



# Kids Club/Centennial School District #12

4707 North Road, Circle Pines, MN 55014

Phone 763-792-6193 • fax 763-792-6050

e-mail [kidsclub@isd12.org](mailto:kidsclub@isd12.org) • [www.isd12.org](http://www.isd12.org) • Federal Tax ID #41-600-8811

## Registration material for 2011-12 School Year

Welcome to Centennial Kids Club, the Centennial School District's school-age child care program. Centennial offers five program sites, one at each elementary school, which includes a kindergarten component called K-Time. Please refer to the K-Time handout for additional information.

**Blue Heron Elementary - Room C106**  
 405 Elm Street  
 Lino Lakes, MN 55014  
 School hours: 9:15 am-3:45 pm  
 Site hours: 6-9:15 am **and**  
 3:45-6 pm in the cafeteria  
[bhkidsclub@isd12.org](mailto:bhkidsclub@isd12.org)  
 Site phone: 763-792-6293

**Centennial Elementary - Room 2**  
 4657 North Road  
 Circle Pines, MN 55014  
 School hours: 9:15 am-3:45 pm  
 Site hours: 6-9:15 am **and**  
 3:45-6 pm in the cafeteria  
[ctkidsclub@isd12.org](mailto:ctkidsclub@isd12.org)  
 Site phone: 763-792-5393

**Centerville Elementary - Room 58**  
 1721 Westview  
 Centerville, MN 55038  
 School hours: 9:15 am-3:45 pm  
 Site hours: 6-9:15 am **and**  
 3:45-6 pm in the cafeteria  
[cvkidsclub@isd12.org](mailto:cvkidsclub@isd12.org)  
 Site phone: 763-792-5893

**Golden Lake Elementary - Room 207**  
 1 School Road  
 Circle Pines, MN 55014  
 School hours: 8:35 am-3:05 pm  
 Site hours: 6-8:35 am **and**  
 3:05-6 pm in the cafeteria  
[glkidsclub@isd12.org](mailto:glkidsclub@isd12.org)  
 Site phone: 763-792-5993

**Rice Lake Elementary - Room C112**  
 575 Birch Street  
 Lino Lakes, MN 55014  
 School hours: 9:15 am-3:45 pm  
 Site hours: 6-9:15 am **and**  
 3:45-6 pm in the cafeteria  
[rlkidsclub@isd12.org](mailto:rlkidsclub@isd12.org)  
 Site phone: 763-792-5793

### K-Time at each site:

- 9:15 am (8:35 am at Golden Lake) to 1:15 pm (12:35 pm at Golden Lake)
- 11:45 am (11:05 am at Golden Lake) to 3:45 pm (3:05 pm at Golden Lake)

The two-page Kids Club (KC) contract must be completed and returned to the Kids Club Administrative Office located at the District Office. There is a **two-week period** between the time a completed contract is received and the time a child may begin utilizing KC services. If space is available in the program, your child's enrollment/registration will be processed, and a confirmation letter will be mailed. If the program is full, KC will let you know, and offer to place your child on a waiting list. **To cover the non-refundable registration fee, a check or money order for \$25 (per child) needs to accompany each submitted contract.**

### Billing information – check your parent file

Payments are due by the 23<sup>rd</sup> of each month for the current month. Parents will receive a bill at the beginning of each month in the parent file at the site. For those families that attend on a Drop-In basis only, their bills will be mailed to their home each month. Families that provided KC with an e-mail address on their child's contract will also receive an e-mailed invoice monthly. This e-mailed invoice will contain an attachment that, when clicked on, sends the recipient to a secured website. At that point, their invoice balance (or portion of it) can be paid via credit card. If parents prefer to pay over the phone with a credit card, payments can be processed by calling the Kids Club Secretary at 763-792-6193. Additionally, payments may be mailed (or brought in person) to the District Office and/or Kids Club's Administrative Office, 4707 North Road, Circle Pines, MN 55014. There is also an option of placing KC tuition payments in the brown Community Services Drop Box mounted outside on the west side of the District Office, to the left of door B2. Payments may also be turned in at the Kids Club site at the family's elementary school. Accounts not paid by the 1<sup>st</sup> of the month may be assessed a \$20 late fee and have care suspended until the account is brought current.

Please read the following information for a brief overview of Kids Club policies and procedures. Check the parent file at the site in September for a copy of the Kids Club Family Handbook listing all policies, rules, and procedures.

### **Read parent board and use attendance sign-in sheets**

Each site features a program sign-in sheet and general parent/guardian information. Parents must sign in and sign out each child every day and should accompany each child to his/her assigned location. For the safety and security of the children, parents should be certain that a staff member is aware that the child has either arrived or departed for the day.

### **Report absence from Kids Club**

When a child is absent on a regular contract day, it is important for parents to notify Kids Club staff at your family's elementary. Elementary schools do not report absences to Kids Club, and Kids Club does not report them to the elementary school. There is voice-mail available at each site, or parents may leave a note in the communication book in the sign in/sign out area at the site. Repeated violation may result in a request to release Kids Club from liability in locating your child each day.

### **Check parent files/communication**

Each child has a parent file where daily communication is placed. Parents should check their file **every day** for monthly statements, newsletters, school release day flyers, employer reimbursement claim forms, and other correspondence. Parent files are located by the sign-in/sign-out area.

### **School breakfast, afternoon snack, and kindergarten lunch**

School breakfast is available at all elementary schools. Kids Club does not serve a morning snack. Children use the same PIN # (if applicable) that they use for lunch. Milk can be purchased. Children are welcome to bring something from home to eat in the morning. An afternoon snack is served at all sites and included as part of the program. Kindergartners have the option of bringing a cold lunch or purchasing school lunch. Kindergarten parents must set up an account with Nutrition Services who will mail more information and your student's PIN # by the end of August.

### **School Release Days (SRD)**

A school release day (SRD) is a day when school is closed and Kids Club is open for all-day care. Parents will receive a flyer several weeks before the SRD indicating what special activities are planned. To request care for that day, please return the form by the deadline indicated. Parents who register for optional SRD care will incur an additional charge on their monthly statement after the SRD occurs. Check the school calendar ([www.isd12.org](http://www.isd12.org)) for non-school days throughout the year. New Kids Club enrollees (enrolled after the start of the school year) may need to verbally request care for an upcoming SRD at the time of enrollment. SRD space is limited at certain times and is always available on a first-come, first-serve basis. SRD forms are mailed to students registered on a Drop-In only basis. SRD care from several schools is often combined into one or two sites.

### **Drop-In care**

Drop-In care is subject to space availability. After completing the regular enrollment process, please contact the site directly to request care at least 24 hours in advance. When children are signed in on the day of attendance, parents will be asked to complete a Drop-In form and will be billed on the next month's invoice.

### **Variable schedules**

Parents that request scheduled childcare that varies from week to week are asked to submit a written weekly or monthly care schedule to Kids Club site staff so they know when your child(ren) are expected.

### **School cancellations, late starts, early closings (winter weather)**

If Centennial School District 12 **cancels** school due to adverse weather, Kids Club will also be closed. Parents should listen to local radio and television stations for announcements, check the school closing line at 763-792-6030, or refer to the district website at [www.isd12.org](http://www.isd12.org). **Special announcements regarding Kids Club will NOT be made.** Any Centennial closure/delay includes the Kids Club program. When an early closure is announced, parents will have two hours to pick up children already at Kids Club. When a late start is declared, Kids Club staff will make every effort to provide care until school actually begins. However, staff may be unable to travel due to inclement weather, so please call the Kids Club site before leaving home to be sure staff are on hand to provide care.

### **Contract Changes or Cancellations**

To make a change to the contracted care initially designated on your child's Kids Club contract, an administrative contract change fee of \$15 per child will be assessed to your account for contract change requests. Kids Club requires a two-week advanced written notice for any contract changes or cancellations, as outlined on Page 2 of the Kids Club contract. Requests to change scheduled contracted care and adjust fees for a period of time less than two weeks in length is not an option.



## Kids Club/Centennial School District #12

4707 North Road, Circle Pines, MN 55014

Phone 763-792-6193 • fax 763-792-6050

e-mail [kidsclub@isd12.org](mailto:kidsclub@isd12.org) • [www.isd12.org](http://www.isd12.org) • Federal Tax ID #41-600-8811

### **K-Time – 2011-12 Kids Club for Kindergartners**

Designed specifically for kindergartners, K-Time complements the other half of a kindergartner's day. The curriculum focuses on developmental readiness along with incidental learning through play in group activities. The program is based on the whole child – social, emotional, physical, and cognitive. The day is structured to allow kindergartners to practice social skills, make choices, discover new interests, practice and reinforce academic skills they are learning in school, and have fun.

Each elementary school has its own K-Time program based in a classroom. This program fits seamlessly with before and after school Kids Club so families can use as much (or as little) care as needed from two day up to five days per week.

K-Time staff are selected based on their experience and education in elementary education, school-age care, child development, child psychology, early childhood education, recreation, and special education. K-Time has a staffing ratio of 1:14 allowing many opportunities for one-to-one attention and small group participation.

K-Time is tailored to fit the specifics of each school with a daily schedule that includes:

- Story and circle time
- Music and movement activities
- Academic activities that support what kindergartners are learning in school
- Station time (art, math, science, blocks/manipulatives, dramatic play, and language arts)

School lunch is available to all K-Time kindergartners. Nutrition Services will send a letter to parents in August that includes the child's PIN # and information on how to make deposits in the child's lunch account. If parents send a cold lunch, please note there is no refrigeration so pack nonperishable items or include an ice pack.

Bus transportation is available for students who attend the school that serves their neighborhood, live one half mile or more from school, and attend K-Time five days a week (or full time). Bus transportation is not provided for students attending K-Time less than five days per week.

K-Time is a component of Kids Club, Centennial's school-age child care program. For more information or registration materials, please call or e-mail Kids Club Coordinators Rachel McNally, [rmcnally@isd12.org](mailto:rmcnally@isd12.org) or Kate Andersen, [kandersen@isd12.org](mailto:kandersen@isd12.org) at 763-792-6110.



# Kids Club/Centennial School District #12

4707 North Road, Circle Pines, MN 55014  
 Phone: 763-792-6193 • fax: 763-792-6050  
 www.isd12.org • e-mail kidsclub@isd12.org  
 Federal Tax ID #41-600-88111

## 2011-12 Kids Club Contract

\$25 registration fee required

Child's Last Name \_\_\_\_\_ Child's First Name \_\_\_\_\_ Please circle gender: M F

Birth date \_\_\_\_\_ Current age \_\_\_\_\_ Please circle child's grade in school year 2011-12: Kindergarten 1 2 3 4 5

Child's Home Address \_\_\_\_\_

School child will attend in 2011-12:  Blue Heron (BH)  Centennial (CT)  Centerville (CV)  Golden Lake (GL)  Rice Lake (RL)

Please list any known allergies (medications, bee/insect bites, foods, etc.) \_\_\_\_\_

Please indicate any medical, health information or special needs for this child. \_\_\_\_\_

I understand Kids Club (KC) staff has access to my child's special education IEP (if applicable). \_\_\_\_\_

Is there a court-restricted contact order involving this child?  Yes  No *If "yes," please attach applicable court documents for this order.*

Requested start date \_\_\_\_\_ Is your family eligible for County Childcare Assistance?  Yes

#1 Parent #1 Last Name \_\_\_\_\_ Parent #1 First Name \_\_\_\_\_ E-Mail \_\_\_\_\_

Home Phone \_\_\_\_\_ Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

#2 Parent #2 Last Name \_\_\_\_\_ Parent #2 First Name \_\_\_\_\_ E-Mail \_\_\_\_\_

Home Phone \_\_\_\_\_ Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

The following two contacts (in addition to those listed above) are authorized to pick up child daily and in case of emergency:  
 (To add additional contacts, please provide them on a separate sheet of paper)

#1 Contact's Last Name \_\_\_\_\_ Contact's First Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Home Phone \_\_\_\_\_ Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

#2 Contact's Last Name \_\_\_\_\_ Contact's First Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Home Phone \_\_\_\_\_ Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

### Care Options — Must select either a Full-Time Option or one of the other Care Options Available Below:

Full-Time Care Grades 1-5 — Child will attend Kids Club's Before & After School care every day of school, every week—\$17.13/day

Full-Time Care Kindergarten — Child will attend Kids Club's Before, K-Time & After School care every day of school, every week—\$28/day

#### Other Care Options at Blue Heron, Centennial, Centerville & Rice Lake

Daily Rates Mon Tue Wed Th Fri

Part-Time Regular Care — Mark (X) which days care is needed at right. Schedule indicated will automatically repeat each week. Must be the exact same type of care every day care is being utilized, and child must be enrolled for at least 2 days per week.

Before	\$12.05				
K-Time	\$12.58				
After	\$8.28				

Variable Schedule — A monthly variable care calendar MUST be remitted to KC staff by the 23rd of the previous month. One day per week minimum required. Child's type of care may vary day by day.

Before	\$13.50				
K-Time	\$14.50				
After	\$10.50				

Drop In Care (occasional or additional care as needed) — Requests for care MUST be made with a site manager directly at the home site in advance to confirm space availability.

Before	\$14.00				
K-Time	\$15.00				
After	\$11.50				

#### Other Care Options at Golden Lake

Daily Rates Mon Tue Wed Th Fri

Part-Time Regular Care — Mark (X) which days care is needed at right. Schedule indicated will automatically repeat each week. Must be the exact same type of care every day care is being utilized, and child must be enrolled for at least 2 days per week.

Before	\$8.28				
K-Time	\$12.58				
After	\$12.05				

Variable Schedule — A monthly variable care calendar MUST be remitted to KC staff by the 23rd of the previous month. One day per week minimum required. Child's type of care may vary day by day.

Before	\$10.50				
K-Time	\$14.50				
After	\$13.50				

Drop In Care (occasional or additional care as needed) — Requests for care MUST be made with a site manager directly at the home site in advance to confirm space availability.

Before	\$11.50				
K-Time	\$15.00				
After	\$14.00				

**IMPORTANT:** There may be up to a two-week period between the time Kids Club (KC) receives this completed contract and the time your child may begin attending. You will be contacted by KC, verifying child's start date. To cover the processing fee for registration, a nonrefundable \$25 check, made payable to Kids Club, must accompany this contract in order for your child's registration to be processed.

**Terms and conditions — please read (further details are listed in the Kids Club Family Handbook)**

- ◆ All tuition for reserved care is billed a month at a time. **Drop-In** services are billed **after** care has been provided via an invoice. Monthly invoices are produced and sent out by the 7th of each month, and payments are always due by the 23rd of each month, after which a \$20 late fee will be assessed.
- ◆ Past due accounts not brought current by the first of the month may result in suspension from the program and possible referral to a collection agency. **Any fees incurred during the collection process will be assessed to the account and are the responsibility of the parent(s)/guardian(s). Families sent to collections can no longer utilize Kids Club services for future childcare needs.**
- ◆ If two or more checks are returned for nonsufficient funds (NSF), that family will be required to make all future tuition payments with a money order.
- ◆ Duplicate statements will be provided upon request at a fee of \$3 per statement.
- ◆ If your child attends days/sessions in addition to their contracted time, you will be charged Drop-In rates for those days.
- ◆ You are responsible for payment of all tuition and fees **regardless of whether your child is in attendance** on your contracted and/or scheduled days.
- ◆ There is no reduction in tuition charges related to absences due to illness, family vacations less than two full weeks in duration, snow days, and delays or closures due to emergencies, inclement weather or suspension status.
- ◆ Contract changes must be for a minimum length of two weeks and are subject to the required two-week rule (see box below). Schedule changes resulting in a reduction of care for less than a two-week period are not eligible for contract changes or tuition adjustments.
- ◆ The signatory on this contract bears full responsibility for payment of the child's account regardless of child care assistance status, child support agreements, legal family arrangements, or third party agreements.
- ◆ Parents who register for optional School Release Day (SRD) care will incur an additional charge. SRD care will be charged to your monthly statement **after** the SRD occurs.
- ◆ Children dropped off or picked up outside of Kids Club established hours will be assessed early/late fees.
- ◆ Parents must call Kids Club when a child will not be coming after school on a regularly contracted day. Missing children who have not shown up for regularly contracted or scheduled after school Kids Club will be searched for, as outlined in the **Absence Procedures** section of the Kids Club Family Handbook. As a result, a Missing Child Fee may be assessed.
- ◆ Kids Club statements include a summary of all recent account activity. **Do not return monthly invoices with payments;** save them for your records, taxes, reimbursement accounts, etc.
- ◆ Billing discrepancies **must be brought to Kids Club attention within 30 days.**
- ◆ The district's federal tax ID number is 41-600-8811.

**A full two-week written notice is required for cancellation of this Kids Club contract or to make contract or schedule changes. Notice may be mailed, given to Kids Club staff, faxed to 763-792-6050, or e-mailed to [kidsclub@isd12.org](mailto:kidsclub@isd12.org) (voicemail messages, verbal instructions and telephone conversations are not acceptable means of notification). Be advised that lack of attendance is not acceptable notice, and tuition may continue to be assessed per the contracted or variable schedule rate until proper written notification is received.**

I understand that my child may have the opportunity to participate in occasional Kids Club swimming events that will be supervised by qualified lifeguards in addition to Kids Club staff. \_\_\_\_\_ initials

I understand my child may be participating in periodic Kids Club field trips that will be supervised by Kids Club staff, and I will be informed in advance of the date, time, destination and method of transportation. \_\_\_\_\_ initials

I understand that my child may be included in a publicity video or printed media for district use. If I do not wish my child to be included, I will speak to a Kids Club Coordinator. \_\_\_\_\_ initials

I understand my child may participate in spur-of-the-moment walking field trips while in attendance at Kids Club. I agree that Kids Club staff are not liable or responsible for any accidents or injuries that may occur. \_\_\_\_\_ initials

I understand that Kids Club staff will take whatever emergency measures are judged necessary for the care and protection of my child while under their supervision, per the Kids Club Family Handbook. In a life-threatening emergency, 911 will be called first. Any expenses incurred as a result will be the responsibility of the child's family. \_\_\_\_\_ initials

The information contained herein regarding my child, \_\_\_\_\_, is accurate. I have read and agree to the above terms and conditions. *Please print child's name*

\_\_\_\_\_  
*Signature of person legally responsible for payment (required)*

\_\_\_\_\_  
*Date signed*