

CLUBHOUSE KIDS Before & After School Program

For Children
Kindergarten- 5th Grade
At Central & Great Works School

★ Please Fill Out All Forms ★

- ✓ **EMERGENCY FORM**- needs to be completely filled out with addresses, phone numbers, etc. We will not accept any forms that are incomplete. If we already have one for your child on file, you do not need to fill out another one. Update any information as it changes.
- ✓ **A contract needs to be filled out** unless your child will be attending as a "drop-in". Please write "drop-in" IF not contracting.
- ✓ **REGISTRATION FEE**- A registration fee of \$30.00 per child and advanced payment is required. No registration will be accepted without payment. An advanced payment is required for all who register, even for drop-ins.
- ✓ All previous account balances must be paid in full BEFORE registering your child in this program.
- ✓ **CONTRACTED FEES**: \$5.50 per hour/child, \$3.50 per hour for each additional child.
- ✓ **Drop-IN FEE**: \$6.00 per hour/child, \$4.00 per hour for each additional child
- ✓ **PARENT HANDBOOK**: Please read carefully and become familiar with our policies before signing up your child. Please sign agreement noting you have read and understand our policies.

Send Registrations to:

Clubhouse Kids PO Box 283
South Berwick, ME. 03908

SCHOOL STARTS SEPTEMBER 6th . PLEASE SIGN-UP BEFORE THIS DATE IF YOU KNOW YOUR SCHEDULE.

★ Registration has started for our before and after school program. Space is limited in both programs. If you are interested in Clubhouse Kids, please don't wait until the first day of school. We need your full registration BEFORE your child starts. Children will not be able to attend until all forms and payment have been received by Clubhouse Kids staff. Please call us with any questions that you may have. ★

★ **Clubhouse Kids: 384-2533** ★ **Cell Phone (Shelly): 837-0479** ★

OFFICE USE ONLY

Registration Fee \$ _____
 Advance \$ _____
 Total \$ _____

Child/Children's Names: _____
 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 box that applies to what you will be using for before or after school hours. (**Please note:** There are no half hours.)

* Clubhouse Kids **IS OPEN** each Thursday for Early Dismissal *

	6:30-8:30 am	7:30-8:30 am	3:00-4:00 pm	3:00-5:00 pm	3:00-6:00 pm
Monday					
Tuesday					
Wednesday					

	6:30-8:30 am	7:30-8:30 am	2:00-3:00 pm	2:00-4:00 pm	2:00-5:00 pm	2:00-6:00 pm
Thursday						

	6:30-8:30 am	7:30-8:30 am	3:00-4:00 pm	3:00-5:00 pm	3:00-6:00 pm
Friday					

PLEASE NOTE WHEN YOUR CHILD WILL BE STARTING THIS SCHEDULE. WE WILL ASSUME THEY WILL START IT ON THE FIRST DAY OF SCHOOL, SEPTEMBER 6TH, IF NOT.

My Child will start this schedule on: _____

_____ ★ Yes, we have enclosed our \$30.00 (per child) registration fee and advanced payment (\$5.50 per hour/child, \$3.50 per hour for each additional child).

_____ ★ My child will be attending on a **DROP-IN basis only** at \$6.00 per hour. Our \$30 Registration fee and advanced payment of \$20 is enclosed.

Based on the above information, we have enclosed our one-week's advanced payment which will be held until the last week of school in June 2017 or upon leaving the program with two weeks notice.

PLEASE NOTE: YOU ARE BILLED FOR ANY CONTRACTED TIME, EVEN IF YOUR CHILD DOES ATTEND.

Signature _____ Date _____

☆ PARENT AGREEMENT ☆

CLUBHOUSE KIDS BEFORE & AFTER SCHOOL PROGRAM

Child's Name _____

Behavior Guidelines

I have read and understand the enclosed policies and behavior guidelines. I understand if my child does not follow the set rules and guidelines, disciplinary action will be taken.

Initials _____

Payment Policy

Payments **not** made on Friday on the week of participation will be assessed a \$25.00 late fee charge and my child will not be allowed to return to the Clubhouse Kids program until payment is made in full. I understand I am responsible for full payment for all days that I contract for regardless of my child's attendance.

Initials _____

Late Pick-up Policy

I am aware that if I am late and my child is not picked up by 6:00 pm, I will be charged at a rate of \$1.00 per minute per child starting at 6:00 pm. After 6:15pm, I will be charged \$5.00 per minute, per child.

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 _____

Permission To Photograph

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

Initials _____

Local Walks

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

Initials _____

By signing below, I have read and agree to adhere to Clubhouse Kids Before and After School program policies and procedures.

Parent Signature

Date

