



# CLUBHOUSE REGISTRATION PACKET 2011-2012 for LAKESIDE

IN THE LAKESIDE ELEMENTARY SCHOOL DISTRICT

## GENERAL INFORMATION

**IMPORTANT: PLEASE READ THIS ENTIRE REGISTRATION PACKET including  
The Financial Information Sheet and The Clubhouse Billing Policy**

### IMPORTANT CONTACT INFORMATION:

LAKESIDE CLUBHOUSE	BOOKKEEPER, MICHAEL ABADY	395-2918
PHONE & FAX 395-5125	BOOKKEEPER, FAX	395-3828
19621 BLACK ROAD	BOOKKEEPER, E-MAIL	<a href="mailto:michael@lgsrecreation.org">michael@lgsrecreation.org</a>
LOS GATOS, CA 95003	CLUBHOUSE COORDINATOR, ELIZABETH FUREY	354-8700 ext. 227
<a href="mailto:lakesidech@lgsrecreation.org">lakesidech@lgsrecreation.org</a>		

**HOURS OF OPERATION: Monday - Friday (Regular School Days Only) 7:00 to 8:30 AM and 12:00 to 6:30 PM.**

### **CLUBHOUSE:**

Thank you for your interest in placing your child in our Before and/or After School "Clubhouse" program. The Clubhouse School Age Child Care Program provides a secure, well-supervised environment in which children in grades K-6 may be enrolled on a drop-in hourly basis and/or tuition program on days school is in regular session. LGS Recreation offers ten non-profit child care sites conveniently located on the campuses at each of the school sites in the Los Gatos, Saratoga, Union and Lakeside Elementary School Districts. We work in close cooperation with our local school districts and are able to share many spaces such as cafeterias, fields, and libraries. Our goal is to provide a high quality, professionally operated care environment and to create a "home away from home" atmosphere of warmth, caring and enrichment for the children enrolled.

### **ELIGIBILITY:**

Students must either be enrolled in the Los Gatos, Saratoga, Union or Lakeside Elementary School Districts or have an approved inter-district application on file. Students who are currently attending Clubhouse who are not district residents or do not have an inter-district application on file will be grandfathered in and allowed to stay in the program.

### **ENROLLMENT:**

A completed enrollment packet is required **prior** to your child attending Clubhouse. New forms must be filled out each school year. The only person who may alter the forms is the parent/guardian who originally signed them.

The enrollment packet consists of:

1. Enrollment Form: 1 per family
2. Emergency Card: 1 per family.
3. Registration Fee: **Fee is per family, per year and will be assessed after enrollment – please do not pay until billed.**  
If paperwork is received by 8/26/11 - \$35; if received after 8/26/11 - \$45.

Submit completed enrollment packet:

- during summer break to Clubhouse Bookkeeper at LGS Recreation
- once school begins to Clubhouse Staff at Clubhouse

**If any information or forms are missing, your enrollment packet will be returned.**

**Continued on reverse →**

**CLUBHOUSE REGISTRATION PACKET 2011-2012**  
**GENERAL INFORMATION**  
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**LOSS OF CLUBHOUSE PRIVILEGES:**

**IMPORTANT**

**LGS Recreation reserves the right to permanently deny your family use of the Clubhouse, at the discretion of the Recreation Director, based on any of the following criteria:**

1. Account is delinquent two or more times.
2. Repeatedly (more than two days) sending your child to Clubhouse while having a delinquent account. (Verbal or written notification not to send your child will be issued when an account becomes delinquent.)
3. One or more returned checks or returned auto-pays.
4. Someone who currently has or had an account in collection.
5. More than two late pick-ups in a month.
6. Child or guardian repeatedly fails to observe Clubhouse rules and procedures.
7. If child is ill, suspended, or absent from school they will be considered absent from Clubhouse and not allowed back until reinstated at school.
8. If child is suspended from Clubhouse, they are automatically suspended from all Recreation programs.
9. At the discretion of our staff, the guardian or authorized adult may be asked to pick up their child because of behavior or illness. The adult must respond within a reasonable time or the child may be suspended on subsequent days.
10. Clubhouse has a no tolerance policy in regards to bullying. A student found to be bullying may be suspended or expelled from the program.

*“Building a Healthy Community through enrichment, innovation and fun!”*



## ***CLUBHOUSE RULES & REGULATIONS***

### ***THE GUIDELINES WE FOLLOW AT CLUBHOUSE AND CAMP***

#### **INSIDE:**

1. Running and yelling belong outside; we play quietly when we are inside.
2. Furniture, games, equipment, and supplies are treated with care. Whenever we use something, we return it the same way we found it.
3. Everyone helps at clean-up time.
4. All personal belongings are kept in cubbies so they won't get lost. Please label your belongings so they can be returned if they get lost.
5. The phone is used for **EMERGENCIES ONLY**, with the permission of a recreation staff member.

#### **OUTSIDE:**

1. We always stay inside boundary areas where we can be seen by a recreation staff member.
2. We never play with bats without permission **AND** a recreation staff member watching.
3. We always use equipment safely in the manner it was designed.
4. On outdoor climbing structures- **HOLD ON AT ALL TIMES, ONE HAND** on the bar at all times. No standing or walking on the bars.
5. Never climb over or through porch bars or over school fences.
6. Walk on the porches.

#### **INSIDE OR OUTSIDE:**

1. Shoes **MUST** be worn at all times, unless given permission to take them off.
2. We always share the toys with everyone who wants to play.
3. Personal valuables, skate boards, radios, etc. are kept at home so that they will not be lost or broken at Clubhouse.
4. **NO TOYS FROM HOME AT CLUBHOUSE** - if you bring toys from home they must stay in your backpack.
5. We always inform a recreation staff member when we need to use the bathroom. We sign-out with the inside recreation staff member before going to a classroom or the office.
6. Food or drink outside or at designated tables inside. No gum chewing allowed. Never run with food in your mouth or sticks in your hand.
7. Do not touch the computer; it is only for the use of parents and staff.

#### **MOST IMPORTANT:**

1. We always listen to what any recreation staff member tells us.
2. We always treat staff and other children with respect even when we are upset.
3. When we have a problem that we can't solve with words, we notify a recreation staff member to help.
4. Hitting, kicking, biting, shoving, fighting, wrestling, karate sparring, etc. can be dangerous so we don't allow these at Clubhouse.
5. Swearing and name-calling can hurt someone else's feelings so we don't allow these at Clubhouse or Camp.
6. Clubhouse will not tolerate bullying.
7. Whenever we're not sure about a rule, we remember that Clubhouse and Camp follow school rules.

#### **GUIDELINES AT SPECIFIC CLUBHOUSE LOCATIONS:**

1. Boundaries and other rules will be explained by the Clubhouse or Camp Director.



## ***Universal Behavior Management Program***

Our goal is to provide a healthy, safe and secure environment for all participants. Children are responsible for their own behavior. However, if there is an incident or situation that needs to be addressed, the following is a Behavior Management Program, which is designed to assist the children in making positive choices.

### **BEHAVIORS REQUIRING GUIDANCE:** (but not limited to)

Behavior that is disruptive to classroom management  
Aggressiveness (Physical and/or Mental)  
Property Damage or Theft  
Extortion  
Willful Defiance of Staff  
Possession of Controlled or Toxic Substance  
Leaving the Clubhouse Site/Classroom Premises without Permission  
Vulgar or Obscene Behavior/Language  
Possession of Weapons  
Bullying

### **PROGRESSIVE DISCIPLINE GUIDELINES:**

1. Verbal Guidance
2. Time to Think
3. Develop Behavior Management Plan with Parents (Conference)
4. Suspension of Childcare/El Programa Espanol/Enrichment Services and Probation Period Established
5. Termination of Services

The Program Supervisor may suspend the child from the program for up to five days.

On situations that are considered an emergency, i.e., a perceived threat to persons or property or extreme disruption of the program, one or more steps in the Progressive Discipline Guidelines may be skipped at the discretion of the Program Supervisor. Please review the Appeals process below.

### **APPEAL OF DECISION PROCESS:**

#### **Steps of the Appeal Process**

All steps must be followed in the order listed. Appeals must be made no later than thirty (30) calendar days from the date of the suspension and/or termination of childcare/El Programa Espanol services. Failure to do so will result in the denial of the appeal.

Appeals must include:

- Parent/Guardian's Name
- Child's Name
- Mailing Address
- Telephone Number
- Child's Site Location
- Reasons for Appeal
- Any other information

**Step I.** Appeal must be made in writing to the Program Supervisor. Appeals made over the telephone will not be considered. The appeal must be hand-delivered to the center. The Program Supervisor will contact you via telephone and in writing within 10 working days from receiving the appeal with a decision.

**Step II.** If the parent/guardian wishes to appeal the decision of the Program Supervisor, they may submit an appeal to the Recreation Supervisor at LGS Recreation. Appeals made over the telephone will not be considered. The Recreation Supervisor will contact you via telephone and in writing within 10 working days from receiving the appeal with a decision.

**Step III.** If the parent/guardian wishes to appeal the decision of the Recreation Supervisor, they may submit an appeal to the Director of LGS Recreation. Appeals must be made in writing and delivered to LGS Recreation. Appeals made over the telephone will not be considered. Director will contact you via telephone and in writing within 10 working days from receiving the appeal with a decision. The decision of the Director shall be final.



## CLUBHOUSE FINANCIAL INFORMATION LAKESIDE

### TUITION PROGRAMS

Changes in tuition may be made during the school year in accordance with changes in school schedules. **All rates subject to change.** Reduced rates are available for families who show financial need; call the Bookkeeper at 408-395-2918 for more details.

- **Registration Fee:** A one-time, non-refundable registration fee will be required per family per school year. Mail or turn in Enrollment Form and Emergency Card(s) together when registering. **Do not include payment. You will be billed for the registration fee per family per school year.**
  - \$35.00 if the Enrollment Form and Emergency Card(s) are received by August 19<sup>th</sup>.
  - \$45.00 if the Enrollment Form and Emergency Card(s) are received after August 19<sup>th</sup>.
- **Tuition is based on 180 school days, divided into 10 equal monthly payments.**
- **Sibling discount:** There will be one primary user per family; the primary user is the youngest child in the family. (10% Discount for each additional sibling.)
- **No money up front:** You will receive an invoice at the end of each month for the amount of your contract. It will include the tuition fee and any additional hours beyond the contracted time.
- **Additional hours beyond the contracted times and days:** Drop-in rate will be charged in ½ hour increments when children stay beyond tuition contract. Drop-in rate is \$7.49/hr for each hour.
- **Changes in your schedule:** Changes must be submitted on the Clubhouse Change Form to the Clubhouse Director with a 30-day notice. You may change your schedule once at no cost. Additional changes will be \$10.00 each change. **Schedule changes are made at the beginning of our billing cycles only.** The start of each billing cycle is approximately the middle of the month. Check with your clubhouse director for specific calendar dates.
- **No credit:** For missed days or early pick up days.
- **First Month Billing:** You will be billed the full month's tuition regardless of when your child was enrolled/signed-up.
- **Early Care: Due to low enrollment, Early Care is ONLY available on a tuition basis.**

MONTHLY FEES	Early Care 7:00-8:30 am	AfterSchool until 5:00pm	After School until 6:30pm	After School until 3:00pm	After School until 5:00pm	After School until 6:30pm
DAYS per WEEK	All Grades including Kinders	Grades 1-5	Grades 1-5	Kinders Only	Kinders Only	Kinders Only
5 days	\$155	\$206	\$359	\$309	\$513	\$666
4 days	\$124	\$165	\$288	\$247	\$409	\$534
3 days	\$92	\$124	\$216	\$184	\$309	\$400
2 days	\$62	\$82	\$143	\$124	\$206	\$267

### DROP-IN SERVICE

Enrollment for drop-in care is available for recreational, occasional and emergency use.

- **\$7.49 PER HOUR** for any non-tuition use of the Clubhouse. There will be a minimum of one-hour charge per use per child. You will be billed in ½ hour increments after the first hour for drop-in care. (For example: if your child stays 5 minutes you will be billed \$7.49, or if your child stays 1 hour and 5 minutes you will be billed \$11.23, if your child stays 1 hour and 35 minutes you will be billed \$14.98, etc.)
- **Sibling discount:** There will be one primary user per family; the primary user is the youngest child in the family. (10% Discount for each additional sibling.)
- **No money up front:** You will receive an invoice at the end of each month for the amount of drop in hours and any additional fees you have accrued.
- **Early Care: Due to low enrollment, Early Care is not available for drop-in students.**

**Please contact the Clubhouse Bookkeeper at (408)395-2918 if you have any questions.**

*“Building a Healthy Community through enrichment, innovation and fun!”*



## CLUBHOUSE BILLING POLICY 2011-2012

### MONTHLY BILLING:

#### Signing "In" and "Out" of Clubhouse Procedure

- Parent/Guardian or authorized adult is responsible for signing children "In" Clubhouse before school begins and "Out" at end of day by using our EZ-Care computer system (check with staff if you need help or instructions on using the computer). Notify a staff person when your child is leaving for the day.
- A staff person will check-in each child after school as he/she enters the Clubhouse using the Computer.
- Once a child checks in we will charge a one-hour minimum, even if your child stays a short time. **There is no grace period.**
- **If your child has not been properly signed-out, you will be billed until the closing time of your Clubhouse (6:15 or 6:30 PM).**

You will be billed for the number of hours used, with a one-hour minimum per use per child. **It is your responsibility to review your invoice each month** and contact the Bookkeeper if you feel there are any incorrect charges. After three months all charges will be considered accepted and final, no adjustments will be made. Change of address must be completed and returned to Clubhouse. LGS Recreation is not responsible for lost mail!

**If you have not received your invoice by the 5th of the month, it is your responsibility to contact the Bookkeeper at 408-395-2918 for your balance due so you can pay by the due date.**

### PAYMENTS:

**Payment is due upon receipt and not later than the due date specified on the invoice.** IMPORTANT: June billing is due on June 30th. Your account must be paid in full by the end of June. Payments will not be accepted at the school office or at Clubhouse. Please mail, charge by fax, or hand deliver your payments to the Recreation Office at 123 E Main St in Los Gatos. If you feel your payment has been lost in the mail, please call the Bookkeeper to verify non-receipt before placing a stop payment with your bank. Period Time Detail printouts are available for your review by appointment only at the Recreation office.

**\*\*NEW! BEGINNING FALL 2011 CLUBHOUSE BILLING WILL BECOME PAPERLESS. YOU MUST PROVIDE AN EMAIL ADDRESS ON THE REGISTRATION FORM IN ORDER FOR YOUR CHILD'S ENROLLMENT TO BE COMPLETED.**

**FOR YOUR CONVENIENCE, YOU MAY NOW AUTHORIZE US TO AUTOMATICALLY DEBIT YOUR CHECKING ACCOUNT or CREDIT CARD (on or about the 10<sup>th</sup> of the month) FOR ALL MONTHLY PAYMENTS.**

### REGISTRATION FEE:

The one-time non-refundable registration fee of \$45.00 will be required per family per school year. (**\$35.00 if the enrollment form and Emergency Card(s) are received by August 19<sup>th</sup>, \$45.00 if received on the first day of school or later**). Mail or turn in Enrollment Form and Emergency card(s) together when registering. **DO NOT INCLUDE PAYMENT. YOU WILL BE BILLED FOR THE REGISTRATION FEE PER FAMILY PER SCHOOL YEAR.**

### LATE PICK UP FEE:

\$20.00 per fifteen minutes (or any portion thereof) for each child beyond the Clubhouse closing time (6:15 or 6:30 PM) in addition to the hourly drop-in rate until child is picked up. **The police/social services will be contacted if child(ren) is left unattended one hour after Clubhouse closing time.**

### LATE FEES:

A non-refundable late payment fee of 10% of the **UNPAID BALANCE** will be charged if your payment is not **RECEIVED** by the due date. All accounts are considered delinquent after the due date specified on the invoice. Special arrangements must be made prior to the due date by contacting the Bookkeeper at 408-395-2918. LGS Recreation reserves the right to deny requests for special arrangements.

### RETURNED CHECKS AND RETURNED AUTO-PAYS:

A \$20.00 fee will be charged for returned checks or returned auto-pays. Payment on returned checks or returned auto-pays must be made by money order or cashier's check delivered to the Clubhouse Bookkeeper at the LGS Recreation office. Returned checks or returned auto-pays are not redeposited. **Failure to make payment on returned checks or returned auto-pays will result in loss of Clubhouse privileges until payment is made.**

### OVERDUE ACCOUNTS:

The Bookkeeper or Clubhouse staff will attempt to notify you (by notice or by phone) if your account is in jeopardy. You will receive (2) late payment notification letters. A final Collections letter will be mailed if we are unsuccessful with the first two. **Once you are sent to Collections your child(ren) will no longer be able to attend Clubhouse.**

**OVERDUE ACCOUNTS OF 61 DAYS OR MORE WILL BE SENT TO COLLECTIONS AND CHILD(REN) WILL NO LONGER BE ABLE TO ATTEND CLUBHOUSE.**



LAKESIDE CLUBHOUSE ENROLLMENT FORM

Table with 2 columns: Clubhouse Use Only- Staff cannot alter contract, Date Entered, Initials

School Year: 2011-2012 ONE FORM PER FAMILY

Child's First Name: Child's Age: Male or Female

Child's Last Name: Enter Grade: Birth Date:

Select One Service: Tuition or Drop In

TUITION CUSTOMERS - Circle Number of Days AND Days of the Week:

Early Care (7:00-8:30am) 2, 3, 4 or 5 days Days: M T W Th F
After School Care 2, 3, 4 or 5 days Days: M T W Th F pick up time: 5:00 or 6:30pm
Kinder Care 2, 3, 4 or 5 days Days: M T W Th F pick up time: 3:00, 5:00 or 6:30pm

Child's First Name: Child's Age: Male or Female

Child's Last Name: Enter Grade: Birth Date:

Select One Service: Tuition or Drop In

TUITION CUSTOMERS - Circle Number of Days AND Days of the Week:

Early Care (7:00-8:30am) 2, 3, 4 or 5 days Days: M T W Th F
After School Care 2, 3, 4 or 5 days Days: M T W Th F pick up time: 5:00 or 6:30pm
Kinder Care 2, 3, 4 or 5 days Days: M T W Th F pick up time: 3:00, 5:00 or 6:30pm

Child's First Name: Child's Age: Male or Female

Child's Last Name: Enter Grade: Birth Date:

Select One Service: Tuition or Drop In

TUITION CUSTOMERS - Circle Number of Days AND Days of the Week:

Early Care (7:00-8:30am) 2, 3, 4 or 5 days Days: M T W Th F
After School Care 2, 3, 4 or 5 days Days: M T W Th F pick up time: 5:00 or 6:30pm
Kinder Care 2, 3, 4 or 5 days Days: M T W Th F pick up time: 3:00, 5:00 or 6:30pm

CUSTODIAL PARENT/GUARDIAN #1

CUSTODIAL PARENT/GUARDIAN #2

Table with 2 columns for Custodial Parent/Guardian #1 and #2, rows for First/Last, Street Addr, City,State,Zip, Hm phone, Cell phone/Pager, Employer, Work phone, Email (Required)

MAIL ADDRESS IS REQUIRED FOR CLUBHOUSE BILLING. PLEASE MAKE SURE YOU USE AN ACCOUNT YOU CHECK ON A REGULAR BASIS. IF YOU DO NOT RECEIVE YOUR BILL BY THE 5TH CALL THE BOOKKEEPER.

Marital Status: Custody Information:

AGREEMENT TO ACCEPT FINANCIAL RESPONSIBILITY FOR PAYMENT AND TO ABIDE BY CLUBHOUSE POLICIES: I understand and agree that it is my responsibility to read and comply with the Clubhouse Rules and Regulations included in this registration packet and posted on the LGS Recreation website.

Signature of Custodial Parent/Guardian

Date





**CLUBHOUSE EMERGENCY FORM  
ONE FORM PER FAMILY**

*School:* \_\_\_\_\_

*School Year:* **2011-2012**

Child's First Name: \_\_\_\_\_ Child's Age: \_\_\_\_\_ Male or Female  
 Child's Last Name: \_\_\_\_\_ Enter Grade: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
 Allergy/Medication: \_\_\_\_\_  
 \_\_\_\_\_

Child's First Name: \_\_\_\_\_ Child's Age: \_\_\_\_\_ Male or Female  
 Child's Last Name: \_\_\_\_\_ Enter Grade: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
 Allergy/Medication: \_\_\_\_\_  
 \_\_\_\_\_

Child's First Name: \_\_\_\_\_ Child's Age: \_\_\_\_\_ Male or Female  
 Child's Last Name: \_\_\_\_\_ Enter Grade: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
 Allergy/Medication: \_\_\_\_\_  
 \_\_\_\_\_

Dentist Name/Phone: \_\_\_\_\_

Physician Name/Phone: \_\_\_\_\_

In the event of a 911 emergency, name of hospital you prefer your child to be taken to: \_\_\_\_\_

**CUSTODIAL PARENT/GUARDIAN #1**

**CUSTODIAL PARENT/GUARDIAN #2**

First/Last	First/Last
Street Addr	Street Addr
City,State,Zip	City,State,Zip
Hm phone	Hm phone
Cell phone/Pager	Cell phone/Pager
Work phone ext.	Work phone ext.
Email	Email

Please list three people who may pick up or be contacted if your child is unable to remain at Clubhouse due to illness or injury and you cannot be reached:

- (1) \_\_\_\_\_ PHONE: \_\_\_\_\_  
 (2) \_\_\_\_\_ PHONE: \_\_\_\_\_  
 (3) \_\_\_\_\_ PHONE: \_\_\_\_\_

The undersigned, in consideration of participation in this program, agrees to indemnify and hold LGS Recreation, its contractors, employees and volunteers, and the Elementary School District harmless and release LGS Recreation, its contractors, employees and volunteers, and the Elementary School District from any and all liability for any injury which may be suffered by the individual(s) registered in this program, arising out of, or in any way connected with participation in this program. I give my consent for emergency medical or dental treatment, including transportation to the nearest emergency aid facility, if my child is injured.

I FULLY UNDERSTAND THAT I ASSUME ALL RISKS FOR ANY INJURIES RECEIVED, MEDICAL, DENTAL AND TRANSPORTATION FEES AND AGREE TO ACCEPT FINANCIAL RESPONSIBILITY AND ABIDE BY CLUBHOUSE RULES/POLICIES.

PRINT NAME (Parent/Guardian) \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNATURE (Parent/Guardian) \_\_\_\_\_ DATE: \_\_\_\_\_