



A Quality Child Care Service!

BEFORE and AFTER CARE PROGRAMS

*Homework Assistance *Sports *Computer Enrichment *Kids Night Out
*Homework Assistance *Summer Program *Music *Sports *Clubs
*Social Interaction *Language Development *Super Saturdays *Field
Trips *Certified & Loving Teachers *Enriching Environment *Free
Transportation *Interest-Based Club

BEFORE AND AFTER SCHOOL CARE PHILOSOPHY

At World View Clubhouse we believe that the Center or Child's world should be a warm and caring environment where each child wants to be because he or she feels important.

Our goal is to provide each child with the best possible care and homework completion is the first order of business.

The aftercare program is designed to supplement the educational process and challenge the students to apply skills learned in a fun and loving environment.

After homework, the students are involved in creative clubs, which challenge their physical, emotional, mental and social capacities. The clubs are student "interest-based" and also based on the number of kids that sign up, and could include but not limited to cosmetology, music, cooking, dance, art and etc. More clubs may be added as our student population become more diverse. Students also receive daily

afternoon snacks and take periodic short field trips. Extra-Curricular Activities will be offered at a nominal fee. We thank you for entrusting your child(ren) to our care. We are confident that you have made an excellent choice.

SCHOOL YEAR CONTRACT

Program Duration: Based on the PGCPS yearly calendar / Summer starts immediately after A Quality Child Care Service and/or Private learning experience will be provided at World View Clubhouse under the following conditions and guidelines:

HOURS OF OPERATION: Monday - Friday from 6:00 a.m. to 7:00 p.m. Before and After Care hours are 6:00am-9:30am / 2:00pm-7:00pm. However, there is a 10-hour core day for all children, which means your child cannot be at the center for more than 10 hours per day based on the fee that you are charged. Parents of children who are enrolled full-time and need over 10 hours of service per day need to complete an additional enrollment form that can be obtained from the Administrative Office.

SNOW DAYS/INCLEMENT WEATHER: In the event of inclement weather, please visit the website for possible delayed openings or closings of the center. NOTE: Parents are responsible for paying for the delayed openings and closures. If the school closes all day, delayed openings and early dismissals, there will be an additional fee for that day (school's out care). If the Center closes down early due to inclement weather, the center will notify all parents via phone or email at least two hours early notifying them as to the emergency closing. Please be certain that all email addresses, work and cell numbers are updated. PLEASE SIGN-UP FOR BLAST TEXTS AND EMAILS WITH YOUR ADMINISTRATOR.

REGISTRATION: Each family will be required to pay a registration fee. The first bi-weekly tuition is due upon registering your child. This fee will be prorated (if appropriate) to cover the actual time remaining during the first payment cycle. Parents will be required to check a box on the online registration form adhering to all policies and procedures within this contract.

KEY CARDS: We use the Key Card system at our Clinton location to enhance the security of our students, staff, and building. All parents who regularly pick-up their children are required to have a key card. If a key fob is lost or stolen, there is a \$75.00 replacement fee of which nonrefundable.

Payment Options: All parents must enroll through Tuition Express. Payments will be processed bi-weekly, every other Friday. No cash or checks are accepted. All accounts will be charged based on the program your child is registered for. There are no refunds for any days or weeks the child does not attend. Normal tuition payments are due throughout the duration of the calendar year (this includes, but not limited to holiday closings and professional development days). Parents are responsible to pay the normal tuition rate for all school related breaks such as Christmas Break, Spring Break, etc.

Payment Schedule: Bi-weekly is every other Friday starting the Friday before school begins. Monthly tuition is due the 1st-5th of each month

LATE TUITION POLICY: School Year tuition is on a bi-weekly basis, every other Friday. If tuition payments are not received by the Wednesday AFTER the tuition due date, World View Clubhouse reserves the right to disenroll your child from the program. Parents will be required to find alternative

school pick-up arrangements that day. Payments received after the close of business on the scheduled tuition Friday will be assessed a late fee of \$25 per day. If the full payment is not submitted by the continuously making LATE PAYMENTS will jeopardize your child's enrollment.

LATE PICK-UP CHARGE: \$25.00 for the first 10 minutes and an additional \$25 every 5 minutes after (per child) is assessed for any time beyond the closing time of your child's scheduled program. Fee will be automatically applied to your account and must be paid within 5 business days. Any scheduled or unscheduled before and after care rates will also be automatically charged to the account.

DISCOUNTS: Multiple Family- 10% off second child and any additional

Military Families: 10% off tuition

Public School Teachers: 10% off tuition

***NOTE: Discounts do not apply to summer camp field trips. Only one discount can be applied per family

Student Paperwork: All students must have all their student file paperwork completed, including registration form with parent signature, emergency form with parent signature, health inventory (must be the form from the website) and signed contract agreement form.

ILLNESS AND EMERGENCY: Only well children will be cared for at the center. No child with an elevated temperature will be admitted. If a child has been out sick with a contagious disease, she/he will not be re-admitted to the center without a written statement from the child's physician certifying that she/he is no longer contagious. IN ADDITION, no child is allowed at the center the day she/he is given a vaccination. (There must be a 24-hour incubation period) □ EMERGENCIES — The center must always be kept informed of the location and phone number of at least one person and two standbys.

□ MEDICATION — Medication will only be given to a child with a written note signed by a physician. That also includes over-the-counter medication. ALL MEDICATION MUST HAVE A PHYSICIAN'S NOTE.

Physician's medication forms are available upon request from the administration office. □ INJURIES — Any serious injuries that occur at the center will be reported immediately. Any minor injuries that occur at the center will be reported to the parents or written on an "Accident Report", which will be available at pick-up.

PICK UP ARRANGEMENTS: No one other than the parents/guardian and persons listed on the Emergency Information Card will be permitted to pick up your child. Advance notice by parent/guardian will be required if someone else will be picking up your child that is not on your child's emergency contact list. Parents and persons listed on the Emergency information card must present their driver license or other government Issues identification when picking up for the first time.. Multiple staff members may request to see the identification if they authorized pick-up is unfamiliar with that staff member. **Please remember this is for the safety of your child**

FIELD TRIPS: ALL CHILDREN ARE EXPECTED TO ACCOMPANY HIS/HER CLASS ON ALL SCHEDULED TRIPS. Please make other childcare arrangements (on that day) for your child if you do not want your child to accompany his/her class on a scheduled field trip. We are not able to provide childcare services because all the teachers will be providing care for children at the field trip site. All teachers MUST accompany his/her class/students during field trips. Parents are expected to arrive on time for scheduled field trips.

If you arrive LATE and the bus is gone, you must make other arrangements for your child for the duration of the field trip. Please expect to drive the day of the field trips if you plan to chaperone, as we will accommodate the children first. All students are responsible for their own items and spending money on all trips and inside the facility. No teacher or admin staff is responsible for any of the children's personal belongings including spending money.

PARENT REFERRAL: FIFTY DOLLARS (\$50.00) will be applied to any parents account who refers another family that enrolls his/her child (ren) at WV Clubhouse. The fee will be given to the parent after the child has been consistently enrolled for 3 weeks.

SURVEILLANCE CAMERAS: The Center uses surveillance cameras (audio and visual) in each classroom for the protection of all children, staff, team members and visitors.

INTERNET/WEBSITE: There are times that we post pictures of the children on our website and social media sites. Please put in writing if you do not want your child's picture on the website and other sites. The letter may be given to an administrator. If we do not receive a letter stating this, you are agreeing to allow your child to be posted on our online sites and giving WV Clubhouse and Super Summer Camp permission to post pictures and/or videos of your child on our various websites and/or flyers.

PICTURES/CAMERA PHONE: The Center does not allow any parents, teachers, or visitors to take pictures or video the children at the Center unless the director approves of it in writing. WV Clubhouse will have pictures taken strictly on the company's mobile devices.

Phones/IPads/Tablets: Students are not permitted to have cell phones out at the Center during normal operating hours, this includes the transportation to and from school/trips. Cell phones are strictly prohibited by students. If students are seen on their cell phones, the administration staff will hold the phone until parent arrival.

HOLIDAYS

THE CENTER WILL BE CLOSED THE FOLLOWING DAYS:

- New Year's Day
- Dr. Martin Luther King, Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- 4th of July (Independence Day)
- Labor Day
- Veteran's Day
- Thanksgiving Day and the day after
- Christmas Day and the day after

*Please see the school year calendar for all PD closure days

***Regular tuition payments are still due during vacation periods/absences**

Snack: All students are given a pm snack on a daily basis. Students may also bring their own snacks.

School's Out Care: When the public schools close (early or all day) and the center is open, school's out care is available at an additional fee for current and non-World View after care students. Please check the website for more information. Extended Care fees must be paid a day prior to school's out care to reserve your child's spot. We will not accept same-day sign-ups.

PUPIL ATTIRE: On the days P.G. Schools are closed, all children are expected to wear age-appropriate clothing. No derogatory clothing. No sagging pants are allowed in the Center.

PARENT CONFERENCES: Please schedule a conference if you desire to ask questions regarding your child's day in after care.

WITHDRAWING A CHILD: If a parent desires to withdraw his/her child(ren), a two weeks' notice must be given via email. All tuition accounts must be current before withdrawal.

BIRTHDAYS: Please notify administration at least two weeks in advance if you desire to celebrate at the center. We will only permit packaged snacks from the store.

END OF YEAR TAX STATEMENT: All "End of the Year" Tax Statements are available upon request via email. Please allow 3-5 business days to process your request.