



## Welcome to Clubhouse Kids School-Age School Year 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 school year 26-27 school-age before and after school care.

Registration & enrollment for school year 2026-2027 care opens/opened to the general public on Tuesday, April 13, 2026 @ 9:00AM.

Enrollment is awarded on a first come, first served basis, and can be completed by printing & completing the attached paper forms and either:

- faxing them to us at (301) 685-5120; or,
- scanning & emailing them to us at [info@ClubhouseKidsOnline.com](mailto:info@ClubhouseKidsOnline.com); or,
- hand delivering them to us at our Gas House Pike center (preferred method); or,
- sending them to us by regular mail at P.O. Box 455 Walkersville, MD 21793-0455.

We are happy to say that we remain cheaper and more robust than our primary competitor, the YMCA, and are still one of the lowest priced school-age child care companies in the area.

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 will be sent to you, as well as other informative email messages and a packet of Maryland State Dept. of Education - Office of Child Care (MSDE-OCC) health-related forms. The packet includes a cover sheet explaining which forms are required for which children.

**Please** ensure that all required forms are submitted at least 2-weeks prior to your child's first day in care. **If a child's forms are not submitted on time, they will not be able to begin care on their requested start 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, invoices for weekly tuition payments are emailed to account holders on Monday evenings. These payments are due on Wednesdays each week (paying for care during each upcoming full week), and have a 2-day grace period lasting through each Friday night at 11:59pm. Accounts with unpaid payments after each Friday night at 11:59pm will automatically have a late payment fee applied to the account.

Accounts remaining unpaid 2-days later on 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

## SCHOOL-AGE Registration & Enrollment Application - Frederick County, MD

For School-Age Kids Pre-Kindergarten - 8<sup>th</sup> grade during School Year 2026-2027 (summer camp has separate registration).

### 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) ...for payment of a once-annual Registration Fee of \$100 per child.
  - b) ...for payment of an Enrollment Deposit of \$200 per enrolling school-age child (unless already on-file).  
\*The deposit is held by Clubhouse Kids, and upon withdrawal, is applied back towards the child's account.
  - c) ...for payment of the child's weekly tuition.
3. 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 and credit card payment information to us at (301) 685-5120;  
Or scan 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 **prior to any child's first day in Clubhouse Kids care**. 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 (select one):

- (  ) Clubhouse Kids @ Carroll Creek Montessori Pub. Charter Sch. (CCM) (School-Age Before/After Care) \*
- (  ) Clubhouse Kids @ Frederick Classical Charter School (FCCS) (School-Age Before/After Care) \*
- (  ) Clubhouse Kids @ Monocacy Valley Montessori Pub Charter Sch (MVM) (School-Age Before/After Care) \*
- (  ) Clubhouse Kids @ Sabillasville Environmental School (SES) **(See separate SES enrollment packet)** \*
- (  ) Clubhouse Kids School-Age Transport Children (Glade Elem., Walkersville Elem., N. Frederick, Elem.) \*

\* Any Clubhouse Kids location above could change in the event of an emergency or due to any unforeseen circumstances.

\* **Our Clubhouse Kids @ FCCS center** is our base for Clubhouse Kids van & bus riding children to & from:  
Glade Elem. School, Walkersville Elem. School, and North Frederick Elem. School (and MVM until construction is fully completed).

\* **If your child is a CHK van/bus rider, please CIRCLE your child's school here:**  
Glade Elem. School | Walkersville Elem. School | N. Frederick Elem. School | Monocacy Valley Montessori PCS

Desired Start Date in Care: (  ) 1<sup>st</sup> Day of FCPS School This Year (  ) Other Date: \_\_\_\_\_

Child's **FIRST** Name: \_\_\_\_\_ Child's **LAST** Name: \_\_\_\_\_ (  ) Boy (  ) Girl

Child's Date of Birth and Grade: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Grade level in fall 2026: \_\_\_\_\_

Child's Home Address:

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

Person(s) authorized to pick-up the child/children listed 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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# School-age School Year Tuitions & Plans for Frederick, MD-area Clubhouse Kids Child Care Center Locations

- Below, please indicate the 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.
- Please remember that selected days-of-the-week within a plan are not swappable.

I would like to enroll my child indicated in this packet in the following plan(s):

**Before and After School Care Plans** (drop-in enrollment included with each plan):

<u>Use Check or X</u>	<u>Kindergarten &amp; Up Children</u>	<u>Circle Day(s)</u> <u>Needed</u>
(6:30am until school begins & from school dismissal until 6:30pm)		
5 days per week at:	( ) \$187.00 per child, per week	M T W Th F
4 days per week at:	( ) \$159.00 per child, per week	M T W Th F
3 days per week at:	( ) \$131.00 per child, per week	M T W Th F
2 days per week at:	( ) \$103.00 per child, per week	M T W Th F

**After School Care Plans** (drop-in enrollment included with each plan):

<u>Use Check or X</u>	<u>Kindergarten &amp; Up Children</u>	<u>Circle Day(s)</u> <u>Needed</u>
(Daily from school dismissal until 6:30pm)		
5 days per week at:	( ) \$152.00 per child, per week	M T W Th F
4 days per week at:	( ) \$130.00 per child, per week	M T W Th F
3 days per week at:	( ) \$107.00 per child, per week	M T W Th F
2 days per week at:	( ) \$84.00 per child, per week	M T W Th F

**Before School Care Plans** (drop-in enrollment included with each plan):

<u>Use Check or X</u>	<u>Kindergarten &amp; Up Children</u>	<u>Circle Day(s)</u> <u>Needed</u>
(Daily from 6:30am until school begins)		
5 days per week at:	( ) \$101.00 per child, per week	M T W Th F
4 days per week at:	( ) \$86.00 per child, per week	M T W Th F
3 days per week at:	( ) \$71.00 per child, per week	M T W Th F
2 days per week at:	( ) \$56.00 per child, per week	M T W Th F

**Drop-in Care Only - Used "As Needed"**: (Price per child. Space is NOT guaranteed to be available.)

<u>Use Check or X</u>	<u>Kindergarten &amp; Up Children</u>
( )	<b><u>Regular School Day:</u></b> AM = \$33; PM = \$50; AM&PM = \$61
Mark this space	<b><u>Delayed Opening Day:</u></b> AM = \$42; PM = \$50; AM&PM = \$71
to enroll your	<b><u>Early Dismissal Day:</u></b> AM = \$33; PM = \$59; AM&PM = \$71
child in <u>only</u>	<b><u>No-School Day:</u></b> Up to 4hrs-sharp = \$57; Over 4hrs-sharp = \$88
drop-in care.	<b><u>Delay. Opening/No-School Day:</u></b> Early Arv. Care (PM-enroll child arrive before 9am-sharp) = \$25
	<b><u>Early Dismissal/No-School Day:</u></b> Late Stay Care (AM-enrolled child stays after 3pm-sharp) = \$38

\* Accounts/children enrolled only in "Drop-in Care Only" must submit credit card/bank account info for automatic payment of fees as needed.

**Sibling Discounts:**

1<sup>st</sup> additional sibling's tuition (child #2) = 5% discount  
2<sup>nd</sup> & after additional sibling's tuition (child #3+) = 10% 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)  
 (Other Discounts do not apply to drop-in care) b) Self Improvement Discount (parent in college 9 credits/semester min.) = 10% disc. (qualifying details apply)  
 c) Referral Discount = 20% disc. x 1-week total tuition (max. disc. = \$100 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.

# Parent & Child Care Center Enrollment Agreement

- #1 Initial:** \_\_\_\_\_ **1. Planned Schedule.** I understand that Clubhouse Kids is open Monday-Friday, including most Frederick County Public Schools (FCPS) school-closed teacher work days, half-days, parts of FCPS winter break & spring break, some snow days, and that Clubhouse Kids usually follows the FCPS Admin. Offices schedule, particularly in instances of inclement weather.
- #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 once applied to the account, the Deposit may or may not fully cover any final payment due, and that I am responsible for any amount due in excess of the Deposit; and that I will be refunded the difference if the Deposit exceeds the balance due. I understand that once accepted in to the program, if the child never begins attendance, a minimum 2-weeks tuition will be due (for required 2-weeks notice), and if sufficient payment has not been received, it will be deducted from the Deposit. 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.
- #4 Initial:** \_\_\_\_\_ **4. Tuition & Other Fees.** I understand that I am responsible for recurring tuition payments (amount determined by plan selection and enrollment dates), due weekly on Wednesdays, **and if the payment due (including carry-over balance and associated fees) is not received by 11:59pm on each Friday occurring 2-days later, a late payment fee and account status of "delinquent" will be applied to my account. If any payment remains past due after 11:59pm on each Sunday occurring 4 days after each Wednesday due date, the account will be suspended immediately.** Upon account suspension, my child will not be allowed to attend care. In such a scenario, at Clubhouse Kids' discretion, my child 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 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 for each credit card payment processed on my account a Credit Card Payment Processing Fee of 3.9% of the payment amount processed will be applied to my account, and for each ACH, EFT, or bank account payment processed on my account a Bank Account Payment Processing Fee of 0.6% of the payment amount processed will be applied to my account. 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. 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 pick up.** 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 a child on it who is registered or 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:
- 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 enrollment for the following week (Monday-Friday), plus any other fees posted to the account, and/or any unpaid balance previously posted to the account.
  - The payment due will be due by the scheduled and indicated Wednesday due date.
  - If the payment due is not paid in full by 11:59pm on the indicated Wednesday, the payment will become overdue.
  - If the payment due is not paid by 11:59pm on Friday that week, a late payment fee will be applied to the account.
  - 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.
  - 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.
- #20 Initial:** 20. Scrivener's Errors. Typographical errors, grammatical mistakes, and other obvious errors in this Parent & Child Care Center Enrollment Agreement or in the Clubhouse Kids Parent Handbook shall not render it ambiguous or invalid, and the parties agree to correct such errors to reflect their true intent without altering their substantive rights or obligations. Additionally, typographical errors, grammatical mistakes, transposed numbers in a parent's account billing, and other obvious errors in a parent's account billing shall not be held binding, and the parties agree to correct such errors to reflect their true intent without altering their substantive rights or obligations.

**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 toys, inflatables, climbing playsets with slides), 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 fitness 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 will 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 (spray-style only) 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

## 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, 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. I understand that a fee of 3.9% of any credit card payment processed and a fee of 0.6% of any ACH, EFT, or bank account payment processed will be applied to the account upon each payment.

\_\_\_\_\_  
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: \_\_\_\_\_

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

Primary Insured's Relationship to Child:

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

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

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