



**Twin Cities German Immersion School
Kinderclub Family Handbook 2025-2026**

Important Kinderclub Contact Information

General Contacts

kinderclub@tcgis.org

If you are unable to find answers to general questions about the Kinderclub program in the Kinderclub Handbook or on our [website](#), please email [this address](#). You can expect a response within two school days. **All drop-in requests go to that email as well!**

TCGIS Check-in / Check-out Desk:

Phone: 651-999-3707

A Kinderclub staff person will be available to answer the TCGIS Front Office phone any time between the hours of 6:30am - 8:00am and 3:15pm - 6:00pm to assist you with immediate Kinderclub needs.

You can also call Deysi Gerding-Futagaki directly at: **651-492-7106 Ext. 495** and leave a voicemail.

Specific Contacts

Deysi Gerding-Futagaki she/her (Kinderclub Director):

dgerding-futagaki@tcgis.org

Phone: 651-492-7106 Ext. 398

For questions or concerns about the administration of the Kinderclub program, you can contact the Kinderclub Director, Frau Gerding-Futagaki, via email. Examples of larger program topics include: Kinderclub registrations, procedures, authorized pick-ups, student support from the academic school day into the extended day, or other administrative topics.

Brianna Wieman she/her (Kinderclub Coordinator)

bwieman@tcgis.org

Phone: 651-492-7106 Ext. 324

Contact the kinderclub supervisor directly via email with questions or concerns about daily operations of the Kinderclub Aftercare program. Examples of daily topics include: general Kinderclub programming, afternoon snack, and daily programming.

Kinderclub Program Information

Kalendar

The Kinderclub program operates on all school days, as well as several non-school days throughout the school year. Kinderclub is closed during the summer months.

Kinderclub will offer FULL-DAY CARE on the following days:

| 2025 | 2026 |
|--|--|
| August 29 September 23 October 13-15, 31 November 24-25 | January 30 February 14 March 19-20, 31 April 6-10 May 22 June 10-11 |

Kinderclub will be CLOSED on the following days:

| 2025 | 2026 |
|---|---|
| Labor Day MEA Education MN Thanksgiving Break Winter Break | September 2 October 16-17 November 26-28 December 22-31, |
| | Winter Break MLK Day President's Day Memorial Day |
| | January 1-2 January 19 February 16 May 25 |

Hours of Operation

| Before and After Care: | School Release Days: |
|---|---|
| Morning Care 6:30am - 8:00am Aftercare 3:15pm - 6:00pm | No School Full Day Care 8:00am - 6:00pm Early Release Days: 12:45pm-3:15pm OR 12:45pm-6:00pm |

Tax Information:

Provider Name: Kinderclub, Twin Cities German Immersion School

Tax ID#: 56-244-3462

Address: 1031 Como Ave, St. Paul, MN 55103

Rates

Annual Registration Fee:

- \$40 for first child
- \$10 each for additional child

Charged one time each school year.

Daily Tuition includes all program supplies and a daily afternoon snack.

Catering is not available on school release days, please pack a lunch and 2 snacks on Full Days (tree-nut and peanut free!).

| | Standard Charge <i>Prepaid by families during monthly order cycle</i> | Last minute add <i>Requested after booking window closes</i> |
|--|---|---|
| Morning Care 6:30am - 8:00am | \$14/d | \$16/d |
| Aftercare 3:15pm - 6:00pm | \$18/d | \$22/d |
| Early Release Day - Extended Care 12:45pm - 3:15pm | \$18/d | \$22/d |
| Early Release Day - Aftercare 12:45pm - 6:00pm | \$32/d | \$37/d |
| Early Release Day - Aftercare ADD-ON 3:15pm - 6:00pm | --- | \$24/d |
| No-School Day Full-day Care 8:00am-6:00pm | \$57/d | \$67/d |

Late Pick-up Fee

A fee of \$1.00 per every minute, per child, will be assessed to your account in the event your child has not been picked up by closing time (6:00 pm). This fee covers the school's cost of providing child care beyond usual hours of operation. The charge will be assessed for each child remaining after closing.

Enrolling in Kinderclub


Full-year enrollment

Check the School Calendar 2025-2026 [HERE](#)

Starting June 17th 2025, all families planning to utilize the extended care service during the school year are asked to log in/create an account [HERE](#). (**Registration opens every month at 8am on the 10th and closes at 6pm on the 17th**)

How to book Kinderclub:

- Log in to your Regpack account
- When you see your child's name on the dashboard, you can click on the green bar behind their name:

 (Dashboard | Settings |  Logout) My Application  100% ▼


Dashboard


 This is the **Dashboard**. This page is an overview of your account.

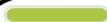
This includes any orders, their statuses, and access to all forms. To access the orders and information of the profiles below click the listed name or their progress bar.


Click **Add Child** to create a new profile.


Child Profile(s)


Go To Registration


Go To Registration

 100% ▼

 **Delete Child**

 100% ▼

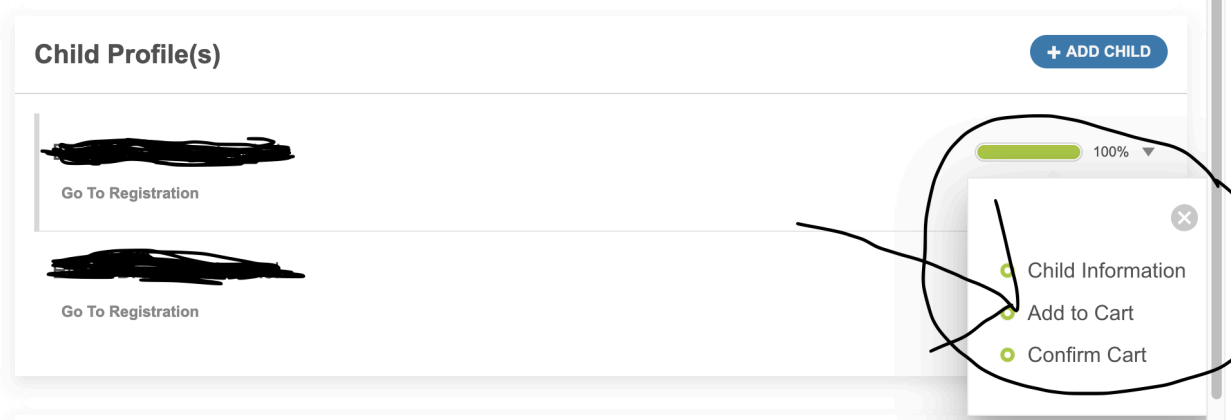
- Then click add to cart. That will bring the next session up

Dashboard

① This is the **Dashboard**. This page is an overview of your account.

This includes any orders, their statuses, and access to all forms. To access the orders and information of the profiles below click the listed name or their progress bar.

Click **Add Child** to create a new profile.



- Click the checkbox by the month you want to book, your child will be booked all days Kinderclub is open. If you only need occasional days, click on Select Days
- **All days are automatically booked/highlighted on the calendar. Deselect the days you don't need. Cost displayed on the right is for the whole month. If you deselect days, it will update automatically in your cart. Your booked days are highlighted in blue.**
- Add Coupon code (if you qualify for Free/Reduced Lunches)
- Go to next page
- Agree to all Terms
- Once your items are all in the cart, you'll be asked if you want to register another child (Yes/No)
- Enter payment information and check out (RegPack offers a Purchase Protection at checkout. You can choose to add this for an **extra cost**, but get reimbursed if your student is absent). When paying with a credit card, a 3% fee is added to the total cost. That cost is waived when paying with e-check/bank account.
- You are all booked! **Dismissal changes in Pikmykid** upon approval by Regpack after booking is mandatory. **Kinderclub will follow the daily assignment in Pikmykid for attendance.**

Mid-year enrollment

Families who are interested in enrolling in Kinderclub mid-year can sign up by

1. emailing: dgerding-futagaki@tcgis.org and then ->
2. Create an account with Regpack [HERE](#) to begin booking Kinderclub days.
3. **Update Pikmykid upon booking approval by Regpack after booking is mandatory. Kinderclub will follow the daily assignment in Pikmykid for attendance.**

Tuition Payment & Scheduling Monthly Care

By using the Regpack website you indicate the monthly schedule you will need for your child.

Payment occurs at the same time. The monthly ordering window is communicated to registered parents via email. The order window is open for 1 week each month (10th-17th)

For assistance with online ordering, email dgerding-futagaki@tcgis.org.

Families qualifying for Free or Reduced Lunches:

Please email Deysi Gerding-Futagaki: dgerding-futagaki@tcgis.org to receive a reduced fee code to use at the Regpack check out.

Drop-ins

All bookings after Registration closes are considered Drop in's and are billed as such. Drop in's are based on availability!

Drop-in care is charged at booking through Regpack. All Drop in bookings can be requested via email to kinderclub@tcgis.org or dgerding-futagaki@tcgis.org.

If your child has not been registered in Regpack and is added as an emergency drop in, payment is due at the time of pick up in cash or check.

Absences

- **Tuition credits/reimbursements will not be given for planned or unplanned absences (regular or drop-in)!**
- **Tuition Credits/reimbursements will not be given for suspensions!**

Snow Days:

The first 2 Snow Days are NOT refunded, however, each subsequent one will be fully refunded.

Dependent Care Reimbursement

Families are able to access payment receipts through their Regpack account (receipts are also emailed at booking)

REPORTING KINDERCLUB CHANGES

It is the parent's responsibility to change the dismissal mode in PikMyKid according to the order placed in Regpack.

Changes, requests, and drop-ins **for FULL DAYS:**

ALL changes and requests regarding full day care MUST be communicated via email to kinderclub@tcgis.org. Please ***wait until you get a confirmation*** before bringing your child to school on a No School Day as Kinderclub might be fully booked on certain days.

Daily/Temporary Changes **for PM Kinderclub:**

Drop-in care requests for regular afternoon hours **must be communicated through email** to kinderclub@tcgis.org & info@tcgis.org AND **changed in Pikmykid** upon drop in approval by Kinderclub or Office Staff. It will be charged retroactively in Regpack. *ALL changes must be submitted NO LATER than 2:00pm on the day the change is to go into effect.*

Examples:

- *If your student normally attends Kinderclub, but will be picked up directly after school by a parent or another authorized adult.*
- *If your student normally rides the bus, but will drop-in for Kinderclub for an afternoon.*

Short Notice Changes **for AM Kinderclub:**

- AM Kinderclub absences do not need to be communicated to the school.
- AM Kinderclub drop-ins should be communicated via email to kinderclub@tcgis.org
- For morning-of drop-in needs, call 651.492.7106 to confirm space availability. The phone will be staffed 6:30am - 7:30am.

Drop-off / Pick-up Procedures

For both morning drop-off and afternoon pick-up from Kinderclub, families must use the school's SOUTH ENTRANCE **DOOR 6** (south side of the building off of Como Ave). Kinderclub staff will let authorized persons in at that entrance.

An authorized adult must be present to sign student(s) in or out at the desk in the supervised area, and they are also asked to make verbal contact with the Kinderclub staff before leaving the building. Middle school students are allowed to sign themselves IN into AM Kinderclub. Until Kinderclub staff are familiar with authorized adults, they will ask to see a picture ID at time of pick up.

Late Pick-up Fee

A fee of \$1.00 per every minute, per child, will be assessed to your account in the event your child has not been picked up by closing time (6:00 pm) or designated pick up time. This fee covers the school's cost of providing child care beyond usual hours of operation. The charge will be assessed for each child remaining after closing.

Snack

Kinderclub supplies a daily snack for children enrolled in Kinderclub. Two snack components are always offered to the children. Sample items include but are not limited to: fresh fruit and grains, cheese and crackers, veggies and pretzels, or similar. Kinderclub does not order any snack items that contain peanuts or tree nuts. If your child has special dietary needs you are welcome to send separate snacks for him/her/them.

Full Days:

Please bring a Lunch and 2 snacks on Full Days (No School Days) as we do not get Catering that day!

Items from home

Toys (including electronic toys such as iPods, Nintendo DS, etc.) from home are not permitted at Kinderclub, just as they are not during the school day. **Please do not send personal toys to school with your child.** If your child comes to school with toys, they will be asked to put them in their locker / backpack. Any toys causing a disturbance will be confiscated and returned at pick up time. The same procedure applies to cell phone use.

Student Illness Guidelines

Please note: Kinderclub follows the same guidelines as during the school day for student illness, although the threshold for calling home may be lower because we do not have a Health Service Associate on staff during program hours.

SICKNESS:

Students will be sent home or denied entry if presenting any of the following :

- a new onset cough or shortness of breath
- fever (100.4°F or higher)
- chills
- muscle pain
- sore throat
- fatigue
- congestion
- loss of sense of smell or taste
- gastrointestinal symptoms of diarrhea, vomiting, or nausea.

We ask that families report all illnesses to the Front Office by telephone (651-492-7106) or email at onset or diagnosis to assist in protecting the school community from communicable illnesses such as Covid-19, strep throat, pink eye, or head lice. In reports of illness, students' names shall be kept confidential and the Health Office will use discretion when informing classrooms and/or the larger student body of communicable illness.

III STUDENTS OR STAFF:

If a student or staff member develops any symptoms of illness consistent with COVID-19, the following procedures will be followed.

1. The ill student will be isolated in a separate isolation room while they wait to be picked up.
2. Parents and/or emergency contacts will be called and asked to pick up their child immediately.
3. After the ill student leaves the facility, staff will disinfect areas where the student was present.

Severe Weather Emergencies

Kinderclub will be closed when the school is closed due to weather or other emergencies.

In case of severe weather, staff at Kinderclub follow standard procedures to ensure the safety of your child. For tornadoes and blizzards, children are led to the emergency shelter within our facilities, where we remain until the situation is safe again. For fire emergencies, children are evacuated according to the escape routes posted in each classroom. In the event that we are unable to return to Kinderclub within a reasonable amount of time, children are taken to a predetermined location and you will be contacted to pick up your child.

For possible Kinderclub closing on a scheduled school release date, parents will be notified via email. Please check your email account on file for incoming messages.

Grievance Procedures

If a concern, action or event occurs which troubles you in any way, PLEASE express your concerns to us, as we want you to feel confident in your child's success and enjoyment at Kinderclub. The proper procedure is as follows:

- 1.) Communicate the concern to staff and see if the issue can be resolved. It could be that the staff is unaware of the situation and it can be remedied relatively easily. Any issue should be addressed within three days of its occurrence.
- 2.) If you feel that your concern has still not been addressed to your satisfaction, contact the Kinderclub Director.

Termination of Services

Parent Termination: If the parents/guardian would like to terminate their Kinderclub contract:

- Parents/Guardians must submit in writing a 15 days written notice that includes the exact date of termination.
- The parents/guardian must pay for any outstanding fees on or before the termination date.

Kinderclub Termination: Kinderclub may terminate enrollment for the following reasons:

- The parent/guardian fails to follow correct Kinderclub policies and expectations as outlined in our handbook, and included in the Kinderclub Participant Agreement and the Kinderclub Behavior Agreement.
- The parent/guardian fails to pay fees according to stated policy.
- Retention of the child would be detrimental to the health and safety of the other children in Kinderclub and Kinderclub staff, or to the child him/herself due to exceptional needs for special treatment. It is noted here that Kinderclub will first make reasonable attempts to alleviate the situation before recommending termination.
- Lack of cooperation from parents to resolve differences or meet the child's needs through parents/staff meetings.
- Difference of opinion and/or philosophies of appropriate child development and/or guardian techniques.
- Abusive behaviors by parents toward other children, Kinderclub program staff or other parents.
- Continuance of a child's disruptive and/or disrespectful behavior regardless of all guidance approaches.