



Children's House of Los Altos Clubhouse

Our Mission

To provide your child with a safe, caring and cheerful environment in which he or she can make new friends, learn new skills (both academic and social), and continue to develop self-esteem.

Loyola Campus: 770 Berry Avenue, Los Altos, CA 94024

Gardner Bullis Campus: 25890 Fremont Road, Los Altos Hills, CA 94022

Springer Campus: 1120 Rose Ave, Mt. View, CA 94040

Mailing Address: P.O. Box 3040, Los Altos, CA 94024

(650) 968-9052

(650) 941-1277

administration@emeducation.com

Statement of Policy School Year 2024-2025 Loyola Campus / Gardner Bullis Campus / Springer Campus Clubhouse Before and After School Care / Grades TK-6th

The Clubhouse School Age child care program is operated on a non-discriminatory basis, according equal treatment and access to services without regard to race, color, religion, national origin, or ancestry. We will not discriminate against children who are not able to pay for childcare, scholarships are available. (Please refer to our Clubhouse Parent Handbook for additional information.)

PROGRAM HOURS: Our school year program hours are 7:30am to the start of school and dismissal to 6:00pm Monday through Friday. We follow the Los Altos School District calendar and will be open on the days when school is in session (beginning August 14th and ending June 4th) and will be closed the following days when Loyola/Gardner Bullis/Springer are closed:

Sept 2nd - Labor Day Holiday

Nov 11th - Veterans Day Holiday observed

Nov 27th - 29th - Thanksgiving Recess

Dec 25th - Christmas Day observed

Jan 1st - New Year's Day observed

Jan 20th - Martin Luther King Jr. Holiday

Feb 17th - President's Holiday

May 26th - Memorial Day Holiday

REGISTRATION AND MATERIALS FEE: A payment of \$150.00 (non-refundable) will be required for yearly registration. This includes a materials fee for consumable school supplies and sports equipment. At registration the appropriate fees are due for August 2024 and June 2025. The August and June tuition payments made at registration are non-refundable, non-transferable and apply only to the 2024-25 school year.

MONTHLY FEES: (Applicable August and June Fees to be paid at registration with \$150 registration/materials fees)

TK-6th Before School Care		K-6th, 7:30am-8:30am, Mon-Fri, \$60.00/week. TK 7:30-8:45am \$75/week		
TK & Kinder	Schedule	August Fees (Due at Registration)	Sept/Oct/Nov/Dec/Jan Feb/Mar/Apr/May Fees	June Fees (Due at Registration)
After TK & Kindergarten Care Dismissal to 6:00pm, including half days in Aug-Sept	5 days / week	\$940.00	\$830.00	\$160.00
	3 days / week	\$570.00	\$530.00	\$110.00
	2 days / week	\$425.00	\$385.00	\$100.00
Grades 1st - 2nd	Schedule	August Fees (Due at Registration)	Sept/Oct/Nov/Dec/Jan Feb/Mar/Apr/May Fees	June Fees (Due at Registration)
After School Care Dismissal to 6:00pm	5 days / week	\$600.00	\$780.00	\$160.00
	3 days / week	\$390.00	\$510.00	\$110.00
	2 days / week	\$275.00	\$370.00	\$100.00
Grades 3rd - 6th	Schedule	August Fees (Due at Registration)	Sept/Oct/Nov/Dec/Jan Feb/Mar/Apr/May Fees	June Fees (Due at Registration)
After School Care Dismissal to 6:00pm	5 days / week	\$550.00	\$720.00	\$160.00
	3 days / week	\$350.00	\$470.00	\$110.00
	2 days / week	\$275.00	\$340.00	\$100.00

The fees outlined above include 8:30am-4:30pm care on conference days (Nov 25th & 26th) and in-service days (Oct 11th & Jan 21st) as well as care on all minimum days from dismissal. We will offer December Recess Care (Dec 23rd, Dec 26-27th, Dec 30-31st and Jan 2-3rd), Winter Recess Care (Feb 18-21st) and Spring Recess Care (Apr 7-11th) for \$95 per day. Children enrolled in full-time (M-F) schedules will be given priority enrollment for recess care. Families who wish to attend recess camps must reserve a space in advance of these non-school days to allow for staffing and purchase of perishable supplies. Care on all non-school days may be provided at a single campus. During the normal school year children are welcome to join us for days outside their normal schedule, based on availability, and will be billed on a prorated basis. A 10% discount is applied to each additional sibling enrolled for school age care. The sibling discount is given to the child(ren) with the lesser tuition. LASD employees receive a 50% discount on school age care.

Programs are open to children attending Loyola, Springer or Gardner Bullis. If space is limited, acceptance priority shall be in the following priority order: continuing participants; siblings of continuing participants; TK and Kindergarten students; children requiring full-time (M-F) care.

Invoices are sent via email prior to the 1st of each month. Payments by ACH debit or credit card will be set to withdraw between the 1st and 5th of the month. On the 6th of the month, if fees are not current, care may be suspended for your child until payment is received and late payment fees may apply. Declined payments must be remedied within 24 hours of notification. After two declined payments, a cashier's check will be required.

Fees are due regardless of your child's attendance. There shall be no credits or refunds for days missed. If enrollment is made after the beginning of the school year, the first monthly payment will be prorated based on the remaining days in the month. A twenty (20) school day advance notice, in writing, is required for changes or withdrawals from the program. School days are defined by the LASD calendar. Please provide your written notice, via email, to administration@emeducation.com.

BEHAVIOR STANDARDS AND DISCIPLINARY ACTIONS

The goal of setting standards is to help the child be a successful student today and a good citizen tomorrow. Learning respect for self and others, understanding how to function effectively in groups, and how to support others, are the hallmarks of an effective behavior and discipline plan. Children's House follows the *Behavior section of the Elementary School Handbook & Directory*. Policies outlined in the Elementary School's Handbook are in effect at Children's House Clubhouse. The knowledge that every action has a consequence is important for all students to learn. At the beginning of each school year, our teachers will review the rules with the students. Discipline is handled on an individual basis.

At times we are not able to accommodate the needs of a parent. Under no circumstances will we care for a child if their needs or the needs of their parent(s) cannot be met. We try our best to accommodate parents and students, but there are times when alternate childcare arrangements are suggested for the appropriate safety and happiness of both child and parent.

PLEASE NOTE: If a child leaves our campus without permission during our day, the child will be terminated from our program so that the parents may seek a more suitable environment for their child's needs.

GENERAL GUIDELINES:

1. Our phone is to be used only for school business or in case of an emergency. Please anticipate play dates and make contingency plans with your child for bad weather and special activities.
2. **If your child will not attend the Clubhouse, leave a message on our voicemail at 968-9052 (Loyola) or 941-1277 (Gardner Bullis). You may also leave an email message at clubhouse@emeducation.com (Loyola), clubhouse_gb@emeducation.com (Gardner Bullis) or clubhouse_springer@emeducation.com (Springer).** Continue to call/email on each consecutive day your child is absent. This will help us stay in close touch with you.
3. If your child must take medication while at Clubhouse, please bring it to us in its original package with a note signed by the doctor that we are authorized to administer the medication, as well as specifying the time of day it should be given and in what amount. No medication, including aspirin, can be administered at the Clubhouse by a teacher unless a medical form has been completed by the child's doctor and is on file. We will keep a record of the dispensing of the medication. Please be sure to take the medication home each day unless it is used on a daily schedule or we should store it in case of allergic reaction.
4. Your child must be well in order to attend our program. Children who do not feel well enough to attend school are not well enough to attend our program. If your child appears contagious or if their health is questionable, we will call you and your alternate contacts to request a pick up.
5. If a student is injured at school, he/she should report to the teacher in charge. Parents will be contacted if more than basic first aid is required. Only parents can authorize medical treatment should their child require it unless in the case of severe emergency.
6. Read through your emailed monthly calendar to check our after school snack schedule. If we are serving items that might not be suitable or substantial enough for your child, please send something from home.
7. From time to time we may take photos or videos of the children "in action" for inclusion in our newsletters, website, brochures, teacher education or other materials. Since we are a research-based school, photos and videos of teaching and learning are an important part of our professional development. Please inform the office in writing if you do not want your child to be photographed or filmed.
8. We must be able to contact people on your emergency form. If a phone number or email has changed please let us know immediately.
9. Rollerblades, skates, skateboards, scooters and bikes are not to be used on campus at any time. If any of these items are brought to school they should be locked up appropriately. Children's House cannot be responsible for

damage or loss of wheeled apparatus. We encourage students to register their means of transportation.

10. Should we be required to evacuate our building, we will follow the same procedure as Loyola, Gardner Bullis or Springer. You will find a representative of Children's House. We will send a runner to our teachers who are taking care of your child. The runner will bring your child to you. We will ask you to sign out and include your next planned destination. No parent will be allowed on the fields or black tops.
11. Each student should be responsible for his or her belongings, but if you cannot find something, generally it is not "stolen" but "misplaced." Lost and found items (clothing, lunch boxes, backpacks, books) will be placed with the Elementary School "Lost and Found". We do not keep a separate lost and found.
12. When you pick up your child at the end of the day, sign your child out of our care and indicate the time of pick-up. **Please use your legal signature as it is required by law.** Signing out is important. The information on the sheets is used to account for children during fire drills and actual disasters. If your child joins us for morning care, in-service days, conference week, or recess care, please walk in and sign your child into our care.
13. **Our closing time is 6:00 P.M.** If you are late picking up, you will find your child in our office. We have a late pick-up fee of \$20.00 for every ten minutes or portion thereof you are late. All late pick-up fees will be added to your account and billed immediately. We realize miscommunication occurs, however after three occurrences of late pick-up, your child may be terminated from our program. It is not our desire to have to drop your child from our program; however, we staff accordingly and do not have teachers that desire to stay after our 6:00pm closing.

RIGHT OF LICENSING AGENCY: The State of California General Licensing Requirements, Section 101200 states: The department or licensing agency shall have the authority to interview children or staff and inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any child or staff member and for the examination of all records relating to the operation of the facility. The Department or licensing agency shall have the authority to observe the physical condition of the child including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child.

FORCE MAJEURE: Other than the payment of any and all fees, deposits and tuition payments, either party's performance under this enrollment agreement will be excused for any period of time during which, and to the extent that, the party is prevented from performing any obligation or service, in whole or in part, as a result of a cause beyond its reasonable control that renders its performance under this enrollment agreement impossible or illegal, including, but not limited to, (a) acts of God, (b) acts of war, (c) fire, (d) communication line failures or power failures, (e) earthquakes, floods, blizzard or other natural disasters, (f) the outbreak of contagious disease, epidemic or pandemic (including but not limited to the novel coronavirus known as "COVID-19"), any shutdown or limiting of the services provided by the school as a result thereof and any declaration of martial law, quarantine or similar directive, guidance, policy, restriction, or other action by any governmental authority related thereto; and (g) any other declaration, guidance, policy, restriction, or other action by any governmental authority that renders performance under this enrollment agreement impossible or illegal (a "Force Majeure Event"). Upon the occurrence of any Force Majeure Event, the party seeking to excuse its performance as a result of such Force Majeure Event will deliver to the other party written notice (which may be by email) thereof as soon as reasonably practicable after the occurrence of such Force Majeure Event. For the sake of clarification, a Force Majeure Event shall not excuse the obligation to pay any fees, deposits, or tuition and shall not render any fees, deposits, or tuition payments refundable.

MODIFICATION CONDITIONS: This agreement will not change during the 2024-2025 school year without 30 days written notice.

TERMINATION OF AGREEMENT: This agreement terminates at the end of the 2024-2025 school year. A parent may terminate the agreement earlier and withdraw the child for any reason. The school may also terminate the agreement earlier if, in its sole discretion, the program does not meet the needs of the child or if fees are not timely paid. Despite termination of the agreement, liability shall continue for all past due but unpaid fees under this agreement.

Parent / Guardian Name: _____

Director Name: _____

Parent / Guardian Signature: _____

Director Signature: _____

Date: _____

Date: _____