



L O Y O L A
C A T H O L I C
S C H O O L

145 Good Counsel Drive • Mankato MN 56001
Clubhouse After-School Childcare Program
Grades K-5

OVERVIEW

Clubhouse, in association with Loyola Catholic School, is an after-school childcare program for students in grades K-5* which promotes development of social and personal skills in a supportive, structured Christian environment that emphasizes cooperation rather than competition.

HOURS

Clubhouse begins immediately following the school day and is in session until 6:00PM on school days only. Clubhouse starts on the first full day of school and ends on the last full day of school.

LOCATION

Loyola Catholic Primary School on Good Counsel Campus, 145 Good Counsel Drive, Mankato. Clubhouse locations include the cafeteria, gymnasium and playground.

DAILY SCHEDULE

Immediately following school dismissal, children are escorted to Clubhouse by the Clubhouse Director. Clubhouse activities include after school snack and attendance, structured open play (large motor skills and social skill development), arts & crafts (small motor skill development) and study time.

REGISTRATION

Registration forms are available at Loyola Catholic Primary office and are accepted on a first-come, first-serve basis. Children who cannot enroll due to limited space will be placed on a waiting list. Please return your completed form to Loyola Catholic Primary office.

As a courtesy, a 2-week notice must be given to discontinue Clubhouse services.

FEES AND PAYMENT

Parents contract hours at registration. Fees are paid monthly, on the first of each month. Sorry, we do not offer hourly rates. The Clubhouse billing clock begins at 3:00PM

- **Part time Minimum:** \$ 75.00/ month Additional children: \$ 50.00/ month
Up to 5 hours per week, specific days of the week must be contracted.
- **Part time Advantage:** \$ 110.00/ month Additional children: \$ 50.00/month
Between 5-9 hours per week, days may vary week to week.
- **Full time contract:** \$ 185.00/month Additional children \$ 75.00/month
Between 9-15 hours per week.

Please Note: Families going over their contracted part-time weekly hours will be billed an additional fee of \$ 25.00 for each week over the contracted time.

FEES AND PAYMENT CONT'D

LATE PICK UP CHARGE

Out of respect for our staff, please pick up your child(ren) **no later than 6:00PM**. Families picking up children after 6:00PM will be charged \$5.00 for every 15 minutes past 6:00PM up to 30 minutes. After 30 minutes, families are charged \$10.00 per 15 minutes.

PAYMENT

Please make checks payable to Loyola Catholic School Clubhouse.

Statements will not be mailed, we trust that every family will be responsible to make their payment by the *first day of every month*.

Please Note: Your first payment is due on or before the first day of Clubhouse.

ABSENCES AND REFUNDS

Sorry, we do not offer credit for absences due to illness, social plans, vacation, or school closings.

PICKING UP YOUR CHILD

The Primary school doors are locked at 3:45 each day. The main doors of the school (Door #1) are open into the late afternoon. Another option will be to pick up your child(ren) at the back door of the cafeteria. The door is located on the cul-de-sac between the Chapel entrance and the Coughlan Companies entrance.

Your child's safety and well-being are extremely important to us. If someone other than a designated parent or guardian is to pick up your child, you must send a signed note indicating such to the Clubhouse Director. If you do not provide written permission, your child will remain at Clubhouse until an authorized person is contacted and picks up your child. Late fees will apply.

CLOSINGS

When school is dismissed early and/or all after-school activities are cancelled due to weather or other unforeseen circumstances **Clubhouse will not be in session.**

HOLIDAYS

Clubhouse is not in session on non-school days and during school holiday vacations.

QUESTIONS OR CONCERNS

If you have questions or concerns that cannot be resolved with the Clubhouse Director, please contact the Principal of Loyola Catholic Primary School, at 507-388-0614.

Thank you for participating in Clubhouse.



LOYOLA
CATHOLIC
SCHOOL

Clubhouse After-School Childcare Program

Child's Name _____
Last First

Gender M F Date of Birth ____/____/____ Grade _____

Child's Name _____
Last First

Gender M F Date of Birth ____/____/____ Grade _____

Child's Name _____
Last First

Gender M F Date of Birth ____/____/____ Grade _____

Does your child have any medical conditions that Clubhouse staff needs to be aware of?
Please explain.

Please list specific days and times your child(ren) will attend Clubhouse:

Monday _____ Tuesday _____ Wednesday _____
Thursday _____ Friday _____ Total Hours _____

Based on your total hours please indicate whether your child(ren) is/are:

Part time minimum (0-5 hours) Part time Advantage (5-9 hours)
Full-time (5-18 hours)

Parent/Guardian Name _____

Home Address _____
City Zip

Home Phone _____ Cell Phone _____

Employer _____ Work Phone _____

Please provide two emergency contacts other than parents:

Name _____ Phone _____

Name _____ Phone _____

PARENTAL/GUARDIAN CONSENT

I have read and agree to Clubhouse policies. I understand that Clubhouse reserves the right to make decisions about registration and participation in activities and programs.

Parent/Guardian Signature _____ Date _____