

KidVentures 2017-2018 School Year Registration

Child's Name: _____ DOB: _____ Grade ('17-'18) _____ M or F
 Address: _____ City: _____
 Parent/Guardian Name (1): _____ Email: _____
 Home Phone: _____ Cell Phone: _____ Work Phone: _____
 Parent/Guardian Name (2): _____ Email: _____
 Home Phone: _____ Cell Phone: _____ Work Phone: _____
 KidVentures Start Date: _____ T-Shirt Size (Circle) YS YM YL AS AM AL
 School (Circle) Bridgewater Greenvale Sibley _____ New Student _____ Returning KV Student

Registration Directions:

- One form per child, please.
- Choose between the two registration options. **Option 1** is a set schedule that remains the same each week. **Option 2** is a calendar option that allows families to choose the days/components in which to register each month. Calendars must be returned before the 20th of the previous month. Option 2 should be used if your child's schedule will vary from week to week or month to month.
- To register for KidVentures 2017-2018, please complete this packet in its entirety and return it with the (non-refundable) registration fee. This is a first come, first serve registration process and spots will only be reserved upon acceptance of this packet with payment. If you are placed on a waiting list, KidVentures will notify you as soon as possible.
- **The registration fee is \$30/Child if registering BEFORE June 30th, 2017. AFTER June 30th, the registration fee increases to \$40/child.**
- Please make checks payable to KidVentures and return the packet no later than August 15th, 2017. Packets can be turned in to each KidVenture's site (until June 6th), Sibley Elementary (until August 15th), or to the NCRC (1651 Jefferson Parkway, Northfield, MN 55057). **Families submitting registrations after August 15th will have a delayed start date.**
- All family accounts MUST be up-to-date on payments before the fall session. Students will not be able to attend until accounts are paid in full or payment options are discussed with the Ventures Coordinator.
- Families receiving child care assistance from Rice County must have this information verified in writing by their county worker before the child can begin with KidVentures. Families are responsible for their KV bill should assistance be dropped for any reason.

Option 1 Set Schedule	
_____ Full Session Before School (6:30 AM- School Starts) M T W TH F (Circle Days)	\$6.00/ Day (M, T, TH, F) \$7.50/Day (W- late start)
_____ Half Session Before School (7:30 AM- School Starts) M T W TH F (Circle Days)	\$4.00/ Day (M, T, TH, F) \$5.50/Day (W-late start)
_____ After School (School Dismissal- 6:00 PM) M T W TH F (Circle Days)	\$9.50/Day
Release Days (6:30 AM- 6:00 PM) Separate Monthly Registration	\$39.00/Day

Option 2 Varied Schedule (Calendars Due by the 20th of the Previous Month)	
_____ Full Session Before School (6:30 AM- School Starts)	\$6.50/ Day (M, T, TH, F) \$8.00/Day (W- late start)
_____ Half Session Before School (7:30 AM- School Starts)	\$4.50/ Day (M, T, TH, F) \$6.00/Day (W-late start)
_____ After School (School Dismissal- 6:00 PM)	\$10.25/Day
Release Days (6:30 AM- 6:00 PM) Separate Monthly Registration	\$39.00/Day

I agree to this contract. I have read the outlined terms and conditions and understand that I am responsible for any charges that are incurred based upon the option I have chosen for my child.

Parent Signature: _____ Date: _____

KidVentures 2017-2018

Northfield Public Schools * Community Services Division
1651 Jefferson Parkway* Northfield, MN 55057
507-664-3750

Dear KidVentures Families,

Welcome to 2017-2018 school year program! We are excited to see all the familiar returning faces and are eager to get to know all of our new families as well!

Each school's KidVentures Site Leader will be available during Ready, Set, Go Day from 7:30 AM-3:30 PM to answer any questions. We strongly encourage families to complete the registration process prior to this day as space is limited in our program. We will collect missing paperwork during Ready, Set, Go, but your **child's start date will be delayed if the registration form has not been received prior to August 15th**. We also always welcome families stopping by for a quick hello!

A few things to keep in mind before your child(ren) begin:

(*Indicates a form that needs to be returned to KV staff; forms are located in this packet)

- **Hours:** KidVentures runs before and after school at all three elementary schools. The before school component opens at 6:30 AM and runs until the start of the school day. Before school also offers a half morning option, which begins at 7:30 AM. The fee for Wednesday's before school component is more than the rest of the week as it includes care for the late start. The after school program runs from school dismissal until 6:00 PM. KidVentures closes promptly at 6:00 PM and parents will be charged \$1.00 for every minute late. Care may be terminated with multiple late pick-ups.
- **Communication:** Please make sure that your child's teacher is well aware of their schedule should your child be scheduled to attend KidVentures after school. Teachers should be notified IN WRITING of the days you plan to have your child at KidVentures BEFORE the first day of school. If your child will be absent from KidVentures for any reason, please make sure to notify the Site Leader. The schools do not notify KidVentures when children are out sick for the day, so please make sure to notify KidVentures when your child is not in attendance. A "finder's fee" will be added to your family's bill anytime KidVentures is not notified of an absence in the after school program. Safety is our number one priority, so please help us maintain these measures with proper communication!
- ***Emergency Card:** (one per child) This is critical and needs to be completed in full. Please attach a recent picture in the top corner. It is essential that you update, in writing, any phone numbers, unauthorized pick-ups, or any other information that would be essential in the daily care of your child.
- ***Permission Slips:** Permission forms include a web release form, field trips, walking trips, publicity, and PG movie viewing. Please take time to read through each authorization before signing off. Thanks!
- **KidVentures 2017-2018 Calendar:** The calendar lists important dates, including days that KidVentures is CLOSED and days that KidVentures is open for release days.
- ***Health Update:** If your child has any special needs, health or dietary concerns, and/or an IEP, please make sure to contact the Ventures Coordinator BEFORE your child begins the program. KidVentures needs to make sure the appropriate level of support is in place to best accommodate your child. Information regarding a child's needs will not be used to prohibit a child's enrollment in KidVentures, unless it is determined that they will need significant assistance beyond our program's capabilities. A Health Update form is enclosed for you to complete, ensuring each child's needs are met. Our goal is to make sure that each individual child has a happy and successful experience with the KidVentures program. It is essential that we hear from you if special arrangements or accommodations are necessary.
- **Billing:** Option 1 families should preferably pay for the entire month's bill at the beginning of each month once your invoice appears online. If you are unable to pay the month's bill in its entirety at the beginning of the month, you must submit payment each week for the following week's care. Option 2 families must submit payment with their variable calendar or at the time of drop-in care. Additional fees may be added to your account such as late pickup, finder's fee, release days, etc. These fees are outside of the typical tuition and must be paid for promptly. If you have any billing questions, please contact Mary Hansen at 507-664-3750. To view and pay your account online, please send an email to MHansen@northfieldschools.org to assign you a username and password. Please do not try to set up your own account online as each family registered already has an account set up. Paper statements will NOT be sent out unless a written request is submitted to the billing office.

- ***Behavior Contract:** KidVentures is part of the Northfield Public Schools and abides by the district's expectations for appropriate conduct at all times as stated in the Student Citizenship Handbook and Ventures Parent Handbook.
- ***Emergency Closing or Early Dismissal:** Families need to indicate their plan should school close early due to weather.
- ***September Variable Calendar:** The variable calendar is for option 2 children only. Please fill out the calendar completely, including your child's name, school, and sessions you wish your child to attend. Only option 2 families need to return this calendar each month.
- ***October Release Day Registration:** We will be open on Thursday, October 19th and Friday, October 20th for release day programming. Release day registration is on a first come, first serve basis. Please return the registration form as soon as possible should you need care on these days. (October release day registration will be available in August)
- **Storage of Items:** All children should bring their backpacks into the KidVentures area the first day of attendance. Staff will direct children with each school's policy about storage of items. Some schools have access to lockers/hooks while others do not. We work with each school to devise the safest and most workable system for obtaining personal items before and after school hours.
- **Shared Space:** It is important to note that our program often shares space before and after school with other school and community groups. Depending on the space dilemma, KidVentures may need to relocate to another part of the building. We work closely with all the schools to make sure that alternate space is available and that children's needs will be met. We apologize in advance should you need to hunt us down some afternoons, but we will do our best to put up signs in the entryway to alert you to our whereabouts.
- **ID:** Please be prepared to show a picture ID the first couple of weeks of attendance as staff gets to know you. This is an important security measure until all staff are familiar with each child's main pick-up person.

Thank you for taking the time to read this information carefully. We look forward to meeting your family soon! If you have questions, please give us a call at 507-664-3750.

Enjoy the rest of your summer!

Breezy Barrett
Ventures Coordinator
BBarrett@northfieldschools.org
507-664-3653

Aimee Gerdesmeier
Sibley Site Leader
AGerdesmeier@northfieldschools.org
507-645-3422

Dylan Warner
Greenvale Park Site Leader
DyWarner@northfieldschools.org
507-645-3507

Tonya Skluzacek (Merritt)
Bridgewater Site Leader
TMerritt@northfieldschools.org
507-664-3395

Mary Hansen
Administrative Assistant
MHansen@northfieldschools.org
507-664-3750

KidVentures 2017-2018 Emergency Information

Please Insert a Current
Photo

Child's Name: _____ Grade: (17-18 School Yr) _____

Birthdate: _____ School for (17-18 School Yr): _____

Classroom Teacher: _____ Bus #: _____

Hospital Preference: _____ Insurance Carrier: _____

	Name	Cell Phone	Work Phone	Home Phone
Parent/Guardian 1				
Parent/Guardian 1 Email				
Parent/Guardian 2				
Parent/Guardian 2 Email				
	Name	Relationship	Phone Number 1	Phone Number 2
Emergency Contact/ Authorized Pick-Up				
Emergency Contact/ Authorized Pick-Up				
Emergency Contact/ Authorized Pick-Up				
Emergency Contact/ Authorized Pick-Up				
Emergency Contact/ Authorized Pick-Up				

*Emergency contact persons will be contacted in the case that parents are unable to be reached. Emergency contact persons also serve as authorized pick-ups. One emergency contact MUST be local.

Please list any conditions that may result in a medical emergency (Ex. Asthma, food allergy, other allergic reactions, diabetes, seizures, etc.): _____

KidVentures 2017-2018 Health Update

Child's Name: _____ School (17-18 Sc. Yr): _____ Grade (16-17 Sc. Yr): _____

Does your child have any of the following health concerns (Please indicate by circling):

No Concerns	Bee Sting Reactions	Asthma (See below)
Seizures	Hayfever	Frequent Sore Throat
Shunt	Allergies	Constipation
Heart Problems	Bloody Noses	Bladder/Bowel Problems
ADD/ADHD	Diabetes	Anxiety
Autism Spectrum	Dizzy/Fainting Spells	Other Social/Emotional/Mental Health Concerns
Asperger Syndrome		

Please describe in more detail anything circled above (types of allergies, treatment, if medical bracelet is needed, special care instructions, etc): _____

Any other Special Need? _____

Does your child require an Epi Pen **Y** or **N** Reason for Epi Pen: _____

Will your child have an Epi Pen at KidVentures? **Y** or **N**

Does your child have an Epi Pen with the school nurse? **Y** or **N**

**Ventures is not designed to provide long term 1:1 assistance for children. If a child received 1:1 student support in the classroom or has a behavior plan developed, Ventures must have a meeting with the family prior to the start date in order to determine the appropriate level of support needed. Information regarding a student's needs will not be used to prohibit a child's enrollment in Ventures, unless it is determined they will need significant assistance beyond our program capabilities.*

Asthma or Other Breathing Problems:

Has your child ever been diagnosed by a doctor as having asthma?	Yes	No
Does your child have an inhaler? Yes No Will your child have an inhaler at KidVentures?	Yes	No
Has your child had episodes of wheezing in the last 12 months?	Yes	No
In the last 12 months, has your child coughed or wheezed after active play?	Yes	No
Other breathing problems?	_____	

Diet: Does your child have any special dietary restrictions/considerations: Yes No

Please Describe: _____

Vision: No Vision Problems Glasses/Contacts Prescribed Other

Please Describe: _____

Hearing: No Hearing Problems Frequent Ear Infections: Yes No Hearing Aids: None Right Ear Left Ear
Hearing Loss: Right Ear Left Ear Ear Tubes: Yes No

Medications: Please refer to the Ventures Medication Permission form for procedures regarding the administration of medication. List all medications your child is taking and specify which are needed at KidVentures:

Medication	Purpose	Dose	Time/How Often

Does your child have any health problems that may result in emergency? Yes No Describe: _____

Has your child had surgery in the last year? Yes No Describe/Restrictions: _____

Is there anything else we should be aware of? _____

All information is complete to the best of my knowledge:

Parent/Guardian Signature: _____ Date: _____

KidVentures 2017-2018 Permission Slips and Behavior Contract

Please initial all permission statements to which you agree:

_____ **Walking Trips/Field Trips:** I give permission and authorize my child to participate in Ventures walking trips and field trips. I agree that Ventures staff involved in the walking/field trips are not liable or responsible for any accidents or injuries which may occur in the absence of negligence by the Ventures staff. In the event of an emergency situation, I authorize the staff to follow Ventures emergency procedures. I further acknowledge and agree that in the event of a non-emergency situation, such as sickness, minor injury, or behavioral issue, I will make arrangements to transport my child from the field trip site at the request of Ventures staff. In the event that there are behavioral issues on a field trip, the child's family may be contacted to pick up their child immediately from the field trip location. Behavior issues while on the field trips may result in suspension from the next field trip or all remaining trips.

_____ **Publicity:** The Northfield Public Schools Community Services Division often takes pictures of activities to use in brochures, Ventures scrapbooks/slideshows, and on the web, including social media. I give permission for my child to be photographed and for the photos to be used in Northfield Public School's publications.

_____ **Movies:** I give permission for my child to view "PG" movies, content to be viewed by staff prior to showing.

BEHAVIOR CONTRACT

I/We understand that my child will be expected to abide by Northfield Public School's expectations for appropriate student conduct at all times as stated in the Student Citizenship Handbook and Ventures Parent Handbook. In order to ensure the health and safety of my child in attendance at Ventures, I/We understand that certain rules must apply to ALL children in the Ventures program. The rules are as follows:

1. Keep hands, feet, and objects to yourself.
2. Follow directions and be respectful of the person(s) in charge as well as my peers.
3. Use appropriate language.
4. Respect other people and property.

If a violation of the rules stated above occurs, the Ventures Coordinator and Site Leaders will work with the parent and child to develop a plan that addresses the behavior.

I/We understand that if my child exhibits any of the following behaviors, it may result in my child being suspended or expelled from the Ventures program.

1. A behavior that takes away any person's right to feel and be safe.
2. A behavior that keeps any staff person from fulfilling their job requirements to be available for all children because of constant interference of a child.
3. A behavior that includes inappropriate touching of a person's body, and/or using inappropriate sexual language and/or actions.
4. Any behavior involving purposeful destruction or theft of property.
5. Blatant disrespect or absolute refusal to follow directions of those in charge.

I/We have read and discussed the Ventures behavior contract. I/We understand the behavior contract's expectations and implications.

Parent/Guardian Signature: _____ Date: _____

Child's Signature: _____ Date: _____

Emergency Closing or Early School Dismissal

If School is **CLOSED for the day** because of severe weather, all Ventures programs will be closed for the day as well.

If school has a **delayed starting time**, there will be **NO KidVentures** before school programming.

If school is **dismissed early**, **KidVentures** after school programming will remain open for up to **ONE HOUR FOLLOWING THE DISMISSAL**. If children come to KidVentures, a parent or authorized pick-up **MUST** pick them up within one hour. Late fees will be applied to any child(ren) picked up after one hour.

Ventures closing after 3:00 PM — If the weather becomes severe after children have arrived, KidVentures may decide to close early. Parents will be notified should this occur.

Non-School Days — In case of severe weather on a non-school day, KidVentures may be closed for the day or may close early. Parents will be notified during the day should the programs close early.

*For more information about school closings, please check the Northfield Public School's website. Go to "Parents and Students" and click on "Weather and Emergencies."

Notifications

- Kare TV (Channel 11)
- KMSP TV (Channel 9)
- KSTP TV (Channel 5)
- WCCO TV (Channel 4) and Radio (830 AM)

Alerts Online

- Kare11 School Alert– allows you to sign up for e-mail alerts when your child's school is closed
- KMSP (Fox 9 News)- School Closings
- KSTP 5– School Closings

Please help us determine an emergency plan for your child(ren) by completing the information below.

Emergency Closing Plan

Child(ren) Name(s): _____

School: _____ Grade ('17-'18): _____

If School is closed while my child is in class (please circle):

1. My child will go directly home from school on the bus or will walk home.
2. I will pick up my child immediately upon school dismissal.
3. My child will go to KidVentures regardless of whether it is one of their regularly scheduled days. I will pick him/her up within one hour from KidVentures.
4. My child will only go to KidVentures if it is one of their scheduled KidVenture days. I will pick my child up within one hour from KidVentures.
5. My child has permission to go with _____
(Name of adult or family) or any of my emergency contacts.

Parent's Signature: _____ Date: _____

KidVentures 2017-2018 Calendar

KidVentures follows the Northfield Public School's calendar for the school year session. Days that school is not in session such as: teacher work days, winter break, and spring break are considered school release days and are not a part of families' regular KidVentures contract. KidVentures provides care at one location on these days, however, a separate registration must be submitted to register. Release day contracts go out to each family the previous month. Release day contracts MUST be returned to KidVentures staff to be considered registered. Release days tend to fill quickly and it is strongly encouraged that families return release day contracts as soon as possible. Once registered, families may cancel days without penalty if it is at least two weeks written notice.

All release days require a minimum of 15 children enrolled to operate.

Important Dates:

September 4th (M): Holiday	KidVentures CLOSED
September 5th (T)	First Day of School and KidVentures School Year Program
October 19th-20th (TH-F)	KidVentures Release Days (at SI)
November 6th (M)	KidVentures Release Day (at GVP)
November 22nd (W)	KidVentures Release Day (at GVP)
November 23rd-24th (TH-F): Holiday	KidVentures CLOSED
December 21st (TH):	KidVentures Release Day (at BW)
December 22nd & 25th (F & M): Holiday	KidVentures CLOSED
December 26th-29th (T-F)	KidVentures Release Days (at BW)
January 1st (M): Holiday	KidVentures CLOSED
January 15th (M)	KidVentures Release Day (at SI)
January 26th (F)	KidVentures Release Day (at SI)
February 19th (M)	KidVentures Release Day (at GVP)
March 26th-April 2nd (M-M): Spring Break	KidVentures Release Days (at BW)
May 28th (M): Holiday	KidVentures CLOSED
June 7th (TH)***	Last Day of School– ***KidVentures CLOSSES at 4:00 PM
June 8th & 11th (F & M)	KidVentures CLOSED
June 12th (T)	First Day of KidVentures Summer 2018 (*If the school year is extended due to weather, the KV summer start date will be adjusted accordingly.)

KidVentures School Age Care Program

1651 Jefferson Parkway, Northfield, MN 55057 • 507-664-3750

TERMS AND CONDITIONS OF THE KIDVENTURES 2017-2018 SCHOOL YEAR CONTRACT

Please thoroughly read the following terms and conditions before signing the front KidVentures contract. If you have any questions or concerns, please call the KidVentures office at 507-664-3750 or email Mary Hansen, Administrative Assistant (MHansen@northfieldschools.org) or Breezy Barrett, Ventures Coordinator (BBarrett@northfieldschools.org).

Option 1:

- Option 1 is a standard agreement where children have a set weekly schedule that remains the same throughout the course of the school year. (For example, M-F; M, T, F; etc.) Children attend KidVentures the SAME days each week. Option 1 families do NOT need to fill out a monthly calendar.
- No credit is given for incidental days missed (i.e. child was home sick, on vacation, etc.)
- Option 1 is the most cost effective and generally tends to be the easiest for children and teachers due to its consistency.
- Families may make permanent schedule changes to children's contracts by submitting written notice at least two weeks in advance of the schedule change. This is done through a "Change of Schedule" form that is signed, dated, and returned to KidVentures staff with a \$5.00 contract change fee. The contract revision will take effect two weeks after the request has been received.
- Payment is due every Thursday. This can be through check or credit card. To pay by credit card, please contact Mary Hansen (MHansen@northfieldschools.org) to set up online access or stop into the NCRC. Each KidVentures location also has a payment box for checks.
- Families wishing to discontinue care must submit a two week written notice to the KidVentures office.

Option 2:

- Option 2 is a monthly agreement. Families MUST fill out an "option 2 calendar" each month that indicates the dates/sessions they wish to have care. No cancellations will be accepted once the calendar is submitted and credit will NOT be given for incidental days missed (i.e. child was home sick, picked up early from school, etc.)
- At least one-half of the monthly payment is required when submitting the Option 2 calendar. The second half of the payment is due by the 15th of every month. A \$10.00 late fee will be charged for calendars and payments received after the due date.
- Option 2 calendars are available at the NCRC, each KidVenture location, and online at: <http://northfieldschools.org/communityservices/venture/>
- Option 2 calendars will also be emailed every month to all KidVentures families.
- If space permits, additional days may be added upon request. Please call or email the site leader at least 24 business hours in advance of the day you wish to add. You must receive a response from the site leader in order to add the day. Families will be charged the contracted rate.
- Families wishing to discontinue care must submit a two week written notice to the KidVentures office.

Non-School Days:

- KidVentures is open for release day programming the majority of days that kids are not in school (see previous page for release day calendar).
- Release days are contracted separately and billed at \$39.00/day.
- Release day contracts will be available at the NCRC, at each KidVentures location, online, and will be emailed out to families each month with the Option 2 calendar.
- Release days tend to fill quickly. It is strongly encouraged that families turn in release day contracts as soon as possible.
- Generally, release days may not be added at the last minute as staffing, bussing, tickets, etc. have already been arranged.

- Once a release day is full, the KidVentures office will start a waiting list. Families will be notified if they are on the waiting list and waitlisted families will be notified should there be an opening.
- Once the release day contract is submitted, families may change/cancel days without penalty up to two weeks in advance of the release day. Notice of changes/cancellations must be received in writing. No credit for changes or cancellations will be given within two weeks of the release day.
- Children registered for release days must attend the field trip/special event. There will be no alternative care on site.
- All release day field trips and activities are previewed and deemed age-appropriate.
- Staff to student ratios are lowered on all field trips, ensuring proper supervision and safety procedures are in place.

Schedule Changes/ Add-Ons

- Additional days may be added IF space permits. Families will be charged the Option 2 rate for any additional days.
- Families may make permanent schedule changes to children's contracts by submitting a "change of schedule" form. This form must be signed, dated, and returned to the KidVentures Site Leader or to the KidVentures office with a \$5.00 contract change fee. The change of schedule will take effect two weeks from the date the request is received.
- **No contract or calendar changes can be made from Friday, August 25th-Friday, September 29th.** Any changes submitted during this period will take effect Monday, October 2nd (at the earliest).
- Only two contract changes are allowed per child per school year. If more than two changes are made, families will automatically be billed and changed to the next option (Ex. Option 1 families will move to Option 2).

Additional Fees:

- There is a \$30.00 registration fee per child if registering prior to June 30th, 2017. If registering after June 30th, the registration fee increases to \$40 per child. Registration fees must be paid before the contract is processed.
- There is a late pick-up fee of \$1.00 per every minute late. Families will be charged \$1.00 for every minute their child is picked up after 6:00 PM. Three late pick-ups can result in termination of care.
- Families will be charged a \$5.00 "Finder's Fee" any time KidVentures is not notified that their child will not be in attendance after school on a regularly scheduled/contracted day. The schools do NOT automatically communicate student absences or message to KidVentures staff. KidVentures is responsible for locating all registered children each afternoon. Please help us in these efforts by letting us know when your child will not be in attendance.

Additional Contract:

- Each child may only be registered for one option.
- Full payment is due regardless of whether your child is in attendance.
- There will be NO credit for sick or vacation days.
- Payments are due in advance of service as we are a pay ahead program.
- KidVentures reserves the right to terminate service due to non-payment.
- Clients with accounts in default will incur any costs associated with collections, including legal fees.
- If payment is made at a child's site, please allow two days for the payment to reach the KidVentures office.
- All billing is done through the KidVentures office at the Northfield Community Resource Center (NCRC).