

Creative Clubhouse School Year Information

Welcome, Thank you for your enrollment in our school year programs. **We will start the school year program on Sep 3, 2019.**

Please pick your options and mark them on the registration form.

Please fill out the Release Day Form if you intend to have your child attend those days. Deadline for release form is September 20, 2019. Pre-registered is \$45 per session after September 20, 2019 it will be \$50 per session.

School Year Billing/Contract Obligation:

This year payments and billing will be through TADS where it is automatically withdrawn from your financial institution. (Like school tuition during school year)

Creative Clubhouse staffing, activities and budget are established based on the number of registered children for each day of the school year. **Substitution of days is not allowed.** However you may add days at an additional cost of the drop in fee. **Fieldtrips cannot be dropped in on. You must sign up in advance for them when you originally register.** This is due to we need to reserve them weeks or sometimes months in advance.

Hours

Our school year hours are at before session 6:45-9:20 and after session 4:00-6:00. We close promptly at 6:00 p.m. There is a late pick up fee of \$5 minimum per child for the first 5 minutes and \$1 charge each minute after. Please notify the staff if you will be late. But please be on time as our staff have other commitments after 6:00 p.m.

If someone other than yourself is picking up your child you must let staff know in writing, email, or calling and leaving a message.

You **must** notify staff by 8:00 a.m. if your child will not be in attendance. Continuous failure to do so could result in removal from program. After the first occurrence there will be a **Finder's Fee of \$5 each time** a staff member has to look for your child.

Family Entrance:

Families are required to use their Smart Cards at Door #5 to gain entrance to program. If you have not received your card or are a new family please continue down the sidewalk to Door #6 and ring the doorbell. A staff will come up the stairs and open the door for you. Please see the coordinator to have a Smart Card coded for you. There are time when we do not have enough staff to leave the area to continually open Door #6. Please make sure you always have your card with you.

Breakfast:

Children who wish to eat breakfast will be walked over to the school cafeteria with all of their belonging. Breakfast is served 8:45-9:15. A Creative staff member will stay with them for the duration of breakfast and monitor them. The cost for breakfast is built in to your before session fee. Children **will not** come back to the Creative area when they have finished breakfast.

Creative Staff:

Please do not be offended if you are asked to show your identification when picking up your child. This is so we can get to know you but of most for your child's safety. **Keeping your child safe is our #1 priority.**

Sign In/Out Book:

Please make sure when you drop off your child at Creative in the morning or pick them up in evening that you the parent are signing them in/out and writing down the time along with your signature. **Children are not allowed to use or write in the book themselves only adults.**

Please let staff know when your child has arrived or are leaving. The reason for this is Creative is not legally responsible for your child until sign in is complete. It is nice to be greeted and see you. Also we keep attendance so in case of an emergency we need to know what children we have with us.

Child Belongings:

Please leave toys and personal belongings at home. Children often get excited to show off their item and it often leads to hard feelings because others want to hold or play with it. **Creative is not responsible for lost, stolen, or broken items.** Please feel free to check the lost and found area for items that might belong to your child.

Clothing/Shoes: You may bring extra clothes and leave them in your child's cubby. Please make sure that the clothing is comfortable and to be played in. Our kids like to play hard. Please make sure they are wearing comfortable and durable shoes. **Please make sure all belongings have name marked in them.** During winter months please make sure they have appropriate clothing such as: boots, snowpants, mittens, hat, and a coat. If weather allows we will go outside to play after school.

Electronics: May be brought but if continuous disregard to the rules for times to be played and how long they are played till will cause this privilege to be discontinued. It is your child's responsibility to keep track of item and keep them in their cubby or backpack when not in use. **Creative is not responsible for them.**

Creative T-shirt: Please make sure that your child is wearing their Creative School Year shirt on Release Field Trip Days. They need to be on the outside of their clothing for safety and identification purposes. Please make sure their name is written inside on the collar for easier identification. They may take them off when we return from the field trip.

Water Bottles: Water bottles are allowed and strongly encouraged but we ask that they stay in cubbies or on shelf above hooks when not in use. Water bottles are not allowed in the Creative room there is a drinking fountain in room attached where they can get drinks when thirsty. No child will ever be denied to get a drink. Please make sure their names are on their water bottles.

Field Trip Days:

You must have signed up for them in advance at beginning of school year. New families who start after school year has begun can sign up at time of their registration.

Creative school year t-shirts must be worn on the outside of clothing. (not summer swim shirts)

Your child will need a disposable bag lunch these days in a plastic grocery bag or a paper bag with a drink with their name clearly written on.

We will notify you of any special instructions by email and on the parent communication white board.

Will be using transportation by a school district bus company. Children are expected to follow all rules on the bus. Continuous disrespect of them could lead to the loss of a fieldtrip picked by the Creative Staff and/or Creative Coordinator.

Children are to follow all the rules of Creative Clubhouse and fieldtrip destinations. Failure to do so could lead to a fieldtrip being missed later picked by Creative Staff and/or Creative Coordinator. If behavior is severe we will might require that the child be picked up by parent/guardian at fieldtrip destination. Please make sure you are reachable on these days.

Snack Time:

Pop is not allowed nor is gum at Creative. For snack time we will provide one afternoon snack with water, juice, or milk depending on what day is on snack menu. If your child has special food requirements please make sure to let us know. We try to have a variety of snack foods.

Creative Clubhouse Parent Handbook

The Creative Clubhouse Handbook is available through the Nativity of Mary School website: nativitybloomington.org

You will find it under Activities. Then scroll down and click Extended Care. Click handbook.

The handbook is available in paper form to anyone who requests it. You will need to sign the Handbook Acknowledgement form and hand in with registration form.

Forms

The following forms in packet need to be turned in before your child may attend: Registration/Contract Agreement, Handbook Acknowledge (unless a returning family), Emergency Card/Health Information (unless a returning family and nothing has changed, Behavior Contract, Immunizations (unless a returning family and nothing has changed), Release Day registration form, Family Waiver form, and Smart Card form (unless a returning family).

We are looking forward to the next school year and your family.

If you have any questions please feel free to contact the Creative Clubhouse Coordinator: **Cindy Keogh at 952-881-9103 or at ckeogh@nativitybloomington.org**

2019-2020 Creative Clubhouse K-6 Enrollment Form

Child's Name _____ Birth Date _____ Gr ___ *

Child's Name _____ Birth Date _____ Gr ___ *

Child's Name _____ Birth Date _____ Gr ___ *

*Grade in 2019-2020 school year

Home Address _____

Parent Name _____ Parent Name _____

Phone # _____ Phone# _____

Email _____ Email _____

Registration Fee \$55 (\$110 Family Cap Fee)

T-shirt Size Circle: Youth S Youth M Youth L Adult S Adult M

Please Mark Contracted Sessions Needed:

Before Session 6:45-9:20

___ Full Time M-F for entire school year \$60 Week / \$240 Month

___ Part Time M T W TH F (Circle the days) \$18 per Before Session

Arrival Time _____

After Session 4:00-6:00

___ Full Time M-F for entire school year (\$50 Week / \$200 Month)

___ Part Time M T W TH F (Circles the days) \$12 per After Session

Pick Up Time _____

Drop in Fee \$18 per session Before or After

Release Days: Pre-registered \$45

Non Pre-registered \$50 (after Sept 20th)

If you plan on attending release days please complete and return release day form by 9/20/19.

The number of sessions indicated above will be considered your contract. Each week you will be required to pay for the indicated number of sessions whether or not your child attends.

In order to add days you must notify in person or by email the Program Coordinator in advance.

Switching days is not allowed.

Two week written notification is required to change this registration form.

Registration fee must accompany this form and is Non-Refundable.

Deadline for this form and registration fee: August16, 2019.

I understand that I am enrolling my child for the Creative Clubhouse School Year Program

Signature: _____ Date: _____

9901 E Bloomington Freeway-Bloomington, MN 55420 Contact Information at ckeognativitybloomington.org or call 952-881-9103

2019 - 2020 Release Day's Registration Form

(The Release Day Rate is \$45.00 if pre-registered by 9/20/19 and \$50.00 thereafter)

This Release Day Registration Form needs to be completed for the entire school year and returned to Creative Clubhouse by September 20, 2018. You will be committed to pay for each release day that you sign up for. Creative Clubhouse does understand that plans change as each release day draws near, therefore, you may cancel any given release day in writing or email 30 days prior to the release day without being charged for that day. Each release day needs a minimum of 10 children registered to be open for childcare. The pre-registration allows Creative Clubhouse to plan appropriately for activities, field trips, and staffing.

Child's Name: _____

August	27 (T)	Last Day of the Summer Program (Closed W, TH, F, and M, August 28-Sept 3)		
September	3 (T)	First Day of School for Grades 1 thru 8 (Kindergarten/Preschool start Sept 4)		
October	16 (W)	MEA	Yes _____	No _____
	17 (TH)	MEA	Yes _____	No _____
	18 (F)	MEA	Yes _____	No _____
November	27 (W)	Thanksgiving Break	Yes _____	No _____
November	28 & 29	Closed for Thanksgiving		
December	23 (M)	Christmas Break	Yes _____	No _____
	24 (T)	CRETIVE CLUBHOUSE IS CLOSED FOR CHRISTMAS EVE		
	25 (W)	CREATIVE CLUBHOUSE IS CLOSED FOR CHRISTMAS DAY		
	26 (TH)	Christmas Break	Yes _____	No _____
December	27 (F)	Christmas Break	Yes _____	No _____
	30 (M)	Christmas Break	Yes _____	No _____
	31 (T)	CREATIVE CLUBHOUSE IS CLOSED FOR NEW YEAR'S EVE		
January	1 (W)	CREATIVE CLUBHOUSE IS CLOSED FOR NEW YEAR'S DAY		
	2 (TH)	Christmas Break	Yes _____	No _____
	3 (F)	Christmas Break	Yes _____	No _____
January	20 (M)	Martin Luther King	Yes _____	No _____
February	18 (M)	President's Day	Yes _____	No _____
March	6 (F)	Teacher's Conference	Yes _____	No _____
	9 (M)	Teacher's Conference	Yes _____	No _____
	23 (M)	Spring Break	Yes _____	No _____
	24 (T)	Spring Break	Yes _____	No _____
	25 (W)	Spring Break	Yes _____	No _____
	26 (TH)	Spring Break	Yes _____	No _____
	27 (F)	Spring Break	Yes _____	No _____
April	10 (F)	Good Friday	Yes _____	No _____
	23 (M)	Easter Monday	Yes _____	No _____
May	27 (M)	CREATIVE CLUBHOUSE CLOSED FOR MEMORIAL DAY		
June	3 (W)	Last day of school and the Creative Clubhouse School Program.		
June	4-5 (TH-F)	Thursday & Friday – Creative Clubhouse is CLOSED!		
June	8	Monday - Creative Clubhouse Summer Program begins!		

Parent's Signature: _____ Date: _____

**2019-2020 School Year Creative Clubhouse
Emergency Information**

Child's Name: _____

Birth Date: _____

Home Address: _____

City: _____ **Zip:** _____

Home Phone: _____

Sex: M or F

Parent/Guardian Names:

Name: _____

Name: _____

Work # _____

Work # _____

Cell # _____

Cell # _____

E-Mail _____

E-Mail _____

Emergency Contact/Authorization to Pick Up:

Name: _____ **Relationship:** _____ **Phone :**(____) _____

Name: _____ **Relationship:** _____ **Phone :**(____) _____

Name: _____ **Relationship:** _____ **Phone :**(____) _____

Name: _____ **Relationship:** _____ **Phone :**(____) _____

My child MAY NOT be released to the following people: _____

Emergency Medical Treatment: In the event of an emergency, I hereby give permission to Creative Clubhouse to take whatever emergency measures, as judged necessary for the care and protection of my child while under the supervision of the Creative Clubhouse staff. This includes the transportation of my child to a hospital for emergency or surgical treatment if the local emergency resource (police, rescue squad), deems it necessary.

Furthermore, I understand that the child will be transported at the expense of me and my insurance company, and that in some medical situations; the staff will need to contact the local emergency resource before the parent, child's physicians, and/or other adult acting in the parent's behalf. It is understood that I will be advised of any further treatment by the hospital or doctor.

Preferred Hospital: _____

Insurance Carrier: _____

Family Doctor: _____

Policy # _____

Phone: _____

Dental Carrier: _____

Family Dentist: _____

Policy # _____

Phone: _____

Parent Signature: _____ **Date:** _____

**2019-2020 School Year Creative Clubhouse
Emergency Information**

Does your child have any of the following health concerns (Please indicate by circling):

No Concerns	Bee Sting Reactions	Asthma (see below)
Seizures	Hay Fever	Frequent Sore Throat
Shunt	Allergies	Constipation
Heart Problems	Bloody Noses	Bladder/Bowl Problems
ADD/ADHD	Diabetes	Anxiety
Autism	Dizzy/Fainting Spells	Behavioral Concerns
Other Social/Emotional/Mental Health Concerns		Glasses

Please describe in detail any of the above concerns circled: _____

Does your child require an Epi Pen? Yes or No Reason for Epi Pen: _____
Does your child require an Inhaler? Yes or No Reason for Inhaler: _____
Creative Clubhouse needs to have them onsite for the summer with prescription label on it.

All severe allergies in need of medication requires A SEVERE ALLERGY EMERGENCY HEALTH PLAN ON FILE WITH CREATIVE CLUBHOUSE/CUB CLUB!

Diet: Does your child have a medically prescribed diet? Yes or No
Please Describe: _____

Physical Limitations: Yes or No
Please Describe: _____

Please write down any special medical conditions we should be aware of:

Does your child take daily medication? If yes please list name and dosage:

Medications: If your child will need to have medications administered while attending you must fill out a Creative Clubhouse Medication Permission form.

In case of minor accident or illness, where it seems advisable to dismiss a child from Creative Clubhouse the procedure will be:

1. Contact the parent at home, work, or cell.
2. Contact the other designated persons to care for your child until you can be reached.

If a child is seriously injured or ill and requires medical attention, 911 will be called first!

Month, date and year of most recent immunizations. This information is required unless you are submitting an immunization record form!

DTP _____	POLIO _____	MMR _____
HEP. B _____	HIB _____	VAR _____
HEB. A _____	PCV _____	TETANUS _____

Parent Signature: _____ **Date:** _____

**2019-2020 School Year Creative Clubhouse
Emergency Information**

Field Trip Consent:

I, _____ grant permission for my child, _____
(Parent or Guardian's Name) (Child's Name)

to participate in these Creative Clubhouse events that requires transportation to a location away from the Creative Clubhouse site. These activities will take place under the guidance and direction of Creative Clubhouse/Nativity of Mary employees and/or volunteers from the Church of The Nativity of The Blessed Virgin Mary.

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above named minor ("participant"). I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend the Church of The Nativity of The Blessed Virgin Mary, its officers, directors, agents, and the Archdiocese of St. Paul/Minneapolis, chaperons or representatives associated with the event, from any claims or lawsuits arising from or in connection with my child attending the event, or in connection with any illness or injury or cost of medical treatment in connection therewith, and I agree to reimburse Creative Clubhouse, the parish, its officers, directors and agents, and the Archdiocese of St. Paul/Minneapolis, chaperons, or representatives associated with the event for reasonable attorney's fees and expenses arising from such claims or lawsuits.

_____ **Initial** I agree to abide by the terms and conditions of Nativity of Mary's Creative Clubhouse Parent handbook, which can be accessed on-line or in paper form upon request, governing the enrollment of child named above.

_____ **Initial** I grant permission to Nativity of Mary and or Creative Clubhouse to use my child's name, picture, anecdotes for the purpose of publicizing the services available.

_____ **Initial** In the event that my child needs immediate medical attention for injuries received while participating in the Creative Clubhouse Program, I give my permission for a staff member to administer necessary medical treatment. Staff may also admit my child to a hospital emergency room for emergency medical treatment without my consent if I cannot be reached to give permission or my own source of medical care cannot be reached.

_____ **Initial** I give my child permission to view "PG" movies, consent will be previewed by staff.

_____ **Initial** I give my permission to go on walking field trips in the Nativity of Mary neighborhood.

Optional Information

What would you like your child to gain from our program?

Please list any behaviors or attitudes you would like the staff to aware of:

What are some of his/her recreational or special interests?

Is there anything particularly significant about your family situation we should know about? (Divorce, separation, custody, death etc.)

Other significant information about your child that would be helpful to staff?

Please list the names and ages of siblings:

Creative Clubhouse Behavioral Guidelines

1. Verbal warning is given with an explanation of why the behavior is inappropriate.
2. Withdrawal from the activity: Child will be asked to leave the activity to take a break and be given time to refocus. (1&2 may occur simultaneously)
3. Reasoning: Every effort will be made to help the child understand the inappropriateness of his or her actions and agree to an alternate form of behavior. When the conflict is child to child (including sibling to sibling) every effort will be made to have them reason together face to face with staff facilitating.
4. Redirection: When reasoning has been pursued and behavior has not changed, the child will be redirected to another activity or quiet time to do a puzzle or read a book.
5. Child/Creative Staff /Parent Conference: When the staff is not successful in correcting the behavior a behavior contract will be given. Parents will be given a copy of behavior contract and it will need to be returned back to staff with parent signature. If the coordinator needs to be consulted they may decide on further actions or consequences.
6. Parent/Coordinator Conference: If the parent needs to be formally involved in the process, specific changes in behavior will be requested, with specific consequences for non-compliance outlined.
7. Field Trips/Swimming: All children are expected to show the same behavior guidelines on field trips/swimming as they do at Creative Clubhouse. They are also expected to follow rules of field trip/pool being attended. If a child continually refuses to comply on field trip a future field trip may be lost at staff/coordinator's discretion and is non-refundable.
8. If all above have been applied and there is still no change in behavior a conference with coordinator will be held to discuss behavior and consequences. Being suspended for a day from program or being dismissed from program may result from this.

A behavior contract is used for a child who, after much effort and numerous attempts has not been able to modify their behavior. Goals are stated in positive ways to help the child understand the expected behavior and the time line is fare, realistic, and age appropriate.

In order to provide a safe, effective program suspension or removal from program may result for children unable to follow the behavioral guidelines.

We reserve the right to bypass the above behavior steps at any time and remove a child from our care for reasons of safety.

Creative Clubhouse Behavior Expectations

1. I will be a good role model for the younger children.
2. I will listen and respect all staff.
3. I will play electronics only at designated times and will stop when told to. I will not share them with others.
4. I will find activities for myself to do during free time that uses the time effectively.
5. I will participate in the activities presented to me without argument or complaining.
6. I will keep my body to myself at all times (even if siblings attend too).
7. I will use appropriate language to others and staff (even if siblings attend too).
8. I will handle all supplies, equipment, and toys gently not to cause damage to them.
9. I will take care of my personal belongings leaving toys and other special things at home unless there is permission for a special day or for electronics time.
10. I will present myself with a positive attitude and behavior.

I understand Creative Clubhouse is providing me a place to go during the summer/school year which is safe. I understand I am expected to present myself as a positive role model for younger children in the program.

A Behavior Contract will begin if I am unable to follow the above expectations. A Behavior Contract is used for a child who, after communication with child and parent, has not been able to modify their behavior.

In order to provide a safe, effective program, suspension or removal from the program may result for children unable to follow the Behavioral Guidelines. A privilege to go on a field trip may also be removed by the coordinator who will decide which fieldtrip it will be.

Child's Signature

Date

Parent/Parent's Signature

Date

Coordinator's Signature

Date

CREATIVE CLUBHOUSE HANDBOOK

ACKNOWLEDGEMENT

Creative Clubhouse must receive the below signed acknowledgement regarding the Creative Clubhouse handbook before your child's first day of attendance.

The Creative Clubhouse handbook outlines our goals and procedures for the program.

It is available on the Nativity of Mary website at school.nativitybloomington.org

For Creative Clubhouse hand book click on Activities first. Then click on Extended Day/Creative Clubhouse. The Creative Clubhouse icon is in the lower right hand corner.

The Creative Clubhouse Handbook is also available upon request in paper form.

I, _____, have read and acknowledge the goals and procedures for the Creative Clubhouse Program.

Parent Signature

Date

Smart Lock User Agreement

Agreement:

Subject to the terms of this Agreement, Creative Clubhouse/Nativity of Mary agrees to provide a Smart Card to the User who in turn will use the Smart Card to obtain passage into the Creative Clubhouse building.

User Agrees:

To use the Smart Card solely to obtain passage through the southwest door (#5) of Creative Clubhouse during childcare hours.

To not lend or allow another person to use their card. The user will be responsible for the entry into the building unless notification is given of a lost or stolen card.

The user shall take all reasonable care of the Smart Card to prevent it from damage, defacement, destruction, or loss of any kind.

The Smart Card is the property of Creative Clubhouse/Nativity of Mary. Any card (whether interior or exterior) that has been altered, defaced, or damaged in any manner will result in a \$10.00 fee for the user.

User must notify Cindy Keogh (952-881-9103) or Maintenance Personnel (612-804-8058) of any lost or stolen Smart Card by name and serial number. Until Cindy or Maintenance is notified, the user continues to be responsible for any entry into the building user their Smart Card.

The user shall pay the cost of \$10.00 for replacement cards.

The Smart Cards must be returned in proper working condition to Creative Clubhouse upon termination of the program. Any unreturned cards will incur a \$10.00 per card fee to your billing account.

Failure to comply with any portion of this agreement may result in Creative Clubhouse/Nativity of Mary blocking use of the Smart Card.

By signing below you agree to fully comply with the Terms and Conditions, including any future amendments there to. All users must sign and date.

Name of User

Address

Home Phone/Cell Phone

Email Address

Signature of User Date

Name of User

Address

Home Phone/Cell Phone

Email Address

Signature of User Date