

KES

CUB CLUB



CHILD CARE SERVICES

(before & after school)

FOR STUDENTS PK-5

Knightstown Elementary School

Cub Club Before and After School Program

CONTACT

Cub Club Director: Amanda Richardson

arichardson2@cab Beard.k12.in.us

Principal: Sara Stevenson

sstevenson@cab Beard.k12.in.us

Cub Club Secretary/Treasurer: Emily Roland

Emily.roland@cab Beard.k12.in.us

CUB CLUB SERVICES

C. A. Beard Memorial Schools has designed a childcare service that combines childcare with educational and recreational activities. The purpose of the service is to assist working or school bound parents by providing their children with a safe, structured and enjoyable environment.

The service is open to children **PK-5** who attend C. A. Beard Memorial schools. Cub Club is available 6:00 AM- 8 AM and 3:00 PM-6:00 PM Monday-Friday. Children who attend the early morning program may eat breakfast from the school cafeteria at 7:45 AM.

FEES

Fees are charged only for the days of attendance. A 25% late fee will be added to all accounts two or more weeks past due. Unpaid accounts will be turned over to a collection agency and service will be terminated. **The fee for both AM and PM cub club is \$70.**

AM Cub Club

6am - 8am

\$30 per week, per child or \$10 a day

PM Cub Club

3pm - 6pm

\$40 per week, per child or \$10 a day

*We offer discounts for multiple children. Please call the office at 765-345-2151 for more information.

Procedures and Operations

- The program will operate Monday through Friday provided school is in session.
- Closing time is promptly 6:00 PM. There will be a late charge of \$1.00 per minute (per child) past 6:00 PM. If repeated lateness occurs, service will be terminated immediately.
- All holidays and vacations will coincide with the school calendar. Service will not be provided on days that school is closed.
- If school is closed due to inclement weather, Cub Club will be closed. If school is delayed for any reason, Cub Club will be open at 8:00 AM. However, if school is then cancelled, parents will be notified to pick up their child within one hour. If school is dismissed early due to bad weather, Cub Club will also be closed.
- Please be sure the elementary office and Cub Club have your correct phone number. The Google Form to enroll in Cub Club must also be completed.

Health Requirements

The Cub Club staff will be sensitive to the physical and emotional well-being of each child.

- Any child who shows signs of illness will be sent to the nurse (if she is available) and the parent will be contacted.

- It is the parent's responsibility to verify that their child's daily health is adequate for his/her participation at Cub Club. A child who shows signs of illness should be kept at home.
- For medication to be administered, a medication form must be on file in the school office. All medication must be in original container.
- In case of an accident, your child will be treated at school. If the accident requires more than a bandage or ice pack, a call will be made to parents, and a complete report will be filed with the elementary office. In case of a medical emergency, parents will be notified after the 911 call.
- Please keep the Cub Club staff informed of any medical issues your child may have.

Expected Student Behavior

- Cub Club attendance is a privilege not a right.
- School rules will be followed.
- Students are not permitted to use cell phones.
- All students are expected to show respect for the staff, fellow students, and school property at all times.
- Safety is a priority. No fighting, name calling, pushing, stealing, or other unacceptable behavior will not be tolerated.
- 1st time fighting will result in a 1 Day suspension from the program. Administration will be notified for further consequences.
- Parents will be notified of discipline problems that are considered more severe. If problems continue, a child may be suspended or expelled from the program.

- The building principal will be consulted for more severe discipline problems.

Arrival and Pick Up Policy

- A child will not be able to be picked up by anyone other than names given on the enrollment form at registration time. If another name needs to be added, be sure to update the information with the assistant coordinator.
- No child will be released to any adult who does not properly identify him/herself to the staff. Staff will ask for license or another form of ID if needed.

Snacks, Meals, Activities

- Snacks will be offered to all students in the after-school program.
- Students who attend the early morning program may get breakfast from the cafeteria at 7:45 AM.
- Children may participate in a variety of activities offered at the school site. Both indoor and outdoor learning experiences, games, crafts, and activities may be provided.
- There will be active play as well as time to relax, read, do homework, watch a movie, and play games.

Unpaid Balance

- Any unpaid balance from spring or summer cares services must be paid in full before signing up for services when school begins in the fall. All balances during the school year must be paid off by the end of each week or services will be discontinued immediately. If that balance is paid in full, services may resume.

**Please return this page to the Cub Club sponsors by
8/16/2024.**

*I have read and understand the material presented in the
Cub Club Handbook.*

Students Name (please print):

Grade: _____

Parent Name (Print)

Parent/Guardian Signature Date _____