



Proud of My Child, Proud of My Choice

2022 - 2023 Clubhouse Handbook



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

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.

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 year in Clubhouse,

Cathy Kerber

Cathy Kerber

952-466-2276

ckerber@cologneacademy.org

Clubhouse Coordinator

REGISTRATION

Registration information for Cologne Academy's Clubhouse program is available in the office or on our website. If you are interested in your child attending Clubhouse, please register with Procure, our paperless attendance and billing system. Please create an account by clicking on the following link:

www.myprocare.com

After clicking the link you will receive a confirmation number via the email address you enter. Enter that number and you can input family information. Be sure to include all who may pick up your child; grandma, grandpa, neighbor, etc. Please only do this once per family.

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 the 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 before school program will begin on the first day of school at 6:30 AM. Students will be released to classrooms at 8:15 AM. The after school program will start at 3:30 PM and close at 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

Cologne Academy Clubhouse serves school-aged children in grades Kindergarten- 6th Grade.

Rates start 8/29/22 and will end when STARS Clubhouse opens in Spring 2023.

AM Session 6:30 am – 8:15 am \$8; 1st child \$6.50 for each additional child *add \$1/session for drop-in

PM Session 3:30 pm – 6:00 pm \$11; 1st child \$9 for each additional child *add \$1/session for drop-in

Early Release 1pm -3:30pm \$12. Pick up after 3:30 is \$23. *add \$1/session for drop-in

School Release Days & Summer -First Child \$185/week, \$45/day; \$180/week, \$40/day for each additional child.

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SCHEDULED EARLY DISMISSAL DAYS

Clubhouse will be open on early dismissal school calendar days. Clubhouse will open at 1:00pm when school is dismissed. Rate is \$12 for 1-3:30 or \$23 for early release and afterschool care.

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 due to weather. If school is two hours late, Clubhouse will open at 8:30am instead of 6:30am. Please watch for school closings on the school website, email, ParentSquare, and WCCO.

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.

PAYMENT

Clubhouse is pleased to use MyProcure, a free online portal for you to access account information, view attendance, and easily pay tuition. Statements will be sent out every two weeks via email, payment must be received within 5 days of receiving your invoice. Please keep your email address up to date.

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

Payments can be made online through MyProcure, at the Clubhouse checkin station or by cash or check. Check payments should be made payable to Cologne Academy and reference Clubhouse in the memo section.

SCHEDULES

Each family is required to turn in a schedule at the time of registration. If you have a schedule that changes weekly you must update it on MyProcure by the Thursday before care is needed. It is the family's responsibility to keep both the Clubhouse coordinator and homeroom teacher aware of the end of day schedule.

DROP-IN CARE

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

CLUBHOUSE LOCATION

Clubhouse is located in the gym lobby. Please use the main gym entrance, door #14. Clubhouse children will also 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 door #14 or in the grass indicating for you to drive to the "blue park" location to pick up and sign out your children.

PICK UP/DROP OFF PROCEDURE

Due to COVID restrictions, when dropping off and picking up your child/ren, please do not enter the Clubhouse area. Staff will meet you at the door with your child/ren after they hear the doorbell ring and will sign your children in and out from Clubhouse. All children entering need to use hand sanitizer which is stationed between the set of outside doors. Please do your child's health screening prior to arriving at Clubhouse. Clubhouse doors are locked at all times. All parents & guardians are assigned a keyless entry code to get in the doors which will work only during Clubhouse hours. Should another adult on your approved pick up list be signing out your child/ren they will be able to ring the doorbell and a staff member will let them in.

The keyless entry pad is on the post to the right of the Clubhouse doors. If you do not have an ID code, or have trouble getting your code to work, press Guest Doorbell to alert someone that you need assistance.

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How to Enter Your Code

1. Press Start. The "Ready" light will come on indicating you may enter your code.
2. Enter your ID Code.
3. Press Open to activate the door. The "Accept" light will come on if the code is accepted, if not you'll hear a long beep.

Guest Doorbell

If you do not have an ID code, or have trouble getting your code to work, press Guest Doorbell to alert someone that you need assistance.

Clubhouse students should be picked up at the gym lobby entrance of Cologne Academy at door #14. 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) for the first-3 times. After 4-6 late pickups, the fee is \$2 per minute per child. After 7 late pickups, your childcare contract will be terminated.** If you have an emergency and will be late, please notify the staff by phone 952-466-4013. If you do not pick up your child and you and your emergency contacts cannot be reached, the police may be called to pick up your child.

CHILD PROTECTION

At the time of enrollment, Clubhouse must be provided with names and phone numbers of persons authorized to pick up their child, including all legal guardians.

Please inform the staff if someone other than those on the authorized list will be picking up your child.

Please remind anyone picking up your child to bring their ID as staff will not be able to release the child until their identity is verified.

If there is a non-custodial parent or court ordered custody agreement, Clubhouse will need a copy of the legal document in order to carry out the legality of the agreement/ court order.

All staff are mandated reporters.

COMMUNICATION: This year we will be using a private online tool called ParentSquare – www.parentsquare.com for our Clubhouse communication. Upon registration you will receive an invitation to join our group.

PICTURES AND SOCIAL MEDIA

It is against Clubhouse policy for any staff member to take a picture of any child and post it to any form of social media. The only exceptions to this are our ParentSquare page and CA Parents Facebook & Instagram pages. Only children with photo consent as indicated on your registration forms will be published on these sites. If a special event, or fun moment takes place while your child is in our care, staff may take snap shot and send it to you through your email. This will not be shared with anyone but your family.

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All staff are mandated reporters.

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. Should another adult on your approved pick up list be signing out your child/ren they will be able to ring the doorbell and a staff member will let them in.

SNACKS

Clubhouse does not provide children with snacks. Please send healthy snack(s) for your child to enjoy each morning and afternoon. Soda and chewing gum are not allowed.

APPAREL

Appropriate clothing for indoor and outdoor play is required. Separate gym shoes are required. Tennis shoes are 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

What NOT to Bring

- Electronics
- Cell phones
- Valuables
- Candy/pop
- Money

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 Cologne Academy 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.

Exclusion of Sick Children

For the health and safety of all children in our program, please do not send your child to Clubhouse if they are ill. Please notify us if your child will not be attending. If anyone in your family is waiting for the results of a COVID-19 test, please keep your child(ren) home until test results are received. Children are not allowed to attend the program if they exhibit any of the following symptoms or illnesses:

- Fever– If over 100 degrees
- Respiratory symptoms
- Vomiting
- Uncontrolled Diarrhea
- Mouth sores with drooling
- Unexplained rash · Eye drainage
- Bacterial Infection such as strep throat
- Contagious illness
- Head lice–presence of lice or lice eggs/nits

Children must be free from these symptoms for at least 24 hours (without the aid of medication for fevers) before returning to Clubhouse. If your child requires medication while in our care, please fill out the Medication Administration form located on the district website and turn it into the staff. [Medication Administration and Physician Order](#) Children should not keep medicine with them in their backpacks. Clubhouse 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. A conference with the family may be requested in order to provide the most appropriate care.

Accidents If your child has a minor injury, the staff will perform any necessary First Aid and notify you when you pick up your child. If a serious injury should occur, the staff will perform First Aid and notify you to pick up your child immediately and let you determine if you should take your child to the doctor or dentist. In case of emergency, Clubhouse will call 911, perform immediate First Aid and contact parents/guardians immediately. A staff member will accompany the child to the hospital and stay until the parent arrives if emergency medical transportation is required.

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 accepts children with special needs if staff is able to care for the child's needs in a GROUP setting. Parents must make known the special needs before enrollment to enable us to determine if we are able to provide the care needed

If Clubhouse has not been notified in advance of a child's special needs and it is determined that we are not able to care for the child for the benefit of the child and/or Clubhouse, termination may be necessary. Clubhouse does NOT offer 1 on 1 care.

In order for children to be eligible for the Clubhouse program, they must be toilet trained. If a child has 3 or more accidents in a one month span they will be deemed ineligible for the program.

BEHAVIOR GUIDANCE PRACTICES

Clubhouse strives to maintain a positive approach to managing children's behavior at all times. Team members establish and enforce clear and consistent limits and expectations for appropriate behavior. Team members deal with inappropriate behavior through various techniques including modeling, distraction, and redirection, adjusting the environment, cooperative problem solving, and removal of the activity/area as a last resort.

Process

As mentioned above, when positive behavior is displayed, the consequence is participation and enjoyment of planned activities. In cases of negative or inappropriate behavior, the following process will be employed:

Reasoning: Efforts to help the child understand the inappropriateness of their actions and agree to an alternate form of behavior.

Redirection: When reasoning has been pursued and behavior has not changed, the child will be redirected to another space or activity.

Take a Break: If reasoning and redirection do not change the inappropriate behavior, the child will be asked to sit and take a break for a decided amount of time.

Written Behavior Notice: This form is used for a child who, after much effort and numerous attempts, has not been able to modify their behavior. The staff and the child will discuss ways to guide the child to make positive choices.

Suspension for Inappropriate Behavior: In order to provide a safe, effective program, suspension may occur for children unable to follow the Behavioral Guidelines. Suspension steps are outlined in our Behavior Policy found on the next page of the handbook.

Removal from the Program: If the above process has not resulted in corrected behavior as outlined in our Behavior Policy, the child will be removed from the program. Clubhouse reserves the right to bypass the above behavior steps at any time and remove a child if the inappropriate behavior warrants.

Program Rules: All children, team members, and parents should be following the core values of Clubhouse P.R.I.D.E.: Prepared, Respect, Integrity, Determination, and Excellence. In addition to following the values, program rules are:

1. Follow Directions
2. Respect self, others and property
3. Use appropriate verbal and body language
4. Keep your hands and feet to yourself
5. Stay with the group

Clubhouse Behavior Guidelines:

1. When a child misbehaves (does not listen, does not clean up when asked, name calling) they will receive a warning from staff and will be redirected to a different activity.
2. When a child misbehaves a second time in one day, the child receives a 5 minute quiet time
3. When a child misbehaves a third time in one day, a 10 min. time out will be given in a take-a-break area. The parents will be notified and the child may be asked to sit out from an activity.
4. When a child misbehaves a fourth time in one day, a call is made to the parents to come and pick up their child from the program immediately. The child is also suspended for the remainder of that day, plus one contracted day.
5. After each time out, the staff will talk with the child, explain why he/she is sitting out, and suggest what the child could do to avoid further time outs.

A Physical Incident is defined as a child acting out aggressively, with the intent to harm toward another student or staff. This can include, but is not limited to, hitting, kicking and spitting.

6. Leaving the Premises

If your child leaves Clubhouse's location without permission, the staff will make every effort to locate the child without neglecting the other children at the site. If the child is not located, the parents will be called. If the parent cannot be contacted, Clubhouse staff will contact the child's emergency contacts. The Police Department may also be contacted. Due to the seriousness of the situation, consequences are as follows:

1. 1st Incident: Suspended for 5 contracted days
2. 2nd Incident: Suspended from the program for a minimum of 1 year from the date of incident.

Physical Incidents

1st Incident: A call is made to the parents immediately. The child is then placed in the take-a-break-area for 10 minutes.

2nd Incident: A call is made to the parents immediately and the child will be dismissed from the program for the remainder of that day, plus one contracted day.

3rd Incident: A call is made to the parents immediately and the child will be dismissed from the program for the remainder of that day, plus five contracted days. A meeting with the Site Supervisor, parent and child will be set up.

4th Incident: A call is made to the parents immediately and the child will be suspended from the program for a minimum of one year from date of incident. Re-enrollment after one year may be possible pending the following:

Space Availability

Clubhouse account is current

First week fee and registration fee is paid in advance

A satisfactory meeting with the parent and child by the Site Supervisor

Approval by Clubhouse staff

If your child has been suspended from the program for five days and does not receive another incident for one year from the 3rd Incident, incidents on file will expire at the one year point.

Phone Calls Home

1. If two calls for behavior are made within a 2 week period, the child will be suspended from the program for 1 day.
2. If 4 or more calls are made within a 3 week period, the child will be suspended for 1 week.
3. If 6 or more total calls are made to the parent within a 3 week period, the child will be suspended from the program for a minimum of 1 year.

STAFF RATIO: Clubhouse keeps a ratio of at least 1 staff member for every 20 children. 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 952-466-2276 ckerber@cologneacademy.org

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