



Welcome to Clubhouse Kids School Year 2017-2018 Before & After Care

Thank you for your interest in enrolling in school year child care at Clubhouse Kids! Attached you will find the Before and After School Child Care Registration & Enrollment Application for School Year 2017-2018 at either of our Frederick, MD area [charter school locations](#). We have outlined the registration and enrollment process below to make it as easy as possible to register and enroll your child/children in our program.

Registration & enrollment for upcoming school year care typically begins on the first Monday in March each year, so enrollment for currently enrolled Clubhouse Kids families, and for families new to Clubhouse Kids who are interested in enrolling in the Clubhouse Kids school year 2017-2018 Before and After School Child Care program at our FCCS location, has already begun. Enrollment for child care at our newest charter school location, Clubhouse Kids @ Monocacy Valley Montessori Public Charter School (MVMPCS), will begin on Monday, June 5, 2017 @ 9:30AM.

Enrollment is awarded on a first come, first served basis and can be completed either:

1) By completing the attached paper forms and:

- sending them to us via fax at (301) 685-5120;
- dropping them off to us in-person at our center;
- scanning & emailing them to us at registration@ClubhouseKidsOnline.com;
- sending them via regular postal mail to us at P.O. Box 455 Walkersville, MD 21793-0455; or,

2) Online through the Parent Login button at the top of our website @ www.ClubhouseKidsOnline.com.

Once we receive your registration & enrollment application along with the annual family registration fee of \$35.00, we will begin the process of registering and enrolling your child/children in care. After completing a successful enrollment, a confirmation email will be sent to you, as well as a Clubhouse Kids Parent Handbook, and other informative email messages.

Please ensure that all Maryland State mandated health-related forms (available on our website) have been completed and submitted to us prior to your child's first day at Clubhouse Kids. Any child whose forms have not been turned in will not be able to attend care.

Due to the high demand at our locations, a waitlist may need to be started. If you are placed on a waitlist, a letter stating your position on the waitlist will be emailed to you.

School year tuition payments for enrolled plans are due on the 15th of each month from August 15th through May 15th. On approximately the 5th of each month, an invoice for the upcoming payment due will be sent to the primary account holder of each Clubhouse Kids account via email.

If you have any questions about this process or any of the paperwork involved, please feel free to contact us by email at info@ClubhouseKidsOnline.com or by phone at our Main Office at (301) 685-5100. We look forward to welcoming each and every one of you into our Clubhouse Kids family!

Sincerely,

The Clubhouse Kids Team!

The Clubhouse Kids Team ☺

www.ClubhouseKidsOnline.com

(301) 685-5100

Clubhouse Kids LLC

Registration & Enrollment Application
for Before & After School Child Care for School Year 2017-2018
at any Frederick, MD area Clubhouse Kids charter school location

To register & enroll your child/children to attend Clubhouse Kids at one of our charter school locations:

1. Fill out this registration form in its entirety (or enroll online at www.ClubhouseKidsOnline.com)
2. Attach a once-annual family registration fee of \$35 (registration fee is non-refundable).
3. **If this application is submitted after August 14, 2017, then:**
 - a) Speak with, or email Clubhouse Kids to determine any pro-rated amount immediately due; **and/or**,
 - b) Include the 1st month's tuition (and/or pro-rated amount if applicable) with this application.
4. Submit this completed Registration & Enrollment Application with your payment, either by mail to:
Clubhouse Kids P.O. Box 455 Walkersville, MD 21793-0455;
Or fax your forms along with credit card payment information to us at (301) 685-5120;
Or hand in your forms and payment to the Director at the Before & After School Child Care Center;
Or scan your forms/payment info into your computer & email to registration@ClubhouseKidsOnline.com.

Please Note: Certain Maryland State Department of Education - Office of Child Care (MSDE-OCC) forms must be completed and submitted **prior to any child's first day in care** at Clubhouse Kids. These forms are available on the "forms" page of our website at www.ClubhouseKidsOnline.com. Once we receive your enrollment forms (this packet) and payment, we will email a confirmation of enrollment to you as well as a Clubhouse Kids Parent Handbook. If you have any questions, please contact us at (301) 685-5100.

Clubhouse Kids Location: () Frederick Classical Charter School () Monocacy Valley Montessori PCS

Desired Start Date in Care: () 1st Day of School This Year () Other Date: _____

Is your child a Clubhouse Kids bus-rider between our FCCS center and another school? () No () Yes

If yes, circle school: Glade Elem. or Mother Seton or N. Frederick. Elem, or Walkersville Elem. or Walkersville Middle

1st Child's Name: _____

() Boy () Girl

Date of Birth: _____ / _____ / _____

Grade Level in **Fall of 2017:** _____

2nd Child's Name: _____

() Boy () Girl

Date of Birth: _____ / _____ / _____

Grade Level in **Fall of 2017:** _____

3rd Child's Name: _____

() Boy () Girl

Date of Birth: _____ / _____ / _____

Grade Level in **Fall of 2017:** _____

4th Child's Name: _____

() Boy () Girl

Date of Birth: _____ / _____ / _____

Grade Level in **Fall of 2017:** _____

Child's/Children's Home Address:

Street Address: _____

City: _____ State: _____ ZIP: _____

Person(s) authorized to pick up child/children from Clubhouse Kids care:

() Mother () Father () Guardian () Other (specify name & relationship): _____

Parent/Guardian 1 Name: _____ : () Male () Female

(Complete all fields below. Skip the Street Address, City, State, & ZIP if they are the same as child's on the previous page.)

Street Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Cellular Phone: _____ Work Phone: _____

*Email Address: _____ Social Security #: _____ / _____ / _____

* A valid email address is needed in order to receive invoices, receipts, newsletters, reminders, weather alerts/closing information, etc.

Parent/Guardian 2 Name: _____ : () Male () Female

(Complete all fields below. Skip the Street Address, City, State, & ZIP if they are the same as child's on the previous page.)

Street Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Cellular Phone: _____ Work Phone: _____

*Email Address: _____ Social Security #: _____ / _____ / _____

* A valid email address is needed in order to receive invoices, receipts, newsletters, reminders, weather alerts/closing information, etc.

Name of person responsible for the payment of fees: _____

(Please provide the name of the person responsible for the payment of fees in the space above.

Skip all fields below if the person's info has already been provided above.)

Street Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Cellular Phone: _____ Work Phone: _____

*Email Address: _____ Social Security #: _____ / _____ / _____

* A valid email address is needed in order to receive invoices, receipts, newsletters, reminders, weather alerts/closing information, etc.

Does your child/children have any allergies (ex: foods, bees, latex, etc.)? If yes, please list:

Does your child/children have any medical/physical limitations or special care needs (ex: a doctor-prescribed modified diet, an IEP in place during the school year, etc.)? If yes, please explain:

Will your child/children be taking medication(s) while at Clubhouse Kids? (An MSDE-OCC "Medication Order Form 1215", available on our website @ www.ClubhouseKidsOnline.com, is necessary for each medication). If yes, please list all medications along with the diagnosis requiring each medication:

2017-2018 Plans & Tuition

for any Frederick, MD area Clubhouse Kids charter school location

* Please choose one plan that best meets the child care needs for the 1st child, then choose one plan each for the 2nd child, the 3rd child, and the 4th child if applicable.

I would like to enroll my child/children in the following plan(s):

1 st <u>Child</u>	2 nd <u>Child</u>	3 rd <u>Child</u>	4 th <u>Child</u>	Before School Care Plans (<u>drop-in enrollment included</u>):	Circle Day(s) Needed
()	()	()	()	6:30am until the school day begins	
()	()	()	()	5 days per week at \$219.30 per child, per month	M T W Th F
()	()	()	()	4 days per week at \$184.90 per child, per month	M T W Th F
()	()	()	()	3 days per week at \$146.20 per child, per month	M T W Th F
()	()	()	()	2 days per week at \$103.20 per child, per month	M T W Th F
()	()	()	()	1 day per week at \$67.20 per child, per month	M T W Th F

1 st <u>Child</u>	2 nd <u>Child</u>	3 rd <u>Child</u>	4 th <u>Child</u>	After School Care Plans (<u>drop-in enrollment included</u>):	Circle Day(s) Needed
()	()	()	()	School dismissal time until 6:30pm	
()	()	()	()	5 days per week at \$288.10 per child, per month	M T W Th F
()	()	()	()	4 days per week at \$258.00 per child, per month	M T W Th F
()	()	()	()	3 days per week at \$223.60 per child, per month	M T W Th F
()	()	()	()	2 days per week at \$176.30 per child, per month	M T W Th F
()	()	()	()	1 day per week at \$98.90 per child, per month	M T W Th F

1 st <u>Child</u>	2 nd <u>Child</u>	3 rd <u>Child</u>	4 th <u>Child</u>	Before and After School Care Plans (<u>drop-in enrollment included</u>):	Circle Day(s) Needed
()	()	()	()	6:30am until the school day begins and; From school dismissal time until 6:30pm	
()	()	()	()	5 days per week at \$412.80 per child, per month	M T W Th F
()	()	()	()	4 days per week at \$361.20 per child, per month	M T W Th F
()	()	()	()	3 days per week at \$283.80 per child, per month	M T W Th F
()	()	()	()	2 days per week at \$197.80 per child, per month	M T W Th F
()	()	()	()	1 day per week at \$123.00 per child, per month	M T W Th F

1 st <u>Child</u>	2 nd <u>Child</u>	3 rd <u>Child</u>	4 th <u>Child</u>	Drop-In Care <u>Only</u> - Used "As Needed": (prices are per child, and are subject to availability)
()	()	()	()	<u>Regular School Day:</u> AM = \$20/day; PM = \$30/day; AM & PM = \$35/day;
Mark the space above for any child in need of drop-in care only.				<u>Delayed Opening Day:</u> AM = \$25/day; PM = \$30/day; AM & PM = \$40/day;
				<u>Early Dismissal Day:</u> AM = \$20/day; PM = \$35/day; AM & PM = \$40/day;
				<u>No-School Day:</u> Up to 4hrs- <u>sharp</u> = \$25/day; Over 4hrs- <u>sharp</u> = \$45/day

* All accounts enrolled only in "Drop-In Care Only" must submit a credit card or bank account info to be used for payment of fees as needed.

Sibling Discounts: 10% discount is given for the 1st additional sibling (child #2) enrolled.
 (Discounts do not apply to drop-in care) 20% discount is given for the 2nd additional sibling (child #3) enrolled.
 30% discount is given for the 3rd addtl sibling & after (child #4 & after) enrolled.

* The highest priced sibling plan will pay regular price. Cannot be combined with Other Discounts "a" or "b", or discounts not appearing herein.

Other Discounts: a) Active or Retired Military Parent = 15% discount (qualifying details apply);
 (Discounts do not apply to drop-in care) b) Self Improvement Discount (parent in college full time) = 15% discount (qualifying details apply);
 c) Referral Discount = 20% discount x 1 month (max disc. = \$100 per referral; details apply).

* Other Discounts "a" and "b" cannot be combined with each other, with Sibling Discounts, or with any discounts not appearing herein.

Parent & Child Care Center Enrollment Agreement - School Year 2017-2018

#1 Initial:

1. **Registration Fee.** I understand that a \$35.00 non-refundable and non-transferable Registration Fee per family is due once my child has been accepted into the program. No application for enrollment will be accepted without this fee (the Registration Fee is waived for families receiving subsidy payments from a state/county gov't agency).

#2 Initial:

2. **Schedule.** I understand that Clubhouse Kids is open each school day plus planned FCPS school-closed teacher professional days, most of FCPS Winter Break and Spring Break, most snow days, half-days, and two-hour delayed opening days, and that Clubhouse Kids usually follows the Frederick County Public Schools (FCPS) Administrative Offices schedule, particularly in instances of inclement weather. Refer to the C.K. Parent Handbook for more info.

#3 Initial:

3. **Tuition & Other Fees.** I understand that I am responsible for the monthly tuition fee, as determined by my plan selection, which is due by the 15th of each month, August 15th through May 15th. I understand that failure to pay a tuition payment due on the 15th of a month, by 11:59pm on the 18th of the same month, will result in a \$30.00 late payment fee applied to my account, and an account status of "delinquent". If the payment remains past due after 11:59pm on the 22nd of the same month, my account will be suspended. Upon account suspension, billing for the enrolled plan(s) will continue and my child's/children's space(s) in the program will be saved for 1 week, however attendance may not occur until the account balance has been paid. If not paid within 1 week, my child/children will lose their space(s) in the program and the account will be sent to collections. I shall be responsible for any attorney or collection fees associated with any outstanding charges on the account. I understand that should the account become paid in full, the decision whether to readmit my child or not will be made solely by Clubhouse Kids. If readmission occurs, it will not occur until space is available and all fees on the account have been paid. I understand that I will be charged a \$30.00 returned check fee for any checks returned as unpaid by the bank, and that after two returned checks, Clubhouse Kids will no longer accept personal checks for the account, and subsequent payments will need to be made via money order, cashier's check, or credit card. I understand that if on any given day, my child's pick-up person arrives after closing time, my account will be charged a late pick-up fee of \$1.00 per minute past closing time, and that this late pick-up fee will be due and payable at the time of occurrence. I understand that repeated late pick-ups may jeopardize my child's enrollment status. I understand that drop-in care fees are due on the day of the drop-in use. I understand that cash payments are not accepted. I understand that after one free enrollment plan change per school year, subsequent enrollment plan changes will incur a \$10 fee per change. I understand that if my account carries a balance past the May 15th school year payment date, my account billing cycle will transition to the summer camp billing schedule which occurs at a shorter interval between payment due dates, and also has other differences.

#4 Initial:

4. **No Tuition Adjustments.** I understand that there are no adjustments to tuition due to absences caused by illness, vacation, or any reason. Clubhouse Kids has no control over emergency school closings and has a number of expected snow days and child absence days pre-calculated into tuitions.

#5 Initial:

5. **Tuition Payment Schedule (school year).** (may be adjusted at Clubhouse Kids discretion due to unforeseen circumstances).

<u>Payment #</u>	<u>Payment Billing Date</u>	<u>Payment Due Date</u>	<u>Service Period Covered</u>
#1	08/05/2017	08/15/2017	09/05/2017 - 10/02/2017
#2	09/05/2017	09/15/2017	10/03/2017 - 10/30/2017
#3	10/05/2017	10/15/2017	10/31/2017 - 11/27/2017
#4	11/05/2017	11/15/2017	11/28/2017 - 12/26/2017
#5	12/05/2017	12/15/2017	12/27/2017 - 01/24/2018
#6	01/05/2018	01/15/2018	01/25/2018 - 02/21/2018
#7	02/05/2018	02/15/2018	02/22/2018 - 03/21/2018
#8	03/05/2018	03/15/2018	03/22/2018 - 04/18/2018
#9	04/05/2018	04/15/2018	04/19/2018 - 05/17/2018
#10	05/05/2018	05/15/2018	05/18/2018 - 06/15/2018*

*The last day of school for students is the last day of Clubhouse Kids school year care. Date may vary per FCPS.

#6 Initial:

6. **Program/Enrollment Changes and Withdrawals.** I understand that I must provide **TWO-WEEKS ADVANCE WRITTEN NOTICE** for enrollment changes and/or withdrawals from a program, during which time I will be responsible for payment of fees for the currently enrolled program. Billing will stop two weeks from the date of written notification, regardless of when the child/children stopped attending care.

#7 Initial: 7. Daily Sign In/Out. I agree to escort my child/children in and out of the child care center daily, signing him/her/them in and out at the designated location each day. **This is a Maryland State Department of Education - Office of Child Care (MSDE-OCC) requirement.**

#8 Initial: 8. Late Pick-ups. I understand that in the event a child is not picked up from Clubhouse Kids by 6:35pm, and no call is received from a parent regarding a late pick-up, a contact person on the child's emergency form will be notified. If all efforts to have a child picked up fail, staff must call Child Protective Services.

#9 Initial: 9. Child Health Forms & File Info. I understand that all required Maryland State health and emergency forms, as well as Clubhouse Kids forms must be completed in-full and brought to the center Director or delivered to Clubhouse Kids via mail, fax, or email, on or before the first day of attendance. **CHILDREN MAY NOT ATTEND without all required forms at the site. I agree to update my child's file information as any changes occur.**

#10 Initial: 10. Medical Emergencies. I understand that if a medical emergency arises, depending on the Clubhouse Kids staff-observed severity of the emergency, the staff will attempt to contact the parent/guardian and/or 911 Emergency Services. If the parent/guardian cannot be reached, the staff will contact the emergency contact person(s) listed on the submitted MSDE-OCC Emergency Form 1214 on file. If the emergency is such that the child needs to be transported to a hospital, a staff member will accompany the child only if staffing at the site permits. If staff cannot leave, the child will be transported in the care of emergency personnel.

#11 Initial: 11. Medication Administration. I understand that medication will only be administered by Clubhouse Kids staff if the medication is accompanied by a physician-signed and parent/guardian-signed MSDE-OCC Medication Administration Authorization Form 1216. Medication must be in its original pharmacy-provided container with all information remaining on the label. The first dose of a medication cannot be given at Clubhouse Kids.

#12 Initial: 12. Other Needs. I understand that if any parent/guardian specific needs for the program are not addressed within these guidelines or the Clubhouse Kids Parent Handbook, special requests must be referred to the center Director. Reasonable attempts to meet reasonable requests will be made at the discretion of Clubhouse Kids.

#13 Initial: 13. Behavior. I understand that Clubhouse Kids staff will inform a child's parent/guardian, as needed, of any behavioral problems through daily discussions, incident reports, and conferences. The Clubhouse Kids discipline policy, documented in the Clubhouse Kids Parent Handbook, will be enforced by Clubhouse Kids staff.

#14 Initial: 14. Child Care Pamphlet. I understand that the pamphlet, "A Parent's Guide to Regulated Child Care", published by the Maryland State Department of Education-Office of Child Care, informs parents of their rights and responsibilities as a child care consumer. This pamphlet is available at www.marylandpublicschools.org, Early Childhood Development Division, Licensing Branch, as well as on our website at www.ClubhouseKidsOnline.com.

#15 Initial: 15. Photo/Video Grant. I hereby acknowledge that in the course of providing services, Clubhouse Kids, its employees, agents or assigns may capture my child/children via photograph or video-recording and may decide to use the photo, video or other digital reproduction of him/her/them or other reproduction of his/her/their physical likeness, image or voice for publication processes, whether electronic, print, digital or electronic publishing via the Clubhouse Kids website, or for any other legitimate reason. **I understand that when this occurs, Clubhouse Kids never provides specific information about any individual or provides any identifying information in that regard.**

#16 Initial: 16. Policies. I agree to adhere to all Clubhouse Kids policies, whether listed in this Enrollment Agreement, in the Clubhouse Kids Parent Handbook, or posted at the center. Furthermore, I understand that failure to adhere to these policies may result in the dismissal of my child/children from the program without receiving credit or refund.

Agreement: I have read and understand all five pages of this Registration & Enrollment Application including both pages of the Parent & Child Care Center Enrollment Agreement portion which outlines the policies and procedures of the Clubhouse Kids program and I hereby agree to abide by these policies and procedures whether outlined herein, in the Clubhouse Kids Parent Handbook, or posted at the Clubhouse Kids center.

Signature of Parent/Guardian

Date

Signature of Fees Responsible Person

Date

Printed Name of Parent/Guardian

Printed Name of Fees Responsible Person

Clubhouse Kids @ (charter school locations)

School Year Payment Preferences Form

In doing our part to use less paper, save a few trees, and "go green", Clubhouse Kids automatically sets all of our registered families to receive monthly invoices, receipts, newsletters, and other correspondence via email.

Please provide your preferred email address (required): _____

1) Registration Fee: To pay the Registration Fee by credit card/bank account, please indicate & provide info below:

() I wish to pay the School Year 2017-2018 Before and After Care Registration Fee of \$35 by credit card.

2) Enrolled Attendance Plans: Of the two choices below, indicate your preferred payment method for school year enrollment plan tuition and associated fees, due on the 15th of each month August 15th through May 15th.

() **Automatic Monthly Payments via Credit Card or Electronic Funds Transfer (EFT).** I wish to make my Clubhouse Kids school year payments, covering tuition and any other outstanding charges to my account, via credit card as provided below, or via Electronic Funds Transfer (EFT) (copy of voided check attached).

() **Manually Make Monthly Payments.** I will manually remit payment for my Clubhouse Kids school year tuition and any other outstanding charges to my account, via check, money order, cashier's check, or I will log in to my Clubhouse Kids account by clicking the Parent Login button at the top of the Clubhouse Kids website to make payments. School year payments are due on the 15th of each month August 15th through May 15th.

3) "Drop-In Care Only" Enrollees: All accounts enrolled **only** in "Drop-In Care Only" must submit a credit card or bank account to Clubhouse Kids to be used for payment of fees, as fees become due. If this is applicable to you, please mark the space below, and provide credit card or bank account information for payment of fees below.

() **Drop-In Care Fees.** Drop-in care fees are due and payable at the time of occurrence.

As indicated in my enrollment paperwork, I wish to enroll in drop-in care only and understand that drop-in care fees and associated fees will be posted to my Clubhouse Kids account and charged to my credit card (info provided below) or bank account (copy of voided check attached/provided) at the time of occurrence (or shortly thereafter), with an email receipt automatically sent upon each successful transaction.

Credit Card Information

Cardholder's Name (PRINT): _____

Child/Children at Clubhouse Kids: _____

Cardholder's Billing Address: Street: _____

City: _____ State: _____ Zip: _____

Card Type: () VISA () MasterCard () American Express () Discover

Card #: _____ Expiration Date: ____ / ____

Security Code (MC/Visa/Disc: 3-digits on back of card, near signature; American Express: 4-digits on front): _____

By signing below, I authorize Clubhouse Kids to charge my Clubhouse Kids school year registration fees and/or tuition & other fees (as indicated on this form) to my credit card or bank account provided.

Cardholder's Signature

Today's Date