



*Bear Cub Academy  
Parent Handbook*

*Extending the learning day with enrichment, tutoring, and activities children enjoy.*

### **Hours and Location**

Bear Cub is available for students in grades kindergarten through sixth when school is in session. Morning hours are 6:30 a.m. until 9:00 a.m. Afternoon hours are 3:30 p.m. until 6:00 p.m. The program is held at Isham Elementary. Bear Cub will not be open when school is canceled due to weather. During a two-hour delay, Bear Cub will still be open at 6:30 a.m. and will keep all registered students for the extra two hours at the regular hourly rate.

### **Rate**

Daily rates are \$4.50 per hour. Students that qualify for reduced lunches will be charged \$4.25 per hour per child and families who qualify for the free lunch program will be charged \$4.00 per hour per child. Additional family members from the same household will be charged \$4.00 per hour. Payments can be made with cash, credit card, or check (made out to Bear Cub Academy).

### **Time Billed**

Students will only be charged for the days and times they are at Bear Cub. Parents will be charged for the entire first hour of Bear Cub in the afternoon regardless of whether the student remains the entire hour. This is to offset the fee for snacks, tutors, extra-curricular programs, and teachers. The remainder of attendance will be charged in 15-minute increments. There is also a \$1.00 operational fee added each time a student is checked in.

### **Registration Fee**

Every student is required to pay a \$20 registration fee (\$15 for each additional student in a household OR students receiving free or reduced lunch) to offset the costs of materials your child will be using. This fee is pro-rated quarterly at \$15 for 2nd quarter, \$10 for 3rd quarter, and \$5 for the 4th quarter (free/reduced students will be \$11.25, \$7.50, and \$3.75) for students enrolling into the program later in the school year.

### **Transportation**

Transportation will be provided to students in alignment with our board policy. It is Wadsworth City Schools Board Policy that students can only have one bus stop five days a week. The a.m. bus stop can be different from the p.m. bus stop.

### **Late Pick Up**

Parents that have not picked up their student by 6:00 p.m. will be charged a late pick up fee of \$2.50 per five minutes.

### **Attendance**

Students on a variable schedule need to supply a schedule to the Director by Friday of the previous week. **If a student's schedule changes, parents need to contact the Bear Cub Director at the direct number listed below.**

## How to Reach Us

<b>Bear Cub Academy Direct Number</b>	<b>(330) 335-1435</b>
<b>Isham Elementary</b>	<b>(330) 335-1440</b>
<b>Wadsworth City Schools Switchboard</b>	<b>(330) 336-3571</b>

### Safety and Security

Parents must sign their student in or out each day and record the time. Bear Cub parents will also need to use the Timeclock program on the computer.

In order to ensure the safety of your child, only people that the parents have listed on our Bear Cub Release Form will be able to pick up a student. We ask that you always inform a staff member when you are taking your student.

### Past Due Payments

Our program is self-supporting. In order to maintain our low rates, we kindly ask for payment on a regular basis. Typically, the billing cycle allows 10 days from the time of billing until the due date. There is a \$5 late fee for any account that has not been paid in full by the next billing cycle. **Unfortunately, students with past due amounts will not be able to participate in the program.** If a parent has not made his/her payment by the due date, the student will not be able to return until payment is made.

### Medication Policy

If your student will be taking any medications during the program, you must supply the staff with a medical release form giving permission to administer the medicine. The forms are available at Bear Cub Academy or your student's school.

### Emergency Medical Forms

A current Emergency Medical Form must be on file at your student's school in order to attend Bear Cub.

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### **MOST IMPORTANT**

How do we contact you? Please remember to notify Bear Cub and your student's school if you change your address or phone number during the school year.

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***We look forward to serving your child in our Bear Cub program. We welcome your suggestions in helping us provide a happy and safe learning environment for your child.***