



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

Thank you for your interest in enrolling in Clubhouse Kids! Attached you will find our Frederick, MD Child Care Registration & Enrollment Application for "Little Ones" preschool and child care. Clubhouse Kids "Little Ones" are children ages 6-weeks old through 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:
 - sending them to us via fax at (301) 685-5120; or,
 - scanning & emailing them to us at 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/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 you complete a Maryland Emergency Form 1214 for each enrolled child, and that all other Maryland State mandated health-related forms (all 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 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.

Invoices for upcoming weekly tuition payments are emailed to account holders on each Monday. Enrolled attendance plan tuition payments are due two days later on Wednesday each week, and normally cover care during the upcoming full week, Monday-Friday.

Please remember, accounts with payments due on Wednesday but not received by the following Friday night at 11:59pm, will automatically have a late payment fee applied. Accounts remaining unpaid on the following 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 on the account 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 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

LITTLE ONES Registration & Enrollment Application - Frederick County, MD

For 2-yr-olds, 3-yr-olds, 4-yr-olds, & non-Kindergarten 5-yr-olds. **Effective 06/05/2023**

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

1. Complete this enrollment application in its entirety (or enroll online at www.ClubhouseKidsOnline.com).
A new Registration & Enrollment Application will need to be submitted at the beginning of each school year.
2. Attach a once-annual child care registration fee of \$75 per child.
3.
 - a) Include the first week's tuition (and/or pro-rated amount if applicable) with this application.
 - b) Include the Enrollment Deposit of \$250 per child with this application (unless already on-file).
This deposit is held on account, and upon withdrawal, is applied towards the child's final 2 weeks of care.
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 scan the forms/payment info into your computer & email to 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 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 (titled "Maryland State Forms Packet").

- * **Clubhouse Kids location:** () CK @ Gas House Pike* (Preschool, & School-Age) (All-Day Care & Before/After Care)
* This could change in the event of an emergency or due to unforeseen circumstances.

- * **Reminder:** Clubhouse Kids provides transportation to and from several area elementary schools for school-age siblings/children attending those schools!

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

- * **Child's Name:** _____ () Boy () Girl

Date of Birth: _____ / _____ / _____

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 Name:** _____ : (___) Male (___) Female

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

Home Ph: _____ Cell Ph: _____ Work Ph: _____

*Email Address: _____

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

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

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

Home Ph: _____ Cell Ph: _____ Work Ph: _____

*Email Address: _____

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

* **Does your child/children have any allergies?** (ex.: 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 or 504-plan 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 available for download on our website. If yes, please list all medications along with the diagnosis requiring each medication:

() (Please Initial) I understand that with the COVID-19 pandemic now in the past, Clubhouse Kids is offering enrollment options geared towards students returning to a normal 5-days per week in-person school schedule for FCPS school year 2023-2024.

However, if changes are announced by FCPS or any governing agency affecting our enrollment plans, we will offer alternate attendance options accordingly, and plans currently offered may become unavailable.

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 with a Check or X</u>	<u>Full-Day Care</u>	<u>Part-Day Care</u>
6-wks - 2-yrs old, in <u>5-days per week</u> at:	(<input type="checkbox"/>) N/A p. child, p. week;	(<input type="checkbox"/>) N/A p. child, p. week
6-wks - 2-yrs old, in <u>3-days per week*</u> at:	(<input type="checkbox"/>) N/A p. child, p. week;	(<input type="checkbox"/>) N/A p. child, p. week
6-wks - 2-yrs old, in <u>2-days per week*</u> at:	(<input type="checkbox"/>) N/A p. child, p. week;	(<input type="checkbox"/>) N/A p. child, p. week
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2-years old, in <u>5-days per week</u> at:	(<input type="checkbox"/>) \$348.00 p. child, p. week;	(<input type="checkbox"/>) \$261.00 p. child, p. week
2-years old, in <u>3-days per week*</u> at:	(<input type="checkbox"/>) \$287.00 p. child, p. week;	(<input type="checkbox"/>) \$215.00 p. child, p. week
2-years old, in <u>2-days per week*</u> at:	(<input type="checkbox"/>) \$240.00 p. child, p. week;	(<input type="checkbox"/>) \$180.00 p. child, p. week
<hr/>		
3-years old, in <u>5-days per week</u> at:	(<input type="checkbox"/>) \$302.00 p. child, p. week;	(<input type="checkbox"/>) \$227.00 p. child, p. week
3-years old, in <u>3-days per week*</u> at:	(<input type="checkbox"/>) \$258.00 p. child, p. week;	(<input type="checkbox"/>) \$194.00 p. child, p. week
3-years old, in <u>2-days per week*</u> at:	(<input type="checkbox"/>) \$215.00 p. child, p. week;	(<input type="checkbox"/>) \$161.00 p. child, p. week
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4-years old, in <u>5-days per week</u> at:	(<input type="checkbox"/>) \$292.00 p. child, p. week;	(<input type="checkbox"/>) \$219.00 p. child, p. week
4-years old, in <u>3-days per week*</u> at:	(<input type="checkbox"/>) \$249.00 p. child, p. week;	(<input type="checkbox"/>) \$187.00 p. child, p. week
4-years old, in <u>2-days per week*</u> at:	(<input type="checkbox"/>) \$208.00 p. child, p. week;	(<input type="checkbox"/>) \$156.00 p. child, p. week

* 2-days per week = Tues/Thurs; 3-day per week = Mon/Wed/Fri; **REMINDER:** Days are not swappable. (i.e.: If on a given week, a child enrolled in Tues/Thurs does not need their Tues but needs Fri care that week, Tues would go unused, and Fri would be drop-in care)

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.

Infant/Toddler: Full-Day = N/A; Part-Day = N/A

3-Year-Olds: Full-Day = \$118; Part-Day = \$89

2-Year-Olds: Full-Day = \$136; Part-Day = \$102

4-Year-Olds: Full-Day = \$114; Part-Day = \$85

* Full-Day = attendance once per day between center open & close time. Part-Day = attendance once per day between 9am and 3pm-sharp.

Sibling Discounts: 1st addtl sibling (child #2) = 10% discount; 2nd addtl sibling & after (child #3 & after) = 15% discount

* Sibling Discounts cannot be combined with "Other Discounts" shown below, or with any discounts not appearing herein. Sibling Discounts do not apply to Drop-in Care. Highest priced sibling 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 = 50% disc. x 1 week total tuition (max disc. = \$120 per referral; qualifying details apply)

* Other Discounts do not apply to Drop-in Care. 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 \$75 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.

#2 Initial: 2. **Planned Schedule.** I understand that Clubhouse Kids is open Monday-Friday, including Frederick County Public Schools (FCPS) planned school-closed teacher professional days & half-days, much of FCPS Winter Break, part 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 information.

#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 a 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 the weekly tuition fee (as determined by my plan selection), with payments due weekly on each Wednesday through the day before the first day of the next school year for Frederick County Public Schools (FCPS) students. **I understand that if Clubhouse Kids does not receive the payment(s) due for each enrolled child on my account (including carry-over balances, late payment fees, late pick-up fees, etc.) by 11:59pm on Friday immediately following each Wednesday, a late payment fee will be applied to my account, and an account status of "delinquent". If the payment remains past due after 11:59pm on the Sunday occurring 2 days later, 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-withdrawn from the program on any date between the date of suspension 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 have been paid. I understand that an additional summer-care-specials fee of \$100 per 2-year-old through non-kindergarten-5-year-old, is due approximately each mid-May in order for the child to attend care through summer, and that school-age children will need to enroll in summer camp if care during upcoming 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 ever arrives after closing time, my account will be charged a late pick-up fee of \$1 per minute past closing time, 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. **No Tuition Adjustments.** I understand that there are no adjustments to tuition due to absences caused by illness, vacation, closure, quarantine, or any reason. A number of expected days missed due to illness, weather, foreseen or unforeseen circumstances are pre-calculated into tuitions. In the event that Clubhouse Kids is unable to provide services or must relocate to an alternate location due to any reason, no refunds, credits, or adjustments will be processed.

#6 Initial: 6. **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, care to any family for any reason, and without disclosing a reason.

#7 Initial: 7. **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. We cannot give the first dose of a medication.

- #8 Initial:** **8. Tuition Payment Schedule.** I understand that the Clubhouse Kids Tuition Payment Schedule will occur as follows:
- a) On about each Monday an invoice will be sent via email to the primary account holder email address indicated on my Clubhouse Kids account and it will indicate the payment amount due for my account on the upcoming Wednesday occurring 2-days later. The indicated payment due will cover my child's/children's enrollment for the upcoming week, Monday through Friday, plus any other fees posted to the account, and/or any previous balance already posted to the account;
 - b) The invoiced payment 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 overdue payment has not been paid in full by 11:59pm on the Friday night occurring 2-days after the Wednesday due date, a Late Payment Fee will be applied to the account;
 - e) If the overdue payment and Late Payment Fee have not been paid in full by 11:59pm on Sunday, 4-days after the Wednesday due date, the account will become suspended, and the children listed on the account will not be able to attend ANY Clubhouse Kids program until the amount due (including the Late Payment Fee) has been paid in full;
 - f) This billing sequence will recur/continue week-after-week while my child/children are enrolled in care at Clubhouse Kids.
- #9 Initial:** **9. 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 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 picked up by our scheduled closing time, 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.
- #11 Initial:** **11. 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.
- #12 Initial:** **12. 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.**
- #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 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. **In the event of a suspected COVID-19 infection at the center, I agree to have my child picked-up within 45-minutes of being notified.**
- #14 Initial:** **14. 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.
- #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. 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.

#18 Initial: **18. 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. I hereby agree to abide by and adhere to the Clubhouse Kids policies and procedures whether outlined herein, in the Clubhouse Kids Parent Handbook, in the COVID-19/Coronavirus Warning & Disclaimer, posted at a Clubhouse Kids child care center, or explained to me by a Clubhouse Kids staff member.

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. 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. **Please 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. **Please 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. **Please 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. **Please 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. **Please 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. **Please 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. **Please initial:** _____

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

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 how you would like to pay the annual school year Registration Fee(s) (\$75 per child) and the one-time school-year Enrollment Deposit(s) (\$250 per 6-week old child through non-pre-kindergarten child; \$200 per school-age pre-kindergarten - 8th grade child) below:

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

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: If applicable, of the two choices below, indicate your preferred payment method for weekly enrollment plan tuition & associated fees. All fees are billed to accounts weekly with payments due on Wednesdays, including tuition for Little Ones year-round programs, School-Age school year programs and summer camp programs, as well as other associated fees posted to the account.

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

Automatic Payments via Credit Card or Electronic Funds Transfer (EFT). I wish to make my recurring payments, covering tuition and any other charges posted to my account, via credit card/Electronic Funds Transfer (EFT) as detailed below.

Manually Make Weekly Payments. I will manually remit payments for my Clubhouse Kids school year tuition and any other charges posted to my account, via check, money order, cashier's check, 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 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)

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 IFSP/IEP that you would like to advise Clubhouse Kids about?
_____ Yes _____ No

If yes, and you would like to share this information, please attach a copy of it to this form. Specifically, any information that describes how we can 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.



COVID-19/Coronavirus Warning & Disclaimer

COVID-19/Coronavirus Warning:

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 _____’s [minor’s name] participation in Clubhouse Kids programs, I, _____, the parent/guardian of the minor named above, agree to release and on behalf of myself and the minor named above, 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.

Parent/Guardian Printed Name: _____

Parent Guardian Signature: _____ Date: _____



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.

Please sign below to indicate that you have read, understand, and agree to the Clubhouse Kids Injury Policy outlined above.

Child/Children's Name(s): _____

Parent Signature: _____ Date: _____

Parent Printed Name: _____



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 at 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
(301) 624-4015

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)
217 Dill Avenue
Frederick, MD 21769
(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!

What to Pack:

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

Infants/Toddlers/Twos:

- Extra change of clothes (3 sets)
- Underwear/pull-ups for potty trainers
- Bibs and feeding supplies (infant)(enough for each feeding)
- Pre-made bottles labeled with child's first & last name and the date
 - *Formula must be pre-made in bottles
 - *Breastmilk must be 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 – 5 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 with child's first & last name)
- Sunscreen
- Ready-to-eat lunch/extra snacks (if applicable)
- Extra snacks (2-3 items max)(ex.: puffs, pouches)

Preschool, Pre-K, and School-Age:

- Extra change of clothes (2 sets)(Preschool & Pre-K)
- Underwear/pull-ups for potty trainers
- Sunscreen
- Cot sheet or twin-size fitted sheet, and blanket
- Ready-to-eat lunch/extra snacks

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 immunizations or equivalent print-out from 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 _____
- Other _____