



## Welcome to Clubhouse Kids "Little Ones" Preschool and Child Care

Thank you for your interest in enrolling in Clubhouse Kids care! Attached you will find our Frederick, MD Registration & Enrollment Application packet for "Little Ones" preschool and child care. Clubhouse Kids "Little Ones" are children ages 6-weeks old through non-FCPS-pre-k and non-kindergarten 5-year-olds.

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

- 1) Printing & completing the attached paper forms and either:
  - hand delivery (preferred method!)
  - sending them to us via fax at (301) 685-5120; or,
  - scanning & emailing them to us at [info@ClubhouseKidsOnline.com](mailto:info@ClubhouseKidsOnline.com); or,
  - sending them via regular mail to us at P.O. Box 455 Walkersville, MD 21793-0455.

Once we receive your registration & enrollment application along with any associated registration fees and deposits, we will begin the process of registering and enrolling your child in care. After completing a successful registration & enrollment, a confirmation email message will be sent to you as well other informative email messages.

A packet of Maryland State Department of Education - Office of Child Care (MSDE-OCC) forms will be emailed to you upon completion of enrollment. A cover sheet explaining which forms are required for which children is included with the packet. **Please** ensure that all required forms from this packet are completed and submitted to us prior to your child's first day at Clubhouse Kids.

**Any child whose required forms have not been received at least 2-weeks prior to their requested start date in care, will not be able to begin attendance on the requested date.**

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

Once enrolled, weekly invoices for tuition payments are emailed to account holders on Monday evenings. These payments are due two days later on Wednesdays, and pay for care during the upcoming full week.

Weekly payments due on Wednesday have a 2-day grace period through that Friday night at 11:59pm. Accounts with unpaid payments after that Friday night at 11:59pm will automatically have a late payment fee applied. Accounts remaining unpaid after that Sunday night at 11:59pm will be suspended and the children on the account will not be allowed to attend care/camp until all overdue tuition and associated fees have been paid.

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](mailto: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 

[www.ClubhouseKidsOnline.com](http://www.ClubhouseKidsOnline.com)

(301) 685-5100

# Clubhouse Kids LLC

## LITTLE ONES Registration & Enrollment Application - Frederick County, MD

For 6-wk-old & up infants/toddlers, 2's, 3's, 4's, & non-FCPS-Pre-k-ers, & non-Kindergarten 5's. **Effective 06/16/2025**

### To register & enroll your child/children to attend Clubhouse Kids in Frederick County, MD:

1. Complete this enrollment application in its entirety.  
A new Registration & Enrollment Application will need to be submitted for each school year season.
2. Attach payment, or include information on the Clubhouse Kids "Payment Preferences Form" for:
  - a) payment of a once-annual Registration Fee of \$100 per child.
  - b) payment of an Enrollment Deposit of \$250 per enrolling child (unless this is already on-file at CHK).  
\*The deposit is held by Clubhouse Kids, and upon withdrawal, is applied back towards the child's account.
3. Submit this completed Registration & Enrollment Application with your payment by:  
Hand Delivery to us at: 8420 Gas House Pike, STE P | Frederick, MD 21701 (preferred method)  
Or by USPS mail to: Clubhouse Kids | P.O. Box 455 | Walkersville, MD 21793-0455;  
Or by fax your forms and credit card payment information to us at (301) 685-5120;  
Or by scanning the forms/payment info into your computer & email to [info@ClubhouseKidsOnline.com](mailto:info@ClubhouseKidsOnline.com).

Once we process your enrollment forms and payment, we will send a confirmation email message to you, and a Clubhouse Kids Parent Handbook. Questions? Contact us at [info@ClubhouseKidsOnline.com](mailto:info@ClubhouseKidsOnline.com) or (301) 685-5100.

**Please Note:** Specific Maryland State Department of Education - Office of Child Care (MSDE-OCC) forms must be completed and submitted **at least 2 weeks prior to any child's first day in Clubhouse Kids care.** To get a head start, these forms are available on the "forms" page of our website at [www.ClubhouseKidsOnline.com](http://www.ClubhouseKidsOnline.com) (titled "Maryland State Forms Packet").

\* **Clubhouse Kids location:** (  ) CHK @ Gas House Pike\* (Infants, Toddlers, Preschool, Pre-K)  
(All-Day Care & Part-Day Care)

\* This location could change to one of our other sites in the event of an emergency or due to unforeseen circumstances.

\* **Reminder:** Clubhouse Kids provides transportation to and from many area schools for school-age siblings/children attending those schools! Area schools include: Glade Elementary, Walkersville Elementary, North Frederick Elementary

**Desired Start Date in Care:** (  ) Re-enrollment/continue current care uninterrupted into summer & school year  
(  ) 1<sup>st</sup> Day of FCPS School Yr. 2025-2026 (August 20, 2025)  
(  ) Other Date: \_\_\_\_\_

Child's **FIRST** Name: \_\_\_\_\_ Child's **LAST** Name: \_\_\_\_\_

Child's Date of Birth & Gender: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (  ) Boy (  ) Girl

Child's Home Address:

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Person(s) authorized to pick-up the above child from Clubhouse Kids care:

(  ) Mother (  ) Father (  ) Guardian (  ) Other (specify name & relationship): \_\_\_\_\_

**Parent/Guardian 1:** **FIRST Name:** \_\_\_\_\_ **LAST Name:** \_\_\_\_\_ (  ) Male (  ) Female  
Legal Role: (  ) Mother/Father (  ) StepMom/StepDad (  ) Aunt/Uncle (  ) Grandparent (  ) Adult Sibling  
Is the listed child's primary residence the same as Parent/Guardian #1's primary residence? (  ) Yes (  ) No

Complete all fields below, except: You may skip the Address, City, State, & ZIP, if they are the same as child's on previous page.

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_ \*Email Address (print very legibly): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\* **Reminder:** A valid email address is needed to receive invoices, reminders, weather alerts, closing information, etc.

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**Parent/Guardian 2:** **FIRST Name:** \_\_\_\_\_ **LAST Name:** \_\_\_\_\_ (  ) Male (  ) Female  
Legal Role: (  ) Mother/Father (  ) StepMom/StepDad (  ) Aunt/Uncle (  ) Grandparent (  ) Adult Sibling  
Is the listed child's primary residence the same as Parent/Guardian #2's primary residence? (  ) Yes (  ) No

Complete all fields below, except: You may skip the Address, City, State, & ZIP, if they are the same as child's on previous page.

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_ \*Email Address (print very legibly): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\* **Reminder:** A valid email address is needed to receive invoices, reminders, weather alerts, closing information, etc.

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**Does your child have any allergies?** (example: foods, bees, latex, etc.). \* If yes, please list:

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**Does your child have any medical or physical limitations, or special care needs?** (example: a doctor-prescribed modified diet, a 504 or an IEP in place during the school year, etc.).

\* If yes, please explain. If a 504 or an IEP, please provide us a copy of the accommodations:

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**Will your child be taking medication(s) while at Clubhouse Kids?** If yes, one or more of the following MSDE-OCC forms may be required: "Medication Administration Form 1216", "Allergy Action Plan form", "Asthma Action Plan Form", "Seizure Medication Administration Authorization Form". All forms are available on our website at [www.ClubhouseKidsOnline.com](http://www.ClubhouseKidsOnline.com) for download/print.

\* We must receive these forms **at least 2 weeks prior to a child's first day in care**. Please call us at (301) 685-5100 to set an appointment to drop off & review these forms, as well as to drop off the accompanying brand new, manufacturer-sealed or pharmacy-sealed medication(s) indicated on the forms.

\* If yes, please list all medications along with the diagnosis requiring each medication.:

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# Little Ones Tuitions & Plans

## for our Clubhouse Kids @ Gas House Pike Child Care Center Location

- Below, please indicate one plan that best meets the child care needs for the child indicated in this packet.
- If registration & enrollment is needed for siblings, please complete a separate packet for each sibling.

I would like to enroll my child indicated above in the following attendance plan:

<u>Mark Your Choice w/ Check or X</u>	<u>Full-Day Care</u> <small>(attend once p. day 6.30am-6.30pm)</small>	<u>Part-Day Care</u> <small>(attend once p. day 9am-3pm-sharp)</small>
<u>6-wks old - 2-yrs old</u> , in <u>5-days per week</u> at:	( <input type="checkbox"/> ) \$487.00 p. child, p. week;	( <input type="checkbox"/> ) \$414.00 p. child, p. week
<u>2-yrs old (&amp; non-potty-trained 3's)</u> , in <u>5-days p. wk</u> at:	( <input type="checkbox"/> ) \$380.00 p. child, p. week;	( <input type="checkbox"/> ) \$323.00 p. child, p. week
<u>3-yrs old (fully potty trained)</u> , in <u>5-days per wk</u> at:	( <input type="checkbox"/> ) \$330.00 p. child, p. week;	( <input type="checkbox"/> ) \$281.00 p. child, p. week
<u>4-yr olds &amp; non-Pre/K 5-yr olds</u> , in <u>5-days p. wk</u> at:	( <input type="checkbox"/> ) \$319.00 p. child, p. week;	( <input type="checkbox"/> ) \$271.00 p. child, p. week

Pre-K-ers (at Glade Elementary, N. Frederick Elementary, Walkersville. Elementary, MVMPCS) enrolling in Clubhouse Kids 5-days per week:  
 (  ) Before and After Care - \$238 child/week; | (  ) After Care ONLY - \$203 child/week; | (  ) Before Care ONLY - \$143 child/week  
 \* Clubhouse Kids transportation to/from school included with pre-k before and/or after care enrollment.

(  ) Carroll Creek Montessori **preschool 3's ONLY**; enrolling in CHK care 11:30am-5:30pm-sharp @ \$281.00 p. child, p. week;  
 \* Clubhouse Kids does not transport CCM mid-day preschool children. Parent must arrange reliable daily transportation to Clubhouse Kids.

### **Drop-in Care - Used "As Needed" (Price per child. Space is not guaranteed available.)**

Drop-in care is offered at the rates listed below. However, drop-in care is never guaranteed to be available, and may frequently be unavailable due to a specific age group at the center being full to its maximum allowed capacity.

Drop-in care would only be needed for and is only available to children "grandfathered" into our discontinued 2-day or 3-day attendance plans.

6-wks old to 2-yrs old: Full-Day Drop-in Care = \$190; Part-Day Drop-in Care = \$161

2-yr-olds (& non-potty-trained 3's): Full-Day Drop-in Care = \$148; Part-Day Drop-in Care = \$126

3-yr-olds (fully potty trained): Full-Day Drop-in Care = \$129; Part-Day Drop-in Care = \$110

4-year-olds: Full-Day Drop-in Care = \$124; Part-Day Drop-in Care = \$106

\* Full-Day Care = attendance once per day between center open & close time. Part-Day Care = attendance once per day between 9am-sharp & 3pm-sharp. Part-day child: On 3<sup>rd</sup> late pick-up, child immediately moved to full-day equivalent-days plan, and part-day plan becomes unavailable to child for 1 year.

**Sibling Discounts:**    1<sup>st</sup> additional sibling's tuition (child #2) = 10% discount  
                                   2<sup>nd</sup> & after additional sibling's tuition (child #3+) = 15% discount

\* Sibling Discounts cannot be combined with Other Discounts "a" and "b" shown below, or any discounts not appearing herein. Sibling Discounts do not apply to Drop-in Care. Sibling with highest priced enrollment plan = child #1, Second highest = child #2, Third highest = child #3, etc.

**Other Discounts:** a) Active or Retired Military Parent = 10% discount (qualifying details apply)  
                                   b) Self Improvement Discount (parent in college 9 credits/semester min.) = 10% disc. (qualifying details apply)  
                                   c) Referral Discount = 25% disc. x 1-week total tuition (max. disc. = \$120 per referral; qualifying details apply)

\* Other Discounts "a" and "b" cannot be combined with each other, with Sibling Discounts, or with any discounts not appearing herein. Other Discounts do not apply to Drop-in Care.

# Parent & Child Care Center Enrollment Agreement

**#1 Initial:** \_\_\_\_\_  
**1. Planned Schedule.** I understand that Clubhouse Kids is open Monday-Friday, including Frederick County Public Schools (FCPS) school-closed teacher work days, professional days & half-days, much of FCPS Winter Break, most of FCPS Spring Break, many snow days & delayed opening days; and that Clubhouse Kids usually follows the FCPS Admin. Offices schedule, particularly in instances of inclement weather. Refer to the Clubhouse Kids Parent Handbook for more info.

**#2 Initial:** \_\_\_\_\_  
**2. Registration Fee.** I understand that a \$100 non-refundable and non-transferable Registration Fee per child is due once my child has been accepted into the program. No application for enrollment will be processed without this fee.

**#3 Initial:** \_\_\_\_\_  
**3. Enrollment Deposit.** I understand that an enrollment deposit ("Deposit") of \$250 per 6-week-old through non-kindergarten 5-year-old child, and \$200 per school-age child, is required at enrollment (unless already on file), and that the Deposit will be held and applied back to the child's account upon receiving 2-weeks' notice of withdrawal from their enrolled attendance plan. I understand that the Deposit may or may not fully cover any final payment due, and that I am responsible for any amount due in excess of each applicable Deposit; and that I shall be refunded the difference in the event that a Deposit, once applied to the account, exceeds the balance due. In no event shall a Deposit be applied to an account balance unless a written 2-weeks' notice of withdrawal for the corresponding child has been received by Clubhouse Kids, or the child is no longer attending.

**#4 Initial:** \_\_\_\_\_  
**4. Tuition & Other Fees.** I understand that I am responsible for recurring tuition payments (amount(s) determined by plan selection and enrollment dates), due weekly on Wednesdays. **I understand that if Clubhouse Kids does not receive the payment(s) due (including carry-over balances and other associated fees) by 11:59pm on the Friday occurring 2-days after the Wednesday due date, a late payment fee and account status of "delinquent" will be applied to my account. If the payment remains past due after 11:59pm on the Sunday occurring 4 days after the Wednesday due date, the account will be suspended immediately.** Upon account suspension, my child/children will not be allowed to attend care. In such a scenario, at Clubhouse Kids' discretion, my child/children may receive a forced-withdrawal from the program on any date between the suspension date and 2-weeks later. If a forced-withdrawal occurs, billing in the enrolled plan(s) will continue until, and be discontinued on, the effective forced-withdrawal date; the account will be sent to collections, and my child's/children's space(s) in the program will be offered to another family. I shall be responsible for any attorney/collection fees associated with any outstanding charges on the account. I understand that, after suspension, should the account become paid in full, the decision whether to readmit my child will be made solely by Clubhouse Kids. If readmission occurs, it will not occur until enrollment space is available and all fees on the account, including re-enrollment related fees, have been paid. I understand that an additional summer-care fee of \$100 is due per 2-year-old through non-kindergarten-5-year-old, approximately each mid-May for the child to attend care during summer, and that school-age children will need to enroll in summer camp if care during summer is needed. **I understand that I will be charged a 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 payment on the account; only cashier checks, money orders, and credit cards will be accepted. I understand that if my child's pick-up person arrives after closing time or after my child's scheduled end-of-care time, my account will be charged a late pick-up fee of \$1 per minute late, 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 after one free enrollment plan change per year, subsequent enrollment plan changes will incur a \$20 fee per occurrence.** I understand that whether my account has children on it who are enrolled in an attendance plan or not, any balance on the account will remain due and subject to all Clubhouse Kids policies.

**#5 Initial:** \_\_\_\_\_  
**5. Tuition Payment Schedule.** I understand that the Clubhouse Kids Tuition Payment Schedule will occur as follows:  
a) On about each Monday, an invoice indicating the payment amount due for my account on the upcoming Wednesday occurring 2-days later ("payment due"), will be sent via email to the primary account holder email address. The payment due will pay for my child's/children's enrollment for the following/upcoming week (Monday-Friday), plus any other fees posted to the account, and/or any unpaid balance previously posted to the account.  
b) The payment due will be due by the scheduled and indicated Wednesday due date.  
c) If the payment due is not paid in full by 11:59pm on the indicated Wednesday, the payment will become late/overdue, and the account status will become "Delinquent".  
d) If the payment due is not paid by 11:59pm on Friday of that week, a Late Payment Fee will be applied to the account.  
e) If the payment due and Late Payment Fee have not been paid in full by 11:59pm on Sunday of that week, the account will become suspended, and the children listed on the account will not be able to attend any Clubhouse Kids program until the payment due (including any Late Payment Fee, etc.) has been paid in full.  
f) This billing sequence will recur/continue week after week while my child is enrolled at Clubhouse Kids.

**#6 Initial:** 6. No Tuition Adjustments. I understand that there are no adjustments to tuition due to absences caused by illness, vacation, center closure, quarantine, or any reason. A number of expected days missed due to illness, weather, and foreseen or unforeseen circumstances are pre-calculated into tuitions. In the event that Clubhouse Kids is unable to provide services or must move to an alternate site for any reason, no refunds, credits, or adjustments will be processed.

**#7 Initial:** 7. Subsidized Families. I understand that Clubhouse Kids accepts payment from Maryland's Child Care Scholarship Program (CCS), sometimes called "vouchers", for child care payment assistance, and that interested parents must contact CCS directly to apply for assistance. I understand that parents are responsible for the difference between the weekly tuition amount due and the amount that CCS pays. I understand that parents using vouchers must receive authorization from Clubhouse Kids prior to enrolling in care. I understand that the date when voucher payments begin to be credited/applied to a child's Clubhouse Kids account is determined at the sole discretion of Clubhouse Kids, and generally will be whichever of the following two described dates is later:

- a) The date when Clubhouse Kids receives an emailed pdf copy of a CCS-approved voucher for the child, which notifies in writing that a child has been approved for CCS voucher assistance, and details the assistance amount being offered, as well as the start and end dates of the child's voucher approval; or,
- b) The date on the CCS-approved voucher that specifies when voucher coverage may be first put into effect.

I understand that voucher coverage will not be backdated and that non-voucher payments (i.e.: payments made by check, credit card, etc.) that were paid to the account prior to the date determined by Clubhouse Kids as the start date for crediting CCS voucher payments to the account, will not be refunded, credited, reimbursed, etc., in any way. I understand that when using CCS voucher assistance, CCS allows the covered child to utilize a limited number of absences for illness, vacation, etc. per year (possibly up to 60 days or two consecutive absence weeks) from the child's enrolled attendance plan at the child care facility, and that absences in excess of the maximum allowed may cause the CCS cancellation of the voucher approval, making the parent solely responsible for full tuition. **I understand that as a part of my child remaining CCS qualified for vouchers/tuition assistance, I will be required by CCS to periodically log in to the CCS website/portal to validate the attendance for my child over the past 1-2 weeks, as reported by my child care provider. I understand that if I fail to log-in timely to my CCS account as instructed, even once, that CCS will revoke my child's approval without warning, making me fully responsible for all fees and/or tuitions associated with my child's Clubhouse Kids attendance/enrolled plan.**

**#8 Initial:** 8. Enrollment, 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 continue for two weeks from the date of written notification, regardless of when the child/children stop attending care in their enrolled plan(s). Clubhouse Kids reserves the right to refuse registration, enrollment, and care to any family for any reason, without disclosing a reason.

**#9 Initial:** 9. Daily Sign In/Out. I agree to escort my child/children in and out of the child care center daily, signing them in and out each day. **This is a Maryland State Department of Education - Office of Child Care (MSDE-OCC) requirement.**

**#10 Initial:** 10. Late Pick-ups. I understand that in the event of a child not being picked up by our scheduled closing time, and no phone call received from a parent/guardian 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, Clubhouse Kids staff must call Child Protective Services. Late Pick-up Fee information appears in Section #4 of this "Parent & Child Care Center Enrollment Agreement".

**#11 Initial:** 11. Child Health Forms & File Information. I understand that all required Maryland State health & emergency forms, and Clubhouse Kids forms, must be completed and hand delivered to Clubhouse Kids at least 2 weeks prior to the child's first day of attendance. **CHILDREN MAY NOT ATTEND without all required forms turned in. I agree to update my child's file information as any changes occur.** A child requiring medication for anaphylaxis, seizures, diabetes, asthma, or other serious issues cannot begin care without first attending a meeting with Clubhouse Kids.

**#12 Initial:** 12. Medication Administration. I understand that medication (prescription/non-prescription) 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 (others may be req'd). Medication must be in its original pharmacy-provided container with all info remaining on the label. We cannot give the first dose of a new medication to a child.

**#13 Initial:** 13. Medical Emergencies. I understand that if a medical emergency arises, depending upon 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 child's submitted MSDE-OCC Emergency Form 1214. 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 child care center permits. If staff cannot leave, the child will be transported in the care of emergency personnel. **Keep your child's emergency info updated.**

**#14 Initial:** **14. 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.

**#15 Initial:** **15. 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.

**#16 Initial:** **16. Child Care Pamphlet.** I understand that the paper pamphlet, "A Parent's Guide to Regulated Child Care", published by the Maryland State Department of Education-Office of Child Care (MSDE-OCC), and available at [www.marylandpublicschools.org](http://www.marylandpublicschools.org) and at [www.ClubhouseKidsOnline.com](http://www.ClubhouseKidsOnline.com), informs parents of their rights and responsibilities as a child care consumer in Maryland.

**#17 Initial:** **17. Photo/Video Statement.** I understand 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 or identifying information about any individual depicted. (In other words, we may post a picture including your child on our Facebook page, with a description reading something like "The kids had a great time bowling today!")

**#18 Initial:** **18. Personal Items.** Clubhouse Kids will not be held responsible for loss, theft, or damage to toys, electronic devices, clothes, or any other personal items brought to the Clubhouse Kids program.

**#19 Initial:** **19. Policies.** I agree to adhere to all Clubhouse Kids policies, whether listed in this "Parent & Child Care Center Enrollment Agreement", listed in the Clubhouse Kids Parent Handbook, posted at a Clubhouse Kids child care center, explained to me verbally by a staff member, or explained to me in a text message or email message by a staff member. Furthermore, I understand that failure to adhere to these policies could result in dismissal from the program without receiving credit/refund.

**Agreement.** I have read and understand all pages/portions of this Registration & Enrollment Application, including but not limited to, all previously appearing numbered agreement points. I hereby agree to abide by, and agree to adhere to all Clubhouse Kids policies and procedures.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent/Guardian

# Clubhouse Kids Informed Consent and Release of Liability Form

The following **MUST** be initialed, and signed at the bottom, in order to participate in Clubhouse Kids programs.

- #1 Initial:** \_\_\_\_\_ 1. I certify that my child/children is/are able to participate fully in the activities and programs of the Clubhouse Kids program (the "Clubhouse Kids Programs") and to use the facilities, equipment (such as various ride-on toys, inflatables, trampolines, climbing playsets with slides, etc.), and machinery of Clubhouse Kids and/or of any Clubhouse Kids supplied or field-trip-visited 3rd party (the "Facilities and Equipment") unless otherwise stated in writing to Clubhouse Kids.
- #2 Initial:** \_\_\_\_\_ 2. In consideration of being allowed to participate in the Clubhouse Kids Programs and to use the Facilities and Equipment, I/We do hereby waive, release and forever discharge, and indemnify and hold harmless Clubhouse Kids and its officers, agents, employees, representatives, and all others from any and all responsibility or liability for injuries or damages, except those caused by the negligent act or omission of any of the foregoing persons or entities, arising out of, resulting from or in connection with my/our use of the Facilities and Equipment or my/our participation in any of the Clubhouse Kids Programs.
- #3 Initial:** \_\_\_\_\_ 3. I/We understand that participation in the Clubhouse Kids Programs and the use of the Facilities and Equipment is potentially hazardous. I/We also understand that the activities involve a risk of injury and even death and that I/We am/are voluntarily participating in the Clubhouse Kids Programs and using the Facilities and Equipment with knowledge of the dangers involved. I/We hereby agree to expressly assume and accept any and all risks of injury or death.
- #4 Initial:** \_\_\_\_\_ 4. I/We understand that the Facilities and Equipment and the Clubhouse Kids Programs may not be advisable for certain individuals, including but not limited to elderly persons, pregnant women, persons suffering from heart disease, diabetes, high or low blood pressure and other conditions and illnesses, and persons taking medication. I/We hereby acknowledge that I/We have been advised to seek advice from a physician regarding my/our participation in the Clubhouse Kids Programs or in the use of the Facilities and Equipment. I/We also acknowledge that it has been recommended that I/We have a yearly or more frequent physical examination and consultation with my/our physician as to my/our participation in the Clubhouse Kids Programs and my/our use of the Facilities and Equipment. I/We acknowledge that I/We have either had a physical examination and have been given my/our physician's permission to participate, or that I/We have decided to participate in the Clubhouse Kids Programs and/or use the Facilities and Equipment without the approval of my/our physician and do hereby assume all responsibility for my participation in the Clubhouse Kids Programs and my/our use the Facilities and Equipment.
- #5 Initial:** \_\_\_\_\_ 5. I understand that some days may involve field trips with travel from the Clubhouse Kids facility and I give permission to Clubhouse Kids to transport me/my child via a Clubhouse Kids designated vehicle and indemnify and hold harmless Clubhouse Kids, its officers, agents, representatives, and employees from any claim for damage or injury to person or property arising out of such transport, except as caused by the gross negligence of Clubhouse Kids, its representative, agents or employees.
- #6 Initial:** \_\_\_\_\_ 6. I authorize Clubhouse Kids to provide medical care and seek advanced medical care for my child, should the need arise. I also authorize Clubhouse Kids to transport my child for the purpose of providing medical care, if necessary, at the discretion of Clubhouse Kids or medical personnel.
- #7 Initial:** \_\_\_\_\_ 7. I authorize Clubhouse Kids to administer sunscreen (lotion for 6-weeks to preschool; spray for school-agers) to my child, should the need arise. I also understand that Clubhouse Kids is required to hold the sunscreen when not in use.

**By signing below, I hereby acknowledge my understanding of, and agreement with, all statements appearing above.**

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent/Guardian



# Clubhouse Kids

## Infant/Toddler Intake Form

(Update as Changes Occur or Every 3 Months)

**\*This form only to be completed for enrolling INFANTS & TODDLERS**

**All About:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
*Print the child's name here.*

Parent/Guardian 1: \_\_\_\_\_ Cell Ph: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Parent/Guardian 2: \_\_\_\_\_ Cell Ph: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Circle type(s) of liquids you are currently offering to your child:    Breast Milk    Milk    Formula    Juice    Water

How much/how often? \_\_\_\_\_

Do you offer cereal with formula?    Y / N    How much & often? \_\_\_\_\_

Do you mix cereal with fruit/vegetables?    Y / N    How much & often? \_\_\_\_\_

List below any foods other than milk/formula that are offered to your baby:

<u>Type of Food:</u>	<u>Amount of Food:</u>	<u>How Often:</u>

Circle how your child usually eats these foods:    Spoon-fed    Use fingers    Self-spooned    Other: \_\_\_\_\_

Does your child have difficulty eating?    Y / N    (Sits up, chokes easily, allergies)    Other: \_\_\_\_\_

What time does your child usually nap?    \_\_\_\_\_ am    or    \_\_\_\_\_ pm    Naps for how long? \_\_\_\_\_

How does your child like to fall asleep/nap? (rocked, patted, back rubbed, sleep-sack) \_\_\_\_\_

(We must nap/sleep infants on their backs unless we have a doctor's note to use restrictive devices; wedge, roll, strap, etc.)

What are some things your baby likes to do? \_\_\_\_\_

Please list a daily schedule of what your baby does during the day: \_\_\_\_\_

Please list any other information we need to know about your infant/toddler: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Staff Initials & Date: \_\_\_\_\_



# Clubhouse Kids

## Pre-Schoolers "All About Me" Intake Form

(Update as Changes Occur or Every 6 Months)

**\*This form only to be completed for enrolling 2, 3, 4, & NON-KINDERGARTEN 5-YEAR OLDS**

**All About:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
*Print the child's name here.*

Parent/Guardian 1: \_\_\_\_\_ Cell Ph: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Parent/Guardian 2: \_\_\_\_\_ Cell Ph: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**THINGS MY CHILD DOES WELL:**

\_\_\_\_\_  
 \_\_\_\_\_

**WHAT MY CHILD LIKES AND DISLIKES:**

\_\_\_\_\_  
 \_\_\_\_\_

**THINGS I AM WORKING ON WITH MY CHILD:**

\_\_\_\_\_  
 \_\_\_\_\_

**MY CHILD ENJOYS THESE PHYSICAL ACTIVITIES:**

\_\_\_\_\_  
 \_\_\_\_\_

**MY CHILD HAS DIFFICULTY WITH THESE ACTIVITIES:**

\_\_\_\_\_  
 \_\_\_\_\_

**MY CHILD WILL NEED THE FOLLOWING EQUIPMENT AND/OR ROUTINES:**

\_\_\_\_\_  
 \_\_\_\_\_

**THINGS MY CHILD MIGHT NEED HELP WITH:**

\_\_\_\_\_  
 \_\_\_\_\_

**WHAT SPECIAL ADAPTATIONS WILL THE PROGRAM MAKE AT THIS TIME?** *(For the use of the child care facility when needed)*

\_\_\_\_\_  
 \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Staff Initials & Date: \_\_\_\_\_

# Clubhouse Kids

## School Year Payment Preferences Form

In doing our part to use less paper, save some 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(s) & Enrollment Deposit(s):** Indicate your preferred payment method for the \$100 annual school year Registration Fee (per child) and the one-time school-year Enrollment Deposit (\$250 per 6-week old child through non-school-age pre-kindergarten child; \$200 per school-age pre-kindergarten - 8<sup>th</sup> grade child) below:

I wish to pay the registration/enrollment, etc. fees (outlined above) via my payment method **already on file with CHK.**

I wish to pay the registration/enrollment, etc. fees (outlined above) via credit card/bank account EFT as indicated below.

I wish to pay the registration/enrollment, etc. fees (outlined above) via paper check (attached).

**2) Recurring-Attendance Enrollment Plan Tuition & Associated Fees:** Indicate your preferred payment method for your selected enrollment plan weekly tuition & associated fees. All payments are due weekly on Wednesday mornings. This includes tuition for Little Ones year-round programs, and for School-Age school year and summer camp programs, as well as other associated fees that may have posted to the account.

**Automatic Payments via the method that is already on file with CHK.** I wish to make my recurring payments, covering tuition and any other charges posted to my account, via the payment method that is already on file with my Clubhouse Kids account.

**Automatic Payments via credit card or electronic funds transfer (below).** I wish to make my recurring payments, covering tuition and associated fees posted to my account, via credit card or electronic funds transfer (EFT) as detailed below.

**Manually Make Weekly Payments.** I will manually remit timely payment(s) covering tuition and associated fees posted to my account, via check, money order, cashier's check, credit card number phoned-in to the Clubhouse Kids office, or I will log into my Clubhouse Kids account by clicking the "Parent Login" link at the top of the Clubhouse Kids website to make timely payments.

### **3) Account/Cardholder Information On-File with Bank or Credit Card Issuer**

Account Holder's/Cardholder's Name (PRINT): \_\_\_\_\_

Child/Children at Clubhouse Kids: \_\_\_\_\_

#### **Account Holder's/Cardholder's Phone & Billing Address:**

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

#### **Account or Card Type:**

Bank Account Account #: \_\_\_\_\_

Checking  Savings Routing #: \_\_\_\_\_

Credit Card

MasterCard  VISA  American Express  Discover

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

Security Code: \_\_\_\_\_ (MC/Visa/Disc: 3-digits on back of card; American Express: 4-digits on front)

### **4) Account/Cardholder Signature**

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

\_\_\_\_\_  
Account Holder's/Cardholder's Signature

\_\_\_\_\_  
Date



# Clubhouse Kids Special Education/IFSP/IEP Request

It may be determined that some children will produce better results after being placed on an IEP (Individualized Education Program) or an IFSP (Individualized Family Service Plan) in order to help facilitate learning for that child.

To best meet the needs of your child, it would be best for Clubhouse Kids to be made aware of any concerns or information that you may have regarding special education needs or IEP/IFSP plans in-place.

- Does your child have an IEP/IFSP that you would like to advise Clubhouse Kids about?

(  ) Yes (  ) No

Child Name (Print): \_\_\_\_\_

If yes, and you would like to share this information, please attach a copy of the IEP/IFSP to this form. Specifically, any information that describes how we can best work with your child to assist their growth and development, in partnership with you, would be of particular importance to us.

Please use the bottom of this page, and back of the page to share any other information that you feel we should be aware of. Thank you.

The Clubhouse Kids Team

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Print): \_\_\_\_\_



# Clubhouse Kids COVID-19/Coronavirus Warning and Disclaimer

COVID-19, sometimes referred to as “Coronavirus”, is an extremely contagious virus that spreads easily through person-to-person and person-to-object contact.

In addition to staying away from public places when possible, Federal and State authorities may recommend the use of cloth face coverings and maintaining social distancing to help prevent the spread of the virus.

**COVID-19 exposure or infection can lead to severe illness, personal injury, permanent disability, and death. Participating in Clubhouse Kids programs or accessing Clubhouse Kids facilities could increase the risk of contracting COVID-19.** Clubhouse Kids in no way warrants that COVID-19 infection will not occur through participation in Clubhouse Kids programs or accessing Clubhouse Kids facilities.

## **Disclaimer, Waiver, Release, Indemnification & Covenant Not to Sue:**

In consideration of the minor child’s (named below) participation in Clubhouse Kids programs, I hereby agree to release and on behalf of myself and the minor named below, my heirs, representatives, executors, administrators, and assigns, HEREBY DO RELEASE Clubhouse Kids, its officers, directors, employees, volunteers, agents, representatives and insurers (“Releasees”) from any causes of action, claims, or demands of any nature whatsoever including, but in no way limited to, claims of negligence, which I, the named minor, my heirs, representatives, executors, administrators and assigns may have, now or in the future, against Clubhouse Kids on account of personal injury, property damage, death or accident related to COVID-19 exposure or infection, arising out of or in any way related to the use of Clubhouse Kids facilities/equipment or participation in Clubhouse Kids programs whether that participation is supervised or unsupervised, however the injury or damage occurs, including, but not limited to the negligence of “Releasees”.

Additionally, in line with Clubhouse Kids policy, child absence due to illness, quarantine, center closure, Health Department recommendation, or for any reason will not result in a reduction of tuition or other fees, a refund of tuition or other fees, or a credit of any kind. This goes right along with absences or closures caused by other reasons/events such as snowstorms, emergency power outages, utility outages, etc. In the event of child illness or closures/quarantines lasting longer than 2 full weeks, we will review each situation on a case-by-case basis. Our primary goal in these types of situations is to maintain uninterrupted pay for our staff in order to help guarantee maintaining a professional, career-oriented group of staff members at our centers.

**Please sign below to indicate that you have read, understand, and agree to the warning and disclaimer outlined above.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Print): \_\_\_\_\_

Child Name (Print): \_\_\_\_\_



# Clubhouse Kids Injury Policy

Clubhouse Kids does its very best to protect all of our children every day, however, sometimes accidents do happen. If your child is injured, an accident report will be completed by our staff and a copy will be given to you.

Depending on the severity of the injury, you will either be notified: 1) when you arrive at the center for pick-up that day, 2) immediately by phone (by email if not immediately available by phone), or, 3) in extremely rare cases, notified while on the way to a hospital or after arriving at a hospital.

Our staff members are trained in First Aid and CPR. If we feel that medical care is necessary but an ambulance is not necessary, we will call you immediately so your child can be picked-up promptly. We will apply first aid and will comfort your child until you arrive.

If medical treatment is required, your family health insurance policy will be used for payment and you will be billed by the treating facility for any remaining amount due. Clubhouse Kids will not be held responsible for injuries that occur, or for associated costs for treatment of such injuries.

Please be sure that all contact phone numbers, such as work, home, and cell phone numbers, are kept current with Clubhouse Kids.

**Please complete and sign below to indicate that you have read, understand, and agree to the Clubhouse Kids Injury Policy outlined above. Please update Clubhouse Kids if the child's health insurance information changes.**

Primary Insured: FIRST Name: \_\_\_\_\_ LAST Name: \_\_\_\_\_

Birthdate of Primary Insured: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gender of Primary Insured: (  ) Male (  ) Female

Insurance Co. Name: \_\_\_\_\_ Insurance ID #: \_\_\_\_\_

Group Name: \_\_\_\_\_ Group Number: \_\_\_\_\_

---

Child's FIRST Name: \_\_\_\_\_ LAST Name: \_\_\_\_\_

Primary Insured's Relationship to Child:

(  ) Mother/Father (  ) StepMom/StepDad (  ) Aunt/Uncle (  ) Grandparent (  ) Adult Sibling

---

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Print): \_\_\_\_\_



## Clubhouse Kids @ Gas House Pike Emergency Transportation Consent Form

In the unlikely event that Clubhouse Kids @ Gas House Pike must evacuate the child care center due to an emergency, I hereby give permission to Clubhouse Kids to transport my child to an alternate location by either walking, riding in designated vehicles, or by using a non-county bus service.

In the event of an emergency causing the evacuation of Clubhouse Kids @ Gas House Pike, Clubhouse Kids will use the Clubhouse Kids @ Frederick Classical Charter School (FCCS) location (located one building over and a few doors down from our Gas House Pike center) as our walking evacuation site.

That center is located at:

Clubhouse Kids @ Frederick Classical Charter School  
8445 Spires Way  
Suite CC  
Frederick, MD 21701  
(240) 388-1583

If it is too dangerous and/or life threatening to remain in the immediate area, we will transport children in Clubhouse Kids company vehicles or Clubhouse Kids staff vehicles to the following location:

Clubhouse Kids @ Monocacy Valley Montessori Public Charter School (MVMPCS)  
64 Thomas Johnson Drive  
Frederick, MD 21701  
(240) 388-1583

I understand that Clubhouse Kids staff will attempt to notify me as soon as possible via phone and/or email if any such event occurs and will advise me of where my child can be picked up.

Authorized Signature:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Child's/Children's Names

\_\_\_\_\_  
Relationship to Child

\_\_\_\_\_  
Date



# Clubhouse Kids

## What to bring on the first day!

Use this form to ensure all paperwork is submitted and keep for your records.

### **What to Pack:**

- Registration & associated docs (list at right ---->)
- First tuition payment
- Family photo
- Plus applicable items listed below...

### **Infants/Toddlers:**

- Extra change of clothes (3 sets)
- Bibs and feeding supplies (enough for each feeding)
- Pre-made bottles labeled w/ first/last name & date
  - \*Formula & breastmilk must be pre-made in bottles
  - \*Bottles must be secured inside a large Ziploc bag
- Mini-crib-size sheet (24" x 38") (6 weeks – 11 months);  
Reg-crib-size sheet (28" x 52") (12 months – 2 years)  
or twin size fitted sheet plus a light blanket.
  - \*No bumpers or crib toys are permitted
- One Sleeve of diapers
- Two packs of wipes
- Diaper cream
- Pacifier (if applicable) (labeled w/ first & last name)
- Ready-to-eat lunch and Several AM & PM snacks
- REMINDER: We are a nut-free facility

### **Twos:**

- Extra change of clothes (3 sets)
- Underwear/pull-ups for potty trainers
- One Sleeve of diapers (if applicable)
- Reg-crib-size sheet (28" x 52") (2 years – 5 years)  
plus a light blanket.
- Two packs of wipes
- Diaper cream
- Pacifier (if applicable) (with child's first/last name)
- Ready-to-eat lunch and AM & PM Snacks
- Pre-made cup of milk for lunch time
- REMINDER: We are a nut-free facility

### **Preschool, Pre-K:**

- Extra change of clothes (2 sets)
- Underwear/pull-ups for potty trainers
- Reg-crib-size sheet (28" x 52") (2 years – 5 years)  
plus a light blanket.
- Ready-to-eat lunch and AM & PM Snacks
- Pre-made cup of milk for lunch time

- REMINDER: We are a nut-free facility

Reminder: Place your child's name on everything possible.  
Clubhouse Kids is not responsible for lost, stolen, broken or damaged items or toys brought to the center.

### **Paperwork Checklist (all require parent signature):**

#### **Clubhouse Kids Forms (CHK):**

- CHK Registration & Enrollment Application (all pages)
- CHK Informed Consent & Release of Liability Form
- CHK Payment Preferences Form
- CHK All About Me/Child Intake Form (Little Ones Only)
- CHK COVID-19 Warning and Disclaimer Form
- CHK Injury Policy Form
- CHK Special Education Request Form (optional)
- CHK Emergency Transportation Form

#### **Completed After Enrollment:**

- CHK Parent Handbook Signature Page

#### **Maryland State Forms:**

##### Required for All:

- MD - Emergency Form (form 1214)
- MD - Health Inventory Form – part 1 (form 1215)
- MD - Health Inventory Form – part 2 (form 1215)
- MD - DHMH Form 896 (or an equivalent print-out from the Doctor's office)
- MD - Parent's Guide to Regulated Child Care

##### Possibly Required:

- MD - DHMH Lead Testing Cert. 4620 (under 8yrs old)
- MD - Allergy Action Plan Form (if applicable)
- MD - Asthma Med. Admin. Form (if applicable)
- MD - Medication Auth. Form 1216 (if applicable)
- MD - Seizure Medication Admin Form (if applicable)

##### **Other:**

- Other \_\_\_\_\_
- Other \_\_\_\_\_