



Proud of My Child, Proud of My Choice

Cologne Academy
1221 South Village Parkway
Cologne, MN 55322
952-466-2276

2017
Clubhouse
Summer Program
Handbook

Welcome to Clubhouse!

We are pleased you have selected our summer program for your child. We provide a developmentally appropriate and enjoyable program that balances and complements the academic experience here at Cologne Academy.

Clubhouse offers your child opportunities in physical and social growth through indoor and outdoor play. We provide your child with activities for creative growth in art, music, and recreation. Each day we offer a variety of choices from gym activities and outdoor games to table activities, crafts and reading time.

Our Clubhouse staff is chosen for their strengths and experience in working with children. They foster a positive, respectful environment for children and schedule a wide variety of well-planned, supervised activities in a caring and safe environment.

Looking forward to a wonderful summer in Clubhouse,

Cathy Kerber

ckerber@cologneacademy.org

Clubhouse Coordinator

REGISTRATION

Registration forms for Cologne Academy's Summer Clubhouse program are available in the office or on our website. If you are interested in your child attending Clubhouse, please fill out a registration form and a schedule contract for your child before beginning Clubhouse. Children will not be allowed to attend if registration and permission forms are not turned in prior to the child's first day at Clubhouse. Families currently participating in the program have priority over new registrants, however, in order to register early, the necessary forms must be completed and all accounts need to be current. Enrollment is not always guaranteed and is always on a space available basis. With every new session (Summer and School Year Program each considered new), all families must register. Registration only covers the session you are registering for. If you want care in school year and summer each year, you will be filling out a registration twice a year, every year.

If there is a change in an address, telephone numbers or contact information, please contact Cathy Kerber at ckerber@cologneacademy.org to have this information updated.

TIMES

The 2017 Summer program will begin on June 2 starting at 6:30 AM and close at 6:00 PM.

TUITION

The Clubhouse daily rate is \$25 for up to 10 hours, \$35 for over 10 hours. There is a \$115 registration fee per child which covers the cost of all field trips and a t-shirt.

FIELD TRIPS/SPECIAL EVENTS

Signing up for Clubhouse automatically registers your child for any field trip or special event that may be planned for that time. We are not able to offer alternative care for children not participating in the field trips. (If the field trip is cancelled the same day, children will remain at their site.) Clubhouse will take weekly field trips during the Summer Program. Information will be provided prior to each field trip. Each child will be provided with a Clubhouse t-shirt to be worn on field trip days. Additional shirts may be purchased at time of registration.

PAYMENT

Statements will be sent out every two weeks via email, payment must be received within 5 days of receiving your invoice.

A \$10 late fee will be assessed for each invoice not paid within 5 business 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.

SCHEDULES

Each family is required to turn in a schedule at time of registration. You may submit a summer contract or bi-weekly if schedule changes often. The bi-weekly contract is due the Thursday before care is needed. Contracts will be available on the school website as well as with Clubhouse staff.

Communicate absences by contacting Clubhouse program coordinator if your child will be unable to attend a scheduled session.

DROP-IN CARE

Families may register as drop-in only. In order to have this option, families need to register and pay the registration fee. When care is needed, contact the Clubhouse coordinator to inquire about space availability.

CLUBHOUSE LOCATION

Clubhouse is located in the gym lobby. Please use the main gym entrance. Clubhouse children are also able to use the gym as well as the school playground and the playground in the development behind the school. If children will be at the neighborhood playground, there will be a sign on the door or in the grass indicating for you to drive to the “blue park” location.

PICK UP/DROP OFF PROCEDURE

For the safety of each child, Clubhouse requires that a parent/guardian sign their child in and out of the program daily. This requires both your initials and the time you are signing in and out. Parents must walk in the building to drop off and/or pick up your child.

Clubhouse students should be picked up at the gym lobby entrance of Cologne Academy. We ask that parents please park in the parking lot across from the gym entrance, come in the front entry and walk with their child(ren) back to the vehicle. Please remember children must be picked up by 6:00pm. If your child is not picked up by the set time, a late charge will be assessed to your account at a rate of **\$15 per quarter hour (\$1/min)**.

RELEASE OF CHILDREN: Your child will be released only to those listed on your registration form unless staff has been informed otherwise from the parent directly. If someone other than the parent is to pick up your child, a driver’s license will be required. Your child will not be released to an unauthorized adult until proper identification and verification can be made. At any time you can add people to your approve pick list, just contact the Clubhouse coordinator.

If you have an emergency and will be late, please contact the Clubhouse phone 952-466-4013.

LUNCH & SNACKS

Clubhouse does not provide children with lunch or snacks. Please send a bag lunch each day and healthy snack(s) for your child to enjoy each morning and afternoon.

APPAREL

Appropriate clothing for indoor and outdoor play is required. Tennis shoes are required to play in the gym and preferred for warm weather outdoor play. Children must be adequately dressed for outdoor play as we do go outside every day, weather permitting. All items should be labeled.

PERSONAL PROPERTY

Clubhouse has a wide variety of games, toys & equipment. We ask that students not bring their own toys or electronics to Clubhouse. Clubhouse is not responsible for lost or damaged items.

ILLNESS/MEDICAL CONDITIONS

Please keep your child's emergency card information current. Registration and emergency information will be kept at the site for each child. If your child appears to be ill, you will be contacted to pick them up. We will try to provide your child with a quiet area to rest until you arrive.

Inform the site when your child has a health condition that requires regular or continuous medication or if your child is discontinuing use of medication. If medication is to be given while a child is attending Clubhouse, you will need to complete an authorization form in order for staff to administer the medication. The site must be informed of special needs or medical conditions that impact your child's health, well-being, or involvement in activities. You are responsible for keeping this information current. Clubhouse staff can provide the best care when this information is kept up-to-date.

If a child vomits, has a temperature above 100 degrees, or has any contagious ailment (including head lice), he or she needs to be picked up from Clubhouse immediately. The child can return when the ailment is taken care of, or is noncontagious.

POLICIES/PROCEDURES

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.

STAFF RATIO: Clubhouse keeps a ratio of 1 staff member for every 15 children, 1:12 when Kindergarteners are present. Staff -to -child ratios are adjusted for field trips and other activities based upon the need of additional supervision.

CONTACT INFORMATION

Main Office 952-466-2276

Clubhouse Coordinator 952-466-4013 ckerber@cologneacademy.org

Clubhouse Phone 952-466-4013 (Call before or after hours)