



# Jr. Camp Parent Handbook

Please keep for your records



# Welcome to Dolphin Class!



Welcome to Caughlin Club Kidz Jr. Camp program! Thank you for choosing Caughlin Club Kidz for your family's summer child care needs. We understand how important this decision is for you. After meeting the Director, taking a tour of our facility and reviewing this Handbook we hope you will be able to feel confident and comfortable in choosing Caughlin Club Kidz to care for your child(ren).

Caughlin Club Kidz provides a comfortable and safe atmosphere where the children can make choices for themselves. Our program is based on the philosophy that young children learn best through play and age appropriate curriculum that meets the diverse needs of every child. We believe that hands-on learning is how children learn best. Children have a greater capacity for learning when they are encouraged to make their own choices throughout the day. The children are given individual activity time, where they are able to work at their own pace. As children grow and develop they learn the skills needed to work together in group interactions. They will be given these opportunities throughout the day including: circle time (where we sing, dance, act, share and read stories), and group projects (cooking, building, gardening, etc.). Children also need specific time to play and relax. So there will be plenty of time to do just that. During "free" play time, the children have a large variety of choices (writing, coloring, puzzles, blocks, art, manipulatives, dramatic play, etc.). Our Early Childhood Education Program is designed with a structured curriculum and consistent routines that will stimulate the overall growth and development of the children in our care. We understand that every child is different and unique. We consider the WHOLE child in our approach to fostering growth and development. This means that we take into consideration every child's social/emotional, language/literacy, cognitive (math/science), intellectual, and physical development. Caughlin Club Kidz Preschool is a place where your child can strengthen his/her developmental skills. Where they can play, explore, discover, learn, and trust. While the staff's job is to focus on your child's needs, we realize that family involvement is extremely important, and is strongly encouraged. Together as a team, we will strive to help your child reach his/her full potential in life. Our goal is to foster a sense of positive self-esteem in every child in our care. Once children feel confident about themselves, they can accomplish almost any task set before them. Confidence is key to greater learning and success. Your child is a unique individual and we want each child to feel special and appreciated. If your child has special physical, dietary, allergy or other need, please let us know so we can accommodate them.

Your participation in your child's summer experience is encouraged and welcomed. If at any time you would like to come and observe or volunteer you are welcome to do so. If you have a special talent, would like to an activity or just hang out with your child's class, please let the director know. We have an open door policy!

We are very happy that you have chosen us to care for your school-age child and look forward to getting to know your family.

If at any time you have questions or concerns, please feel free to contact the Director at the center. The center phone number is (775) 747-6072.

**Director - Rhonda Devencenzi: [rhonda@caughlinkidz.com](mailto:rhonda@caughlinkidz.com)**

Sincerely,

The Director and all the phenomenal staff at Caughlin Club Kidz



## Policies and Procedures

### Introduction

Before your child(ren) start we will provide them with a cubby to store their belongings. We also will provide each child with a cotton bag for their belongings. We ask that your child(ren's) nap belongings fit in this bag and that their lunch boxes/bags fit inside their cubby box. The bags need to hang on their cubby hook along with your child's coat. No matter what room your child is in, please clearly label EVERYTHING, especially lunch boxes, sippy cups, and individual reusable lunch containers with your child's first and last name.

Caughlin Club Kidz is a licensed childcare center. We are licensed through Washoe County Social Services to care for up to 95 children, six weeks old to 18 years of age. This means the facility, staff and care of the children are operated under strict regulations. These regulations are monitored closely by the Washoe County Social Services, Fire Department and Health Department.

Caughlin Club Kidz is not a part of Caughlin Adventure Camp (School-age Program next door in the Caughlin Athletic Club). That program is not a licensed program. These programs are run separately with different Directors.

### Our Moto

"Dive into Learning"

### Our Address

4100 Caughlin Parkway

### Our Website

[caughlinkidz.com](http://caughlinkidz.com)

### Our Facebook

CaughlinKidz

### Phone Number

(775) 747-6072

### Fax Number

(775)747-6091

### Hours of Operation & Late pick-up policy & Fee's

Caughlin Club Kidz hours of operation are from 7:00 a.m. to 6:00 p.m. A late pick-up fee of \$1.00 per minute, per child will be charged for every minute late past 6:00 p.m. If you are going to be picking up late, please call the center to let us know.

### Holidays & Closures

Caughlin Club Kidz is CLOSED the following Holidays (Closures will be posted) during the summer camp:

- 4<sup>th</sup> of July

### **School Closures – Natural Disasters**

Caughlin Club Kidz might have delayed starts opening at 9 a.m. or closures due to bad weather and road conditions.

We will communicate this the following ways:

- Inform News Channels 2, 4, and 8
- Change our Voicemail with updated information Call (775) 747-6072
- Post on our Facebook page @CaughlinKidz

In the case of a natural disaster (snow, power outage, flood, earthquake, health outbreak, etc.), Caughlin Club Kidz may have to close the facility with short or no notice. In the event of a natural disaster, you are still responsible to pay your regular tuition. An example would include: The facility closes due to a power outage on a day your child attends; you will still be charged your regular tuition for that day (no refunds).

### **Enrollment**

Upon enrollment, parents must fill out all required paperwork and provide a copy of their child's current immunization records. Within 30 days after their enrollment date you **MUST** provide a well child check-up.

**Tuition Rates:** All tuition is paid on a weekly basis in advance.

Enrollment Fee                 \$50.00

Multi-child Discount:       10% off one child only

Credit Card Processing Fee of 3% for EACH transaction.

See current registration form for our rates.

### **Other discounts or fees that may apply:**

- Late Tuition Fee: \$25.00 if not received by Tuesday morning.
- If payment is made with credit card or debit card you will be charged a 3% processing fee.

### **Payments**

Tuition payments **MUST** be paid on a weekly basis *in advance* (the Friday before the week your child attends). You are welcome to request a tuition statement every Friday either via email or in your child's art file in the classroom. Tuition Express (Auto billing) will be debited by Tuesday. When checking your child in on the computer your balance due will appear on the screen. If you have any questions or concerns feel free to contact the director at (775) 747-6072. If you do not have a credit card on file you must pay by Monday morning prior to dropping your child off. You are welcome to pay when you check your child in or out with your credit card at point of sale. Reminder there is a 3% credit card processing fee for all credit card transactions. If tuition has not been received on time, *in advance*, a \$25.00 late fee will be charged as of Tuesday morning.

We accept all major credit cards, money orders, and personal checks. Please make **ALL** checks and money orders out to Caughlin Club Kidz. Returned checks will incur a \$30 fee.

### **Refunds**

There will be **NO** refunds of ANY kind. **NO EXCEPTIONS!!!**

### **Drop off or Pick up Policy**

Everyone authorized to pick up or drop off your child(ren) will need to be listed on the enrollment forms. They will be given a login number and password to check your child in and out when they pick up or drop off. Only those who are listed on your enrollment packet will be authorized to pick up your child from Caughlin Club Kidz. The person **MUST** be 18 years old or accompanied by an adult that is on your pick up list in order to pick up your child. We will **ALWAYS** ask for identification, so be sure they bring their driver's license with them.

No child will be released to a person who does not have the authorization from you. We must have the parent's written permission to change their authorized pickup list. You **MUST** list at least one additional person to pick your child up from school.

### **Trained Early Childhood Providers (Teachers)**

The teachers are hired by the Director. We strive for our staff to have prior experience working with children and ALL providers are required to be current on the following (required and regulated by Washoe County Social Services):

- Work Permit/Sheriff's Card (every 5 years)
- Tuberculosis Test (every 2 years)
- First Aid & CPR Certified (every 2 years)
- Child Abuse and Neglect Class (within 90 days)
- Communicable Disease Class (within 90 days)
- Nutrition Class (within 90 days)
- SIDS Class (within 90 days)
- Building Safety
- Emergency Preparedness
- Medication Administration
- Shaken Baby Syndrome
- Transportation
- 30 approved Early Childhood Education credit hours per year.

Your child's teacher will be in the following dress code every day.

- Caughlin Club Kidz shirt or sweatshirt
- Solid color pants or capris'

### **Babysitting:**

If you choose to use any of our staff from Caughlin Club Kidz for private babysitting outside of the center, please be aware that Caughlin Club Kidz will not be held responsible for anything that may happen outside of the center (medical or hospital bills, incidents, accidents, etc.). You take full responsibility for the staff member and your child(ren). Current or previous staff members may NOT babysit a child DURING the hours of operation of the Center (7:00 a.m. to 6:00 p.m., Monday through Friday). This is a violation of Caughlin Club Kidz Policies and Procedures.

### **Lunches and Snacks:**

Caughlin Club Kidz provides a morning snack around 9:00-9:30 a.m. and an afternoon snack around 2:30-3:00 p.m. We provide 1% milk for all children over 2 years old. Lunch is between 11:30 a.m. & 12:00 EVERY DAY. You MUST bring a COLD lunch for your child.

Cold lunch boxes are to be CLEARLY labeled with a cold pack. Meals MUST consist of a WELL BALANCED diet. No soda or junk food please. ALL lunches MUST be NUT FREE.

If we cannot FIND your child's lunch we will do our best to make your child a lunch and charge your account \$4.50.

### **IN ALL OF OUR CLASSROOMS:**

While your child(ren) are in our care, it is still their responsibility to follow the rules of the center. This means they will have to be kind, respectful and courteous at all times! This includes the other children in the center, the staff, toys, equipment and property. If your child is destructive and breaks any of our property you will be responsible for replacing it. (This does not include day to day use of toys and supplies.) If your child is disruptive and/or will not listen to the staff you will be asked to pick your child up. Please see our Positive Behavior Encouragement Policy for more information. Always be sure to take your child to the appropriate classroom and check in with the staff member in charge. Children are never to be left unattended in any area of the school. For the safety of your child, please check your child in and out each day at the front desk. Attendance records are required by law.

Every classroom takes walking fieldtrips around the Caughlin property with parent permission. The children stay on the path, and enjoy these nature walks very much. Please be sure to let the director know if you have a problem with these walking field trips as soon as possible.

Please check the classroom bulletin board throughout the month. Parent info and fun activities to do at home will be posted. Monthly newsletters and lunch menus will also be posted and are also available at [caughlinclub.com](http://caughlinclub.com)

Teacher conferences are available upon request at any time during the school year. Please contact the director for the best time to come in or if you prefer a phone conference.



### **The Dolphins – Summer Jr. Camp (Kindergarten to eight years old):**

In this classroom we are having a fun summer before starting school up in the fall. We will prepare your child for the upcoming school year. Along with a thematic age appropriate curriculum working towards Kindergarten readiness. This includes writing their name, art, coloring in the lines, identifying their ABC's, counting, colors, shapes, days of the week, team work, sight words and problem solving. We have lots of fun summer activities planned. Swimming, yogurt beach, gym time along with the music teacher, dance instructor and Challenge Island coming out to our facility.

It is your responsibility to provide your child with an appropriate amount of the following items:

- Well balanced lunch, a sack, cold lunch EVERYDAY!!
- Extra Clothing (including: pants, shirts, socks, underwear and shoes)
- Swim suits, towel and pool shoes.

### **Reports and Documentation**

It is required by licensing that if your child is hurt while in our care you will receive a written Accident Report. If your child HURTS another child, teacher, or client while in our care you will receive a written Oh, NO Report. These reports will inform you, the director and licensing of what, when and where it happened. You need to sign that you have read the report and return it to the staff member immediately. If you want a copy of the report please feel free to ask a provider for one. These reports are always left in your child's file and you can see them at any time. In the event of a head related injury the parent will be contacted by phone immediately.

If your child comes into our care with something noticeable we will do a, I Noticed Report. We will ask you what happened and document it on this form.

### **Holiday Celebrations**

We do celebrate ALL holidays regardless of individual beliefs and/or religions. If your family celebrates a holiday that we may not know of, please let the director know and we will do our best to include that celebration in our lesson plans.

### **Birthdays Celebrations**

We celebrate Birthdays at Caughlin Club Kidz Preschool. A nice reminder is always welcome. We will do our best to celebrate your child's birthday throughout the day with special activities and songs. It is YOUR responsibility to send something special (cupcakes, cake, cookies, treats, etc.) for your child and their classmates. We will serve them during the afternoon snack period (3:00 p.m.). The providers will add special stories, songs, and so forth, to make this a special day for your child and her/his classmates.

### **Parent Involvement Policy**

We strongly believe that your involvement as a parent is very important and that your involvement empowers your child's learning experiences.

As your child's preschool will do the following:

- Make ALL new parents aware of the centers computer systems, policies and procedures and encourage parents to interact with the children while visiting our facility.
- Inform parents on a regular bases about their child's progress.
- Ensure that parents feel welcome to contribute their own skills, knowledge and interests by volunteering in our center.
- Involve parents in shared record keeping about their child, whether formal (ASQ's) or informal.
- Keep parents aware of dress up days, special events (Donuts with Dad, Muffins w Mom, Trick-or-Treating) and scheduled events (picture days, runs, fundraisers, etc.)

### **Parent/Teacher Conferences**

If you or your child's teacher feels a parent/teacher conference is necessary we are always willing to schedule one at everyone's convenience. Please just let the director or the teachers know of a good time to meet with you and we will also inform you if we feel one is needed as well.

### **Parent / Teacher Communication**

We provide a communication clip board and drop box at the front door of every classroom. This is where parents can write comments, concern or thoughts to the teachers in the classroom. The drop box is checked daily during nap time by the teachers in your child's classroom. The staff will respond to your concerns or make changes in the classroom. You're welcome to leave your name so the teachers can directly speak to you or you may leave an anonymous note as well. Don't be shy ... communication is very important to us and only makes our facility better.

### Parent Participation / Volunteering / Observation

Parents are ALWAYS welcome in our facility with no or little notice (this includes before enrollment and during enrollment). Parents are welcome and encouraged to volunteer to help in the classrooms. Parent volunteers may be asked to:

- Help with snack (including set up and clean up)
- Cutting out or copying things for curriculum
- Reading to the children
- Help direct group-centered activities
- Help with end of the day clean up

Please just let your child's teacher know when you want to volunteer so they can make a schedule for you and be prepared for your help. Also be sure to sign in at the front desk in the white binder under volunteer. If you volunteer often you will be required to get a negative TB Test and a Washoe County Sheriff's Card that is required by social services.

### Internal Cameras

As a safety feature we do have cameras installed in all of our classrooms and the lobby area. These cameras are recording at all times. They are not open to the public, but for the director to oversee the classrooms.

### Open-Door Policy

We invite you to visit your child while in our care at ANY TIME, with no or little notice. Phone calls are also welcome. Our phone number is (775) 747-6072.

### Smoking Policy

Caughlin Club Kidz is a non-smoking facility. Smoking is completely prohibited on the campus or in the company vehicles.

### Health Policy

If you are contacted to pick up your child due to illness, please pick them up as quickly as possible (or have someone on your list pick them up) to limit contaminating the other students. A doctor's note may be required on a case-by-case basis in order for your child to return to class.

Please notify the school as early as possible if your child will be absent due to illness. If your child has been exposed to a contagious illness, please notify us immediately and a notice will be posted.

### \*\*Illness\*\*

Please make sure you have alternative care for your child in case of an illness or emergency. Please keep your child(ren) at home or he/she will be sent home if ANY of the following symptoms arise:

- *Has vomited or has had diarrhea within the last 24 hours.*
- *Has a fever (100<sup>+</sup>) or has had one in the last 24 hours.*
- *Has a rash (other than a regular diaper rash).*
- *Has yellow or green nasal discharge. (Unless a doctor's note stating not contagious is presented with in a day.)*
- *Has a consistent cough. (Unless a doctor's note stating not contagious is presented with in a day.)*
- *Is fussy, cranky, or generally out of sorts.*
- *Have symptoms of possible communicable disease. (These are usually sniffles, reddened eyes, sore throat, headache and abdominal pain, plus a fever.) Please notify me at once if your child does have a communicable disease. By law, if a communicable disease has been in the facility, I must post it so that all parents are aware of it and notify Licensing and the Health Department.*
- *Has Pink Eye/Conjunctivitis*
- *Has Head Lice/Nits*

If your child shows any of those symptoms while in our care, do not be surprised if you are asked to pick up your child and take them home. Please be aware, that the director also has the right to OVER RIDE a doctor's note and not accept your child into the learning center, if they feel the child cannot participate in the regular everyday activities.

Your child may come to school:

- *If a cold is over, but a minor nasal drip remains.*
- *If there has been an exposure to a communicable disease, but I have been notified so that the incubation period can be discussed and it can be determined on what dates your child should stay home.*
- *Your child has been without a fever for 24 hours and is able to participate in all activities for the day.*
- *A doctor's note may be required depending on the circumstances, but the owner can overrule the doctor's decision to allow the child to return to childcare.*

A Parental Release for Prescription Medications form is required for the school to administer over-the-counter or prescription medication to your child. Prescription medication must be in the original prescription bottle.

Please see the information board located in the hallway near the restrooms for the Health Department requirements. They require us to exclude children for certain conditions. We do not have any flexibility with Health Department requirements.

### **Emergencies**

In case of an accidental injury, we will make an immediate attempt to contact you or someone on the emergency contact list. If no one can be reached, we will then call the child's physician. If necessary, we will also (before or after) call paramedics. Until the arrival of a parent, the physician, or the paramedics, Caughlin Club Kidz will be in charge and make all medical decisions regarding the care of your child. You will be expected to assume responsibility for any result in expenses not covered by Caughlin Club Kidz insurance. It is in your child's best interest that you keep up-to-date records in your child's file at ALL TIMES: phone numbers, emergency numbers, and other important information.

In the case of a minor injury, a first aid kit is available on site. However, first aid can only be administered in an emergency situation. Teachers of Caughlin Club Kids are welcome to wipe a cut off, clean it with soap and water and apply a band aid to your child, but they may not put anything medicated on the injury. All providers are trained in CPR and First Aid, and will administer First Aid or CPR if or when your child may need it.

### **Outdoor Plan**

Unless the weather is extremely bad, we will go outside EVERY DAY!!!! For 15 minutes to 45 minutes, depending on weather, but it is a requirement that the children get fresh air EVERY DAY!! If your child cannot go outside they should not be at school. Please make sure your child has appropriate clothing for the weather.

In the winter: ALL children MUST have a jacket, gloves, snow boots and a hat.

In the summer: Please provide a bathing suit & towel (clearly labeled) that stays at school for water play throughout the summer.

Please dress your child appropriately: Remember that many of the art activities can be messy, so, it is best to dress your child in clothes that are easily washable. Please make sure your child(ren) always have a change of clothes in his/her cubby.

### **Physical Activity Statement**

Physical activity in the early childhood setting is very important. Physical activity patterns developed in childhood tend to last through adulthood. We believe children should engage in daily physical activity that promotes health related fitness and movement skill every day. We provide opportunities for all of the children to develop their gross motor skills indoors and outdoors. We include physical activity in several areas of our daily routine and curriculum, including teacher directed outside time and "free" play outside time. We provide lots of things for the children to do. Such as ball games, tag games, hoopla hoops, jump rope, etc.

In the classroom we continue to provide the children with physical activities as well. Some things we do are music, movement, dancing, walking, lifting, yoga and stretches. We also have the opportunity to use the gym next door to do relay games, obstacle courses, duck, duck goose, running, kick ball, racket ball and basketball.

### **Swimming:**

In the summer time all of our classrooms get to play in the water. Our Dolphin class gets the pleasure of playing in the Caughlin Athletic Club small pool two – three times a week. The pool is only 2 feet deep; however, the depth of the water cannot be higher than any child's chest. Your children are welcome to bring life vests or floating devices to insure they feel and are safe. The ratios drop to a 1 to 4. Also a lifeguard is on duty while we are swimming. During these times the pool will be open to the public, but each child that is enrolled in our program MUST wear a Caughlin Club Kidz RED tank top while in or around the pool.

Please note if the lifeguarded calls in to work or we do not have adequate staffing to abide by the 1 to 4 teacher to child ratio we will not swim, however we will still play in the sprinklers. Our teachers will be taking role and counting kids before, during and after swim times.

### **Assessments & Portfolios**



Every child in our care will receive an assessment and portfolio within 30 days of enrollment. Assessments will be done every six months thereafter. They will be kept in a binder in their classroom. The assessments are ASQ-3; Ages & Stages and the portfolios will consist of the assessments, photos, art work, writing and teachers anecdotal observations. All of this information will each of the teachers reach the learning goals and individual needs for each child. As each child moves up to the next classroom, the portfolios will follow them. These assessments and portfolios will show your child's progress throughout their time with us at Caughlin Club Kidz Preschool.

### **Toys from Home**

Please do not bring toys from home UNLESS it is your child's share day. Share toys should be related to the weekly theme or if they are needed to help ease your child's transition from home to school. Caughlin Club Kidz is NOT responsible for lost, stolen or broken toys from home! Absolutely No Guns, War Toys, or Other Toys of Destruction. NO EXCEPTIONS!!

### **Volunteers**

Volunteers are always nice to have, but the safety of the children and providers is most important. No strangers are allowed to volunteer. All volunteers must be referred to the director prior to coming in. Additionally, we encourage you (the parent) to volunteer if time permits. Please come by and read a story or participate in an art project! It's a lot of fun and the children enjoy it.

### **Child Safety and Protection Laws**

Under Nevada Revised Statute, ALL childcare providers, including the director, are considered MANDATED REPORTERS, and MUST report (within one hour) any signs of child abuse or child neglect. If any staff member feels that any form of abuse or neglect is happening, they will not hesitate to make a report to the local Social Services Department and Child Protective Services (CPS). We ALWAYS encourage you to notify the Director and/or staff if your child has a mark on them to avoid Social Services and CPS being called.

### **Child Guidance / Positive Behavior Encouragement Policy**

Caughlin Club Kidz uses positive guidance techniques, such as redirection, problem solving and talking it out, etc. We will never withhold food, sleep, or bathroom privileges as a form of discipline. We promote a positive, enriching and compassionate atmosphere for your child. Our goal is to be consistent and fair in regards to child guidance and discipline.

However, if a child exhibits a severe behavior problem, it will be documented in detail as an alert to you and, if necessary, to understand the underlying causes. The director will also receive a copy and may ask for a parent-teacher conference to discuss the situation with you. Sometimes a child may exhibit a temporary, stress related, negative behavior. Many times, with a partnership, together, we can help your child through a difficult period. If together, we are unable to find a solution for your child, we may be able to refer you to someone qualified to conduct a further evaluation.

It is very important for parents, teachers and children to know how unacceptable classroom behavior will be addressed. For the most part we have few discipline issues. Young children want to please their teachers and all our teachers use positive rewards to encourage good behavior. Instead of the teacher pointing out poor behavior, our teachers look for good behavior and praise them. The intermittent use of stickers, small toys, or other recognitions also serve as strong reinforces for positive behavior.

Of course, there are instances that require the teacher to change behavior that is disruptive to the classroom. The first step is to always bring the behavior to the child's attention and remind them that this is not something that is allowed in class. An alternative is offered at this time and the behavior is redirected. For very young children, under 3 years old, this is very effective and nothing more is needed or appropriate to use.

In older children, 3 years old and up, redirection still works and is very effective. For the child being disruptive they could be redirected to the sensory bin, library corner or play dough table. The teacher talks to the child about what is happening, and why he/she needs to evaluate their behavior. This is not a punishment, but a learning tool to help the child calm down, reassess what is happening, and become successful in the group again.

Occasionally a child persists in negative behaviors. The teacher will continue talking with the child and even the class, about what behaviors is appropriate and what are not good choices. Last, but not least the child could visit the front desk to regroup their self and talk to the staff member there and see if this calms the child and helps them turn their behavior around. If these attempts to help the child regain control in an age appropriate way, fails the parent will be called and the child will be sent home for the day. If this happens more than once, parent, teacher and director will meet to discuss whether the child will be allowed to attend the program in the future.

Our obligation to parents and children is to provide a fun, safe learning environment for ALL of the children in our care. We take this obligation very seriously. We also realize that there is a wide range of NORMAL behaviors between the ages 3-5. Some children are very active, some are calm, some enjoy reading, and some enjoy building. Some can sit at a table and do school work and others may not be able to. We wish to respect the needs of all of the children, as well as not to disrupt the learning of any child.

If at any time you wish to have a conference with our child's teacher(s), please call and one will be arranged. As always your comments and concerns are very important to us and communication is the key to brighten your child's future.

**Last, but not least,**

Welcome to our close nit family! You and your child will have a great experience at Caughlin Club Kidz Jr. Camp. If you have any questions, comments or concerns, please feel free to contact the Director. The number for the preschool is (775) 747-6072. Open communication is the key to successful relationships for all of us!!

This Parent Handbook is for your reference. In your child's enrollment packet you are asked to sign that you have read, understood and agreed to abide by these Policies and Procedures. Please be sure to read them carefully. If you have any questions, please do not hesitate to ask the Director.

Thank you,

The Director and all of our phenomenal staff at Caughlin Club Kidz



## Parent Handbook Agreement

This parent handbook consists of 15 pages including this one. Please be sure to read and understand ALL of it. If you have questions please feel free to contact the Director regarding any comments or concerns.

Child's Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Initial ALL below:

\_\_\_\_\_ Caughlin Club Kidz hours of operation are from 7:00 a.m. to 6:00 p.m. A late pick-up fee of \$1 will be charged for every minute I am late picking up my child.

\_\_\_\_\_ We are closed the following Holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and the day after, Christmas Day and the day after.

\_\_\_\_\_ I understand that Caughlin Club Kidz is NOT a part of Caughlin Adventure Camp (School-age Program next door in the Caughlin Athletic Club). That program is not a licensed program and these programs are run separately with different Directors.

\_\_\_\_\_ I hereby agree to comply with the rules, policies and regulations of Caughlin Club Kidz regarding fees, schedules, attendance, health, clothing and other items specified in the Parent Handbook.

\_\_\_\_\_ I understand that I am responsible for paying for all days I have indicated on the registration form for the particular camp my child is enrolled for weather or not my child actually attends or not on that day.

\_\_\_\_\_ I understand that tuition is due by Monday morning unless other arrangements have been made. My credit card on file will be ran on Tuesday. If I do not have a card on file, I must pay on Friday before for the following week. If tuition has not been received on time, in advance, a \$25.00 late fee will be charged as of Tuesday morning.

\_\_\_\_\_ I have read the illness policy and understand that I am responsible for keeping my child at home if he/she is ill. I also understand that I need to pick-up my child or make arrangements for my child to be picked up as soon as possible (within an hour) if I am called and they are ill.

\_\_\_\_\_ I understand that if I have a change in phone number, address, schedule, credit card, etc. a "Student Enrollment Change Form" must be completed as soon as possible.

\_\_\_\_\_ I understand that I am not able to CHANGE days after I have filled out the registration form. I can however add days depending on availability.

\_\_\_\_\_ I have read and understand the statement there will be NO refunds of ANY kind. NO EXCEPTIONS!!!

By initialing each of the highlighted statements and signing below I was given a full Parent Handbook and have fully read and understand all the policies and procedures in the Parent Handbook for Caughlin Club Kidz and agree to abide by all that is stated above.

\_\_\_\_\_

Parent Print Name

\_\_\_\_\_

Parent or Legal Guardian Signature

\_\_\_\_\_

Date