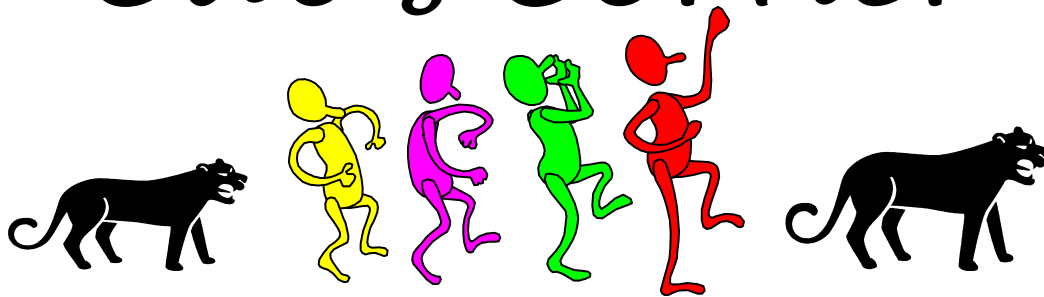


# *Cub's Corner*



## *PARENT HANDBOOK*

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*CUB'S CORNER EXTENDED DAY PROGRAM  
PROGRAM POLICIES  
AND PROCEDURES*

# **PARENT HANDBOOK**

## **INTRODUCTION**

*Welcome to the Cub's Corner Extended Day Program.*

Our program has been organized to provide supervision for children in kindergarten through sixth grade. Cub's Corner is a non-profit program, administered by the Van Alstyne Independent School District. The Parent Handbook is a valid part of the enrollment agreement between the extended day program and the parents or guardians of children who are enrolled.

## **OVERVIEW**

Cub's Corner is an early morning and after-school program designed to provide the children of working parents with a safe, positive, caring environment. This program is designed for students in kindergarten through 6th grade. Members are able to choose from a variety of recreational, social, and enrichment activities daily, in addition to receiving assistance with academics.

Cub's Corner is supported by parent fees and will serve over 50 students during the 2010-2011 school year. Cub's Corner is not a licensed day care and has requested exemption from the governance of child care licensing. Cub's Corner is associated with Van Alstyne ISD and is governed by the regulations of the Texas Education Agency.

## **GOALS**

Cub's Corner will provide quality childcare which parents can rely upon throughout the school calendar year, as defined by the Van Alstyne ISD calendar.

Cub's Corner will offer a variety of activities which include recreation and games, arts and crafts, reading, music, homework time and free time for children to pursue their own interests in a safe, friendly environment.

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## **POLICIES AND PROCEDURES**

Enrollment in the extended school program constitutes an understanding that you will abide by the policies listed as follows:

### **EXPECTATIONS**

#### **PARENT'S EXPECTATIONS OF THE PROGRAM**

Parents may expect that:

1. Their child is cared for in a safe, supportive environment.
2. They may visit with the site coordinator about concerns related to their child or the program.
3. They will be told about any misbehavior on the part of their child, and to visit with the site coordinator in order to bring about improvement in the situation.
4. They will be informed promptly if their child does not arrive at Cub's Corner according to his/her enrollment information.
5. The site coordinator will regularly inform them about Cub's Corner activities.

#### **PROGRAM'S EXPECTATIONS OF THE PARENTS**

Cub's Corner expects that parents:

1. Pay fees on time.
2. Keep the child's records up to date.
3. Pick up children on time.
4. Follow health policy.
5. Contact the site coordinator if their child will not be attending on a scheduled day.
6. Pay attention to any communications from the site coordinator regarding their child's behavior, and cooperate in efforts to bring about improvement in the situation.

#### **CHILDREN'S EXPECTATIONS OF THE PROGRAM**

Children may expect:

1. To have a safe, supportive and consistent environment.
2. To use all the program equipment, materials and facilities on an equal basis.
3. To receive respectful treatment.
4. To have discipline that is fair and non-punitive.
5. To receive nurturing care from staff members who are actively involved with them.

#### **PROGRAM'S EXPECTATIONS OF THE CHILDREN**

Cub's Corner expects that children will:

1. Be responsible for their actions.

2. Respect the school rules that guide them during the day and at Cub's Corner.
3. Remain with the group and child care staff at all times.
4. Take care of materials and equipment properly and return them to their place when done, or before taking out new ones.
5. Arrive at Cub's Corner promptly, according to the enrollment information.

## **HOMEWORK EXPECTATIONS**

1. Cub's Corner will provide the opportunity to complete homework.
2. Cub's Corner does not guarantee that all homework will be completed at the time of student pick-up.
3. It is the responsibility of the child and parent to define homework expectations.

\*\*\*Staff members are employees of the district. A site coordinator will work with the children and will manage daily operations of the program. Adult tutors and student group leaders are hired to work with the children.

## **FEES AND PAYMENT POLICY**

Cub's Corner salaries, supplies and expenses are supported entirely by fees.

### **Tuition and fees for the 2010-2011 school year**

**\$35.00** non-refundable registration fee

First Child: **\$170.00** per month

Sibling(s): **\$145.00** per month / per child

Children of Van Alstyne ISD employees: **\$100.00** per month/ per child

### **Tuition**

Registration fees are non-refundable. Tuition will be due on the 1st of the month and considered late by the 10th. After the 10th, a late fee of \$25.00 will be added to your account. If tuition and fees are not paid by the 15<sup>th</sup> of the month, there will be immediate suspension of extended day services until the fee is paid in full. Reinstatement may occur when all fees are paid in full.

In the event that a check written to Cub's Corner is returned unpaid by your bank, Van Alstyne ISD or its agent will redeposit your check electronically.

Additionally, you understand that we may electronically collect a returned check fee of \$30.00 plus sales tax. The use of a check for payment is your Acknowledgement and Acceptance of this policy and its terms.

**Late pick up fee** of **\$1.00** per minute per child will be paid when a child is picked up after 6:30 P.M. **Cub's Corner staff members will use the school clock in the cafeteria to calculate the late pick up charge.** The fee is to be paid at the time of pick up. A receipt will be given upon payment.

If the child's required enrollment forms are not completed and returned to the Site Coordinator by the day the child is scheduled to start Cub's Corner, the child will not be allowed to attend until these completed forms are submitted to the site coordinator. The parent /guardian/custodian will be responsible for payment of fees starting from that date in order to reserve the enrollment spot until such time as the completed forms are returned.

## **ENROLLMENT FORMS AND AUTHORIZATION**

Parents will be responsible for completing the following:

1. Enrollment form
2. Cub's Corner expects all forms to be kept current.
3. The parent must provide new information to the site coordinator regarding any change on forms such as, emergency contacts, names, employers, phone numbers and arrival/departure procedures.
4. The parent who enrolls the child in Cub's Corner, and signs the enrollment form, has the right to list who can and cannot pick up the child from the program.
5. In the case of shared custody or visitation rights, we must have a copy of the court document.

## **WITHDRAWAL FROM THE PROGRAM**

Parents wishing to withdraw their child from the Cub's Corner program must provide a statement in writing to the site coordinator at least two weeks prior to the discontinuation of this service.

## **HOURS AND DATES OF OPERATION**

Cub's Corner is opened in the mornings from 6:30 to 7:30 AM on all school days. At 7:30 AM, all students attending Cub's Corner will either eat breakfast or will go to their supervised area to be picked up by their classroom teacher at 7:55 AM.

Cub's Corner will be in operation on all school days from 3:00 PM to 6:30 PM.

Parents whose children remain past 6:30 P.M. will be required to pay overtime fees to compensate an employee who remains with the child beyond 6:30 P.M. A charge of **\$1.00 per minute** will be assessed.

Childcare services may be withdrawn if three overtime charges occur. The program director will make final decision.

Cub's Corner will be closed during all school holidays and teacher work/professional development days. Teachers' children are welcomed to attend on in-service/ workdays at \$10.00 per child per day.

## **ABSENCES**

If your child will not be attending the Cub's Corner program because of a scheduled appointment, vacation, or other planned absence, please notify the Site Coordinator in advance. If your child is ill, please call the school office and leave a message with the school secretary to put a notice of the child's absence in the Cub's Corner mailbox. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child. Your child's safety and well-being are always a priority.

If a child does not arrive on time to the program as intended, the site coordinator will contact the parents. If the parents cannot be reached, the site coordinator will contact the child's emergency contacts.

## **SIGN OUT PROCEDURES & RELEASE OF CHILDREN**

**Children must be signed out daily.** A picture I.D. will be required from all persons picking up your child (including the parent). All persons allowed to pick up your child must be listed on the enrollment form. Staff will not allow a child to leave with anyone not listed on the enrollment form. In the event a person not listed arrives to pick up your child, we will call the parent for authorization. Strangers are not allowed in the school for any reason even if they say they are here to pick up a child.

If your child attends extracurricular activities or has any other kind of arrival/departure time change within the period he/she is enrolled in Cub's Corner, you must provide the site coordinator with a completed change of Arrival/Departure Procedures Form, prior to the date the change is effective. Being that Cub's Corner is open later in the evening than regular school; we do not allow children to walk home from our program.

No sibling under the age of 18 will be permitted to pick up a student.

## **MEDICAL INFORMATION**

### **DISTRIBUTION OF MEDICATION**

Medications will not be dispensed. If medicine is to be dispensed, it must be done through the school nurse at the end of the school day.

### **HEALTH AND SAFETY POLICY**

Parents must be called to pick up their child if the child has any of the following:

1. Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness.
2. Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness.
3. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.
4. Any diagnosed communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

If a child becomes ill during Cub's Corner hours, we will:

1. Contact the parent to pick up the child.
2. Care for the child apart from other children.
3. Give appropriate attention and supervision until the parent picks the child up.
4. Give extra attention to hand washing and sanitation if the child has diarrhea or vomiting.

### **MEDICAL EMERGENCIES**

Procedure for handling medical emergencies:

1. Contact emergency medical services to take the child to the nearest emergency room.
2. Give the child first-aid treatment or CPR when needed.
3. Contact the physician identified in the child's record. Contact the child's parent.
4. Ensure supervision of other children in the group.

### **SNACKS**

Snacks are served each afternoon in the Cub's Corner program. Cub's Corner will provide an afternoon snack daily. If your child has food

allergies please let us know and we will do what we can to provide an alternative.

## **CHILDREN'S PERSONAL PROPERTY**

Children's personal property, coats, clothing, school bags, etc. must be cleared from the cafeteria daily after each session.

Any personal property, which remains after the session, will be placed in the school's lost and found located in the hallway outside the cafeteria.

Although Cub's Corner attempts to help children stay organized, Cub's Corner cannot be responsible for lost personal property.

## **BEHAVIOR & GUIDANCE**

The goal of our discipline policy is to guide children in becoming happy, responsible and cooperative participants in this program. Effective discipline should increase children's self-respect by:

- Developing self-control and responsibility for one's own actions.
- Fostering respect for the rights and feelings of others.
- Teaching skills for resolving conflicts.

Staff will utilize positive techniques for guiding children. It is our policy never to resolve conflict by use of emotional or physical abuse. We cannot allow others, including the children, to do so at the Cub's Corner site. Positive attention from staff rewards children for appropriate behavior. When conflict arises, it is our goal to work with individual children by listening to what each has to say and helping children to resolve conflicts by use of effective communication. VAE's behavior plan will be abided by since all the students are aware of the rules and consequences that it entails.

VAE campus expectations are:

1. Show respect and good manners at all times.
2. Care for everyone and everything.

Look for our "reminders" of **VAE's Campus Expectations** throughout the building,

- 1) Show respect and good manners at all times (in all places)**
- 2) Care for everyone and everything.**

### **Expectations:**

Rules:

1. Listen to the group leaders/ site manager/ director

2. Wait your turn to walk and talk.
3. Keep hand/ feet/ all objects to yourself.
4. Participate
5. Follow directions

Consequences:

- No warning- Yea!
- 1st warning- warning
- 2nd warning- 3 minutes time out
- 3rd warning- The student will need to write a note to the parent describing incident
- 4th warning- Visit with Mrs. Billups (VAE principal) the next morning.

## **DISCHARGE**

Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during the school day and Cub's Corner time. If a child cannot adjust to the rules of the Cub's Corner program and behave appropriately, the child may be discharged.

Reasonable efforts will be made to assist children to adjust to the Cub's Corner setting. Should a concern arise regarding a child's behavior/needs, parents will be contacted to discuss/review the situation. Staff will utilize a variety of appropriate interventions to address the inappropriate behavior.

1. If the severity of a problem is great enough that it could endanger the safety of the child, other children or staff members in the program, parents will be contacted immediately to pick up the child and a three day suspension will be given. A child who has been suspended three times will be discharged from the program permanently.
2. Temporary suspension may be 1-3 days of regular program. When a child is suspended, parents will be contacted to pick the child up from the program. A child who is suspended from Cub's Corner may not come to the program on the days he/she is suspended and parents must make other arrangements for after-school care. Cub's Corner does not have any type of "in school suspension" available.
3. A meeting with the Cub's Corner Director will be held to determine permanent suspension. In addition, if a child's needs are greater than

- can be met in a staff to child ratio of 1:15, Cub's Corner may not be a suitable option for extended day care.
4. Any situations regarding behavior during Cub's Corner is separate from the school and is handled with Cub's Corner procedures and policies. Van Alstyne ISD is notified should a child's behavior lead to permanent suspension or is a violation of the VAISD code of conduct.
  5. Cub's Corner utilizes the school resource officer and local police in the event a law is broken during Cub's Corner.
  6. Cub's Corner staff is not permitted to discuss children, other than your own, with you in regards to behavior or any other aspect of the Cub's Corner Program – just as staff is not permitted to discuss your child with other parents/guardians of children in Cub's Corner.
  7. A child placed in alternative school by the school district will not be allowed to attend Cub's Corner until released from Alternative school.
  8. A child placed in ISS (In School Suspension) will be allowed to attend Cub's Corner at the discretion of the Van Alstyne ISD campus principal and Cub's Corner director.
  9. A child may be discharged for non- payment of fees or persistent late pick up.

## **UNSCHEDULED SCHOOL CLOSINGS**

Unscheduled school closings– Cub's Corner **is not available when school is closed due to water main breaks, heating, electrical problems, bad weather, etc.**

## **COMMUNICATION**

Cub's Corner welcomes your feedback and input. All questions and concerns regarding Cub's Corner should be addressed with the site coordinator or the Cub's Corner Director (903) 482-8805.

Cub's Corner is not a licensed day-care and has received exemption from the governance of Child-Care Licensing. It is associated with Van Alstyne ISD and is operated by VAISD employees; therefore Cub's Corner is governed by the regulations of the Texas Educational Agency.

# Cub's Corner Daily Schedule

Our first focus is to allow students the opportunity to complete homework while in Cub's Corner so that the children will be able to have quality time at home with parents in the evenings. In addition to helping the students with their assignments, tutors, the Cub's Corner staff will read with students and check to make sure homework is done. Any work that is not finished after school will still need to be completed for school the next day. The Cub's Corner's daily schedule is will look somewhat like the following:

Morning schedule:

6:30 -7:20 AM	coloring games read quietly watch movie
7:20-7:30	clean up
7:30	The doors open for the rest of the students

## Monday- Thursday

### Kindergarten- 2<sup>nd</sup> Grade Grade

### 3<sup>rd</sup> Grade through 6<sup>th</sup>

3:05-3:20	snack time	3:05-3:20	snack time
3:20-3:40	start homework	3:20-3:40	start homework
3:40-4:40	tutoring/ read aloud time play outside	3:40-4:40	Tutoring/homework /Reading/arts & crafts
4:40-5:00	arts & craft time	4:40-5:00	play outside
5:00-6:00	games in the cafeteria	5:00-6:00	games in cafeteria
6:00-6:30	short movie/ clean up	6:00-6:30	short movie/ clean up

## Friday

3:05-3:20	snack time
3:20- 3:40	play outside (k-2) arts/ crafts (3-6)
3:40-4:00	arts/ crafts (k-2) play outside (3-6)
4:00-6:00	movie and popcorn
6:00-6:30	read and clean up

Please be aware that clean-up time will occur as the students shift from one activity to the next.

Student helpers and supervisors will be in attendance daily. Tutoring is available from 3:40 to 4:40 Monday through Thursday.