medical documentation of illness for absences of 5 or more consecutive program days
- Family must contact Administrative Office to request illness credit and provide documentation
- **Illness resulting in absence less than 5 consecutive program days, full fees are due**

Breakfast, Lunch and Snack

- Breakfast, lunch and afternoon snack provided

- Additional or alternative meals/snacks can be provided by the family to be eaten during scheduled meal and snack times
- We ask that students come with a water bottle daily

Sunscreen

Discovery Club requests that each family provides one standard size bottle of lotion sunscreen with 30 SPF or higher per child

- Sunscreen provided will be shared among all Discovery Club students
- No aerosol sprays allowed
- Recommended that children arrive with sunscreen on daily
- Discovery Club staff will supervise sunscreen application and assist as needed

If you would like your child to only use sunscreen provided by you, please opt out in the question section at the end of this registration

Immunization Record

All children enrolled in Discovery Club must have immunization records or a medical exemption on file with Saint Paul Public Schools OR must supply these records prior to the first date of attendance (MN Statute 121A.15) Failure to supply these records will result in termination of your childcare contract.

Discovery Club Administrative Office

1780 7th Street West, St. Paul, MN 55116

Phone: 651-632-3793

discovery.club@spps.org

A PDF of the Discovery Club Family Handbook and a PDF of the Summer Terms & Conditions available online at spps.org/discoveryclub

Agreement:

I have read and agree to the Discovery Club Family Handbook, and the Terms and Agreements stated in the descriptions above.