



NEWS FLASH!

ENROLLMENT POLICY

The FIRST day for the Extended Day Program is Tuesday, September 4, 2012!

ALL PAPERWORK MUST BE RECEIVED NO LATER THAN
MONDAY – AUGUST 15, 2012.

APPLICATIONS RECEIVED AFTER THIS DEADLINE WILL DELAY THE FIRST DAY
OF ATTENDANCE UNTIL MONDAY, SEPTEMBER 17, 2012.

(sufficient time is necessary to coordinate children and staff schedules)

If you have not received a confirmation letter ensuring your child's placement in the program by
Monday, August 27th, please email the director at
Kristina@theclubhouseforkids.com

INFORMATION AT YOUR FINGERTIPS

The Clubhouse - For Kids Only, Inc. website makes it more convenient to access
important information and download forms for the Extended Day Program throughout
the year ~

www.theclubhouseforkids.com

Dear Prospective Extended Day Parents,

Thank you for inquiring about our Extended Day Program. The EDProgram is managed by The Clubhouse - For Kids Only, Inc. and operates at the New Hope-Solebury Lower and Upper Elementary Schools to accommodate children in Grades K-7. All enrollment questions should be directed to (215)316-1229 for the Lower Elementary School program (K-2) and (215)850-4827 for the Upper Elementary & Middle School programs (3-7) or through email to Kristina@theclubhouseforkids.com.

Please return the Application Form specifying the Program Option that meets your needs. If enrolling in the Part Time Option, please be sure to indicate which days of the week your child will be attending. Please also return the Emergency Consent Form, along with the Registration Fee & Deposit. Your child will not be considered enrolled in the program without them or until a letter of confirmation is received. The Medical Form is due prior to the first day of your child's attendance in the program; you may use our form or attach a copy of your child's most recent dated physical, but it must be signed and dated by the physician.

We strongly recommend you register your child as soon as possible; space is limited and placement is based on a first come, first served basis. Please understand we strive to accommodate all schedule requests but need sufficient time to process paperwork and coordinate staff for the number of children enrolled.

***NOTE: The deadline for accepting all applications is August 15th - if your paperwork is received after this date, your child will not be able to attend the EDProgram until September 10th.**

It is our priority to make sure each child arrives safely at the program; therefore communication is vital! At the beginning of the school year, please be sure to provide your child's teacher and the school office staff with a schedule of the days when he/she is to attend the Extended Day Program. For the first week or so, we advise you to send a note each day to the teacher until the schedule is clear to everyone; throughout the year your child's teacher should be given notice of any changes to this schedule. A CALL MUST ALSO BE DIRECTED TO THE EXTENDED DAY STAFF WITH THESE SAME CHANGES. The school office staff and teachers are *NOT RESPONSIBLE* for informing us of absences, early pickup, or deviations to your child's schedule. Please note our "NO CALL" policy outlined in the Parent Handbook available on our website and which you must confirm that you read.

The Extended Day Program staff will *immediately* notify the parents and school office if a child does not arrive as scheduled; however we encourage you to prepare your child with emergency instructions for those times when he/she may forget to go to the program and gets onto the bus. Please instruct him/her to inform the bus driver, stay on the bus, and certainly not to get off at any unfamiliar stops. Your child needs to know that the bus driver is equipped with a phone and is able to bring him/her back to school.

NOTE: The EDProgram *WILL NOT* be open on LAST day of school - this is an early dismissal day (refer to the list of "Covered" Half and Full Days Off). ****The EDProgram *WILL* open on the first *FULL* day of school****
We look forward to hearing from you and especially to the opportunity to spend time with your child!

Sincerely,

Kristina Guckin - Director

New Hope – Solebury School District Extended Day Program

managed by

The Clubhouse – For Kids Only, Inc.

2712 North Sungan Road, New Hope, PA 18938 * 215-850-4827 * kristina@theclubhouseforkids.com

Purpose

Our school-based program provides NH-S students with a safe environment and smooth transition from the classroom. Activities are structured to engage all personalities so each child can feel a sense of belonging and confident to explore new interests and friendships.

Program Options:

Option 1: Full Time

Five Days - Before & After School and includes “covered” Full and Half Days Off.

Option 2: Part Time After School

Full Week - 5 days, not including Full and Half Days Off.

Part Time - 1, 2, 3 or 4 consistent days, not including Full and Half Days Off.

Option 3: Before School for Grades K to 5 - located at the Lower Elementary School

(7:30 until school begins). Upper Elementary School children (UES) will be transported by bus from Lower Elementary School (LES) to UES.

Option 4: Half Days Off - “covered” Half Days Off from dismissal to 6pm. Lunch not included.

Option 5: Full Days Off - “covered” Full Days Off from 7:30am to 6pm

Located at the Lower Elementary School Lunch & Field Trips not included.

Option 6: Flextime - Drop-In Service for those needing occasional care. Option also open to children enrolled in any other EDProgram and needing an extra day from time to time. The latter are only subject to the hourly fee, not the Flextime registration fees. All children must be fully registered. Flextime on Half or Full Days Off is subject to a maximum of \$50 for Half Days and \$70 for Full Days. Drop-Ins accepted only if student to teacher ratio permits. Must call in advance.

Registration

Registration forms must be accompanied by an Application Fee and an Enrollment Deposit equivalent to one-month’s tuition payment. At the end of the school year and once all charges have been paid in full, the Deposit will be rolled over to the following year or refunded upon request. With advanced (30 days) written notice of withdrawal, this deposit will be applied to the bill for the last full month. Withdrawal from the program without advanced notification will automatically forfeit the deposit, and you will be responsible for all outstanding program fees.

Calendar

Snow days, delayed openings, emergency early dismissals and some scheduled closings are not covered. SEE THE LIST OF “COVERED” AND “NOT COVERED” SCHOOL CLOSINGS and EARLY DISMISSAL DAYS.

Eligibility

The Extended Day Program is open to all children in the New Hope-Solebury School District, grades K through 7 without regard to race, color, national origin, religion, sex or handicap. *We are an equal opportunity provider/employer.*

Enrollment Fees

Application Fee (non-refundable/ 2 nd child exempt).....	\$75.00
..... Early Registration (by June 30th)	\$60.00
Enrollment Deposit (refundable).....	<i>the amount equal to one month's tuition</i>

Program Options

1) Full Time Enrollment:	\$315.00/mo.
2) Part - Time Enrollment:	5 Days.....\$260.00/mo.
	4 Days.....\$245.00/mo.
	3 Days.....\$205.00/mo.
	2 Days.....\$160.00/mo.
	1 Day.....\$110.00/mo.
3) Before School* (7:30am until school begins)	\$10.00/day
If enrolled in any other EDProgram.....	\$ 8.00/day
*For Grades K-5. Located at the LES. Children in Grades 3-5 are transported to UES	
4) Half Days Off (Early Dismissal Days)**.....	\$175.00/yr.
5) Full Days Off (Scheduled School Closings)**.....	\$330.00/yr.
6) Flextime***	\$10.00/hr.

***Covered Half and Full Days Off (Lunch & field trip charges not included)*

Half Days Off

November 9
November 19
November 20
January 25
April 12

Full Days Off

September 17
September 26
October 8
February 14 & 15
April 1

***Days Not Covered: Labor Day, Thanksgiving Holiday, Winter Break, MLK Day, Presidents' Day, Spring Break, Memorial Day and the last early dismissal day of the school year.*

****Flextime is an "as needed" option open to all children enrolled in any of the EDPrograms above and to those who wish to have the ability to use the EDProgram only when needed and are enrolled in FLEXTIME program.*

Important Policies and Procedures: (PLEASE READ)

Tuition is based upon an annual fee and divided into ten(10) monthly tuition payments. Payments are due on or before the 1st of every month. A late fee of \$20 will be charged to each child on the 2nd of every month on any overdue balance. The first monthly tuition payment is due on August 1st.

Continued participation in the program is dependent upon regular monthly payments.

Thirty(30) days notice is required for withdrawing from the EDProgram.

SPECIAL NOTE: *Parents MUST inform the EDProgram directly if their child will not be attending on a given day. A No Call Fee of \$10 will be charged every time the EDProgram is not informed. The NH-S staff is not responsible for informing the EDProgram of changes in any child's after school schedule.*

A fee of \$1/minute will be assessed for Late Pickup for every minute after 6pm. This fee will be added to your account and paid directly to the Staff members who remained after hours with your child.

Schedule change requests must be submitted in writing (form available online) and will not become effective until the 1st of the following month. If a schedule must be put into effect mid-month, flextime rates will apply until the 1st of the next month.

Snow days, delayed openings and emergency closings are not covered. Procedures on those occasions are determined by the NH-S School District's policies.

NOTE: *No child can be accepted into the EDProgram until all appropriate paperwork has been submitted. This is a specific requirement of the Department of Public Welfare without whose licensure we could not operate.*

*The Extended Day Program is open to all children in the New Hope-Solebury School District, grades K through 7 without regard to race, color, national origin, religion, sex or handicap. **We are an equal opportunity provider/employer.***

New Hope – Solebury School District Extended Day Program

managed by The Clubhouse – For Kids Only, Inc.

2712 North Sugan Road, New Hope, PA 18938 * 215-850-4827 * darcy@theclubhouseforkids.com

STUDENT'S NAME: _____ D.O.B. _____ M or F
 Phone Number: _____ Grade entering: _____ Enrollment Date: _____
 Person(s) Authorized to pick up: _____

Before School: (K-5) 7:30-8:45am

After School: (K-5) 3:15-6pm / (6&7) 2:30-6pm

Enrollment Fees:

_____	Registration Fee (\$60 before 6/15, 2nd child exempt)	\$ 75.00 *
_____	Security Deposit (refundable at the end of year)	
	<i>Pay the amount equal to one month's tuition</i>	\$ _____ *

Program Options:

1)	Full Time (M-F, Before & After plus Half & Full Days Off)	\$315/mo.	\$ _____
2)	Part Time After School (please circle days):		
	_____ 5 days M T W Th F	\$260/mo.	\$ _____
	_____ 4 days M T W Th F	\$245/mo.	\$ _____
	_____ 3 days M T W Th F	\$205/mo.	\$ _____
	_____ 2 days M T W Th F	\$160/mo.	\$ _____
	_____ 1 day M T W Th F	\$110/mo.	\$ _____
3)	_____ Before School M T W Th F		
	(# of days x \$8 or \$10 x 4.3 weeks)		\$ _____
4)	_____ Half Days Off (see "covered days")	\$175/year	\$ _____
5)	_____ Full Days Off (see "covered days")	\$330/year	\$ _____

TOTAL at Registration \$ _____ *

* Due with Application before 8/1

Note: Registration Fee + Deposit + 1st month's tuition if after 8/1

OR

6) _____ **FLEXTIME PROGRAM** (as needed @\$10/hr.)

This is a drop-in service. Must call ahead and have all forms on file to use Program.
 Due upon Registration is the \$75 Registration Fee, \$25 Flextime Processing Fee and a Flextime Deposit of \$250. The latter will be applied as a credit. Must maintain a credit balance to keep account open.

TOTAL at Registration for Flextime Option \$350

In order to comply with DPW Regulations, please return this form with the Emergency Consent Form and the Medical Form. All forms must be submitted before any child can attend the program. Thank you! We are happy to have you and your child with us!!!!

Open to all children in the NH-S Schools without regard to race, color, national origin, sex or disability.