



Welcome to Clubhouse Kids School Year 2019-2020 Before & After School Care

Thank you for your interest in enrolling in school year child care at Clubhouse Kids! Attached you will find our Before and After School Child Care Registration & Enrollment Application for School Year 2019-2020 for our Frederick, MD locations.

Registration & enrollment for school year 2019-2020 care opens/opened on Monday, April 15, 2019 @ 9:30AM.

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

- 1) By printing & completing the attached paper forms and either:
 - sending them to us via fax at (301) 685-5120;
 - dropping them off to us in-person at one of our centers;
 - scanning & emailing them to us at registration@ClubhouseKidsOnline.com;
 - sending them via regular postal mail to us at P.O. Box 455 Walkersville, MD 21793-0455; or,
- 2) Online through the "Parent Login" button at the top of our website @ www.ClubhouseKidsOnline.com.

Once we receive your registration & enrollment application along with the annual family registration fee of \$45, we will begin the process of registering and enrolling your child/children in care. After completing a successful enrollment, an email confirmation message will be sent to you, as well other informative email messages.

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

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

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

If enrolling in a regular enrollment plan prior to, or on August 14th, your first tuition payment will be due on August 15th. If enrolling on, or after August 15th, your first tuition payment will be due immediately.

If enrolling in a regular enrollment plan, and attendance in the plan will begin after the first day of school, your first tuition payment will be appropriately pro-rated to bill you for the enrolled plan beginning on the first day of attendance in the program, and will be due immediately upon enrollment. Your next regular full payment will be due on the next occurring 15th of a month.

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

Sincerely,

The Clubhouse Kids Team 

www.ClubhouseKidsOnline.com

(301) 685-5100

Clubhouse Kids LLC

Frederick County, MD - Registration & Enrollment Application for Before & After School Child Care for School Year 2019-2020

To register & enroll your child to attend Clubhouse Kids school year care in Frederick County, MD:

1. Complete this enrollment application in its entirety (or enroll online at www.ClubhouseKidsOnline.com)
2. Attach a once-annual school year child care family registration fee of \$45.
3. **If this application is submitted after August 14, 2019, then:**
 - a) Speak with, or email Clubhouse Kids to determine any pro-rated amount immediately due; **and/or**,
 - b) **Include the first month's tuition (and/or pro-rated amount if applicable) with this application.**
4. Submit this completed Registration & Enrollment Application with your payment either by mail to:
Clubhouse Kids | P.O. Box 455 | Walkersville, MD 21793-0455;
Or fax your forms and credit card payment information to us at (301) 685-5120;
Or hand in your forms and payment info to the Director at the Before & After school center;
Or scan the forms/payment info into your computer & email to registration@ClubhouseKidsOnline.com.

Once we process your enrollment forms and payment, we will send a confirmation email to you, as well as a Clubhouse Kids Parent Handbook. Questions? Contact us at 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 (Maryland State Forms Packet).

* **Clubhouse Kids location:** () Carroll Creek Montessori Pub. Charter School () Fred. Clascl. Charter Sch. (FCCS)
() Monocacy Valley Montessori Pub. Charter Sch. () Other (specify): _____

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

* **Is your child a Clubhouse Kids bus rider between our FCCS center and another school?** () No () Yes
Which school? Mother Seton School **or** North Frederick Elem. **or** Spring Ridge Elem. **or** Walkersville Elem.

1st Child's Name: _____	(<input type="checkbox"/>) Boy (<input type="checkbox"/>) Girl
Date of Birth: _____ / _____ / _____	Grade Level in <u>Fall 2019</u> : _____
2nd Child's Name: _____	(<input type="checkbox"/>) Boy (<input type="checkbox"/>) Girl
Date of Birth: _____ / _____ / _____	Grade Level in <u>Fall 2019</u> : _____
3rd Child's Name: _____	(<input type="checkbox"/>) Boy (<input type="checkbox"/>) Girl
Date of Birth: _____ / _____ / _____	Grade Level in <u>Fall 2019</u> : _____
4th Child's Name: _____	(<input type="checkbox"/>) Boy (<input type="checkbox"/>) Girl
Date of Birth: _____ / _____ / _____	Grade Level in <u>Fall 2019</u> : _____

Child's/Children's Home Address:

Street Address: _____
City: _____ State: _____ ZIP: _____

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

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

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

(Complete all fields below. However, skip Street Address, City, State, and ZIP if the same as child's on previous page.)

Street Address: _____

City: _____ State: _____ ZIP: _____

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

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

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

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

(Complete all fields below. However, skip Street Address, City, State, and ZIP if the same as child's on previous page.)

Street Address: _____

City: _____ State: _____ ZIP: _____

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

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

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

Name of person responsible for payment of fees: _____ : () Male () Female

(Complete all fields below. However, skip Street Address, City, State, and ZIP if the same as child's on previous page.)

Street Address: _____

City: _____ State: _____ ZIP: _____

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

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

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

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

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

Will your child/children be taking medication(s) while at Clubhouse Kids? 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 for download/print.

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

School Year 2019-2020 Tuitions & Plans

for Frederick, MD-area Clubhouse Kids Child Care Center Locations

* Below, please indicate one plan that best meets the child care needs for the 1st child, then indicate one plan each for the 2nd child, the 3rd child, and the 4th child if applicable. Please remember that selected days-of-the-week within a plan are not swappable.

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

1 st Child	2 nd Child	3 rd Child	4 th Child	Before School Care Plans (<u>drop-in enrollment included with each plan</u>):	Circle Day(s) Needed
()	()	()	()	6:30am until the school day begins	
()	()	()	()	5 days per week at \$244.51 per child, per month (approx. \$11.93/day)	M T W Th F
()	()	()	()	4 days per week at \$210.01 per child, per month (approx. \$12.81/day)	M T W Th F
()	()	()	()	3 days per week at \$171.99 per child, per month (approx. \$13.98/day)	M T W Th F
()	()	()	()	2 days per week at \$124.73 per child, per month (approx. \$15.21/day)	M T W Th F
()	()	()	()	1 day per week at \$73.52 per child, per month (approx. \$17.93/day)	M T W Th F

1 st Child	2 nd Child	3 rd Child	4 th Child	After School Care Plans (<u>drop-in enrollment included with each plan</u>):	Circle Day(s) Needed
()	()	()	()	School dismissal time until 6:30pm	
()	()	()	()	5 days per week at \$312.21 per child, per month (approx. \$15.23/day)	M T W Th F
()	()	()	()	4 days per week at \$287.66 per child, per month (approx. \$17.54/day)	M T W Th F
()	()	()	()	3 days per week at \$256.29 per child, per month (approx. \$20.84/day)	M T W Th F
()	()	()	()	2 days per week at \$198.40 per child, per month (approx. \$24.20/day)	M T W Th F
()	()	()	()	1 day per week at \$113.87 per child, per month (approx. \$27.77/day)	M T W Th F

1 st Child	2 nd Child	3 rd Child	4 th Child	Before and After School Care Plans (<u>drop-in enrollment included with each plan</u>):	Circle Day(s) Needed
()	()	()	()	6:30am until the school day begins and:	
()	()	()	()	From school dismissal time until 6:30pm	
()	()	()	()	5 days per week at \$438.74 per child, per month (approx. \$21.40/day)	M T W Th F
()	()	()	()	4 days per week at \$383.90 per child, per month (approx. \$23.41/day)	M T W Th F
()	()	()	()	3 days per week at \$316.42 per child, per month (approx. \$25.73/day)	M T W Th F
()	()	()	()	2 days per week at \$237.03 per child, per month (approx. \$28.91/day)	M T W Th F
()	()	()	()	1 day per week at \$137.14 per child, per month (approx. \$33.45/day)	M T W Th F

1 st Child	2 nd Child	3 rd Child	4 th Child	Drop-in Care Only - Used "As Needed":
()	()	()	()	(Prices are per child. Drop-in space is not guaranteed to be available.)
				Regular Sch. Day: SS AM=\$10; AM=\$21; SS PM=\$15; PM=\$31; AM&PM=\$37
				Delayed Open. Day: SS AM=\$10; AM=\$28; SS PM=\$15; PM=\$31; AM&PM=\$44
				Early Dismiss. Day: SS AM=\$10; AM=\$21; SS PM=\$15; PM=\$38; AM&PM=\$44
				No-School Day: Up to 4hrs-sharp = \$28; Over 4hrs-sharp = \$49

* Additional drop-in scenarios & fees outlined in the Clubhouse Kids Parent Handbook.
 * Accounts/children enrolled only in "Drop-in Care Only" must submit a credit card or bank account information for payment of fees as needed.

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

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

Other Discounts: a) Active or Retired Military Parent = 15% discount (qualifying details apply)
 (Discounts do not apply to drop-in care) b) Self Improvement Discount (parent in college full time) = 15% discount (qualifying details apply)
 c) Referral Discount = 20% discount x 1 month (max. disc. = \$100 per referral; 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. Registration Fee.** I understand that a \$45 non-refundable and non-transferable Registration Fee per family is due once my child has been accepted into the program. No application for enrollment will be processed without this fee (the Registration Fee is waived for families receiving subsidy payments from a state/county gov't agency for Clubhouse Kids).

#2 Initial: _____ **2. Planned Schedule.** I understand that Clubhouse Kids is open each school day, plus Frederick County Public Schools (FCPS) planned school-closed teacher professional days & half-days, most of FCPS Winter Break, part of FCPS Spring Break, most snow days & two-hour 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.

#3 Initial: _____ **3. Tuition & Other Fees.** I understand that I am responsible for the monthly tuition fee (as determined by my enrollment plan selection), which is due by the 15th of each month, August 15th through May 15th. I understand that failure to pay a tuition payment due on the 15th of a month, by 11:59pm on the 18th of the same month, will result in a \$30.00 late payment fee applied to my account, and an account status of "delinquent". If the payment remains past due after 11:59pm on the 22nd of the same month, 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 will be withdrawn from the program on any date between the 23rd of the same month and 2-weeks later, at which point billing in my enrolled plan(s) will be discontinued, 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 or 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 or not will be made solely by Clubhouse Kids. If readmission occurs, it will not occur until space is available and all fees on the account have been paid. I understand that I will be charged a \$30.00 returned check fee for any checks returned as unpaid by the bank, and that after two returned checks, Clubhouse Kids will no longer accept personal checks for the account, and subsequent payments will need to be made via money order, cashier's check, or credit card. I understand that if on any given day, my child's pick-up person arrives after closing time, my account will be charged a late pick-up fee of \$1.00 per minute past closing time, and that this late pick-up fee will be due and payable at the time of occurrence. I understand that repeated late pick-ups may jeopardize my child's enrollment status. I understand that drop-in care fees are due on the day of the drop-in use. I understand that cash payments are not accepted. I understand that after one free enrollment plan change per school year, subsequent enrollment plan changes will incur a \$10 fee per change. I understand that if my account carries a balance past the May 15th school year payment due date, my account billing will transition to the upcoming summer camp billing schedule which differs from the school year billing schedule.

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

#5 Initial: _____ **5. Tuition Payment Schedule (school year).** (May be adjusted at Clubhouse Kids discretion due to unforeseen circumstances).

<u>Payment #</u>	<u>Payment Billing Date</u>	<u>Payment Due Date</u>	<u>Service Period Covered</u>	<u>Late Pymnt Fee Date</u>
#1	08/05/2019	08/15/2019	09/03/2019-10/01/2019	08/19/2019
#2	09/05/2019	09/15/2019	10/02/2019-10/30/2019	09/19/2019
#3	10/05/2019	10/15/2019	10/31/2019-11/28/2019	10/19/2019
#4	11/05/2019	11/15/2019	11/29/2019-12/27/2019	11/19/2019
#5	12/05/2019	12/15/2019	12/28/2019-01/25/2020	12/19/2019
#6	01/05/2020	01/15/2020	01/26/2020-02/23/2020	01/19/2020
#7	02/05/2020	02/15/2020	02/24/2020-03/23/2020	02/19/2020
#8	03/05/2020	03/15/2020	03/24/2020-04/22/2020	03/19/2020
#9	04/05/2020	04/15/2020	04/23/2020-05/22/2020	04/19/2020
#10	05/05/2020	05/15/2020	05/23/2020-06/10/2020*	05/19/2020

*Date may vary per FCPS. Students' last school day may be before or after this date, and is the last day of Clubhouse Kids school year care.

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

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

- #8 Initial:** **8. Late Pick-ups.** I understand that in the event of a child not picked up by 6:35pm, and no phone call received from a parent regarding a late pick-up, a contact person on the child's Emergency Form will be notified. If all efforts to have a child picked up fail, Clubhouse Kids staff must call Child Protective Services.
- #9 Initial:** **9. Child Health Forms & File Information.** I understand that all required Maryland State health and emergency forms, and Clubhouse Kids forms, must be completed in-full and turned in to the child care center Director or delivered to Clubhouse Kids via mail, fax, or email, on or before the first day of attendance. **CHILDREN MAY NOT ATTEND without all required forms at the site. I agree to update my child's file information as any changes occur.**
- #10 Initial:** **10. Medical Emergencies.** I understand that if a medical emergency arises, depending 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 on file. If the emergency is such that the child needs to be transported to a hospital, a staff member will accompany the child only if staffing at the child care center permits. If staff cannot leave, the child will be transported in the care of emergency personnel.
- #11 Initial:** **11. Medication Administration.** I understand that medication (prescription or 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 (other forms may be required). Medication must be in its original pharmacy-provided container with all information remaining on the label. The first dose of a medication cannot be given at Clubhouse Kids.
- #12 Initial:** **12. Other Needs.** I understand that if any parent/guardian specific needs for the program are not addressed within these guidelines or the Clubhouse Kids Parent Handbook, special requests must be referred to the center Director. Reasonable attempts to meet reasonable requests will be made at the discretion of Clubhouse Kids.
- #13 Initial:** **13. Behavior.** I understand that Clubhouse Kids staff will inform a child's parent/guardian, as needed, of any behavioral problems through daily discussions, incident reports, and conferences. The Clubhouse Kids discipline policy, documented in the Clubhouse Kids Parent Handbook, will be enforced by Clubhouse Kids staff.
- #14 Initial:** **14. 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.
- #15 Initial:** **15. Child Care Pamphlet.** I understand that the pamphlet, "A Parent's Guide to Regulated Child Care", published by the Maryland State Department of Education-Office of Child Care, and available at www.marylandpublicschools.org and at www.ClubhouseKidsOnline.com, informs parents of their rights and responsibilities as a child care consumer.
- #16 Initial:** **16. 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!")
- #17 Initial:** **17. Policies.** I agree to adhere to all Clubhouse Kids policies, whether listed in this "Parent & Child Care Center Enrollment Agreement", in the Clubhouse Kids Parent Handbook, or posted at the center. 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 five pages of this Registration & Enrollment Application, including both pages of the Parent & Child Care Center Enrollment Agreement portion, which outlines several policies and procedures of the Clubhouse Kids child care program. I hereby agree to abide by and adhere to the Clubhouse Kids policies and procedures whether outlined herein, in the Clubhouse Kids Parent Handbook, or posted at the Clubhouse Kids child care center.

Signature of Parent/Guardian

Date

Signature of Fees Responsible Person

Date

Printed Name of Parent/Guardian

Printed Name of Fees Responsible Person

Clubhouse Kids

School Year Payment Preferences Form

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

Please provide your preferred email address (required): _____

1) Registration Fee: Indicate how you would like to pay the annual school year Registration Fee & provide info below:

() I wish to pay the school year Registration Fee of \$45 by credit card or bank account EFT as indicated below.

() I wish to pay the school year Registration Fee of \$45 by paper check (attached).

2) Recurring-Attendance Enrollment Plans: If applicable, of the two choices below, indicate your preferred payment method for enrollment plan tuition & associated fees, due on the 15th of each month August 15th through May 15th.

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

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

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

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

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

4) 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 (as listed on-file with bank or credit card issuer):

Street: _____ City: _____ State: ____ Zip: _____ Phone: _____

Account or Card Type: () Bank Account () MasterCard () VISA () American Express () Discover

Account#/Credit Card #: _____ Expiration Date: ____ / _____

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

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

Cardholder's Signature

Date