



2015-16 CLUBHOUSE PROGRAM INFORMATION for Lakeside Elementary School

PROGRAM OVERVIEW

In collaboration with the Lakeside Joint School District, LGS Recreation’s Clubhouse provides on-site before and after school child care for K – 5th grade students. The Clubhouse program provides a safe, healthy and nurturing environment for all students and is intentionally designed to offer a variety of engaging activities that are hands-on, project-based, and incorporate academics, youth development and recreation.

DAYS AND HOURS OF OPERATION

Clubhouse is available Monday through Friday from 7:00AM to 6:30PM when there is instruction for students. The program is closed on school holidays.

ENROLLMENT

To enroll for Clubhouse an online registration form must be submitted and approved before any student can attend the program. All students registered for Clubhouse must attend that school during the regular school day.

REGISTRATION FEE

A nonrefundable one-time registration fee of \$55 per family/per school year is due at the time of registration.

TUITION FEE SCHEDULE

Tuition fees are based on 180 instructional days, divided into ten equal monthly payments (August – May). Tuition fees are charged at the beginning of the month and there are no credits/refunds issued for any missed days or early pick up days.

BEFORE & AFTER SCHOOL CARE FIXED TUITION

Days per Week	Before School 7:00-8:30AM	After School until 5:00pm	After School until 6:30pm
5 days	\$160	\$258	\$416
4 days	\$128	\$216	\$343
3 days	\$95	\$174	\$268
2 days	\$64	\$130	\$193

**Rates are subject to change*

**Early Release Wednesdays and Minimum Days are included if student is scheduled to attend*

ADDITIONAL TIME OUTSIDE OF FIXED TUITION SCHEDULE

A Drop-In charge will be applied in ½ hour increments when students stay beyond their tuition schedule. The Drop-In rate for fixed tuition students is **\$8.76 per hour**. Drop-In fees will be billed on the following month's invoice.

MINIMUM DAYS

Students that do not have a Minimum Day as one of their scheduled tuition days can attend Clubhouse only if they are pre-registered. Pre-registration can only be done at the Clubhouse-space is limited. There is a \$75.00 charge per student that checks-in at Clubhouse without being pre-registered.

SIBLING DISCOUNT

There will be one primary user per family; the primary user is the youngest child in the family. A 10% discount will be applied for each additional sibling registered for a fixed tuition schedule only.

CHANGES TO TUITION/CANCELLATIONS

To change your student's tuition schedule, parents/guardians must complete and submit a Change Form at the Clubhouse prior to the monthly cutoff date. There is a \$10 fee to process each change. Changes/cancellations cannot be processed through the Customer Portal, over the phone or via email. Please see the Billing Calendar Table for specific change/cancellation cut off dates.

DROP-IN CARE FLEXIBLE

Enrollment for Drop-In Care Flexible is available at all Clubhouse locations. The Drop-In Care Flexible rate is **\$9.76 per hour** and is billed in ½ increments.

Please note, on Early Release Wednesdays & Minimum Days Drop-In Flexible students may be allowed to attend Clubhouse only if space is available and they have pre-registered. Pre-registration is on a first come, first served basis and can only be done at the Clubhouse. There is a \$75.00 charge per student that checks-in at Clubhouse without being pre-registered for these days. All Drop-In fees will be billed and appear on the following month's invoice.

BILLING POLICY

Clubhouse billing is paperless. If you do not receive your invoice via email on or by the invoice date indicated in the Billing Calendar Table, you can log in to the Customer Portal to check your balance due or you can also contact the Bookkeeper for this information.

All credit cards, eCheck/Bank Drafts will be charged/debited on the processing date indicated on the Billing Calendar Table. Payments are not accepted at the school office or at Clubhouse. It is your responsibility to review your invoice each month and contact the Bookkeeper if you feel there are any incorrect charges. After thirty days, all charges will be considered accepted and final and no adjustments will be made.

BILLING CALENDAR

The first month's tuition fee will be charged automatically at the time of registration. Below is this year's monthly billing calendar.

BILLING CALENDAR 2015-16			
Month	Change Form Cut Off Date	Invoice Date	Payment Processed/Due
August	---	At the time of registration	
September	August 21 st	September 1 st	September 9 th
October	September 22 nd	October 1 st	October 8 th
November	October 22 nd	November 2 nd	November 9 th
December	November 20 th	December 1 st	December 8 th
January	December 16 th	January 4 th	January 11 th
February	January 21 st	February 1 st	February 8 th
March	February 22 nd	March 1 st	March 8 th
April	March 23 rd	April 1 st	April 8 th
May	April 21 st	May 2 nd	May 9 th

LATE PICK UP FEE: There is a \$25.00 per fifteen minutes (or any portion thereof) charge for each student still checked-in at Clubhouse after closing time. Please note that the local police department/social services will be contacted if your student is still present a ½ hour after Clubhouse closing time and we have not heard from you or an authorized pick-up.

UNPAID BALANCE: A 10% late fee will be charged if 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. LGS Recreation reserves the right to deny requests for special arrangements.

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

PASTDUE ACCOUNTS: The Bookkeeper or Clubhouse staff will attempt to notify you via email or by phone if your account is past due. You will receive one late payment notification via email. Past due accounts greater than 61 days will be sent to collections and parent/guardian will be responsible for reimbursing LGS Recreation for all collection fees incurred. When your account is sent to collections your student will no longer be able to attend Clubhouse.