

Kids' Connection

District 742 Community Education

Before School Child Care Program Enrollment Information

Early bird registration special is \$10/child for registrations received and/or postmarked by June 30th, 2008.

Welcome!

District 742 Community Education is excited to offer you a before school child care program for you and your family! Included in this information is a Registration/Parent Contract form, Parent Handbook, and Emergency Card. Please feel free to contact our office with questions at (320) 529-6500 ext 6268 or view information via the web at www.stcloudcommunityed.com.

Enrollment

The Kids' Connection Program is designed to serve children enrolled in the Madison and Westwood Elementary Schools (kindergarten through sixth grade).

Enrollment is on a first come, first served basis. Children enrolled for one school year have priority for enrollment during the next coming year, provided necessary forms are completed during the early registration period.

A child is enrolled in the program when the following have been completed and returned to the Community Education Office:

1. Parent Contract
2. Emergency Card
3. Registration Fee

Early bird registration special is \$10/child for registrations received and/or postmarked by June 30th, 2008. Otherwise, all registrations postmarked after June 30th, 2008 will be required to submit \$15/child.

At a minimum, all registration materials and fees must be submitted to the Community Education Office ***a minimum of three working days***

prior to the day you wish to start using the program. Office hours 7:30 a.m. to 4:30 p.m. Monday through Friday.

Program Hours

Before School Program runs from 6:30 a.m. to the start of the school day.

Contracts and Billing

Parents are required to sign a contract for the Kids' Connection Program. There are two contract options to choose from.

1. **Standard Weekly** - for parents who wish to commit to a regular schedule of 3-5 days per week.
2. **Drop-In Standard**- for those parents who cannot commit to a weekly schedule of at least 3 days. Standard Drop-In is for a regular schedule of 1-2 days per week.
3. **Drop-In Occasional** - occasional drop-in means that arrangements must be made at least two days in advance with the individual Kids' Connection program leader to see if space is available and payment is due on the day of use for this option.

Agreement Options

Standard Weekly Agreement - Parents commit to a regular weekly schedule. Fees are charged based on enrollment, not attendance. No credit is given for absence. To permanently change the contract or withdraw from the program, the Community Education Office must be notified in writing at least two weeks in advance. Telephone calls or notification to site staff is not acceptable notification. A \$10 fee will be charged for each contract change.

Bills are processed every month. Payments are due on the first and third Mondays of each billing period. Bills will be distributed to the sites and placed in your family file. Parents are responsible for picking up their child's bill.

Payments are to be mailed or brought to the Community Education Office. Please do not give payments to site staff or send to your child's elementary building. Please indicate your child's name (first and last) and site on your check.

A \$10 late fee will be assessed for payments more than three business days overdue. Consistent late payments may result in termination of your contract. No child's fee will be allowed to fall more than two weeks behind.

Drop-In Standard Agreement - Parents who commit to a standard weekly schedule of 1-2 days. Fees are charged based on enrollment, not attendance. No credit is given for absence. To permanently change the contract or withdraw from the program, the Community Education Office must be notified in writing at least two weeks in advance. Telephone calls or notification to site staff is not acceptable notification. A \$10 fee will be charged for each contract change.

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Payments are to be mailed or brought to the Community Education Office. Please do not give payments to site staff or send to your child's elementary building. Please indicate your child's name (first and last) and site on your check.

A \$10 late fee will be assessed for payments more than three business days overdue. Consistent late payments may result in termination of your contract.

Drop-In Occasional – for those parents who only need occasional care are considered drop-in clients. Parents must call the program leader at least two days in advance to make arrangements and to make sure space is available. Payment is due to the program leader on the day of use. Children must be registered with the Kids' Connection Program in order to be eligible for this option.

Fees

The Kids' Connection Program is self supported by user fees. Therefore, it is imperative that all fees are paid on time. Delinquent accounts are subject to removal from the Kids' Connection Program, as well as possible collection and/or legal action and their associated fees. Fees may be paid with check, cash, or credit card (VISA or Mastercard)

School Year Fees - 2008-2009

All fees are subject to change. A late fee of \$5 per day will be assessed to all over due accounts. Payments must be in by Tuesday of the week bills are due to avoid the late charge. Partial or total fee reimbursement may be available to qualifying families through Stearns, Benton and Sherburne Counties. For further information, please call the Community Education Office or Child Care Choices 251-5081.

Registration Fee.....\$10.00 per child
postmarked by June 30th, 2008

\$15.00 per child
after June 30th, 2008

(non-refundable and payable at the time of registration)

Before School Program: 6:30am – the start of school

Standard Weekly agreement.....\$12.50/week

Standard Drop-In.....\$ 4.50/day

Occasional Drop-In (payable on day of use).....\$ 6.00/day

All fees are subject to change

A late fee of \$10 will be assessed to all accounts more than one day overdue. Payment must be in by the Tuesday of the week bills are due to avoid the late charge.

Meals

Breakfast - A school breakfast program is available at all elementary buildings. Parents may purchase a breakfast for their child.

Children will be given a PIN (Personal Identification Number) to access their [school food service](#) account. It is the parent's responsibility to make sure sufficient funds exist in their child's account.

Questions?

Please contact Community Education (320)529-6500 x6268