



# Welcome to Clubhouse Kids Summer Camp!

Thank you for your interest in Clubhouse Kids! Attached you will find a Registration & Enrollment packet for our Clubhouse Kids Summer Camp 2024 for school-age children (entering 1<sup>st</sup>-7<sup>th</sup> grade in the upcoming fall), based at our main location, our Gas House Pike child care center in Frederick, MD.

Registration & enrollment for Clubhouse Kids Summer Camp 2024 opens on Monday, March 18, 2024 at 9:30am.

Enrollment is awarded on a first come, first served basis, and can be completed by 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](mailto:info@ClubhouseKidsOnline.com); or,
- sending them via regular mail to us at P.O. Box 455 Walkersville, MD 21793-0455.

**Don't delay! The limited number of spaces will fill fast!** Please keep in mind that several weeks of summer camp typically become full by mid-May, which unfortunately forces us to turn away late-enrolling families. 😞

Once we receive your enrollment documents, as well as a \$100 annual summer camp registration fee, a \$25 t-shirt fee (required to be worn on all field trips as a safety measure), and your camp week deposits, we will begin the process of enrolling your child/children for our summer camp program. After completing a successful enrollment, a confirmation message will be emailed to you, as well as a Clubhouse Kids Parent Handbook before the start of camp.

**Please** ensure that all required Maryland State forms are completed and submitted to us prior to the first day of camp on Monday, June 10, 2024. (These forms available on the "Forms" page of our website, and also are emailed to parents following enrollment). Any child without these forms submitted will not be able to attend camp. This may not pertain to children who attended Clubhouse Kids school year 2023-2024 care.

**Payment Schedule:** Camp week deposits (\$35 per child, per week) secure your child's spot in your selected weeks. Camp week remaining balances will be billed and due weekly throughout summer. On Monday each week, you will receive an emailed invoice for the next camp week's balance which is due on Wednesday, 2-days later. (A payment schedule is outlined in the attached summer camp enrollment application.) Additionally, families who select AM and/or PM extended care will also have the associated amount due weekly on Wednesdays throughout summer.

Due to the high demand of our summer camp program, 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.

If you have any questions about this process or any of the paperwork involved, please feel free to contact our Main Office via email at [info@ClubhouseKidsOnline.com](mailto:info@ClubhouseKidsOnline.com) or via phone at (301) 685-5100.

We look forward to another great Clubhouse Kids Summer Camp, and 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

## Summer Camp Registration & Enrollment Checklist

Check off each item below as each is completed, and signed if necessary, and ready to be submitted.

### Clubhouse Kids (CK) forms:

- Clubhouse Kids Registration & Enrollment Application for Summer Camp (6 pages)**  
*(Indicate camp weeks & extended care on pg. 3 of 7; initials on pgs. 5,6,7; sign/date on pgs. 6&7)*
- Provide bank account information, credit card information, or a check for summer camp related sign-up fees:**
  - \$100 per child registration fee
  - \$25 per t-shirt fee (required to be worn on all field trips as a safety measure)
  - Deposit of \$35 per child, per enrolled week (deposit is applied toward each camp week tuition)
    - My child is enrolled in \_\_\_\_\_ weeks of camp x \$35 per week = \$ \_\_\_\_\_ deposit for this child.
- Clubhouse Kids Informed Consent and Release of Liability Form (1 page) (“page 7 of 7” at bottom of page)**  
*(Complete each Summer)*
- Clubhouse Kids Payment Preference Form (1 page)**  
*(Complete each Summer and School Year)*
- Clubhouse Kids COVID-19/Coronavirus Warning & Disclaimer (1 page)**  
*(Complete each Summer and School Year)*
- Clubhouse Kids Injury Policy (1 page)**  
*(Complete each Summer and School Year)*
- Clubhouse Kids Emergency Transportation Consent Form (1 page)**  
*(Complete each Summer and School Year)*
- Clubhouse Kids - Summer Camp Swimming Activities Consent Form (1 page)**  
*(Complete each Summer)*

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### Maryland State Dept. of Education (MSDE) & Dept. of Health & Mental Hygiene (DHMH) forms (emailed to account holders following registration & enrollment):

- MSDE Emergency Form 1214**  
*(Complete new form at least once per year, and if newly enrolled. Update as changes occur)*
- MSDE Health Inventory Form 1215 Part 1**  
*(Parent Portion to be completed & submitted once, prior to any child's first day in Clubhouse Kids care;  
To save time, parent may request child's school to provide Clubhouse Kids with copy of school's form on file)*
- MSDE Health Inventory Form 1215 Part 2**  
*(Physician Portion to be completed & submitted once, prior to any child's first day in Clubhouse Kids care;  
To save time, parent may request child's school to provide Clubhouse Kids with copy of school's form on file)*
- DHMH Immunization Form 896**  
*(This form or a substitute physician-printed immunization record must be provided once, prior to any child's first day in Clubhouse Kids care, and again after any immunization updates.)*
- MSDE Pamphlet, “A Parent's Guide to Regulated Child Care”**  
*(Needed only once from families when new to Clubhouse Kids)*
- MSDE Medication Admin Form 1216/MSDE Allergy or Asthma Action Plan Form (epi-pen, Benadryl, inhaler, etc.)**  
*(For children needing prescription or non-prescription medication, including sunscreen. while in CHK care)*
- DHMH Lead Addendum Form 4620**  
*(Only needed for children who are under the age of 7 at any time while in Clubhouse Kids care)*

\* Additional forms may be needed for children with asthma or allergy issues requiring medication.

# Clubhouse Kids LLC

## Summer Camp 2024 Registration & Enrollment Application - Frederick County, MD

for school-age children who have completed Kindergarten through children who are about to enter 7<sup>th</sup> Grade

### To register your child to attend Clubhouse Kids Summer Camp 2024:

1. Complete this enrollment application in its entirety.
2. Per child, attach a \$100 annual summer camp registration fee, a \$25 t-shirt fee (required to be worn on all field trips as a safety measure), and a \$35 deposit for each camp week enrolled (these are all non-refundable).
3. Submit this registration & enrollment paperwork along with your payment by either:
  - a) Regular postal mail sent to P.O. Box 455 Walkersville, MD 20793-0455; or,
  - b) Faxing your forms and credit card payment information to us at (301) 685-5120; or,
  - c) Handing in your forms & payment info to the Director or Asst. Director at our Gas House Pike center; or,
  - d) Scanning the forms into your computer and emailing them to [info@ClubhouseKidsOnline.com](mailto:info@ClubhouseKidsOnline.com).

Once we process your enrollment forms and payment, we will send a confirmation email 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 at Clubhouse Kids camp/care. These forms are available on the "forms" page of our website at <https://www.clubhousekidsonline.com/>. If your child was enrolled in Clubhouse Kids school year 23-24 care, new documents may not be needed. Check with the center Director.

### \* Clubhouse Kids location:

(  ) CHK @ Gas House Pike: Clubhouse Kids Summer Camp is based at our Clubhouse Kids @ Gas House Pike child care center, however, this could change in the event of an emergency or any unforeseen circumstances (i.e. a long term power outage, etc.). Please remember that throughout summer, the children will frequently be out of the center on field trips.

**Please Note:** Considering the recent COVID-19 pandemic, we will do our best to be prepared for any similar event that could occur. If restrictions or guidelines are announced by any governing agency, such as but not limited to: the Maryland State Department of Education (MSDE), the Maryland Department of Health (MDH), or the Centers for Disease Control (CDC), or if for any reason, any Clubhouse Kids center/room closure must occur that affects our planned trips and/or activities, we will offer alternate activities accordingly, and the cancelled trips and/or activities may become unavailable. I understand that no refunds will be processed.

Child's Name: \_\_\_\_\_ (  ) Boy (  ) Girl

Child's Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Child's Grade Level in upcoming Fall 2024: \_\_\_\_\_

Was the above child enrolled in Clubhouse Kids care during school year 2023-2024?

(  ) Yes (  ) No If yes, which location? \_\_\_\_\_

Child's Home Address:

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

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

(  ) Mother (  ) Father (  ) Guardian (  ) Other (specify name & relationship): \_\_\_\_\_

**Parent/Guardian 1 Name:** \_\_\_\_\_ : (  ) Male (  ) Female

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

(Complete all fields below. Skip the Address, City, State, ZIP fields if they are the same as child's on the previous page.)

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_ \*The child listed lives in the same residence as this person: (  ) Yes (  ) No

Home Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\*Email Address: \_\_\_\_\_ Social Security #: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\* **Reminder:** A valid email address is needed in order to receive newsletters, reminders, invoices, weather alerts, closing information, etc.

**Parent/Guardian 2 Name:** \_\_\_\_\_ : (  ) Male (  ) Female

Legal Role: (  ) Mother/Father, (  ) Step-Mom/Step Dad, (  ) Aunt/Uncle, (  ) Grandparent, (  ) Adult Sibling

(Complete all fields below. Skip the Address, City, State, ZIP fields if they are the same as child's on the previous page.)

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_ \*The child listed lives in the same residence as this person: (  ) Yes (  ) No

Home Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\*Email Address: \_\_\_\_\_ Social Security #: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\* **Reminder:** A valid email address is needed in order to receive newsletters, reminders, invoices, weather alerts, closing information, etc.

**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.

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

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## Summer Camp 2024 Options

Please mark the weeks that meet the enrolling child's summer camp & extended care needs.

I would like to enroll my child in the following Summer Camp 2024 weeks:

Options:	Wk #1	Wk #2	Wk #3	Wk #4	Wk #5	Wk #6	Wk #7	Wk #8	Wk #9	Wk #10
	6/10-6/14	6/17-6/21	6/24-6/28	7/1-7/5	7/8-7/12	7/15-7/19	7/22-7/26	7/29-8/2	8/5-8/9	8/12-8/16
		CLOSED 6/19		CLOSED 7/4						
Camp Week:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AM Care:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM Care:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Remember,** our Gas House Pike center serves as "home base" for school-age summer camp and has two HUGE, gymnasium-sized rooms for the kids to stretch out in and use for arts & crafts, individual games & group games, jumping & play, air-hockey & ping-pong tables, indoor basketball hoops, and more! Combined with our field trips, kids will have the BEST time!

**PLEASE NOTE:** Refrigeration and heating is not provided for meals. Please send food accordingly.

**Camp Dates:** Weekly throughout the summer, Mon, June 10, 2024 - Fri, August 16, 2024 (Closed 6/19 and 7/4)  
Start/end dates are subject to change due to changes to the Frederick County Public Schools schedule.

### Camp Hours & Extended Care Hours:

- School-age Summer Camp hours are: Monday - Friday 9:00am-3:30pm.
- Extended care is available: from 7:00am-9:00am for \$50 per child per week, and from 3:30pm-6:30pm for \$75 per child per week.
- Event times vary throughout summer, however, trips to the pool occur between 10:30am-3pm; most Wednesday trips occur between 9am-2pm; most Monday and Friday events at the center occur between 10am-2pm. **Please do not schedule doctor or dentist visits for your child during these times.**
- Our Summer Camp 2024 Calendar has approximate field trip times, **however, field trip permission slips (distributed weekly at the center) will have more accurate times and details.**

### Camp Tuition & Extended Care Fees:

- Summer camp tuition is \$275 per child per week, paid as a \$35 non-refundable deposit upon registration & enrollment, plus a \$240 balance per enrolled camp week paid according to our regular payment schedule throughout summer (see below). AM and PM Extended Care fees will also be billed weekly through summer.

### Sibling Discounts:

- 1<sup>st</sup> additional sibling (child #2) enrolled in same camp weeks as sibling = \$10 weekly discount.
- 2<sup>nd</sup> addt'l sibling & after (child #3 & after) enrolled in same camp weeks as siblings = \$20 weekly discount.

## Summer Camp 2024 Tuition Quick-Glance Payment Schedule

Week #	Week Dates	Withdraw/Swap Cutoff Date		Balance Due	Late Pymnt Fee
Week #1	6/10-6/14	5:00pm 5/26/2024		Wed., 6/5/2024	Sat., 6/8/2024
Week #2	6/17-6/21	5:00pm 6/2/2024	CLOSED 6/19	Wed., 6/12/2024	Sat., 6/15/2024
Week #3	6/24-6/28	5:00pm 6/9/2024		Wed., 6/19/2024	Sat., 6/22/2024
Week #4	7/1-7/5	5:00pm 6/16/2024	CLOSED 7/4	Wed., 6/26/2024	Sat., 6/29/2024
Week #5	7/8-7/12	5:00pm 6/23/2024		Wed., 7/3/2024	Sat., 7/6/2024
Week #6	7/15-7/19	5:00pm 6/30/2024		Wed., 7/10/2024	Sat., 7/13/2024
Week #7	7/22-7/26	5:00pm 7/7/2024		Wed., 7/17/2024	Sat., 7/20/2024
Week #8	7/29-8/2	5:00pm 7/14/2024		Wed., 7/24/2024	Sat., 7/27/2024
Week #9	8/5-8/9	5:00pm 7/21/2024		Wed., 7/31/2024	Sat., 8/3/2024
Week #10	8/12-8/16	5:00pm 7/28/2024		Wed., 8/7/2024	Sat., 8/10/2024

# Summer Camp 2024 Tuition Payment & Activity Schedule

**KEEP THIS PAGE & place this on your refrigerator for quick access to field trip plans & upcoming payments.**

**Remember,** our Gas House Pike center serves as "home base" for school-age summer camp and has two HUGE, gymnasium-sized rooms for the kids to stretch out in and use for arts & crafts, individual games & group games, jumping & play, air-hockey & ping-pong tables, indoor basketball hoops, and more! Combined with our field trips, kids will have the BEST time!

Planned Activities/Field Trips are subject to change at the discretion of Clubhouse Kids due to unforeseen circumstances.

**Week #1** Planned Activities/Field Trips: Monday: Blast-Off Party - Circus Day! Tuesday: Swimming & Water Play!  
(6/10-6/14) Wednesday: Regal Westview 16! Thursday: Swimming & Water Play! Friday: CHK Break a World Record Day!

**Wk #1 Withdraw/Swap Cutoff: 5:00pm 5/26/24** Tuition: \$275 - \$35 Dep. = **\$240 due 6/5/24** **AM Care = + \$50; PM Care = + \$75**

**Week #2** Planned Activities/Field Trips: Monday: Clay Animal Creations Day! Tuesday: Swimming & Water Play!  
(6/17-6/21) Wednesday: CLOSED-Juneteenth! Thursday: Swimming & Water Play! Friday: Animals, Animals Everywhere!

CLOSED 6/19  
**Wk #2 Withdraw/Swap Cutoff: 5:00pm 6/2/24** Tuition: \$220 - \$35 Dep. = **\$185 due 6/12/24** **AM Care = + \$40; PM Care = + \$60**

**Week #3** Planned Activities/Field Trips: Monday: Stained Glass Art Day! Tuesday: Swimming & Water Play!  
(6/24-6/28) Wednesday: Hot Fired Arts! Thursday: Swimming & Water Play! Friday: Imagination Creation Day!

**Wk #3 Withdraw/Swap Cutoff: 5:00pm 6/9/24** Tuition: \$275 - \$35 Dep. = **\$240 due 6/19/24** **AM Care = + \$50; PM Care = + \$75**

**Week #4** Planned Activities/Field Trips: Monday: Animal Safari - Fun w/Food Day! Tuesday: Swimming & Water Play!  
(7/1-7/5) Wednesday: Catoctin Zoo! Thursday: CLOSED - Independence Day! Friday: Scavenger Hunt for Treasures!

CLOSED 7/4  
**Wk #4 Withdraw/Swap Cutoff: 5:00pm 6/16/24** Tuition: \$220 - \$35 Dep. = **\$185 due 6/26/24** **AM Care = + \$40; PM Care = + \$60**

**Week #5** Planned Activities/Field Trips: Monday: Superhero Shield Design Day! Tuesday: Swimming & Water Play!  
(7/8-7/12) Wednesday: Sky Zone! Thursday: Swimming & Water Play! Friday: Superhero Dress-up & Showdown Day!

**Wk #5 Withdraw/Swap Cutoff: 5:00pm 6/23/24** Tuition: \$275 - \$35 Dep. = **\$240 due 7/3/24** **AM Care = + \$50; PM Care = + \$75**

**Week #6** Planned Activities/Field Trips: Monday: Obstacle Course Day! Tuesday: Swimming & Water Play!  
(7/15-7/19) Wednesday: Mt. Airy Duck Pin Bowling! Thursday: Swim & Water Play! Friday: ~~Fear Factor~~ Fun Factor Day!

**Wk #6 Withdraw/Swap Cutoff: 5:00pm 6/30/24** Tuition: \$275 - \$35 Dep. = **\$240 due 7/10/24** **AM Care = + \$50; PM Care = + \$75**

**Week #7** Planned Activities/Field Trips: Monday: Winter Wonderland in July! Tuesday: Swimming & Water Play!  
(7/22-7/26) Wednesday: Chuck E. Cheese! Thursday: Swimming & Water Play! Friday: Winter Wonderland Craft Fair!

**Wk #7 Withdraw/Swap Cutoff: 5:00pm 7/7/24** Tuition: \$275 - \$35 Dep. = **\$240 due 7/17/24** **AM Care = + \$50; PM Care = + \$75**

**Week #8** Planned Activities/Field Trips: Monday: Marble Run & LEGO Mania! Tuesday: Swimming & Water Play!  
(7/29-8/2) Wednesday: Earth Science Lab! Thursday: Swimming & Water Play! Friday: Fun w/Science - Lemon Volcano!

**Wk #8 Withdraw/Swap Cutoff: 5:00pm 7/14/24** Tuition: \$275 - \$35 Dep. = **\$240 due 7/24/24** **AM Care = + \$50; PM Care = + \$75**

**Week #9** Planned Activities/Field Trips: Monday: The Olympics Come to CHK Day! Tuesday: Swimming & Water Play!  
(8/5-8/9) Wednesday: Ledo Pizza & Dairy Queen! Thursday: Swim & Water Play! Friday: Mini Olympics Day!

**Wk #9 Withdraw/Swap Cutoff: 5:00pm 7/21/24** Tuition: \$275 - \$35 Dep. = **\$240 due 7/31/24** **AM Care = + \$50; PM Care = + \$75**

**Week #10** Planned Activities/Field Trips: Monday: Great Games Day! Tuesday: Swimming & Water Play!  
(8/12-8/16) Wednesday: Regal Westview 16! Thursday: Swimming & Water Play! Friday: PJ's for DJ Dance Party Day!

**Wk #10 Withdraw/Swap Cutoff: 5:00pm 7/28/24** Tuition: \$275 - \$35 Dep. = **\$240 due 8/7/24** **AM Care = + \$50; PM Care = + \$75**

# Parent & Child Care Center Enrollment Agreement

- #1 Initial:** \_\_\_\_\_ 1. **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.
- #2 Initial:** \_\_\_\_\_ 2. **Planned Schedule.** Planned camp dates are Monday, June 10, 2024 - Friday, August 16, 2024. Camp start & end dates are subject to change due to changes by Frederick County Public Schools or other unforeseen circumstances.
- #3 Initial:** \_\_\_\_\_ 3. **Camp Week Deposits.** I understand that a \$35 non-refundable deposit per child, per camp week is required to reserve a space at the time of enrollment, unless enrollment is on/after the remaining balance due date of each enrolling camp week, in which case full payment is required at enrollment. These deposits are applied to each week's camp fee.
- #4 Initial:** \_\_\_\_\_ 4. **Tuition & Other Fees.** I understand that upon registration I am responsible for paying \$25 per child for a Clubhouse Kids t-shirt which is required to be worn by my child during each field trip. Additionally, I am responsible for paying the balance of all enrolled weekly camp fees according to the Summer Camp 2024 Tuition Payment & Activity Schedule included in this enrollment application. **I understand that each camp week balance shall be due according to the specified payment schedule unless a withdraw request, in-writing, has been received by Clubhouse Kids by the corresponding camp week withdraw/swap cutoff date, whether my child attends the camp week or not, and that any balance not paid by the third day after the balance due date will have a \$30.00 late payment fee applied to it. Any account with a balance and/or late payment fee remaining unpaid two days later will result in the child's removal from all camp weeks and the child's slot(s) offered to other families, and the unpaid camp week balance(s) and/or late payment fees remaining due and payable by me.** I understand that I shall be responsible for any attorney or collection fees associated with any outstanding charges on the account. **I understand that I will be charged a \$30.00 NSF fee for any check returned as unpaid by the bank. I understand that if my child's pick-up person arrives late for pick-up of my child, I will be charged a late pick-up fee of \$1.00 per minute past closing time. Late pickup fees are due immediately, and if not paid may result in the suspension of the children on the account.**
- #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 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 & Cancellations.** I understand that if I paid a deposit for a camp week upon enrolling, but no longer plan for my child/children to attend a week or more of camp, **to avoid being charged for the full weekly rate, I MUST WITHDRAW IN WRITING by the camp week "Withdraw/Swap Cutoff" date by completing a "Summer Camp Transfer/Withdrawal Form",** or by sending an email with information containing each withdrawing child's name and week(s) of camp week being withdrawn, to Clubhouse Kids at [info@ClubhouseKidsOnline.com](mailto:info@ClubhouseKidsOnline.com) (and CK staff will send a confirmation email message to me). Failure to do so will result in balances due being charged per this agreement. Further, I understand that if withdrawal is requested on or before the Withdraw/Swap Cutoff date of the camp week(s) being withdrawn, and full payment has been made, a refund will be given. The refund will be for all camp fees paid that are related to the camp week(s) withdrawn, minus a \$35.00 deposit per camp week withdrawn, and minus \$100.00 registration fee. If withdrawal is requested after the Withdraw/Swap Cutoff date specified for each camp week, no refund will be given. Clubhouse Kids reserves the right to refuse enrollment/care to any family for any reason, without disclosing a reason. **ALL REGISTRATION FEES, CAMP WEEK DEPOSITS, AND T-SHIRT FEES ARE NONREFUNDABLE, REGARDLESS OF NOTIFICATION DATE AND/OR CANCELLATION/WITHDRAWAL REASON.**
- #7 Initial:** \_\_\_\_\_ 7. **Daily Sign In/Out.** I agree to escort my child/children in and out of the facility daily, signing him/her/them in and out each day. This is a Maryland State Department of Education - Office of Child Care requirement.
- #8 Initial:** \_\_\_\_\_ 8. **Late Pick-ups.** I understand that in the event of a child not picked up by 6:35pm, and no 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, as well as Clubhouse Kids forms, must be completed in-full and brought to the center Director at the school site 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. (If your child attended Clubhouse Kids school year care during the 2023-2024 school year, new forms may not be required. You may be asked to update the forms on-file as needed.) I agree to update my child's file information as changes occur, as outlined in the Clubhouse Kids Parent Handbook.
- #10 Initial:** \_\_\_\_\_ 10. **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.

- #11 Initial:** 11. Field Trips. I understand that the children are planned to take part in field trips while attending the summer camp program. Signature below indicates permission to participate in these field trips. The cost of field trips is included at no additional fee. Additional personal spending money is not necessary and not permitted at most destinations, however, may occasionally be permitted at certain destinations. We will advise parents if travelling to such a destination.
- #12 Initial:** 12. 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.
- #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 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 site permits. If staff cannot leave, the child will be transported in the care of emergency personnel.
- #14 Initial:** 14. Medication Administration. I understand that medication (prescription or non-prescription) will only be administered by Clubhouse Kids staff if 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 container with all information on the label. The first dose of a medication cannot be given at Clubhouse Kids.
- #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 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](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.
- #17 Initial:** 17. Photo/Video Statement. I understand that Clubhouse Kids may decide to use photographs or video displays of the children for promotional purposes or other legitimate reasons, and that Clubhouse Kids will never accompany a picture or video with specific information about any individual or provide any identifying information in that regard.
- #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 the dismissal from the program without receiving credit/refund.
- #19 Initial:** 19. Agreement. I have read and understand all six pages of this Registration & Enrollment Application for Summer Camp 2024 including this "Parent & Child Care Center Enrollment Agreement" portion, and the policies of the Clubhouse Kids program, and agree to abide by these policies whether outlined herein or in the Clubhouse Kids Parent Handbook.

**Acknowledgement.** I understand that participation in this program could result in injury or death, and I am voluntarily allowing my child to participate. I accept all risks of injury or death. I understand that participation may not be advisable for individuals with certain illnesses or medical conditions and agree to obtain a physical for my child prior to participating. I hereby waive, release, and forever discharge, indemnify, and hold harmless Clubhouse Kids, its officers, agents, employees, and representatives from any and all claims, suits, actions, damages, losses, liabilities, costs, and expenses incurred for injury/damages related to my child's participation in the program.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Fees Responsible Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Printed Name of Fees Responsible Person



# 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 Summer Camp.

1. I certify that my child is/are able to participate fully in the activities and programs of the Clubhouse Kids Summer Camp program (the "Clubhouse Kids Programs") and to use the facilities, equipment, and machinery of Clubhouse Kids and/or of any Clubhouse Kids supplied or field-trip-visited 3<sup>rd</sup> party (the "Summer Facilities and Equipment") unless otherwise stated in writing to Clubhouse Kids. In case of withdraw after the withdraw/swap cutoff date, I understand that there will be no refund of fee, credit to my account , or swap of summer camp weeks for the period concerned. **Please initial:** \_\_\_\_\_
2. In consideration of being allowed to participate in the Clubhouse Kids Programs and to use the Summer 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 Summer 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 Summer 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 Summer 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 Summer 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 Summer 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 Summer 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 Summer 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 Summer 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

## Summer Camp 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 & Camp Week Deposits:** Indicate your preferred payment method for the \$100 Registration Fee (per child), the \$25 t-shirt fee, and the camp week deposits (\$35 deposit per child, per selected camp week).

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) Enrolled Weekly Camp Sessions:** Indicate your preferred payment method for summer camp tuition and associated fees, due according to the Clubhouse Kids Summer Camp 2024 Tuition Payment Schedule.

**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 (EFT) as detailed below.** I wish to make my recurring payments, covering summer camp tuition and associated fees posted to my account, via credit card/Electronic Funds Transfer (EFT) as detailed below, and understand that fees will be charged according to the dates specified in the Clubhouse Kids Summer Camp 2024 Tuition Payment Schedule (included in the Enrollment Application).

**Manually Make Payments.** I will manually remit timely payment(s) for Clubhouse Kids summer camp tuition & 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" button at the top of the Clubhouse Kids website to make timely payments, according to the dates specified in the Clubhouse Kids Summer Camp Tuition Payment Schedule (included in the Enrollment Application).

### **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 Clubhouse Kids Summer Camp registration fees and/or tuition & other fees (as indicated on this form) to my credit card or bank account provided.**

\_\_\_\_\_  
Account Holder's/Cardholder's Signature

\_\_\_\_\_  
Date



# Clubhouse Kids

## 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 may recommend maintaining social distance 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.

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

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

Parent Printed Name: \_\_\_\_\_

Revised 03/06/2024



# Clubhouse Kids

## Injury Policy

Clubhouse Kids does its best to protect all of our children every day, however, sometimes accidents 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 be notified either: 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: \_\_\_\_\_

Revised 03/06/2024



# 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 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, we will use our Clubhouse Kids @ Frederick Classical Charter School (FCCS) center (located one building over and a few doors down from our Gas House Pike center) as our walking evacuation site.

They are located at:

Clubhouse Kids @ Frederick Classical Charter School (FCCS)  
8445 Spires Way  
Frederick, MD 21701  
(240) 388-1583

If it is too dangerous and/or life threatening to remain in the immediate area, we will transport children in Clubhouse Kids vehicles, and/or Clubhouse Kids staff vehicles to the following location:

Clubhouse Kids @ Monocacy Valley Montessori Public Charter School (MVMPCS)  
64 Thomas Johnson Drive  
Frederick, MD 21701  
(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 Parent Permission Form for Swimming Pool Activities

I \_\_\_\_\_, hereby give permission for my child \_\_\_\_\_, to participate in swimming pool activities as a part of the Clubhouse Kids Summer Camp program in which they are enrolled. The activities are scheduled to take place at:

William R. Diggs Memorial Pool  
125 West All Saints Street  
Frederick, MD 21701

**Circle the appropriate answer for each question/statement, and acknowledge with signature & date below.**

1. Has the child taken professional swimming lessons? YES NO

- If the child has taken professional swimming lessons, how many years? \_\_\_\_\_

2. My child can swim unassisted and without a flotation device. YES NO

3. My child listed above has my permission to participate in (circle one):

wading activities ONLY

wading and swimming activities

- wading activities = the child will be allowed to enter the water up to a depth of the child's knees.

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I. Only public facilities meeting applicable local standards will be used.

II. I understand that the child will be supervised by Clubhouse Kids staff and by lifeguards employed by the facility. I understand that Clubhouse Kids reserves the right to decide that the child is not as skilled a swimmer as the child has stated, or as stated on this form, and to restrict the child to certain areas of the pool appropriately.

III. I understand that Clubhouse Kids staff members and the Clubhouse Kids company will take reasonable and prudent safety precautions during the activities. However, I understand that accidents or incidents may occur, and that Clubhouse Kids staff will do their best to minimize this possibility.

IV. I understand that the risk of injury or death is involved with the activities and will not hold liable the Clubhouse Kids staff members, or the Clubhouse Kids company, should an incident occur.

## **ACKNOWLEDGEMENT:**

Parent/Guardian SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian PRINT Name: \_\_\_\_\_