



# ACES SCHOOL YEAR 2009-10 INFORMATION



## School Age Care

**ACES LOCATIONS OFFERING AM\* & PM CARE :** Eagle Lake                      Roosevelt                      Hoover  
 Washington                      Kennedy                      Franklin  
**ACES LOCATIONS OFFERING PM CARE ONLY:** Bridges                      Monroe                      Jefferson

**HOURS:** Before School 6:30-8:00 am M-F  
 \*Am care will only be offered at sites with a minimum of 10 students registered.  
 After School 2:30-6:00 pm M-F (Bridges closes at 5:30 pm)

**MEALS:** Breakfast offered through School District Meal Plan  
 Afternoon snack is included with the program and is optional  
 Lunch **IS NOT** provided through the ACES program

**DATES:** ACES begins **September 10, 2009** and ends **June 4, 2010**

**CLOSED:** November 26 & 27, 2009                      December 24 & 25, 2009                      December 31, 2009  
 January 1, 2010                      April 2, 2010                      May 31, 2010

*NOTE: Some dates and times may be subject to change*

### CONTRACT OPTIONS AND TUITION RATES:

**OPTION 1: REGULAR CARE BEFORE AND/OR AFTER SCHOOL CARE**  
**Daily \$5 Before School, \$7 After School**

A consistent, permanent schedule that repeats each week throughout the school year.  
 One to five days per week, schedule repeats every week all school year  
 1 contract change per year is allowed. Additional contract changes will be charged a \$15 fee.



**OPTION 2: CALENDAR CARE**  
**Daily \$6 Before School, \$8 After School**

A Monthly calendar indicating care sessions needed is submitted each month. Days can vary each week.  
 Calendar must be submitted by the 15th day of the month prior to care requested, or a late fee will be assessed.

**VACATION DAY CREDITS:** If there is a day or days you know your child will not be attending the program and you have indicated they will be at ACES, you must notify the BILLING OFFICE at least five (5) working days in advance to receive a vacation credit. Regular Care families can use up to 12 vacation credit days per year. Calendar Care families can use up to 6 vacation credit days. Vacation credits will appear on your last school year bill. Credits will only be given to accounts in good standing

**DROP IN FEE:** \$7 Before School, \$9 After School

**NON SCHOOL DAYS:** Non School Days are not included with Regular Care or Calendar Care.  
 These days require a separate registration and fee. A limited number of sites will be open on non school days.  
 Full Days \$30 per child                      Half Days \$18 per child (6:30 AM-12:30 PM or 12:00-6:00 PM)

### FEE PAYMENT REQUIREMENTS

- **FEES ARE BASED ON THE SCHEDULE YOU PROVIDE**
- **ALL FEES ARE BILLED IN ADVANCE. LATE PAYMENTS ARE SUBJECT TO A \$15 LATE FEE.**
- **STUDENTS WHO MISS DUE TO ILLNESS OR OTHER REASONS ARE STILL RESPONSIBLE FOR THEIR FULL, WEEKLY/DAILY TUITION.**

**OFFICE LOCATION:** COMMUNITY EDUCATION & RECREATION                      PHONE: 387-5501  
 110 Fulton Street-Room 100, Mankato, MN 56001  
**ACES COORDINATOR:** Cori Sendle, Community Education Coordinator                      PHONE: 387-5501

### SCHOOL CLOSINGS: District 77 School Closing 386-4777

- ACES is closed when school is closed due to bad weather or other emergencies
- There is no morning ACES when school start late due to bad weather or other emergencies
- There is no afternoon ACES when school is dismissed early

**Space is Limited-Register Early**  
 Registration will close when maximum numbers are reached, or on August 14<sup>th</sup>, whichever comes first.  
 Only those registered by August 14<sup>th</sup> may start ACES on the first day of school  
 Registrations taken after August 14<sup>th</sup> will be accepted on a space availability basis.



ACES REGISTRATION FORM & FEE AGREEMENT SCHOOL YEAR 09-10

REGISTRATION FEE DUE WITH REGISTRATION FORM

STUDENT NAME(s): 1) \_\_\_\_\_ AGE: \_\_\_\_\_ GRADE (fall 09) \_\_\_\_\_
2) \_\_\_\_\_ AGE: \_\_\_\_\_ GRADE (fall 09) \_\_\_\_\_
3) \_\_\_\_\_ AGE: \_\_\_\_\_ GRADE (fall 09) \_\_\_\_\_

SCHOOL: \_\_\_\_\_

Contract Options

Registration Fee: \$25 for 1st child, \$15 for additional child(ren)

OPTION 1: Regular Care Before and/or After School (Monthly calendars are not completed)

A consistent permanent schedule that repeats each week throughout the school year.
One to five days per week, schedule repeats every week all school year
1 contract change per year is allowed. Additional contract changes will be charged a \$15 fee.
Daily \$5 before school, \$7 after school.

Before School Days (please circle) M T W Th F
After School Days (please circle) M T W Th F

OPTION 2: Calendar Care

Monthly calendar must be submitted by the 15th day of the month prior to care
Late calendars are subject to a \$15 late fee.
Daily \$6 before school, \$8 after school

OPTION 3: Non School Days Only

For non school day care only, do not use if registering for Option 1 or 2
\$30 per child full day (\$25 additional child(ren), \$18 per child half day

Please Check One: (For monthly payments only, registration fees must be included with this form)

AUTOMATIC PAYMENT (Authorization Form will need to be Completed)

Automatic payments will be assessed on the last business day of each month for the following month based on parent contract and school calendar (Regular Care) or parent calendar (Calendar Care).

BILL ME

Billed monthly, in advance, based on parent contract and school calendar (Regular Care) or parent calendar (Casual Care). Bills will be mailed on the 20th of the month and are due by the 1st. Payments postmarked after the 1st are subject to a \$15 late fee.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

THE ACES PROGRAM IS ALWAYS . . . . .

CLOSED WHEN SCHOOL IS CLOSED DUE TO BAD WEATHER
CLOSED WHEN SCHOOL HAS AN UNSCHEDULED LATE START OR EARLY RELEASE DUE TO BAD WEATHER

FOR OFFICE USE ONLY

Registration Form Rec'd \_\_\_\_/\_\_\_\_/\_\_\_\_ Site Location: \_\_\_\_\_

Registration Fee Rec'd: Yes No Check #: \_\_\_\_\_ CC Payment: \_\_\_\_\_



## PARENT/GUARDIAN PERMISSION FORM

### **WALKING FIELD TRIPS**

The ACES Program will occasionally leave the ACES site to take a walking field trip or a walk to the park. We will leave a sign as to where we are.

- YES – My child(ren) may leave the ACES site for the purpose of a walking field trip with staff supervision.
- NO – My child(ren) may not leave the ACES site and I understand I will need to pick up my child on these days.

### **MEDIA RELEASE**

At times, articles on the ACES Program or the children may appear in the local paper(s), in District publications, on television broadcast or video. NOTE: At no time will any personal information be used.

- YES – the ACES Program has my permission to use pictures and anecdotes of my child(ren).
- NO – the ACES Program may not use my child(ren)'s picture.

### **MOVIE RELEASE**

The ACES Program may be watching movies. The ratings of movies we will show are age appropriate G and PG.

- YES- my child(ren) may watch movies at ACES.
- NO – My child(ren) may not watch movies at ACES.

### **MEDICINE**

The ACES Program will not dispense any medications (over-the-counter or prescription) without a signed and dated doctor's note. All medications must be in the original bottle they were packaged in. Authorization forms are available from the office or at your site

STUDENT NAME(S): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

STUDENT NAME(S): \_\_\_\_\_

**WATER ACTIVITY INFORMATION**

We may take swimming field trips on non school days throughout the year. Please complete the information below to help us determine your child's comfort in the water. Field trips are only taken to swimming areas with certified lifeguards on duty.

Please check the appropriate box:

My child is a swimmer

My child is a non swimmer

List any additional comments regarding your child and water activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MEDICAL INFORMATION**

Please list any medical or special needs the ACES program should be aware of (i.e. Allergies, Diabetes, One-to-One Assistance, Wheelchair Seating, Interpreter etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ADDITIONAL INFORMATION**

To help us provide the best care for your child(ren), is there any information you'd like to share with the staff:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that I am responsible for the information in the 2009-2010 Parent/Student Handbook.

PARENT/ GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

## AUTO PAYMENT AUTHORIZATION FORM

SCHOOL \_\_\_\_\_ 2009-2010 PLEASE PRINT CLEARLY CHECK ONE \_\_\_\_\_ Mastercard \_\_\_\_\_ VISA

FULL NAME ON CARD: \_\_\_\_\_

CHILD(RENS) NAME: \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature: \_\_\_\_\_

3 DIGIT CODE ON BACK OF CARD \_\_\_\_ \_ \_

Please email a monthly receipt \_\_\_\_\_ YES or drop in my ACES folder \_\_\_\_\_ YES

I hereby authorized Community Education & Recreation to apply my ACES charges to the Credit Card listed above. Payments will be processed on the last business day of the month prior to services.



Please consider signing up for Auto Pay for the 2009-2010 ACES program

It's quick and easy to do, just complete the form above and return it to:

**Lincoln Community Center 110 Fulton Street Mankato, MN 56001.**

Payments will be processed on the last business day of the month prior to care provided.

If you would like a receipt emailed or delivered to your ACES site please note it in the appropriate space provided above. If you have any questions call us at 507-387-5501.