

Maple Lake Kidville

Handbook 2013



Kidville Direct Line: (320) 963-6415

Community Ed office (320) 274-3058

PHILOSOPHY

Kidville is a childcare program that provides a safe, supervised, recreational and enriching play environment for school age children. The program is designed to be flexible and meet the needs of many families.

ELIGIBILITY

Kidville is available for children who are age 3 to 6th Grade.

LOCATION

Kidville is located in the elementary school in the northwest corner of the building. Door letter "N"

HOURS OF OPERATION

Hours are Monday – Friday, 6 A.M. to 6 P.M.

RATIO

Our child/staff ratio is 12:1 grades K-6 and 10:1 age 3-5.

ENROLLMENT

Requires a registration fee and forms attached to be filled out by parent/legal guardian and returned with 1st week's fee. For those of you who are registering online still need to return these forms to Kidville.

SCHEDULE CONTRACTS

You are required to fill out a contract each month indicating the days your child will be attending. Each monthly contract is due 2 weeks in advance. Late contracts will result in a \$5.00 processing fee and could result in loss of enrollment.

SCHEDULE CHANGES

If your schedule is going to change on your contracted days please contact us to make arrangements. A 24 hours notice is required to make changes or you will be charged unless your child is ill or there is a family emergency. Please contact us or leave a voicemail when your child is sick or unable to attend on your contracted days.

PAYMENTS

*Pre-payment is required during the summer of at least **one week in advance**.* Payments will be due each Friday or on your scheduled day. You are billed according to your monthly contract. Hourly rates are charged for a full hour, even if attending only partial hours. You will be billed according to your schedule unless a change has been made at least 24 hours in advance. You can always add a day if needed. Bills will be changed to reflect any schedule changes and will be available at the end of each month or upon request.

LATE PICK UP FEES:

Parents/Guardians are expected to pick up their children by 6:00 P.M. A \$5.00 charge per family will be assessed for every 5 minutes after 6:00 P.M.

WITHDRAWAL FROM PROGRAM

A 2 week notice is required to withdraw from Kidville otherwise you are still responsible to pay for your scheduled days. Kidville reserves the right to withdraw any child from the program due to behavior or failure to make payments.