



CLUBHOUSE KIDS

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WEBSITE [WWW.CLUBHOUSEKIDS4ME.COM](http://WWW.CLUBHOUSEKIDS4ME.COM)  
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# CLUBHOUSE kids



PLAY HARD OR KEEP OUT!

## 2023-24 Before + After School Program

Registrations will open on August 25<sup>th</sup> for returning families and new families. Please note: Clubhouse Kids will start on Tuesday, September 5<sup>th</sup>, **NOT** on the first day of school.

Clubhouse Kids is happy to offer both before and after school childcare programs to fit your family's needs this school year! Our goal is to provide a safe, fun, and engaging social environment for all children grades K-5 during before and out of school times. Our programs take place right at Central School, and provide easy transition to and from the classrooms. Each program offers outdoor play daily.



### Before School Care

**Operation Hours:** 6:30 AM – 8:25 AM

Drop off is in the Central School Cafeteria. Children may not be dropped off earlier than 6:30 AM or without an adult. Gym games, outside play, small art and craft projects and board games will be part of each morning. Children grades K-3 will be dismissed to their classrooms at 8:25 AM and grades 4-5 will take the shuttle bus to Great Works School at 8:05 AM.

### Program Rates:

Your child can be contracted weekly or attend as a Drop-In.

Registration Fee for **EACH** child is **\$40**

Due at time of registration

### CONTRACTED FEES

\$8 per hour/child and \$6.00 per hour for each additional child

### DROP-IN FEES

\$9 per hour/child and \$7 per hour for each additional child

### After School Care

**Operation Hours:** 3:05 PM – 6:00 PM

Children grades K-3 get dismissed from their classroom to Clubhouse Kids for attendance. Great Works, grades 4-5 will take the shuttle bus to Central and arrive for check in by 3:10 PM. All children receive snack after attendance, but feel free to send your child with extra. Activities include arts and crafts, cooking, science, games and lots of outside play! After Care closes at 6:00 PM. Pick up is on the playground or in the cafeteria. Parents/Guardians will list authorized pick-ups at time of registration.



### Early Release Thursdays

**Operation Hours:** 1:35 PM – 6:00 PM

On Early Release Thursdays, we have you covered! Our doors open at 1:35, and we will keep your child busy the entire afternoon. Group games, special activities, arts and crafts... each week has something new going on. There is limited enrollment, don't let your child miss out!

### How To Register:

Please read **ALL** of the information on the following page to register your child. Registrations are taken on a first come, first serve basis and space is limited daily. Clubhouse Kids is licensed by the State of Maine.



## 2023-24 REGISTRATION INFORMATION

All returning and new families may register their child starting on August 25<sup>th</sup>. **No child will be allowed to register for either program until all previous balances are paid in full.**

**IMPORTANT:** Registrations will **ONLY** be accepted by mail and email. After August 17<sup>th</sup>, Clubhouse Kids is closed until September 5<sup>th</sup>. Forms must be printed off of our website, filled out **COMPLETELY** and sent and received with **FULL payment no later than September 2<sup>nd</sup>.** Clubhouse Kids staff **will not accept** any new registrations on the first day our program operates (September 5<sup>th</sup>). Please do not send forms with your child and assume they can start that morning or afternoon, as they will not be allowed. This is for staffing purposes and space availability. During our first week of operation we will determine what we have for availability, if any. No confirmations will be given. **We will contact you before our program starts only if we are full when we receive your registration.** Registrations will still be accepted after our first day as long as there is space available.

**Clubhouse Kids is open before and after school only.** We service children in Kindergarten through fifth grade. Your child must be five years old to attend. Clubhouse Kids will be open on Teacher Workshop Days if enrollment warrants it. A separate sign up will be available for these days. There will be sign-ups available at least two weeks before the day. At least 15 children need to be signed up for us to be open. If you are signed up, and do not send in your child, you are still responsible for payment. Staff is determined based on the number of registrations.

### HOW TO REGISTER

Print off forms on our website at [www.clubhousekids4me.com](http://www.clubhousekids4me.com) Fill them out completely and do not leave anything blank. If your child recently attended our summer camp program, you do not need to fill out another emergency form. If any information has changed, please update us.

**Send** schedule/contract form, parent agreement form, emergency form, immunization records and payment to register your child. **Please scan all forms if sending by email. Do not take pictures of forms and send, as they do not print well.**

You can make payment by check, cash, credit card or pay by Venmo (CHK2004). If paying by credit card you will need to include your c/c number, expiration date, the CVV and zip code of card or call with your card information. **No registration will be complete without payment.** Payment due will include a registration fee of \$40 (per child) and an advance payment of one whole week of your child's schedule. If your child will be a drop-in, \$20 is required for your advance payment. **Please note, the advance payment does not pay for your child's first week at Clubhouse Kids.** Payment is due by the first Friday they attend the program.

### PARENT HANDBOOK

Please read carefully and become familiar with our policies before signing up your child. New policies have been added and some updated. It is important that you are aware of all of our policies and procedures and understand them fully.

**SEND REGISTRATION TO:** Clubhouse Kids PO Box 283 South Berwick, Maine 03908  
By September 2<sup>nd</sup>, **OR** email all forms to [chkids04@gmail.com](mailto:chkids04@gmail.com)

Please **DO NOT** drop off your registration or payment at the Central School Office. We will not receive them as we are not part of the school. **Mail to us directly.** Any questions? Please call Shelly at 837-0479.

## CLUBHOUSE KIDS REGISTRATION FORM 2023-24

CHILD'S NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

PARENT'S NAME: \_\_\_\_\_

PHONE NUMBERS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PLEASE FILL OUT THE FOLLOWING CONTRACT IF YOU'RE CERTAIN OF YOUR CHILD'S SCHEDULE. CHECK OFF EACH TIME SLOT THAT APPLIES TO WHAT YOU WILL BE USING FOR BEFORE OR AFTER SCHOOL HOURS.  
( PLEASE NOTE: FULL HOURS ARE CHARGED . THERE ARE NO HALF HOURS.)

	6:30-8:30 AM	7:30-8:30 AM	3:00-4:00 PM	3:00-5:00PM	3:00-6:00 PM	
<b>MONDAY</b>						
<b>TUESDAY</b>						
<b>WEDNESDAY</b>						
	6:30-8:30 AM	7:30-8:30 AM	1:30-3:00 PM	1:30-4:00 PM	1:30-5:00 PM	1:30-6:00 PM
<b>THURSDAY</b>						
	6:30-8:30 AM	7:30-8:30 AM	3:00-4:00 PM	3:00-5:00PM	3:00-6:00 PM	
<b>FRIDAY</b>						

PLEASE NOTE BELOW WHEN YOUR CHILD WILL BE STARTING THIS SCHEDULE. WE WILL ASSUME THEY WILL ON THE FIRST DAY OF CLUBHOUSE KIDS, TUESDAY, SEPTEMBER 5<sup>TH</sup>, IF NOT.

MY CHILD WILL START THIS SCHEDULE ON \_\_\_\_\_

\_\_\_\_\_ YES, WE HAVE ENCLOSED OUR **\$40** PER CHILD REGISTRATION FEE AND ADVANCE PAYMENT, ONE FULL WEEK OF CARE . PLEASE NOTE EACH HOUR IS \$8.00 PER HOUR

\_\_\_\_\_ MY CHILD WILL BE ATTENDING ON A **DROP- IN BASIS** ONLY AT **\$9.00** PER HOUR. OUR **\$40** REGISTRATION FEE AND ADVANCE PAYMENT OF **\$20** IS ENCLOSED.

BASED ON THE ABOVE INFORMATION WE HAVE ENCLOSED OUR ONE WEEK ADVANCE PAYMENT WHICH WILL BE HELD UNTIL THE LAST WEEK OF SCHOOL IN JUNE 2024 OR UPON LEAVING THE PROGRAM WITH A TWO WEEK NOTICE. I UNDERSTAND THAT I WILL BE BILLED FOR ANY CONTRACTED TIME EVEN IF MY CHILD DOES NOT ATTEND.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Date Enrolled \_\_\_\_\_

Date Terminated \_\_\_\_\_

### Clubhouse Kids Emergency Form

Name of Child \_\_\_\_\_ Birth Date \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Mother's Name \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Place of Employment \_\_\_\_\_

Physical Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Father's Name \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Place of Employment \_\_\_\_\_

Physical Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**In an emergency if neither parent can be reached, an alternate person to contact:**

Contact #1 \_\_\_\_\_ Relation \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Contact #2 \_\_\_\_\_ Relation \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

**Name of persons who are permitted to remove your child from Clubhouse Kids:**

\_\_\_\_\_

\_\_\_\_\_

**Child's Physician** \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**Child's Dentist** \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**Hospital Choice** \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**Health Insurance** \_\_\_\_\_ ID# \_\_\_\_\_

Name of Child \_\_\_\_\_ Parent \_\_\_\_\_

My child has the following special conditions, disabilities, allergies or medical emergency information-

\_\_\_\_\_

\_\_\_\_\_

As a parent or legal guardian, I hereby give my consent to have my child receive first aid by Clubhouse Kids employees and to be transported to receive emergency care. I will be responsible for all charges not covered by insurance. I give consent for the emergency contact person listed on my child's form to act on my child's behalf until I am available. I agree to update this information whenever a change occurs.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

# ACKNOWLEDGEMENT OF RECEIVING AND AGREEMENT TO FOLLOW ALL POLICIES IN THE CLUBHOUSE KIDS HANDBOOK

I \_\_\_\_\_ have read, understand and agree to follow and  
(Parent's Name)  
have reviewed with my child \_\_\_\_\_ the Clubhouse Kids Before and  
(Child's Name)  
After School handbook that includes: Participant Expectations, Behavior Policy, Parent Expectations, Drop off and Pick up Policy, Sick Child Policy, Payment Policy, Discharge Policy and COVID Guidelines and Expectations.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## **Photo/Video Release**

Periodically, during the course of activities, photographs and videos may be taken and used for promotion. These may appear in newspapers, social media and/or television. I authorize that without receipt of any compensation.

\_\_\_\_\_  
Initials

## **Medical Release**

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, I understand that Clubhouse Kids may walk to local sites and in the event that my child must require immediate medical treatment, I give Clubhouse Kids staff permission to make sure my child gets to the nearest medical facility.

\_\_\_\_\_  
Initials

## **Local Walks**

I understand that although Clubhouse Kids operates at Central School daily, Clubhouse Kids staff will occasionally take local walks with the children, including mine.

\_\_\_\_\_  
Initials