



CLUBHOUSE

Cologne Academy
1221 S Village Parkway
Cologne, MN 55322
www.cologneacademy.org
Jami Reinitz- 466-4017
jreinitz@cologneacademy.org

March 2015

Upcoming:

April 2– Early Release 1:00 pm
Clubhouse open

April 3– No School. Closed

May 22– Early Release 1:00 pm
Clubhouse Open

May 25– No School. Closed

Bi-Weekly Contract Families

Bi-weekly contracts are due by the Thursday before care is needed. Please turn them into the box outside of the office or send to school with your child.

Yearly Contract Families

If your schedule has changed, make sure you fill out a new yearly contract. Please notify Clubhouse if your child is going to be attending after school activities and not attending Clubhouse on the days you are contracted.

Outside Wear

Clubhouse goes outside daily unless raining or below zero. Please make sure they are dressing appropriate for the weather.

Personal Toy Reminder

Reminder that students need to leave personal items at home; this includes technology devices and Pokémon cards.

Daily Reminders

Please remember to **provide your child with a daily afternoon snack**, sign your child in/out each day (please put your initials next to sign out time so we know who picked up your child/ren), and make contact with the clubhouse staff. Children need to be walked into the building in the morning and signed in. We will also be having homework time in the afternoon for your children, along with quiet reading time if they do not have homework. I would encourage you to have your child bring a book for those days they do not have homework to do. We will not serve your child a snack if they forget their snack due to allergies.

BLUE PARK

If the Clubhouse kids will be at the “blue park”, staff will put a yard sign in front of the school and/or sign in the front door stating where they are. This park is located behind the school in the housing development. The children will have all of their things with them so you will not need to enter the school building.

After Hours Clubhouse Phone

If you need to contact Clubhouse staff before/after office hours of 8am-4:30pm please call **952-466-4013**. If you will be late for pick up (after 6pm) please call and notify the closing staff.



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Last Minute Changes

Please notify Mrs. Reinitz AND Mrs. Moeller (office) if your child has a change in schedule and will be or will not be attending clubhouse that day. We would appreciate calls/emails before 3:00 so we can let your child and their teacher know before they are dismissed. Please contact Jami Reinitz if you have any questions, concerns or changes in schedule at jreinitz@cologneacademy.org or 952-466-4017 or Jana Moeller at jmoeller@cologneacademy.org.

Clubhouse Behavior Policy

Clubhouse is a program of Cologne Academy, all Cologne Academy policies and procedures apply to the Clubhouse program. Parents may refer to the Cologne Academy handbook. Clubhouse will take appropriate disciplinary action when students fail to adhere to policy. Clubhouse retains the right to refuse, suspend, or dismiss a child immediately if deemed necessary by the Clubhouse coordinator or Cologne Academy's Director.

Clubhouse program uses the take a break method. If a student needs to take a break from the group, the parents will be notified at pick up. The slips will also be recorded and could be used when deciding if the student needs to be removed from the program. If a student becomes a physical danger to themselves or other students, they will be asked dismissed from the Clubhouse program for a time deemed appropriate by the Clubhouse coordinator. After two physical warnings and breaks from the program, the student will be asked to find other care. If a student is being physical or having a breakdown, parents will be called to pick them up immediately.

Billing Reminders

Tuition statements are billed every two weeks and sent by email. ***A \$10 late fee will be assessed for each invoice not paid within 5 days of receiving your invoice.*** Make checks payable to Cologne Academy and reference Clubhouse in the memo section. We appreciate a separate check that includes just Clubhouse payment only. **A negative balance indicates you have a credit.**