



Community Education

Registration due by May 14, 2010 for June 14 start date.

# SummerClub 2010 Contract Page 1 of 2

Kids Club/Panther Planet  
at Woodcrest Elementary

Child's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
First MI Last

Gender:  M  F Birthdate \_\_\_\_\_ Grade: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
MMDDYY Fall 2010

	Parent/Guardian #1 Information <small>(this is the person with whom child resides and is responsible for account)</small>	Parent/Guardian #2 Information
Print First, Last Name		
Address		
City/State/Zip		
email address		

Childcare Assistance Program Caseworker: \_\_\_\_\_ Phone: \_\_\_\_\_

## Indicate level of care needed

Start date (if after June 14): \_\_\_\_\_

<input type="checkbox"/> <b>Full-Time Care is:</b> <ul style="list-style-type: none"> <li>• 5 days per week AND</li> <li>• minimum of 9 weeks</li> <li>• \$160 per week</li> </ul>	<p><b>Mark days you know this child will be ABSENT (must be fewer than 10 - closed dates are shaded)</b></p> <table border="1"> <thead> <tr> <th colspan="5">June 2010</th> <th colspan="5">July 2010</th> <th colspan="5">August 2010</th> </tr> <tr> <th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th> <th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th> <th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td>1</td><td>2</td> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td> <td>6</td><td>7</td><td>8</td><td>9</td><td></td> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td> </tr> <tr> <td>14</td><td>15</td><td>16</td><td>17</td><td>18</td> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> <td>16</td><td>17</td><td>18</td><td>19</td><td>20</td> </tr> <tr> <td>21</td><td>22</td><td>23</td><td>24</td><td>25</td> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td> </tr> <tr> <td>28</td><td>29</td><td>30</td><td></td><td></td> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> <td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table> <p>Payment for June 14-30 due June 14.    Payment for July 1-31 due July 1.    Payment for August 1-27 due August 3.</p>	June 2010					July 2010					August 2010					M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F									1	2	2	3	4	5	6						6	7	8	9		9	10	11	12	13	14	15	16	17	18	12	13	14	15	16	16	17	18	19	20	21	22	23	24	25	19	20	21	22	23	23	24	25	26	27	28	29	30			26	27	28	29	30					
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<input type="checkbox"/> <b>Part-time Care is:</b> <ul style="list-style-type: none"> <li>• Fewer than 9 weeks</li> <li>• 2 - 5 days per week</li> <li>• \$35 per day</li> </ul>	<p><b>Mark the days this child WILL ATTEND (note: CLOSED on July 5 and after August 27)</b></p> <table border="1"> <thead> <tr> <th colspan="5">June 2010</th> <th colspan="5">July 2010</th> <th colspan="5">August 2010</th> </tr> <tr> <th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th> <th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th> <th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td>1</td><td>2</td> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td> <td>6</td><td>7</td><td>8</td><td>9</td><td></td> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td> </tr> <tr> <td>14</td><td>15</td><td>16</td><td>17</td><td>18</td> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> <td>16</td><td>17</td><td>18</td><td>19</td><td>20</td> </tr> <tr> <td>21</td><td>22</td><td>23</td><td>24</td><td>25</td> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td> </tr> <tr> <td>28</td><td>29</td><td>30</td><td></td><td></td> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> <td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>	June 2010					July 2010					August 2010					M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F									1	2	2	3	4	5	6						6	7	8	9		9	10	11	12	13	14	15	16	17	18	12	13	14	15	16	16	17	18	19	20	21	22	23	24	25	19	20	21	22	23	23	24	25	26	27	28	29	30			26	27	28	29	30					
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<input type="checkbox"/> <b>Drop-In Only is:</b> <ul style="list-style-type: none"> <li>• 1 day per week</li> <li>• for occasional use or for Field Trip Days only</li> <li>• \$40 per day</li> </ul>	<p><i>If contracting for one scheduled day per week, please indicate those days on calendar above.</i></p> <p><i>DIO coupons must be purchased in advance from Community Education office to use on a Drop-in day. Unused coupons can be turned in for credit by Sept. 10, 2010. NO credit for lost coupons.</i></p>																																																																																																									
<input type="checkbox"/> Registered in STARS Summer Program June 14-July 1 & Aug 2-12 Mon-Thurs	<p><i>For planning purposes, during the STARS program from <b>June 14-July 1 and August 2-12</b>, indicate what time this child is expected to be at SummerClub (STARS runs 8:30 AM-Noon)</i></p> <p>Time SummerClub care will BEGIN each day (arrival time): _____ <input type="checkbox"/> AM <input type="checkbox"/> PM</p> <p>Time SummerClub care will END each day (departure time): _____ <input type="checkbox"/> AM <input type="checkbox"/> PM</p>																																																																																																									
<p><b>The signatory bears the responsibility for payment of the child's account regardless of assistance status, support agreements, legal or third party agreements. By signing, I agree to make payment in full each month by the due dates listed above and understand my child may be suspended if the account is in arrears. I have read and understand both pages of this contract. Additionally, I have read the back of page 1 and understand SummerClub Terms &amp; Conditions.</b></p>																																																																																																										
<p><b>signature of parent #1 (required)</b></p>																																																																																																										



## Community Education

### Parents should understand...

... that your child may participate in occasional SummerClub swimming events that will be supervised by qualified life guards at all times in addition to SummerClub staff.

... that your child may be included in a publicity video or printed media for district use. If you do NOT wish your child to be included, speak to a SummerClub coordinator.

... that your child will participate in periodic SummerClub field trips which will be supervised by SummerClub staff and of which you will be informed in advance regarding date, time, destination and method of transportation.

... that your child may participate in spur-of-the-moment walking field trips while in attendance at SummerClub. SummerClub staff is not liable or responsible for any accidents or injuries which may occur.

... that SummerClub staff will take whatever emergency measures are judged necessary for the care and protection of your child while under our supervision, per parent handbook. In a life-threatening emergency, 911 will be called first. Any expenses incurred will be the responsibility of the child's family.

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### Terms and Conditions

- ◆ All tuition for SummerClub is paid in advance of care. Tuition is **due the first week** of each month for the upcoming month.
- ◆ Late fees may be applied on/or about the 2nd week of the month.
- ◆ Past Due accounts not brought current by the 1st of the month will result in suspension from the program.
- ◆ If your child attends days or sessions in addition to the contracted time parent must purchase Drop In Coupons from CE office (in advance). Purchased Drop-In coupons not used will be reimbursed/credited at end of school year. There is NO CREDIT for lost coupons. Last day for reimbursement is 9/10/2010.
- ◆ There is no reduction in tuition charges or related fees for delays or closures due to emergencies or 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. Schedule changes resulting in a reduction of care for less than a two-week period are not eligible for contract changes or tuition adjustments.
- ◆ Lack of attendance is not acceptable notice and tuition will continue to be assessed per the contract rate until written notice is received.
- ◆ The signatory on this contract bears the responsibility for payment of the child's account regardless of child care assistance status, child support agreements, legal family arrangements, third party agreements, or whether or not child is in attendance on contracted and/or registered days.
- ◆ Any fees incurred during the collection process will be assessed to the account.
- ◆ Children dropped off or picked-up outside of our established hours will be assessed early/late arrival fees.
- ◆ As a courtesy an annual statement of amounts paid to SummerClub will be provided to parents currently registered in the program during January or February for tax purposes. A fee will be charged for replacement copies. Parents of children no longer attending Kids Club or Panther Planet should call Community Education to receive the statement by FAX or email in late January. 763-786-1338

◆ **All contract changes must be WRITTEN and into the CE office by the 20th of the month in order to take effect on the first of the next month (mail, in-person, FAX 763-795-5914 or email to [InfoCS@district16.org](mailto:InfoCS@district16.org) are all acceptable). Changes will only take effect on the first of any given month.**





# SummerClub 2010 Contract *Page 2 of 2*

*Kids Club/Panther Planet at Woodcrest Elementary*

## Community Education

## Confidential/Emergency Information

SummerClub complies with State and Federal data privacy laws. Information gathered from this form is shared with the SummerClub staff in order to serve your child properly and to help provide a safe and fun experience for your child. Information regarding families who are funded by County/other programs may be shared with those agencies as required.

Child's Name: \_\_\_\_\_ Start Date: \_\_\_\_\_  
First MI Last

Gender:  M  F Birthdate \_\_\_\_\_ Grade: \_\_\_\_\_  
MMDDYY Fall 2010

	Parent/Guardian #1 Information <small>(this is the person with whom child resides and is responsible for account)</small>	Parent/Guardian #2 Information
Print First, Last Name		
Home Phone		
Work Phone		
Cell Phone:		

Emergency Contact 1 (in case we cannot reach parents)	Emergency Contact 2 (in case we cannot reach parents)
Name	Name
Phone(s)	Phone(s)
Relationship	Relationship

**Court-restricted Contact:** *This person cannot pick-up child. Copy of court order is required.*

<p><b>Medications and doses this child takes on a regular basis.</b> <i>You will need to complete a medication request for each medication; children are not allowed to take ANY medication including over-the counter medicine without a signed request form.)</i></p>	
<p><b>Does this child have any allergies affected by food, insect sting/bite or other internal/external factor?</b></p>	<p><b>No</b>      <b>Yes:</b> please describe:</p>
<p><b>Does this child have any medical concerns, special health needs or diet restrictions?</b></p>	<p><b>No</b>      <b>Yes:</b> please describe:</p>
<p><b>Does this child receive special services in the school he/she attends?</b></p>	<p><b>No</b>      <b>Yes:</b> please describe:</p>
<p><b>If this child has a disability that you believe will require individual consideration for accommodation and /or support services, please indicate here so we can arrange to meet with you to discuss these needs.</b></p>	<p><input type="checkbox"/> Please call to schedule a meeting</p> <p><input type="checkbox"/> Accommodation and/or support services are not required</p>
<p><b>Please tell us about this child's interests and interactions with peer/adults. Information provided will help staff to prepare this child's successful participation in the program.</b></p>	

*The information provided above is true and accurate.*

Parent Signature (required) \_\_\_\_\_ Date \_\_\_\_\_



Community Education

### Community Education Photo/Video/Web Release Form

From time to time, students, parents and participants are photographed and/or video-taped while participating in Community Education event, activities, and classes. We seek your permission as parent/guardian and/or consenting adult to use images in print and non-print publications, both for images we take and for images submitted to us.

**Photo Release for Person Under 18 (to be signed by parent/guardian)**

**Yes**, I give permission for my child (print name) \_\_\_\_\_ to be included in television or still photographs representing Spring Lake Park Schools Community Education programs. Photos/images may appear in newsletters, promotional, and program materials.

**No**, I do not give permission for my child (print name) \_\_\_\_\_ to be filmed or his/her image used.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

Print name of parent/guardian \_\_\_\_\_

**Photo Release for Person Over 18 (to be signed by consenting adult)**

**Yes**, I give permission for myself (print name) \_\_\_\_\_ to be included in television or still photographs representing Spring Lake Park Schools Community Education programs. Photos/images may appear in newsletters, promotional, and program materials.

**No**, I do not give permission for myself (print name) \_\_\_\_\_ to be filmed or my image used.

Signature \_\_\_\_\_ Date \_\_\_\_\_

You have the right to change your consent by sending a written request to Community Education Office, 1415 81st Ave. NE, SLP 55432

**Parents: Please select ✓ one response to the following required information:**

***How did you hear about SummerClub?***

- Word of Mouth
- Community Education Brochure
- flyer
- Early Childhood Brochure
- eNews or eMail
- District 16 website
- Already in programming/Other