

Kid Connection 2010-11 Guidelines

Please read carefully the following program guidelines:

Contract Guidelines:

1. I understand that my child cannot begin Kid Connection until I receive written or emailed confirmation from the KC Main Office.
2. I agree to pay the following fees:
 - **Registration Fee (non-refundable):** \$35/child unless registering prior to August 7th
 - **Tuition Payments:** All families must have an Automatic Payment Form completed and on file in the Kid Connection Office. Your credit/debit card will normally be charged on the Monday following the week of care. If unable to provide required information, other payment arrangements must be made with the Kid Connection Office **prior to beginning** the program.
 - **Late Pick up Fee:** \$1.00 per minute will be assessed for any child picked up after 6:05 pm. Consistent lateness is cause for termination of enrollment.
 - **Late Payment Fee:** \$20.00 for any payment that is more than 5 days past due (enrollment may be terminated if payment is more than 10 days past due).
 - **NSF Charge:** \$30.00 service charge will be applied to all returned checks. NSF checks are submitted to eTech Transaction Solutions, Inc. for payment collection.
3. **All requests for schedule changes or cancellations must be made in WRITING to the Kid Connection Office.** Parent will receive confirmation of change/cancellation. Requests need to be received in the office **at least 5 business days prior to the date of change** requested and a Contract Change Fee of \$20.00 will be applied to the account. Changes will be based on availability. Withdrawal from program requires a **two-week written notification** to the Kid Connection Office. **All requests for schedule changes or cancellations must be made in WRITING to the Kid Connection Office. No schedule changes will be made August 23 – September 13, 2010. Registrations accepted August 29-Sept 3, 2010 will have a start day of September 13th. Parents registering after September 3rd will follow the 5 business day waiting period policy explained above. This time allows parents to make the necessary arrangements with Marschall Lines, Chartwells Food Service, teachers, county and any other parties involved.**
4. **Absences: No Reductions will be made for absences.**

Serious Accident/Illness:

In an emergency, when immediate attention is needed, I authorize the Kid Connection Program to call 911, and then contact the parent/guardians. After 911 has been called, it is up to the paramedics to decide the appropriate action. If the child (ren) needs emergency treatment, it will be at the nearest available medical facility. I understand that I am responsible for all medical charges.

Sick Child:

A child may not attend childcare with any of the following symptoms: fever 100° or higher, vomiting, diarrhea, undiagnosed rash or head lice. Parent/Guardian will be asked to pick up their sick child or make arrangements with a pre-approved alternate. Your child must remain fever free for 24 hours to return to the Kid Connection Program.

Medication:

Medication will be administered under limited circumstances, when prescribed or authorized by a physician. All medications must be given to Kid Connection staff in the prescription bottle and be accompanied by a completed Medication Authorization Form.

Fieldtrip, Transportation & Sunscreen:

I do hereby grant permission and authorize my child to attend and participate in the Kid Connection bus/walking fieldtrips. I understand Kid Connection Staff will supervise the children. In the event of an emergency situation, I authorize the staff to follow Kid Connection emergency procedures. I further acknowledge and agree that in the event of a non-emergency situation such as sickness, minor injuries, or behavioral issues, I will make arrangements to transport my child from the fieldtrip site at the request of the Kid Connection staff. I further authorize Kid Connection staff to apply sunscreen on my child when necessary.

Exchange of Information:

I give my consent to an exchange of information between Kid Connection staff and other Farmington Public Schools professional staff whenever it would be beneficial to my child.

Publicity:

In the event that Kid Connection children are included in any newspaper, radio, television, internet or web closed circuit TV publicity, I give my permission for my child/ren to be included in the publicity.

Consent to leave by alternate transportation:

I agree to leave the program by alternate transportation and to reimburse the program for all cost incurred, when a staff member believes that the safety of the child is better served if the parent does not drive.

Both parents' right to pick up:

Under the laws of the state of Minnesota, both parents have the right to pick up their child, unless a court document restricts that right. The enrolling parent who chooses not to include the child's other parent on the authorized pick up list, must file an official court document.

No babysitting policy:

Staff members at Kid Connection are not permitted to babysit for families in our program. Parents can choose to waive this by filling out a Hold Harmless Agreement in the Community Education Office.

Policy Agreement:

I recognize my responsibility and agree to abide by the contract and rules of Kid Connection. I also recognize my responsibility in helping my child respect the rules in order to provide a positive experience for all participants. I also agree that I am responsible for any damages my child may cause while participating in the program. Kid Connection has the right to terminate the relationship at any time for any reason.