

These are people who can pick up your child from school at any time. All parents and authorized persons should be prepared to present photo identification at time of pick up.

	1	2	3
Name			
Phone			

Weekly Schedule and Full Day Care on Non-School Days

Your Typical Weekly Schedule			
	Child 1	Child 2	Child 3
Weekly Schedule	Before School <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F After School <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F	Before School <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F After School <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F	Before School <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F After School <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F
Early Release and Late Start Days			
Early Release Days <i>School day ends 2+ hours earlier than usual.</i>	<input type="checkbox"/> Sept 30 <input type="checkbox"/> Dec 2 <input type="checkbox"/> Feb 3 <input type="checkbox"/> Apr 28	<input type="checkbox"/> Sept 30 <input type="checkbox"/> Dec 2 <input type="checkbox"/> Feb 3 <input type="checkbox"/> Apr 28	<input type="checkbox"/> Sept 30 <input type="checkbox"/> Dec 2 <input type="checkbox"/> Feb 3 <input type="checkbox"/> Apr 28
Late Start Days <i>School day begins 2+ hours later than usual.</i>	<input type="checkbox"/> Oct 28 <input type="checkbox"/> Jan 6 <input type="checkbox"/> Mar 3 <input type="checkbox"/> May 26	<input type="checkbox"/> Oct 28 <input type="checkbox"/> Jan 6 <input type="checkbox"/> Mar 3 <input type="checkbox"/> May 26	<input type="checkbox"/> Oct 28 <input type="checkbox"/> Jan 6 <input type="checkbox"/> Mar 3 <input type="checkbox"/> May 26
Non School Days			
School Release Days <i>Non-school days when Kids' place is open.</i>	<input type="checkbox"/> Aug 30 <input type="checkbox"/> Aug 31 <input type="checkbox"/> Oct 21 <input type="checkbox"/> Oct 22 <input type="checkbox"/> Nov 5 <input type="checkbox"/> Nov 24 <input type="checkbox"/> Jan 21 <input type="checkbox"/> Mar 18 <input type="checkbox"/> Mar 25 <input type="checkbox"/> Apr 22	<input type="checkbox"/> Aug 30 <input type="checkbox"/> Aug 31 <input type="checkbox"/> Oct 21 <input type="checkbox"/> Oct 22 <input type="checkbox"/> Nov 5 <input type="checkbox"/> Nov 24 <input type="checkbox"/> Jan 21 <input type="checkbox"/> Mar 18 <input type="checkbox"/> Mar 25 <input type="checkbox"/> Apr 22	<input type="checkbox"/> Aug 30 <input type="checkbox"/> Aug 31 <input type="checkbox"/> Oct 21 <input type="checkbox"/> Oct 22 <input type="checkbox"/> Nov 5 <input type="checkbox"/> Nov 24 <input type="checkbox"/> Jan 21 <input type="checkbox"/> Mar 18 <input type="checkbox"/> Mar 25 <input type="checkbox"/> Apr 22
Winter Break <i>Non-school days when Kids' place is open.</i>	<input type="checkbox"/> Dec 20 <input type="checkbox"/> Dec 21 <input type="checkbox"/> Dec 22 <input type="checkbox"/> Dec 27 <input type="checkbox"/> Dec 28 <input type="checkbox"/> Dec 29	<input type="checkbox"/> Dec 20 <input type="checkbox"/> Dec 21 <input type="checkbox"/> Dec 22 <input type="checkbox"/> Dec 27 <input type="checkbox"/> Dec 28 <input type="checkbox"/> Dec 29	<input type="checkbox"/> Dec 20 <input type="checkbox"/> Dec 21 <input type="checkbox"/> Dec 22 <input type="checkbox"/> Dec 27 <input type="checkbox"/> Dec 28 <input type="checkbox"/> Dec 29
Spring Break <i>Non-school days when Kids' place is open.</i>	<input type="checkbox"/> Mar 28 <input type="checkbox"/> Mar 29 <input type="checkbox"/> Mar 30 <input type="checkbox"/> Mar 31	<input type="checkbox"/> Mar 28 <input type="checkbox"/> Mar 29 <input type="checkbox"/> Mar 30 <input type="checkbox"/> Mar 31	<input type="checkbox"/> Mar 28 <input type="checkbox"/> Mar 29 <input type="checkbox"/> Mar 30 <input type="checkbox"/> Mar 31

Important Dates

September 1, 2010: First Day of School for Grades 1-12 Students
 September 3, 2010: First Day of School for Kindergarten Students
 June 9, 2011: Last Day of School for Students

Please note: All St. Louis Park Schools buildings (including Kids' Place) will be closed on the following days:

September 6, 2010 Labor Day
 November 25-26, 2010 Thanksgiving Day and day after Thanksgiving
 December 23-24, 2010 Christmas
 December 30-31, 2010 New Years
 January 17, 2011 Dr. Martin Luther King Jr. Day
 February 14, 2011 Presidents' Day
 April 1, 2011 Good Friday
 May 30, 2011 Memorial Day
 July 4, 2011 Independence Day

Kids Place Grades K-6 will be closed for the following workshop and restructuring days:

August 23-27, 2010
 June 10, 2011

Permissions/Waivers

Please Initial	
	<p>Medical/Emergency Procedures I give my permission to Kids' Place to make whatever emergency measures are judged necessary for the care and protection of my child while under the supervision of the Kids' Place staff. In case of a medical emergency, I understand that my child will be transported to the nearest hospital by ambulance if the local resource (police/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. Medical insurance coverage for children is the responsibility of the child's family or guardian.</p>
	<p>Data Practice Procedures and Exchange of Information Kids' Place complies with State and Federal data laws. Information gathered from registration and medical forms is shared with the teachers in the program to best serve your child's needs. I give my consent to an exchange of information between my Kids' Place site staff and other St. Louis Park Schools professional staff whenever it would be beneficial to my child.</p>
	<p>Meals and Snacks I understand that my child needs to bring a lunch from home when attending full-day care on non-school days. A beverage with lunch and an afternoon snack will be provided by Kids' Place and is included in the daily fee.</p>
	<p>Publicity I give permission for Kids' Place to use video taping, tape recording, photography or any other media to record events for educational or publicity purposes.</p>
	<p>Excursions I give permission for my child to participate in any field excursion planned and supervised by the staff of Kids' Place. I understand that these trips may include various modes of transportation, i.e. walking, biking, school bus, etc.</p>
	<p>Sunscreen I understand that my child should arrive at Kids' Place with sunscreen already applied in the morning.</p> <p><input type="checkbox"/> I give permission for Kids' Place staff to apply any brand of sunscreen on my (our) child as needed throughout the day.</p> <p><input type="checkbox"/> I have provided sunscreen for my child. Only apply the sunscreen I have provided.</p> <p><input type="checkbox"/> DO NOT apply any sunscreen on my child.</p> <p><input type="checkbox"/> Other: _____</p>
	<p>Insect Repellent</p> <p><input type="checkbox"/> I give permission for Kids' Place staff to apply insect repellent on my child as needed.</p> <p><input type="checkbox"/> I have provided insect repellent for my child. Only apply the repellent I have provided.</p> <p><input type="checkbox"/> DO NOT apply any insect repellent on my child.</p>
	<p>Antibacterial Hand Soap/Lotion</p> <p><input type="checkbox"/> I give permission for Kids' Place staff to apply antibacterial soap/lotion on my child as needed.</p> <p><input type="checkbox"/> DO NOT apply antibacterial soap/lotion on my child.</p>
	<p>Media</p> <p><input type="checkbox"/> I will allow my child to access the internet under the supervision of a Kids' Place staff.</p> <p><input type="checkbox"/> I will allow my child to watch a G-rated movie while in Kindergarten, or PG-rated movies in grades 1-6. Movies may be shown once per month.</p> <p><input type="checkbox"/> I will allow my child to play E-rated video games.</p> <p><input type="checkbox"/> I will allow my child to play E-10 rated video games.</p> <p>No handheld video games, cell phones, MP3 players or personal media devices should come to school with your child during Kids' Place time.</p>
	<p>Swimming</p> <p><input type="checkbox"/> I will allow my child to participate in all swimming excursions.</p> <p><input type="checkbox"/> My child is an excellent swimmer and can go in the deep end and use all water slides.</p> <p><input type="checkbox"/> My child is a moderate swimmer and can go on waterslides, but cannot swim in the deep end of a pool.</p> <p><input type="checkbox"/> My child is just beginning to swim and should not use water slides, or go in the deep end of the pool.</p>

Payment Information

I am currently receiving child care assistance. Case worker name _____ Phone: _____

Special instructions to consider when creating our family's billing account: _____

Please send me an Annual Credit Card Authorization. This form must be signed and updated annually in order to initiate automatic credit card payments.

Kids' Place Grades 1-6 2010-2011 Contract Terms

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

I understand that my child can not begin at Kids' Place until I receive a written or oral confirmation from the Kids' Place office. In order to properly prepare for student/staff ratios, Kids' Place 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 and Fees:

1. A non-refundable registration fee of \$35.00 per child will be billed to your account at the time of registration.
2. You will be billed for the days you've marked above. You will receive a billing statement at the beginning of each month. Invoices will be placed in your child's parent folder in the classroom. Statements include all charges and payments from the previous month as well as charges for the month ahead. For instance, at the beginning of October, you will receive an invoice noting the charges and payments made in September as well as all charges for October. Your total balance each month must be paid in full by the statement due date. Failure to do so may result in suspension of services. If you have a question or concern about your billing statement, please contact our main office.
3. Non-permanent schedule changes, i.e. additional days from time-to time, should be requested through your child's teacher. Days will be added as space allows and the teacher will submit a Billing Change form to the main office to be added to your account.
4. A minimum of two-weeks notice must be given for permanent changes to your child's regular schedule. Requests for schedule changes must be submitted to your child's Kids' Place teacher, in writing, and will be approved on a space-available basis.
5. There will be no refunds for absence due to illness, vacation or school closing due to inclement weather.
6. A late fee of \$1.00 per minute will be assessed for picking up a child after 6 pm. After the third incident, services may be terminated.
7. Kids' Place sites or components may be closed or moved due to enrollment/staffing needs. In this event, you will be given two weeks notice.
8. The Dept. of Community Ed. reserves the right to cancel this letter of agreement at any time. In this event, you will be given two weeks notice.
9. 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.

Please review the contract terms above before signing.

By signing, I confirm that I have read, understand and agree to the Kids' Place Contract Terms as stated on this form.

Parent/Guardian Signatures	Date

Return this form to:

Kids' Place Main Office
Central Community Center
6300 Walker Street
St. Louis Park, MN 55416
(952) 928-6764
FAX (952) 928-6728
kidsplace@slpschools.org