

North Stonington
Elementary School

Cub



Club

Handbook

(April 5, 2024)

Welcome to North Stonington's Before and After Care Program Cub Club

North Stonington is excited to offer a before and after school child care program to all students that are currently enrolled in grades K - 6. We will be offering a program where children can explore, create, socialize and play in a safe, secure and joyful environment.

We will be offering arts and crafts, creative play, board games, active play in the gym or outside. We will also have time set aside for students to work on their homework.

Our program communicates with district administrators and parents to create an enriching environment and make sure all students feel safe while attending our program. Our program adheres to the building and district guidelines. More information about these guidelines can be found in your district handbook.

We look forward to spending time with your child/children and create happy memories during their elementary years. We are here to answer any questions you may have regarding our program. We would also like your suggestions or comments on how you may feel we can make our program better.

Thank you for your support.

Program Guidelines

- Cub Club will adhere to policies and procedures stated in the district handbook. All school rules will apply to Cub Club.
- All students attending Cub Club must be a North Stonington student currently enrolled in grades K - 6 during the 2024-2025 school year.
- The student/teacher ratio will be 10:1 during program hours.

Registration and Enrollment

- A non-refundable deposit of \$25.00 is due at the time of registration in order to secure your place in the program.
- The District Coordinator will determine program availability based on the current enrollment and number of staff. The number of students attending the program each day will not exceed a ratio of 10:1 students to staff.
- An enrollment form with all current information including emergency contact information must be submitted before any student can attend our program.
- It is imperative that student's enrollment information is up to date at all times. All phone numbers including cell, home and work must be current and in working order.
- Student's that are not enrolled and signed up using a monthly calendar will not be able to attend the program. Drop ins will not be allowed.
- Written consent from the parent/guardian is required to release a child/children to anyone other than their parent/guardian or authorized pick up stated on your enrollment form. Please indicate

individuals you are designating to pick up your child/children on your enrollment form. Also, authorized individuals will be asked to present a photo id at the time of pick up.

Program Hours

- Before Care hours will be 6:30 a.m. to 8:30 a.m.
- After Care hours will be 3:10 p.m. to 5:30 p.m.

Tuition and Payment

- Before Care cost will be \$8.00 per morning
- After Care cost will be \$10.00 per afternoon
- Each family will be expected to complete a monthly calendar of the days you are requesting. To secure your spot, both the calendar and payment will be due by the 23rd of each month prior. Example for the month of October both the monthly calendar and payment is due by September 23rd.
- If payment and calendar are not received, your spot will NOT be guaranteed.
- A fee will be charged for any child picked up after the designated closing time. A fee of \$15.00 will be charged for each late pick-up. Payment will be due that afternoon. If there is an emergency and your child can not be picked up on time, please contact us immediately so we can work with you.
- No reimbursement is given when your child is absent due to illness or vacation.
- All registrations and sign ups will be through our Arly website. No checks or cash will be accepted.

Special Days

- Cub Club will be offering care on half days provided that a minimum of 20 students are registered for that day. The program will run from dismissal to 5:30 PM. The cost for the afternoon will be \$18.
- Cub Club will be offering full day care of SPECIFIED days provided that a minimum of 20 students are registered for that day. The program will run from 8:00 AM to 5:00 PM. The cost for the day will be \$36. ALL students are required to pack a lunch for the day. School will NOT be offering lunch for students.
- Parents will be notified two weeks prior to any special day if the required minimum number of students are registered for the program to run.

Inclement Weather Days

- On days there are 2 hour delays, Cub Club will also have a 2 hour delay. We will not open at 6:30 AM, we will open at 8:30 AM.
- If there is an early dismissal for weather, Cub Club will NOT run in the afternoon. It is the parent's responsibility to contact the school and inform the front office how their child will be transported home.
- If evening activities are canceled, Cub Club will NOT run in the afternoon. It is the parent's responsibility to contact the school and inform the front office how their child will be transported home.
- If school is canceled, Cub Club will not be open.

Sign In and Sign Out Procedures

- All students must be escorted into the building in the morning and signed in by their parents or guardians.
- When a child is picked up in the evening, all parents or guardians need to enter into the building to sign out their child. A photo ID must be presented at the time of pick up.
- If someone other than an authorized pick up person on a student's enrollment form is picking up your child, a signed note from the parent/ guardian must be written and given to the program coordinator prior to pick up. A photo ID must be presented at the time of pick up.

Late Pick-Ups

- All students should be picked up promptly by 5:30 PM.
- A fee of \$15.00 will be charged for each late pick-up, payment will be due that afternoon.
- If a child is picked up late more than three times, a meeting will be set up with the parent and program coordinator to discuss a resolution. Alternate child care arrangements may need to be made.
- If a child has not been picked up by the program closing time, parents will be called. If staff are unable to reach a parent, all emergency contacts will be called. If there is still no response within a half hour, the local police will be contacted.

North Stonington Before/After Care Cub Club
Late Pick-Up Notice

_____ was picked up at _____ on _____.
(Name) (Time) (Date)

We understand that there are the occasional emergency situations that occur, However, we will be keeping track of recurring late pick-ups.

Parent Signature _____ Date _____

Coordinator Signature _____ Date _____

Logical Consequences

- Our program's main goal is to be building a positive, enriching and trusting environment. We want to create a strong and healthy community with our staff, students and parents. Should a situation arise and something goes wrong, staff and students will work together and discuss resolutions. We will discuss techniques and strategies on how to repair relationships when conflict has occurred. Self-reflection will be one of our strategies. This will give students the opportunity to understand how they are feeling as well as how everyone in the incident is feeling and acknowledging those feelings. This will assist in the repairing of relationships and fix unwanted behaviors.
- Staff will remind, redirect and reflect with students who are demonstrating inappropriate or unsafe behaviors.
- Behaviors that fail to respond to restorative practice techniques, will be written up on a behavioral referral form. Program coordinator will contact parent/guardian regarding the situation being referred and parent/guardian will be asked to sign and date the referral form at pick up. Program coordinator will discuss with the parent a plan of

action moving forward along with the consequences of the behavior being referred to.

- Any threats to a child's emotional or physical safety will not be tolerated. If a threat occurs during the hours of before/after care, the parent/guardian will be notified as soon as possible and will be asked to pick up the child immediately.
- A program suspension will occur if a student is incapable of participating in our program appropriately. This includes but not limited to physical contact with another student or staff member. Inappropriate language used within our program or inappropriate language directed towards another student or staff member. Threatening another student or staff member.
- If a child is suspended from the program, a refund will not be granted.
- When a child returns back to the program, and they continue to demonstrate unsafe or inappropriate behavior, they could potentially be removed from the program and not allowed to return back for the remainder of the year.

Medical and Illness Policies

- During before/after care hours the school nurse is NOT available. If your child should become ill during our program, a staff member will contact their parent or guardian. Emergency contacts will be contacted if the parent is not available. The child will be removed from the group with a staff member and made as comfortable as possible until picked up.
- There will be CPR/First Aid trained staff during the before/after care program. Staff will have the ability to assess a student using their basic first aid training.

- If an emergency should occur a parent/guardian will be contacted immediately. 911 will be called and the child will be released to emergency personnel if a situation warrants emergency transport.
- There will be at least one person working during the before/after care program that will be certified to administer emergency medications (epi-pen/inhalers) to students if necessary. The before/care program will not have access to the school nurse supply. Parents/guardians will need to provide the program with their own set of emergency medications along with appropriate doctor's orders and medication authorization forms. All forms must be completed and signed by a physician and by the parent/guardian. All medications must be in their original packaging, placed in a ziploc bag with the child's name on it. All medications will be kept in a secure location.