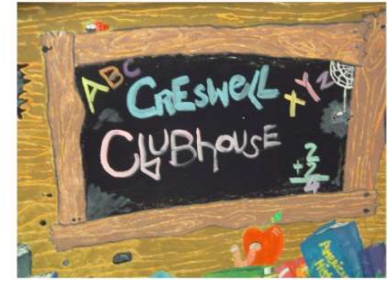


# **CRESWELL CLUBHOUSE PARENT AGREEMENT FORM**



**\*This form must be signed by a parent or guardian along with our Information and Authorization Form before your child may attend the Creswell Clubhouse After School and Summer Youth Development Program.**

## **Welcome**

Creswell Clubhouse is a local nonprofit Youth Development Program which provides youth services and programs in Creswell. This program belongs to the children we serve, our families and the community of Creswell. At Clubhouse we put children first. We keep costs low while providing the highest quality Youth Development Program. Children at Clubhouse are given the opportunity to fill their out of school time with positive, educational, and rewarding programs and friendships. We provide the children in the community of Creswell the opportunity to participate in classes, clubs and activities not otherwise available and provide group and individual tutoring and homework assistance. Our focus is education by supplementing the school day with enriching and engaging programs.

## **Our Mission**

Creswell Clubhouse is designed to provide young people with a safe and healthy place to practice reading skills, receive help with homework, utilize computer resources and participate in educationally enriching activities after school. We strive to build stronger physical, intellectual and emotional support systems for students while fostering responsible choice making.

## **Program Model**

Young people at Creslane Elementary are offered a Youth Development Program which includes homework help, individual tutoring, reading time, social skills and leadership development, service learning opportunities, fine arts, recreation, performance arts, science, conflict resolution, leadership skills development and a wide variety of educationally enriching activities. Children have the opportunity to take the lead in service-learning projects and planning and organization of club special activities. Research states young people involved in service-learning projects gain many skills and have strengthened self-esteem and belief in their ability to complete meaningful projects for their community. Our "Brain Zone" Homework Club provides a structured time to receive homework assistance from Clubhouse University of Oregon Program Leaders and Tutors, volunteers and peers. Youth celebrate their hard work during the Brain Zone Homework Club through earning "Clubhouse Bucks" which are used for purchasing prizes at our Clubhouse "store". Reading takes place 20 minutes per day. We also offer many opportunities for children to participate in large motor activities which instill a healthy, active lifestyle that includes exercise and physical recreation.

Each day children are given a snack and have a recess time to unwind from their busy school day. Next, children will participate in 45-minute clubs of their choice. Everyone attends at least one Brain Zone session per afternoon and one or two educationally enriching clubs of their choice. Each child will be given the opportunity to choose which educational enrichment clubs they wish to sign up for. Educational enrichment clubs are designed to offer children opportunities to explore their interests and passions while improving their self-esteem and responsible choice making. Please let us know if there is anything your child can use some extra support around and we will work with them to achieve their goals!

## **Staff and Volunteers**

Our program is supervised by our Executive Director, led by University of Oregon Program Leaders and supplemented by middle and high school volunteers. Clubhouse has a contract in place with the University of Oregon to hire students through their work study program. Our team of University of Oregon students are passionate, energetic and dedicated to improving the lives of children. All of our staff have undergone Criminal Background Checks, received an orientation and training, and a majority are working towards their degrees in Education and/or Family and Human Services. The children at Clubhouse absolutely love our college students as staff and easily bond with them

developing supportive, mentoring, relationships. Thousands of volunteer hours have been completed by our middle and high school volunteers, many of whom attended Clubhouse as a child. Their commitment, love and dedication to Clubhouse is moving.

### **Checking In and Out, Pick-Up**

This program is a Youth Development After School and Summer Enrichment Program. It is not intended to take the place of parental care and is not a licensed child care facility. Our program is a School Age Youth Development Recorded Program with the State of Oregon. We have an open door policy which means children sign themselves in and out daily. All children must sign-in when they arrive at Clubhouse. Children are advised to stay on club premises in accordance with your pre-selected weekly schedule for your child's participation in Clubhouse. Please indicate on the Information and Authorization Form your stated preferences for your child's departure from Clubhouse. It is your responsibility to keep your child's authorized pick-up list up to date with current contact information. All children must be picked up from Clubhouse by a parent/guardian/authorized person with valid I.D. unless otherwise indicated on their Information and Authorization Form. Children who leave unescorted, without your prior permission, will face disciplinary actions up to and including suspension or expulsion from the program. Once a child signs out for the day he/she cannot sign back in that same day without prior permission from staff and as indicated by their parents. Parents should discuss the check-in/out policy with their child.

### **Location and Contact Information**

Clubhouse is located at the City of Creswell's Cobalt Activity Center. Our space includes our main activity room, Brain Zone Education Center, and a gym which includes a dance floor and lots of room for large group play. We also utilize the outside play equipment and open areas for recess. You can contact us by either emailing [creswellclubhouse@gmail.com](mailto:creswellclubhouse@gmail.com), or by calling or texting 541-852-6034. We are always open to receiving feedback regarding your child and/or our program.

\*Please alert both the school office and your child's teacher which days you would like your child to ride the bus to attend Clubhouse after school at the Cobalt Activity Center. You will need to arrange their bus schedule with the school and their teacher. We will be waiting, with warm smiles, ready to play, in front of Clubhouse when they arrive on the bus.

### **Clubhouse Rules**

Are the same as school rules with one awesome addition...

- Be Safe, Be Respectful, Be Responsible and HAVE FUN!

### **Guidance Policy and Behavior Agreement**

Clubhouse is designed utilizing Positive Youth Development and it is part of our mission to encourage children to make responsible choices and acknowledge and reward positive behavior. They are encouraged to choose the programs they wish to attend and explore interests through our clubs. We share the same rules as the school to foster consistency. When we do have an issue arise we will:

1. Remind the child of the expected behavior.
2. The child will be allowed to make a different choice.
3. If this does not stop the behavior children will miss the opportunity to participate in a club.
4. If the behavior continues after reminders and redirection a conference with parents will be held in person or on phone for help and support.

In the case of serious misconduct such as biting, spitting at or on others, running away from the program leaders, property misuse, stealing, intentional damage of property, physical assault on another person, intent to hurt/injure, or open defiance of a program leader may result in a parent conference, suspension and/or an immediate expulsion from the program with no refund.

### **Payments**

Payments are to be made to Clubhouse by the ***5th of each month***. We accept cash, checks or debit/credit.

### **Late Payments**

Payments more than 30 days late will be charged a \$30 late fee. Non-payment for over 30 days is grounds for expulsion and will be sent to collections.

### **Attendance**

We ask that you pre-select the days on which you wish your child to attend Clubhouse. We have various options available, from two to five days a week. Clubhouse has a strong partnership with Creswell School district to ensure safety following school. Classroom teachers and Clubhouse appreciate it if you keep us informed about your child's after school schedule and any changes throughout the school year. There are no discounts given for sick or vacation days.

### **Schedule Changes**

All schedule changes need to be made two weeks in advance. You will be financially responsible for our current schedule until this time. Please note, all programs and schedules may not be available. Talk to staff and we will let you know all of your options. \*Priority for slots will be given to full time registrants.

### **Late Pick-Up**

***Please pick your child up by 5:55 to ensure sufficient time for them to gather their things and head out by 6pm.*** If, for any reason, you feel you might not make it to Clubhouse by 5:55pm, please give us a call to let us know. There is a \$1 per minute late pick up fee for every minute past 6:00pm. Being late three times is grounds for expulsion from the program.

### **No School and Early Release Days**

We are open 7:30am-6:00pm on many no school days including spring break and early release days. We also provide a Youth Development Summer Program when school is out 7:30am-6:00pm Monday through Friday. We are closed for holidays and over the winter break which include Labor Day, Veterans Day, MLK Day, Thanksgiving (+Friday), Presidents Day and Memorial Day. We will also be closed the last day of school through the first day of summer program and the last Friday of summer program through the first day of school.

### **Scholarships**

Clubhouse provides automatic 25% discount scholarships to all families who qualify for the Free/Reduced Lunch Program. If you think you may qualify, please stop by the district office and fill out the Free/Reduced Lunch Program Application. Upon our receipt of your award letter your tuition will be reduced to the scholarship amount.

### **Bad Weather / Program Closures**

If the school is closed due to inclement weather or state mandate then Clubhouse will also be closed. The school District announces school closures through many outlets, make sure you are on their email list for up to date information regarding bad weather and possible late starts or school closures.

### **Participation in Other After School Activities**

We are pleased to support your child in their attendance of other after school activities such as sports, art or other activities. Please let us know if your child will be participating in any of these programs and their schedule.

### **Closures**

In general, Clubhouse is closed for major holidays, and the full winter break. We are open for school in-service days, spring break and summer break from 7:30 am to 6:00 pm.

## Daily Schedules

<b>After School Schedule</b>	
2:45-3:10	K-2 Snack 3-5 Recess 4-5 Brain Zone
3:10-3:30	K-2 Recess 3-5 Snack 4-5 Brain Zone
3:30-4:15	Enrichment Clubs and Brain Zone
4:15-5:00	Enrichment Clubs and Brain Zone
5:00-5:30	Recess
5:30-5:50	Free-time
5:50-6:00	Room Clean Up

<b>Summer Camp Schedule</b>	
7:30-8:30	Free Time
8:30-9:00	Snack
9:00-9:30	Recess
9:30-10:30	Enrichment Clubs and Brain Zone
10:30-11:30	Enrichment Clubs and Brain Zone
11:30-1:00	Lunch, Recess and Free-Time
1:00-1:15	"All Club" Meeting
1:15-2	Chillax Reading Clubs
2-3	Enrichment Clubs and Brain Zone
3-4	Recess and Open Gym
4-5	Enrichment Clubs
5:00-6:00	Social/Free-Time and Room Clean Up

## **Enrichment Club Choices**

Children choose which enrichment clubs they wish to sign up for. All children will participate in Brain Zone daily to complete homework and/or worksheets, receive individual tutoring and practice reading skills. Below is a general list of clubs which may be offered throughout the year. We sign up for new clubs four times per school year.

**Brain Zone** – Homework and Reading with UO Tutors

**Gym Games** – Large Group Games and Sports

**Art** – Complete Arts and Craft Projects

**Fine Arts**-Painting, sculpting and drawing

**Computer Lab** – Develop Computer Skills & Play Educational Games

**Silly Snacks** – Cooking

**Cheerleading**-Warm ups, drills and cheers

**Science** – Engage in a Variety of Science Related Projects

**Hip Hop Dance** – Dance Class

**Sign Language**-Learning letters and beginning signs

**Spanish/French**-Begin learning a foreign language

**Performance Club** – Develop Acting and Improv Skills

**Movie Makers** – Create Short Film Movies and Skits

**Tumbling**-Occasionally offered with UO Tumbling team members

**Board Games Galore** – Relax Playing your Favorite Board Games

**Nature Club** – Explore the Natural Environment through Projects

**Research and Writing**-Students research a subject and write a paper

**Around the World**-Art, food, language and games

**Take the Challenge** – Work in Small Teams to Complete Challenges

**Talking with TJ**-Conflict Resolution and Leadership Skill Development

**Survivor Fridays** – Team Based Competitions

**Line Dancing**- Learn all your favorite dances

**Creative Writing**-Explore and share your imagination through writing

**Lego Club**-Get creative with building challenges

**Choir**-Warm-ups, singing and writing songs

**Space Club**-Exploring our Universe

**Animal Planet**-Learn about many of our planets animals

**Cartooning**-Drawing cartoon characters

**Sports Basics**-Learn the basics for many team sports

**Yoga**-Well, it's yoga ;) they love it

**Community Helpers** – Service, Volunteering and Leadership

**By signing this Parent Agreement below I acknowledge I have read, accept and support the policies and procedures of Creswell Clubhouse.**

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_