

# Minneapolis Kids

## 2012-2013 School Age Care Program

**Thank you for choosing Minneapolis Kids!**

**The following information may be helpful for you to know:**

### **DATES:**

- Minneapolis Kids will enroll children until a site reaches space capacity or August 10, whichever come first.
- After August 10, we will continue to take applications but, your start date will be delayed until October 1.
- Any schedule changes made after August 10 will not go into effect until October 1.
- We will be charging a schedule change fee of \$20.00 beginning October 1, 2012.
- Sites open for care for grades 1-6 on Monday, August 27, 2012.
- Sites open for care for kindergartners Wednesday, August 29, 2012.
- Care is not available for kindergartners on August 27 or 28.
- The 2012-13 school year program ends June 4, 2012.

### **SITE HOURS:**

- 6:30 a.m.-6:00 p.m. Monday-Friday

### **MAIN OFFICE:**

- Hours: 6:30 a.m.-6:00 p.m.
- Phone: 612-668-3890
- Fax: 612-668-3895

### **BILLING INFORMATION:**

- Bills are mailed monthly. All fees are due on the first of the month.
- All past due accounts must be paid in full before starting.**
- Authorizations for subsidy programs must be current and at the Minneapolis Kids main office prior to starting.
- A two week written notice is required to withdraw from the program.

### **LATE FEE:**

- A late charge of \$1.00 per minute is assessed when children are picked up after 6:00pm. Three late pick-ups will result in termination from the program.

### **LUNCH/SNACKS:**

- Lunch and breakfast are available through the MPS Nutrition Center or your child may bring a bag lunch. Lunches may be ordered through the Minneapolis Kids staff at your location for students attending half day kindergarten or High Five.
- Afternoon snacks are included in daily fee.
- On release days, a lunch and beverage from home are required unless otherwise specified.

**BUSES:**

•Busing between your child's home school and Minneapolis Kids can be arranged through your home school office. It is the parent's responsibility to notify the Minneapolis Kids location of the bus number, time and stop. Let your child's teacher know your child's schedule and bus information as well.

**RELEASE DAYS:**

- Registration is needed at least two weeks in advance or space may not be available.
- Sign all field trip permission slips.
- Take note of field trip bus departure times, and plan to arrive 30 minutes in advance of that time.

**SPECIAL NOTES:**

- A new letter of agreement is required to enroll for **each** summer **and** fall program. Those with past due accounts will not be able to re-enroll until fees are up to date.
- Site information, newsletters, activity calendars and a parent handbook are available at the locations or on-line at <http://mplskids.mpls.k12.mn.us/>
- Call your location directly to arrange a site visit prior to your child's first day of attendance.



# Minneapolis Kids 2012-13 School Year Letter of Agreement

Date received:

Contract period: 8/27/2012-6/4/2013

**Student Information** — Please submit a separate form for each child you are enrolling.

Child's Name (Last, First, Middle)	Gender	Birth Date	Grade Entering	School
	<input type="checkbox"/> M <input type="checkbox"/> F			
Minneapolis Kids Location				Starting Date
				<input type="checkbox"/> new to program
Special Needs Information		Medical Information		
<input type="checkbox"/> My child is receiving services through Special Education. Please describe:  <small>We will contact you for more details regarding your child's specific disabilities so that adequate staffing can be arranged. Enrollment may be delayed until staffing is in place.</small>		Please list any significant medical information (include all allergies and medications):		

## Parent/Guardian Information

Check if parents/guardians have two different addresses and the child spends time at each address during the week.

	Parent/Guardian 1	Parent/Guardian 2
Name:		
Home Address:		
City, State, Zip:		
Employer:		
Home/Work Phone:	H:                      W:	H:                      W:
Cell/Pager #s:	C:                      P:	C:                      P:
Email address:		
Billing:	<input type="checkbox"/> Online billing to this email <input type="checkbox"/> Bill to this address	<input type="checkbox"/> Online billing to this email <input type="checkbox"/> Bill to this address

## Emergency Contacts

	Emergency Contact 1	Emergency Contact 2
Name:		
Home/Work Phone:	H:                      W:	H:                      W:
Cell/Pager #s:	C:                      P:	C:                      P:

## Minneapolis Kids School Year Program

Fees are determined by your child's elementary school start and end times. Indicate the time and days your child will attend. You may enroll for 2, 3, 4 or 5 days per week. Check your choices below. You must use the same days each week.

<b>Before School</b> <b>Times</b> <input type="checkbox"/> 6:30 to 8:05 am                      \$6.55/day <input type="checkbox"/> 6:30 to 8:40, 9:10 or 9:40 am                      \$10.30/day <b>Days</b> <table border="1"> <tr> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THU</th> <th>FRI</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	MON	TUE	WED	THU	FRI						<b>Kindergarten</b> <b>Times</b> <input type="checkbox"/> AM ½ Day Care                      \$15.45/day <input type="checkbox"/> PM ½ Day Care                      \$15.45/day <small>Start times vary by school.</small> <b>Days</b> <table border="1"> <tr> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THU</th> <th>FRI</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	MON	TUE	WED	THU	FRI						<b>After School</b> <b>Times</b> <input type="checkbox"/> 2:00 or 2:35 to 6:00 pm                      \$15.55/day <input type="checkbox"/> 3:10, 3:40 or 4:10 pm to 6:00 pm                      \$11.80/day <b>Days</b> <table border="1"> <tr> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THU</th> <th>FRI</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	MON	TUE	WED	THU	FRI					
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MON	TUE	WED	THU	FRI																												

Please note: Not all sites offer all services indicated on this form and space may be limited at some locations.

## Please review the Contract Terms and Policies on the back of this contract before signing.

By signing, I confirm that I have fully read, understand and agree to Minneapolis Kids' Contract terms and policies as stated on this contract.

Parent/Guardian Signature	Date

## Registration for Release Days Fee for 2012-13: \$38.25/day.

Space is limited for release days and enrollment is on a first-come, first-served basis.

I will not be enrolling my child for Release Days.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Wednesday, October 17  | <input type="checkbox"/> Friday, December 28 | <input type="checkbox"/> Wednesday, April 3 |
| <input type="checkbox"/> Thursday, October 18   | <input type="checkbox"/> Friday, January 18  | <input type="checkbox"/> Thursday, April 4  |
| <input type="checkbox"/> Friday, October 19     | <input type="checkbox"/> Friday, March 1     | <input type="checkbox"/> Friday, April 5    |
| <input type="checkbox"/> Friday, November 2     | <input type="checkbox"/> Friday, March 29    | <input type="checkbox"/> Monday, May 6      |
| <input type="checkbox"/> Wednesday, December 26 | <input type="checkbox"/> Monday, April 1     |   |
| <input type="checkbox"/> Thursday, December 27  | <input type="checkbox"/> Tuesday, April 2    |   |

Return completed forms to: Minneapolis Kids Main Office, 2225 E. Lake St., Minneapolis, MN 55407 or Fax to 612.668.3895  
Completion of this contract does not assure enrollment as space may be limited. You will receive a confirmation of enrollment in 5 business days.



# Minneapolis Kids 2012-13 School Year Contract Terms

PLEASE KEEP THIS COPY FOR YOUR RECORDS

## By signing this contract for services, I agree to the following:

I understand that my child cannot begin at Minneapolis Kids until I receive a written or oral confirmation from the Minneapolis Kids main office. In order to properly prepare for staff/student ratios, Minneapolis Kids reserves the right to not accept or process any registration for up to 5 business days prior to and after the start of any session.

## Billing & Fees:

1. A non-refundable registration fee of \$25 per family is charged to all first-time users.
2. All fees are prepaid. You will be billed once a month. Payment is due the first day of the month.
3. As of October 1, if you would like to change your regular schedule, you will be billed a change fee of \$20. A two week notice is required for all schedule changes. There will be no change fee for adjusting release day enrollments.
4. There will be no refunds for absence due to illness, vacation or school closing due to inclement weather.
5. 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.
6. A late fee of \$1 per minute will be assessed for picking up a child after 6 pm. After the third incident, services will be terminated.
7. There is no charge for days when the Minneapolis Kids program is closed.  
**2012-13 School Year close dates:** September 3, Labor Day; November 22-23, Thanksgiving Holiday; December 24-25, Christmas Holiday; December 31-January 1, New Year's Holiday; January 21, Martin Luther King Jr. Holiday; February 18, President's Day Holiday; May 27, Memorial Day Holiday.
8. Minneapolis Kids sites or components may be closed due to low enrollment. In this event, you will be given two weeks notice.
9. 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.

## Collections:

I understand that my child's enrollment will be terminated and my account may be turned over for collection if it is in default. I will be held responsible for all costs related to collections, including legal fees.

## Field Trips:

I give permission for my child to participate in Minneapolis Kids 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 needed for bus trips.

## 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 make 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.

It is understood 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 for children is the responsibility of the child's family or guardian.

## Eligibility Policy:

Minneapolis Kids provides school age child care for children ages 5-12 or students in High Five/Kindergarten through 6th Grade. Eligibility ends upon start of the 7th Grade or when the child turns 13.

Children must be toilet trained.

## Enrollment of Children with Special Needs:

When there is a request to enroll a child with special needs, a pre-enrollment consultation with parents and the program manager, program assistant or site coordinator will be held to determine how Minneapolis Kids can meet the child's special needs. The program will work with the family and other resource persons to develop a plan for serving the child and determining a start date.



## Minneapolis Kids School Age Child Care

2225 East Lake Street, Minneapolis, MN 55407

Phone: 612.668.3890 ■ Fax: 612.668.3895 ■ [mpls.kids@mpls.k12.mn.us](mailto:mpls.kids@mpls.k12.mn.us)

Forms available online at [mplskids.mpls.k12.mn.us/parent](http://mplskids.mpls.k12.mn.us/parent)

A program of Minneapolis Public Schools Community Education



MINNEAPOLIS  
PUBLIC SCHOOLS  
Urban Education. Global Citizens.

# Emergency Information

Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Sex:  M  F  
 Nickname: \_\_\_\_\_ Location: \_\_\_\_\_  
 Child resides with:  Both Parents  Mother  Father  Shared Custody  Guardian  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ 2nd Phone: \_\_\_\_\_  
 2nd Address (if applicable): \_\_\_\_\_

## SCHOOL INFORMATION:

School Attending: \_\_\_\_\_ Grade: \_\_\_\_\_ Room #: \_\_\_\_\_ Teacher: \_\_\_\_\_  
 Child usually arrives:  By Bus — Time: \_\_\_\_\_ Bus #: \_\_\_\_\_  Dropped off by: \_\_\_\_\_  
 Child usually departs:  By Bus — Time: \_\_\_\_\_ Bus #: \_\_\_\_\_  Picked up by: \_\_\_\_\_  
 Do you qualify for free or reduced lunch?  Yes  No Special Education?  Yes  No  
 Other Services: \_\_\_\_\_ Special Needs: \_\_\_\_\_  
 Language(s) other than English spoken at home: \_\_\_\_\_

## PARENT/GUARDIAN INFORMATION:

Parent/Guardian 1: \_\_\_\_\_ Employer: \_\_\_\_\_  
 Work Hours: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Parent/Guardian 2: \_\_\_\_\_ Employer: \_\_\_\_\_  
 Work Hours: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

List person(s) **authorized** to pick your child up from the program.

Name	Address	Phone/Cell	Relationship to Child
_____	_____	_____	_____
_____	_____	_____	_____

List person(s) **NOT authorized** to pick your child up from the program.

Name	Address	Phone/Cell	Relationship to Child
_____	_____	_____	_____
_____	_____	_____	_____

## EMERGENCY MEDICAL INFORMATION:

Child's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Emergency Dental Care: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Location: \_\_\_\_\_

# Health Update

Child's Name: \_\_\_\_\_ Location: \_\_\_\_\_

- |   |                                       |   |
|---|---------------------------------------|---|
| <input type="checkbox"/> No Health Concerns   | <input type="checkbox"/> Hayfever     | <input type="checkbox"/> Dizzy/Fainting Spells          |
| <input type="checkbox"/> Seizures   | <input type="checkbox"/> Allergies    | <input type="checkbox"/> Frequent Sore Throat           |
| <input type="checkbox"/> Shunt  | <input type="checkbox"/> Bloody Noses | <input type="checkbox"/> Constipation                   |
| <input type="checkbox"/> Heart Problem  | <input type="checkbox"/> Diabetes     | <input type="checkbox"/> Bladder/Bowel Problem          |
| <input type="checkbox"/> ADD  | <input type="checkbox"/> ADHD         | <input type="checkbox"/> Social/Emotional/Mental Health |
| <input type="checkbox"/> Bee Sting Reaction—Epipen at program? <input type="checkbox"/> Yes <input type="checkbox"/> No |                                       |   |

**Asthma or other breathing problems:**

- Has your child ever been diagnosed by a doctor as having asthma?  Yes  No  
 Has your child had episodes of wheezing in the last 12 months?  Yes  No  
 In the last 12 months has your child wheezed or coughed after active play?  Yes  No

Other breathing problems? \_\_\_\_\_

Explain any items checked above. (Types of allergies, treatment, is bracelet worn, etc.)

**Diet:** Does child have any special dietary restrictions/considerations?  Yes  No

If yes, please describe: \_\_\_\_\_

**Vision:**  No vision problems      Glasses/contacts prescribed:  Yes  No

Other: \_\_\_\_\_

**Hearing:**  No hearing problems      Frequent ear infections:  Yes  No  
 Hearing Loss:  Right  Left      Hearing Aids:  Right  Left  Ear tubes

Special instructions: \_\_\_\_\_

**Medications:** Please refer to the Minneapolis Kids Parent Handbook for procedures regarding the administration of medication. List all medication the child is taking and specify which are needed at Minneapolis Kids.

<u>Medication</u>	<u>Purpose</u>	<u>Dose</u>	<u>Time/How Often</u>
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\_\_\_\_\_

Does your child have any health problems which may result in an emergency?  Yes  No

If yes, please describe: \_\_\_\_\_

Has your child had any surgery in the past year?  Yes  No

If yes, please describe any restrictions: \_\_\_\_\_

\_\_\_\_\_

Is there anything else we should be aware of? \_\_\_\_\_

\_\_\_\_\_

**Thank you for your cooperation.**



## Split Billing Form

Some families request that we divide billing between parents. It is possible to split everything 50/50 (or 30/70, 45/55 or any percentage division). We could also charge before school to one parent and after school to another parent. *Minneapolis Kids is not able to bill individual days to one parent and other individual days to another parent.*

Child's Name: \_\_\_\_\_

Parent 1 Name \_\_\_\_\_ Parent 2 Name **or** Subsidy Source \_\_\_\_\_

Parent 1 Address \_\_\_\_\_ Parent 2 Address **or** Case Worker's Name \_\_\_\_\_

City, State, Zip \_\_\_\_\_ City, State, Zip \_\_\_\_\_

H Phone \_\_\_\_\_ W Phone \_\_\_\_\_ H Phone \_\_\_\_\_ W Phone **or** Case Worker Phone \_\_\_\_\_

Cell phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Describe how you would like the bill split: \_\_\_\_\_

Date effective: \_\_\_\_\_

Minneapolis Kids respects your privacy. Our program does not wish to divulge your financial information to anyone. However, we do reserve the right to contact both parents under extreme circumstances when we are considering termination of services due to lack of payment. Staff may also contact your subsidy provider if you are behind on co-payments.

Signature Parent 1 \_\_\_\_\_ Signature Parent 2 \_\_\_\_\_

