



## CONTRACT TERMS

### CREDIT CARD AGREEMENT - MONTHLY CHARGES

I understand my credit card will be charged monthly for the contracted amount due the 1<sup>st</sup> business day of each month. For registrations received after the 1<sup>st</sup> of the month, tuition will be charged at the time of registration. I agree to pay a late payment fee of \$20.00 per month for credit/debit card that is declined for any reason. Enrollment may be terminated for repeated credit card declines.

### KIDS CLUB/WISE GUYS CONTRACT GUIDELINES

1. I understand that my child cannot begin the program until I receive confirmation of contract approval from KIDS Club/WISE Guys (hereafter referred to as The Program).
2. All requests for changes/cancellation of scheduled day must be in writing. Requests need to be received at least five (5) business days prior to the effective date of the change/cancellation. Days cancelled without a five (5) business day notice will require full payment. Parent will receive confirmation of change/cancellation.
3. I understand that monthly invoices are sent via e-mail approximately three (3) days prior to charging my card on file. My account information is available to view 24 hours per day and all financial and schedule information pertaining to my child can be found online at [edina.ce.eleyo.com](http://edina.ce.eleyo.com).
4. I agree to pay the following fees (if applicable):
  - a. **Change/Cancellation Fee:** \$15 per written notice to change/cancel day(s). Changes/Cancellation require 5 business days notice.
  - b. **Registration Fee:** \$50 registration fee per child.
  - c. **Late Pick-Up Fee:** \$1 per minute after 6:00 pm closing time. Enrollment may be terminated for consistent lateness.
  - d. **Late Payment Fee:** \$20 per month for credit card decline for any reason. Enrollment may be terminated for repeated credit card declines.
  - e. **Early Release/Late Start:** \$10 charge per session in addition to amount for morning/afternoon session.
  - f. **Finder's Fee:** \$5 when staff are not notified of child's absence and time is spent looking for them.
  - g. **4:30 Late Pick Up Fee:** Children not picked up by 4:30 pm will incur a \$15 per day late fee. This fee applies only to families registered for the 2:25/3:15 pm - 4:30 pm afterschool option.
5. No reductions in fees will be made for absences.
6. I understand that my enrollment may be suspended and/or terminated if The Program is unsuccessful in collecting my monthly tuition.
7. I agree to list two (2) people (other than parent/guardian) on this contract who are authorized to pick up my child and/or take responsibility for my child in the case of illness/emergency (must be 16 years of age or older). I understand that I must contact the staff to give permission for anyone other than a parent/guardian to pick up my child.
8. I give permission for my child to be included in photos or videos of program activities that may be used in school district publicity such as newsletters, brochures, websites and videos, and any media coverage such as newspaper or television.

9. I give permission for my child to participate in program field trips. I understand that program staff will supervise all field trips and I will be informed in advance of the destination and means of transportation if other than Edina Public School buses.
10. I give my consent to an exchange of my child's information between The Program staff and other Edina Public School professional staff whenever it would be beneficial to my child.
11. I give permission to The Program to make whatever emergency (i.e. first aid, disaster evacuation, etc.) measures are judged necessary for the care and protection of my child while under the supervision of the program staff.
12. In case of a medical emergency, I understand that my child will be transported to the nearest hospital by ambulance if the local emergency resource (police or rescue squad) deems it necessary. I will be responsible for the cost of the transportation.
13. 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.
14. The Edina Public Schools offers a school age child-care program to students in Kindergarten through grade 5. Children who will be entering kindergarten do not become eligible to participate in Edina KIDS Club until the first day of their kindergarten school year. That is, they are not eligible to participate during the summer before they enter kindergarten.
15. I understand that I should retain a copy of this contract for my records.