



Next Stop! Afterschool

Beanie's Clubhouse

"Committed to Lifelong Learning in a Caring Environment"



## Beanie's Clubhouse After-School

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## Welcome to Beanie's Clubhouse!

### Child Care Mission

To provide care that enhances the learning and development of the youth within our community through developmentally appropriate activities in a safe and FUN environment!

### **WELCOME!!**

We are excited that you have decided to join Beanie's Clubhouse. Our goal is to provide a quality program that is safe, fun, and affordable. We offer appropriate services for ages 5-12 under the supervision of our trained staff. This includes academic support, mentorship, positive youth development, character building activities, structured and unstructured activities, workforce development, essential life skills, arts and crafts, educational field trips, as well as many other options for children.

What a typical evening for your child(ren) will look like:

Arrival will be between 3:00 p.m. – 3:30 p.m. (May be extended depending on bus routes). A snack will be provided. Children will remain in our care until 7:00 p.m. Children will receive homework assistance and each day will consist of either a character-building activity, arts and craft activity, or an essential life skill activity.

Schedule:

3:00 p.m. - 3:30 p.m.: Arrival/Free time/Attendance Check

3:30 p.m. – 4:00 p.m.: Bathroom/Wash Hands/Snack

4:00 p.m. – 5:00 p.m.: Power Hour (If child has no homework, we will give them a reading or math worksheet based on grade)

5:00 p.m. – 6:00 p.m.: Activity of the Day (see activities mentioned in Welcome section)

6:00 p.m. – 7:00 p.m.: Free time/play/parent pick-up

**School Closings** (i.e., teacher workdays, holidays, spring break)

During school closings we offer full day care. When students are out of school for teacher workdays or holidays, Beanie's Clubhouse will be open from 7:00 a.m. – 7:00 p.m. Children will engage in activities as we would on a normal day. Lunch and an evening snack will be provided. Parents are required to show I.D. when picking child(ren) up. **(Please see our calendar for school closings).**

**We offer camp for Spring Break (ask for more information).**

**Items to be left home:**

Toys, cameras, electronic games, playing cards, MP3 players, I-pods, stuffed animals, special jewelry, or keep-sakes, chewing gum or candy, or any items that can be misplaced, lost, or broken.

**The staff of Beanie's Clubhouse will not be held responsible for any lost or stolen items. If these items are brought to the center, staff will take the item(s) and give it to the parent and/or guardian when they arrive.**

**Cell Phone Rule:** We understand that children will have cell phones. Cell phones are required to go into a lock box upon arrival where they are safely kept until picked up. Cell phones can be a distraction and we want to eliminate all distractions while children are in our care.

**Inclement Weather Policy**

**Safety is our number one priority when making the decision to close.**

- BC closings will be announced on our website, Facebook, and Instagram. The decision to close will be made as quickly as possible.
- BC will make every attempt to open as soon as schools close (If weather permits). Parents should also check our Facebook and Instagram to see if BC will close early. Parents must plan to have their child picked up if BC closes before 6:00 p.m.
- If schools do not open because of the weather, BC may close also (depending on the severity of the weather). We will announce on our website, Facebook, and Instagram if we will open and what time.

### **Age Requirements & Ratios**

**Ages of Children Served:** Children must be entering Kindergarten to enroll in the After School program. The program is designed for children in kindergarten through 6th grade.

**Ratio of staff to children:** Beanie's Clubhouse strives to provide quality care. We have a 2:25 staff to child ratio. The safety and well-being of each child is the primary concern of each staff member.

**Special enrichment programs:** Library programs, Environmental Education, fun and educational trips, special crafts, guest speakers, children's fitness programs, life skills, and workforce preparation.

### **Payments**

**Payments:** Payments should be dropped in the drop box located inside the clubhouse. Parents can pay using cash, debit, cashier's check, or money orders. Money orders and cashier's checks should be made payable to Beanie's Clubhouse, LLC. In the memo line please include the month/week you are paying for and your child(ren) name. ***(We do not accept personal checks).***

**Payments can be made anytime during clubhouse business hours.**

### **IMPORTANT:**

Payments must be kept current. Beanie's Clubhouse reserves the right to ask parents to remove their child from the program if monthly/weekly fees are not paid.

After School membership payments are due by the 5<sup>th</sup> of every month. If fees are not paid by the 10<sup>th</sup> of the month, you will lose your services and the next family on the waiting list will be contacted. After-School weekly rates are due a week in advance. Payment is required every Tuesday for the following week. Failure to make payment by Friday will result in loss of services. Billing is continuous and not based on attendance.

Credits cannot be given for days, or weeks missed from the program. Full payment is also expected on a regular basis even during holidays when schools are closed (BC will still operate during some holidays, teacher workdays, and spring break).

**The month of December will be pro-rated.**

**Late pick-up fee:** Parents will be charged a **\$3.00** late fee after 7:05 p.m., and **\$3.00** for every five minutes a parent is late thereafter. This fee is per child. It is important that we respect the time of our staff as they have families also.

### **Safe Arrival and Departure (PLEASE READ)**

Current enrollment is always maintained so that children can be accounted for as they enter the clubhouse for the after-school program. If staff notice excessive absences, parents will receive a phone call. Parents will be reminded to give notice of their child's absence from the program. Parents can report absences ahead of time by calling the number above. Notice of absences is greatly appreciated.

Only the names of persons listed on the pick-up lists may pick up the child(ren). Staff will ask to see the Driver's License of the person picking up the child. It is the parent or guardian's responsibility to keep the pick-up list current. We will not call the parent if someone picks up your child and their name is on the list. We will assume that the parents have made these arrangements. We will not accept notes or a child's word for adding a person to the pick-up list. We must have the information come directly from a person listed as the parent/guardian. If a parent calls to add a person to the pick-up list, we will call that parent back on the phone number listed in the registration to confirm the change (so make sure your number is always current). If the number that is listed is not up to date and we cannot get in touch with the parent, then we will not allow that child to be sent home with anyone that was not already on the registration form pick up list.

### **Custody (PLEASE READ)**

Parents who have custody of their child(ren) must furnish papers to that effect. This legal information will be kept in the child's file. If the non-custodial parent arrives to pick up a child without permission from the custodial parent, the following procedure will be followed:

- The non-custodial parents will be informed by the staff that he/she does not have permission to pick up the child
- The custodial parent will be notified immediately.
- Melanie Fleming will be immediately informed about the situation.
- The police will be called if there is any threat of harm, or if the non-custodial parent refuses to comply with the policy. **Parents who have joint custody must furnish papers to that effect.** BC staff will adhere to orders outlined in those documents.

**Parent Visitation Policy:** Parents are encouraged to visit the clubhouse at any time and at different times during clubhouse hours. Parents are asked to check in with the program leader who will ask, at that time, for the identification of parents with whom they are not familiar. Parents may attend field trips and special programs with their child(ren). Parents will require that their child still abide by the same rules as the other children during the trip or special program.

**Emergency Procedures:** In case of a major medical emergency (such as broken bones, puncture wounds, etc.), the child will be taken by ambulance to the local emergency medical facility for help. Beanie's Clubhouse staff will notify a parent immediately of any injury that requires emergency care.

### **Care of Sick Children**

If children do not attend school for the day, they may not attend BC After-School program without prior approval from Melanie Fleming. If a child becomes ill while attending Beanie's Clubhouse, parents will be contacted and asked to pick up the child as soon as possible. If the parents cannot be reached, the emergency contacts listed on the registration form will be contacted and asked to pick up the child. A child that is sick will not be able to stay at the program:

- Temperature of 100 degrees or higher
- Diarrhea (frequent or watery bowel movements)
- Vomiting
- Rash that has not been diagnosed by the doctor.
- COVID-19
- Flu Virus
- Impetigo (a skin infection consisting of blisters surrounded by a red rash). **A medical doctor must be contacted for treatment before returning to the program.**
- Conjunctivitis (Pink Eye: red eye with a yellowish discharge.) **A medical doctor must be contacted for treatment before returning to the program.**
- Strep Throat: **A medical doctor must be contacted for treatment before returning to the program.**
- Head Lice: It is necessary to effectively treat the child and then obtain a doctor's or health department's note stating that the child is free of nits and can return to the program.
- Chicken Pox: Child may return to the program when all blisters have crusted.
- Nose drainage: This is defined as yellow or green discharge from the nose. The child is considered contagious if the drainage is yellow/green.

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A medical doctor must be contacted for treatment before returning to the program. If the discharge is because of allergies, please bring a note from the child's doctor stating that the child is not contagious.

- Signs of newly developing cold or uncontrollable coughing
- Unusual fatigue, irritability, or headache
- Any other issues of this type

Children can return to the program, following an illness, when they can actively participate in all activities. Helping us to observe good health standards will be protecting your child and other children in the program. We appreciate your cooperation.

### Procedure for Administering Medication

- **DO NOT SEND ANY MEDICATION WITH YOUR CHILD.**
- Medications must be given directly to the Program Leader and not placed in the child's lunchbox, book bag, pocket, or pocketbook.
- Parents are required to complete an official form (Please ask for one if needed) that allows staff to administer the medication.
- The parent must record the specific time and the proper dosage. "As needed" is not accepted.
- Medications must be in the correct prescription bottle with directions from the pharmacist. Staff will not be able to administer medications that are in a different bottle or have someone else's name on it. Medications **may not** be sent in a baggie or some other container.
- Staff will not administer non-prescription medications, such as Tylenol, Cough Drops, etc.
- Medications will be stored in a locked box that prevents access by children. Only BC staff will administer medications.
- Medications that require refrigeration will be kept in a locked box inside the refrigerator that is in the clubhouse kitchen.
- The person administering the medication must complete the required documentation (name, time, and amount) after giving the medicine.

### **Procedures for Reporting Complaints**

If parents have complaints regarding the program or staff, please contact the Owner directly (information listed below). Complaints will be handled, and problems solved as quickly as possible. We feel it is important that parents feel that they are heard. We encourage feedback that could be used to help improve our programs.

### **Recording and Reporting Incidents**

When incidents occur, staff will document on an incident form. If the incident resulted in a hospital, dentist, or doctor visit, staff will fill out an accident report. Both forms must be signed by the person completing the report. The incident form/accident form is maintained in the child's file.

An incident report and accident report must be completed each time a child receives medical treatment by a physician, nurse, physician's assistant, nurse practitioner, dentist, community clinic, or local health department because of an incident occurring while the child is at BC. This also applies when the parent takes the child to the doctor, only to be evaluated, even if the child receives no medical treatment.

**Discipline is helping a child learn to get along with family, adults, and friends. It is also teaching a child to behave in an agreeable way and helping him/her to control their emotions.**

**Discipline Policy:** When it becomes necessary to address behavioral issues the following procedures will be used:

- Verbal warning
- Brief dismissal from the activity
- Unacceptable or inappropriate behavior will be documented. Parents will be asked to sign this form (Behavior Report). Child will be told that repeated unacceptable behavior will mean additional documentation, appropriate consequences for the action and a conference between parents and the childcare staff.
- Repeated offenses: After three behavior reports the child will be suspended from the childcare program for one week. The parent will be responsible for finding alternate care if a child is suspended due to their behavior.
- If the child receives a behavior report after returning from suspension, the child will be removed from the program permanently.

**Fighting, profanity, disrespect to staff or peers, arguing, biting, hitting, aggressive behavior and yelling will not be allowed nor tolerated.**

**Disrespect for property, others, and personal belongings will not be tolerated. At any time, Beanie's Clubhouse reserves the right to ask the**



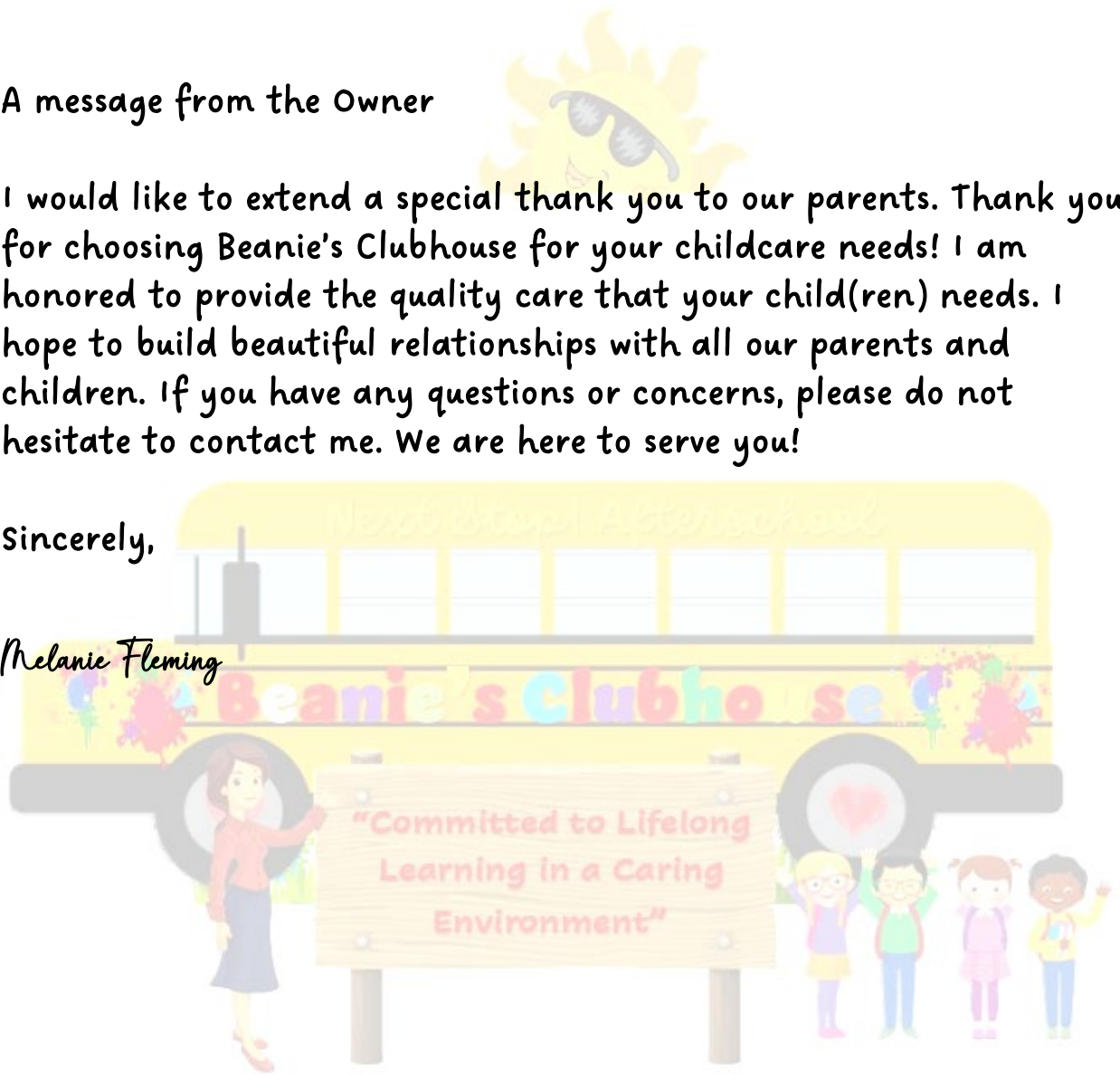
**child to be removed from the program based on the child's or parent's behaviors. Parents will not be credited for days missed due to misbehavior.**

A message from the Owner

I would like to extend a special thank you to our parents. Thank you for choosing Beanie's Clubhouse for your childcare needs! I am honored to provide the quality care that your child(ren) needs. I hope to build beautiful relationships with all our parents and children. If you have any questions or concerns, please do not hesitate to contact me. We are here to serve you!

Sincerely,

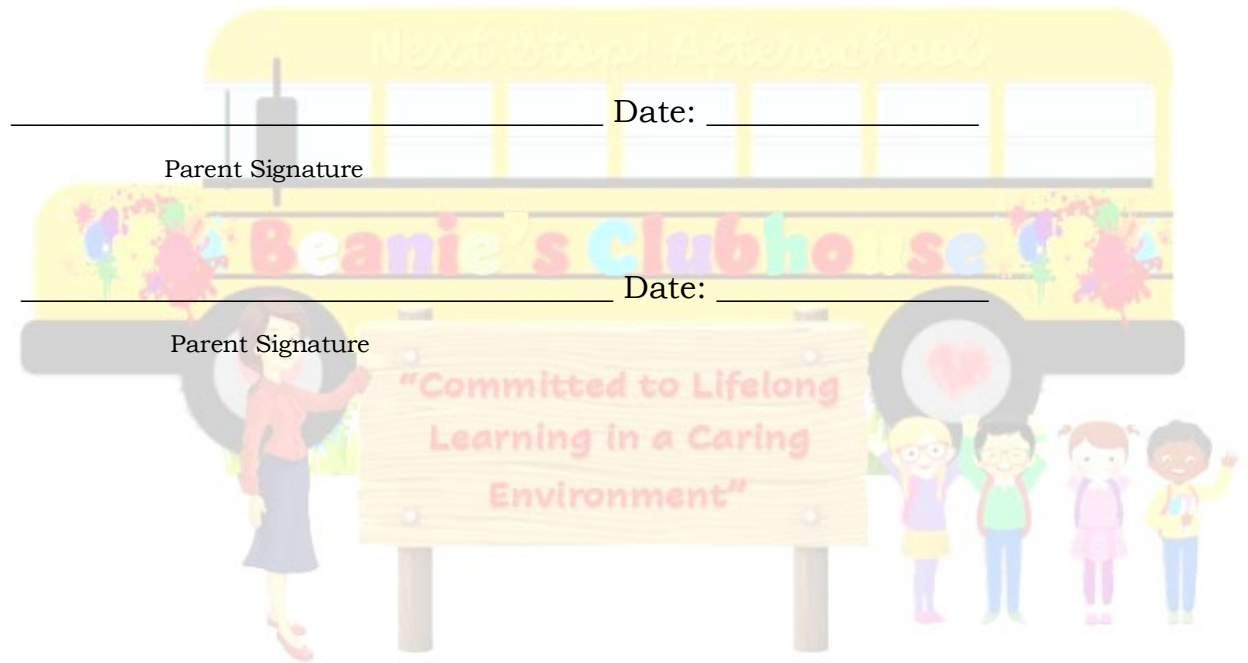
*Melanie Fleming*



**Beanie's Clubhouse**

**Parent Handbook Acknowledgement Agreement Form**

I acknowledge that I have read, understand, and agree to comply with all of Beanie's Clubhouse, LLC guidelines, rules and regulations listed in the Parent Handbook.



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

Parent Signature \_\_\_\_\_

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

Parent Signature \_\_\_\_\_

### **After-School Care Membership Monthly Rates**

This includes care from the time your child arrives from school until 7:00 p.m.  
Monday – Friday.

- \$200 for one child
- \$340 for two children
- \$480 for three children

This includes care from the time your child arrives from school until 7:00 p.m.  
Monday – Friday.

### **After-School Care Weekly Rates**

- \$60 for one child
- \$105 for two children
- \$150 for three children

### **Spring Break Camp** (same rates apply)

Applications will be accepted throughout the year. You will be notified when the enrollment process is complete and the date that your child may start attending. No child will be accepted in Beanie's Clubhouse until the enrollment process is complete. We look forward to providing quality care for your child.

**PLEASE NOTE: Applications are accepted in the order that we receive them. If we reach capacity and you complete an application, your child will go on the waiting list until an opening becomes available.**

**I WELCOME YOU,**

Melanie Fleming, Owner

## Beanie's Clubhouse After-School Application

Directions: Complete one application for each child that will attend Beanie's Clubhouse. Return this application to the office located at 1031 E 10<sup>th</sup> Street, Roanoke Rapids, NC 27870.

Application Date: \_\_\_\_\_

Tuition & Fees:

The registration fee is \$25 (non-refundable) and is due upon registration.

**Please check services needed:**

After School Care Membership Monthly:

- \$200: One Child
- \$340: Two Children
- \$480: Three Children

After-School Care Weekly Rates:

- \$60: One Child
- \$105: Two Children
- \$150: Three Children

Child(ren) Information:

Name: \_\_\_\_\_ Gender: \_\_\_\_\_

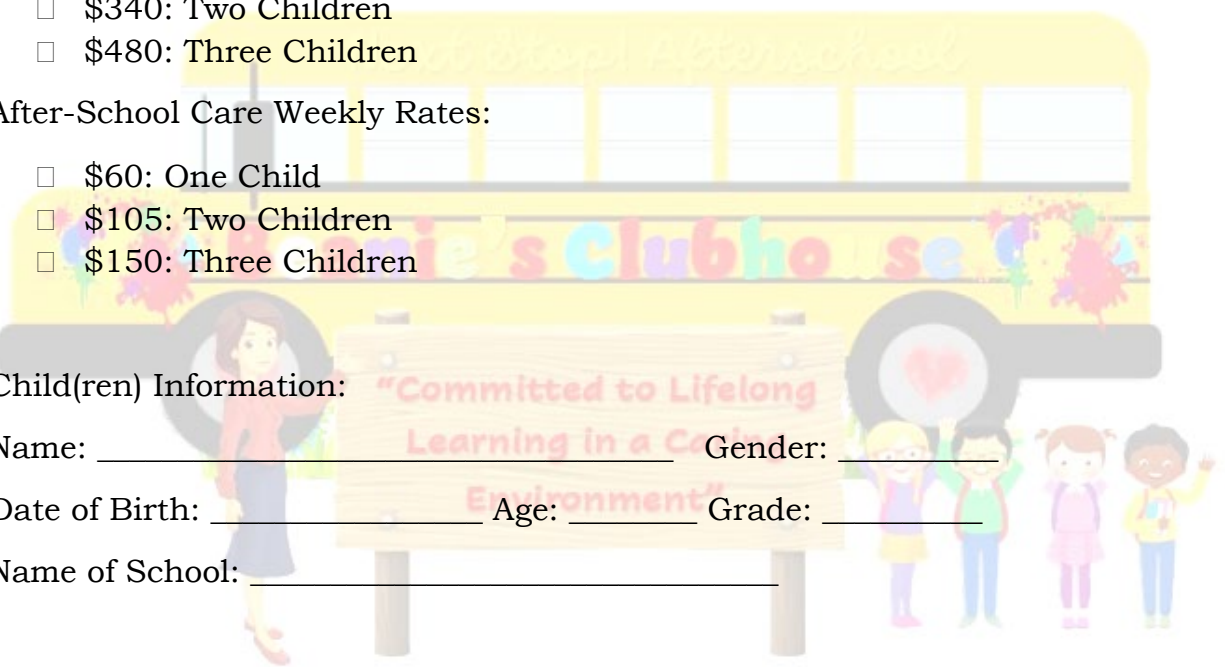
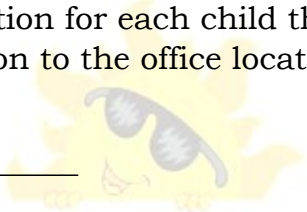
Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of School: \_\_\_\_\_

Name: \_\_\_\_\_ Gender: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of School: \_\_\_\_\_



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Name: \_\_\_\_\_ Gender: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of School: \_\_\_\_\_

Parent Name #1: \_\_\_\_\_

Relation to Child(ren): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Place of Work: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Parent Name #2: \_\_\_\_\_

Relation to Child(ren): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Place of Work: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Do both parents live in the home? (Please circle) Yes No

A copy of the custody agreement is required if the parents are divorced or if one parent/guardian has primary custody of the child.

Child Health Information:

1. Please explain any limitations your child may have that you would like us to be aware of:

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2. List all allergies:

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3. Does your child(ren) have any chronic diseases (i.e., epilepsy, diabetes, asthma, etc.) that we need to be aware of?

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4. Is your child(ren) under a doctor's care for any health problems? If yes, please explain.

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5. Does your child(ren) take medications? If yes, please list below.

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6. Does your child(ren) suffer from motion sickness while traveling? Yes/ No

7. Does your child(ren) have any sensory sensitivities? Yes / No

8. Is there any other health information or any other basic information about your child(ren) that we should know as caregivers?

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Pick Up List/Emergency Contact:

(I.D. is required until we are familiar with person(s) on the list)

1. Name: \_\_\_\_\_

Relationship to child(ren): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Emergency Contact: Y / N

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2. Name: \_\_\_\_\_

Relationship to child(ren): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Emergency Contact: Y / N

3. Name: \_\_\_\_\_

Relationship to child(ren): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Emergency Contact: Y / N

4. Name: \_\_\_\_\_

Relationship to child(ren): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Emergency Contact: Y / N

Do Beanie's Clubhouse have permission to photograph your child for our social media accounts and website? Y/N

Do Beanie's Clubhouse have permission to contact anyone on your pick-up/Emergency list in the case of an emergency and we cannot reach you or the other parent? Y/N

