By submitting my child's registration for non-school day care,
I understand that my child cannot begin care at Minneapolis Kids until I receive a written or oral confirmation from the Minneapolis Kids main office.

2025-2026 Non-School Day Care Eligibility and Admittance

1. Minneapolis Kids Non-School Day Care serves school-age youth ages 4-12 who are enrolled in High Five through 5th grade during the school year. Eligibility ends upon the start of 6th grade.
    - High Five/Pre-kindergarten youth not enrolled in Minneapolis Public Schools (or Minneapolis Kids Jr) are **not** eligible for non-school day care. Youth enrolled in kindergarten through 5th grade do **not** need to attend Minneapolis Public Schools to be eligible for non-school-day care.
2. All Minneapolis Kids accounts must be in good standing with no overdue balances in order for your registration to be approved.
3. The family is responsible for keeping track of all registered non-school days/locations and cancelling (if need be) before the deadline. Registration/cancellation deadlines can be found in the third column of the 2025-26 Non-School Day Calendar. Groups of non-school days (e.g. MEA, winter, spring breaks) have **ONE** deadline.
4. No transportation, health office, culinary, or classroom support services are provided on non-school days.
5. Youth must be able to toilet independently.

Terms and Conditions of the Contract

- You will be billed once a month. Payment is due on the 16th day of the month.
- You are responsible for payment for all days contracted.
- Unpaid balances after 90 days may be cause for termination of care.
- Credit is not given for absences, including those with illness and vacation.
- Credit is not given for weather closures or temporary school closures such as facility and community emergencies.
- Minneapolis Kids sites or components may be closed due to low enrollment. In this event, you will be given two weeks' notice.
- The Board of Education reserves the right to cancel this letter of agreement at any time. In this event, you will be given two weeks' notice.

Rates and Fees

- **Non-School Day Rates:** $49/day per child if registered by the deadline; $59/day per child after the deadline with site approval.
- **Processing Fee:** If you are registering for a non-school-day-only contract *without* before/after-school care, a non-refundable annual processing fee of $30 per family is charged when your registration is approved.
- **Late Pick-up Fee:** A late fee of $1 per minute will be assessed for picking up a child after 6:00 p.m. (starting with the second occurrence). On the third incidence, a fee of $25 plus $1 per minute will be charged. After the fifth incidence, services will be terminated.
- **Auto-Pay Declined:** A $20 fee may be added to your account if your auto-pay method is declined for any reason.
- **Returned Checks:** There is a $20 charge for any returned checks. If a check is returned for insufficient funds, a new check or money order must be submitted with the $20 processing fee added to the amount.

Cancellations
Cancelling approved non-school days: Families must contact the central office (not the site/school) to cancel approved non-school days as early as possible so that the space can be offered to another family. Space cannot be offered to waitlisted families after the registration/cancellation deadline has passed, as sites need adequate time to plan for staffing and any scheduled activities (field trips, etc.). All cancellation requests must be received by 11:59 p.m. Central Standard Time (CST) on the date of the deadline.

Non-school days cannot be cancelled after a cancellation deadline has passed, and families will be still billed for their registered days.

Cancelling pending non-school days: Families must delete any pending non-school days they don't need via their Eleyo accounts as soon as possible using the red "Remove" button so that the days won't be approved if space becomes available.

Childcare Assistance
Ongoing fee assistance may be available for qualifying families through Think Small (651-641-6604) or through the MN Child Care Assistance Program (CCAP) in your county. To see if you qualify, apply online at mnbenefits.mn.gov (link will open in a separate tab).

Upon contract approval, you must contact your county case worker to share your Minneapolis Kids location information.

Collections
I understand that my child's enrollment will be terminated and my account may be turned over to collections if Minneapolis Kids is unsuccessful in collecting my monthly tuition.

Past-Due Accounts
Timely communication with our administrative staff is strongly encouraged for families experiencing payment difficulties. The timeline for management of past-due accounts is outlined below:

30-Day Past-Due Status
When an account becomes 30 days past-due:

- A past-due notice will be issued to the accountholder.
- The accountholder will be notified of the need to bring the account current.
- The Program Coordinator at the childcare site will be made aware of the past-due account.

60-Day Past-Due Status
When an account becomes 60 days past-due:

- A final warning past-due notice will be sent to the accountholder.
- The notice will outline the potential consequences of continued non-payment.

90-Day Past-Due Status
When an account becomes 90 days past-due:

- The childcare contract will be terminated, and the child will be prohibited from attending Minneapolis Kids programming.
- Account reinstatement is contingent upon full payment of all outstanding balances.

Payment Arrangements

- Payment arrangements may be negotiated prior to the 90-day termination point.
- All payment arrangements are subject to review and approval by an Office Specialist and Program Specialist.
- Discretion for payment plans rests solely with Minneapolis Kids administrative staff.

Reinstatement Policy

- Account reinstatement is only possible through full payment of the entire outstanding balance.
- Partial payments do not guarantee program continuation or future enrollment.

Programming
I understand that Minneapolis Kids seeks to create an environment where all children feel safe and are able to have fun. Violations of the Minneapolis Kids Behavior Guidelines, as outlined in the Family Handbook, may result in family conferences, behavior documentation, pauses in care, and/or termination of services.

Field Trips
I give permission for my child to participate in Minneapolis Kids field trips, including walking field trips within a mile of the center. I understand that Minneapolis Kids staff will supervise all field trips and I will be informed in advance of the destination and the means of transportation. A separate, signed permission slip is required for field trips.

Sunscreen Permission
I authorize Minneapolis Kids staff to assist my child(ren) when applying sunscreen unless otherwise noted in my registration.

Exchange of Information
I give my consent to an exchange of information between my child's Minneapolis Kids site staff and other Minneapolis Public Schools professional staff whenever it would be beneficial to my child.

Medical Emergencies
I give my permission to Minneapolis Kids to take whatever emergency (i.e., first aid, disaster evacuation) measures are judged necessary for the care and protection of my child while under the supervision of Minneapolis Kids staff. In case of a medical emergency, I understand that my child will be transported to the nearest hospital by ambulance if the local emergency resource (police or rescue squad) deems it necessary. I will be responsible for the cost of the transportation and any and all medical charges. I understand that in some medical situations, the staff will need to contact the local emergency resources before the parent and/or another adult acting on the parent's behalf.

Insurance
Medical insurance coverage is the responsibility of each child's guardian/family.

Immunization Record
All children enrolled in Minneapolis Public Schools are required to have a copy of their immunizations record or their medical exemption on file. Minneapolis Kids administration has access to this information. Children who do not have immunizations records on file with Minneapolis Public Schools will be asked to supply these records before the first day of attendance.

Enrollment of Children with Special Needs
When there is a request to enroll a child with special needs, a pre-enrollment consultation with families/guardians and the program manager, program specialist or program coordinator will be held to determine how Minneapolis Kids can meet the child's special needs. The Inclusion Specialist will work with the family and other resource persons to develop a plan for serving the child and determining a start date.