



*Proud of My Child, Proud of My Choice*

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

2017-2018 Handbook  
Clubhouse  
Before and After School Care

## **Welcome to Clubhouse!**

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

The hours before and after school are a very important part of your child's day. 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 and crafts. We provide homework assistance and daily 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 year in Clubhouse,  
Cathy Kerber  
ckerber@cologneacademy.org  
Clubhouse Coordinator

## REGISTRATION

Registration forms for Cologne Academy's before and after school 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 who cannot be enrolled due to limited space availability will be placed on a waiting list.

## TIMES

The before school program will begin on the first day of school starting at 6:30 AM. Students will be released to the classrooms at 8:15 AM. The after school program will start at 3:30 PM and close by 6:00 PM. Any students not picked up by 3:45 from the car line will be taken back into the school and will be placed in Clubhouse at the drop in rate.

## TUITION

Clubhouse rates are billed in 15 minute increments @ \$1.25 per 15 minutes or \$5 per hour. Drop in rates are \$1.50 per 15 minutes or \$6 per hour.

## 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 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 the beginning of the year. You may submit a yearly contract or bi-weekly if schedule changes often. The bi-weekly contract is due the Thursday before care is needed. If a schedule is not turned in (or is not current) and your child attends Clubhouse, you will be billed for drop in care. Please select the session that will best fit the needs of your family. You will be billed if your child is signed in/out before or after time indicated on schedule. Contracts will be available on the school website as well as with Clubhouse staff.

Please indicate on the registration form if you will be turning in a bi-weekly or yearly contract.

| Before School:            | Scheduled Rate | Drop-in Rate |
|---------------------------|----------------|--------------|
| Session #1 6:30am-8:15am  | \$8.75         | \$9.75       |
| Session #2 7:00am-8:15am  | \$6.25         | \$7.25       |
| Session #3 7:30am-8:15am  | \$3.75         | \$4.75       |
| After School:             |                |              |
| Session #4 3:30pm-4:00pm  | \$2.50         | \$3.50       |
| Session #5 3:30pm-4:30 pm | \$5.00         | \$6.00       |
| Session #6 3:30pm-5:00pm  | \$7.50         | \$8.50       |
| Session #7 3:30pm-5:30pm  | \$10.00        | \$10.00      |

|                              |         |         |
|------------------------------|---------|---------|
| Session #8 3:30pm-6:00pm     | \$12.50 | \$13.50 |
| Scheduled Early Release Rate | \$12.50 | \$13.50 |

If your child is picked up after 6:00 PM you will be billed the late fee rate of \$1.00 per minute.

### **ABSENCES**

**Communicate absences by contacting Clubhouse program coordinator if your child will be unable to attend a scheduled session. Please do not rely on the school office or teachers to relay information about student absences.**

### **DROP-IN CARE**

If you have not filled out a bi-weekly or yearly contract and your child(ren) needs to attend Clubhouse, you need to inform the Clubhouse coordinator, classroom teacher and the office to get the correct end of day changes.

### **SCHEDULED EARLY DISMISSAL DAYS**

Clubhouse will be open on early dismissal school calendar days. Clubhouse will open at 1:00pm when school is dismissed. Please indicate on their weekly schedule if they will be attending Clubhouse on this day. If they will be staying past the 3:30pm time, you will also indicate their normal session pick up time. The cost of early dismissal days is \$12.50 (+ additional session).

### **CLOSINGS DUE TO WEATHER**

When school is dismissed early and/or all after school activities are canceled due to unforeseen circumstances, the after school programs will also close. There is no Clubhouse on days school is not in session. If school is two hours late, Clubhouse will open at 8:30am instead of 6:30am. If Clubhouse is closed due to weather, you are not responsible for payment that day. Please watch for school closings on the school website, email and WCCO. Clubhouse is closed if school is closed due to weather.

### **NO SCHOOL DAYS**

Clubhouse will be open on select no school days. These days offer a variety of activities and field trips centered around daily themes. Registration for those days will be made available a few weeks prior to each no school day.

### **CLUBHOUSE LOCATION**

Clubhouse is located in the gym lobby. Please use the main gym entrance. Clubhouse children are also able to use the gym on occasion as well as the school playground and the playground in the development behind the school. If children will be at the development 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)**. If someone other than the specified guardian is to pick up your child (ren), please notify the school office, Clubhouse staff or the Clubhouse coordinator. Failure to provide notice will result in the student staying until a listed responsible party is contacted with the appropriate late charges applied to the account. If you have an emergency and will be late, please notify the staff.

\*Please contact the Clubhouse phone before/after office hours. 952-466-4013.

## **SNACKS**

Clubhouse does not provide children with snacks. Please send a healthy snack for your child to enjoy after school.

## **APPAREL**

Appropriate clothing for indoor and outdoor play is required. Children must have gym shoes in order to play in the gym. Children must be adequately dressed for outdoor play (boots, hats, gloves, snow pants, jackets) as we do go outside everyday, 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.

## **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.

## **CLUBHOUSE DAILY SCHEDULE**

(Subject to change)

Before School

6:30 am– Gym & Table activities

8:15am – Dismissal to class

After School

3:30pm– Arrive at Clubhouse

3:30pm– Snack & Table activities

4:00pm– Outside time (inside activities if unable to go outside)

5:00pm– Homework or quiet activities

5:30pm– Table activities

Contact Information

Main Office 952-466-2276

Clubhouse Coordinator 952-466-2276 [ckerber@cologneacademy.org](mailto:ckerber@cologneacademy.org)

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