



ST. GABRIEL

S C H O O L

BEING CHRIST · EVERY DAY · EVERYWHERE

Cub Care Handbook

**2025-2026
School Year**

Coordinators:
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Hours of Operation: 2:30-6:00 PM On School Days ONLY

The after school *Grizzly Cub Care* program is staffed by school teachers and aides, and provides care, supervision, and recreation for St. Gabriel students in grades junior kindergarten through 6th grade from 2:30pm to 6:00pm. After an initial registration fee, parents pay an hourly fee per child to use the service any school day of the year, except the day before Christmas break, Easter break, and the last day of the school year. Students may be picked up at any time during the program, before closing time at 6:00pm. There may be an extra fee for every minute a parent is late after 6:00pm.

Please be aware that Cub Care is closed:

- The day before Thanksgiving break.
- The day before Christmas break.
- The last day of the school year.

Cub Care Family Registration

There is a registration form to complete located within your Digital Academy account. This form can be completed any time throughout the year before the start of Cub Care services. There is a \$25 registration fee due upon completion of registration.

Cub Care Daily Delegation

Each child must be listed on Digital Academy as Cub Care . If the child is attending every day, then a note stating that fact may be turned in to the office at the beginning of the year and you need not send a daily note. If a child is going to be picked up by a person that is not a legal parent or guardian, their name must be listed on the registration form under people permitted to pick up your child or they must be named a delegate on Digital Academy.

Cost

The cost of this service is \$7.00 per hour per child = \$1.75 per every 15 minutes between 2:30pm-6pm. After 6pm, the late fee is \$1 per minute.

Payment

Cub Care is a prepaid program. Prepay your Cub Care hours ahead of time by uploading funds to your child's Digital Academy account. This is the same process and balance as cafeteria purchases. Payment can also be made in cash or check and dropped off at the school office in a marked envelope to:

Attention: School Office / Cub Care. Checks are made payable to St. Gabriel School.

An update on your account balance will be emailed weekly on Sunday evening through Digital Academy.

If you have a balance due from the previous school year, you may not use the program until the previous balance is paid in full. If you have an outstanding balance, you may not be allowed to attend Cub care until your account is current.

Grizzly Cub Care Features

Snack Time

A light snack will be provided after school to the children. The children will be able to refill their water bottles at the refill stations after school. If your child would like to bring an extra snack from home they are welcome to. Any child with allergies, we ask that you send in a snack with your child on any days they will be going to Cub Care.

Homework Time - Grades 2-5

The children will have a one-hour time allotment to work on their homework for the day. They will work quietly and individually on their work. Students may ask a teacher for assistance with direction clarification and general questions. However, this time will not be spent as a tutoring session with students. We encourage student/parent interaction when it comes to checking homework for accuracy and reading time.

Due to the possibility of a student not having homework to work on during this time, every student must bring a book to read every day.

Recreation Time

The children will enjoy playtime in the gym or on the playground. The children will have equipment to play with during this time. You must pack your child a pair of tennis shoes for play in the gym.

Activity Time

The students may also have time for activities such as games, coloring, arts & crafts, and free play time. This activity will take place in the classrooms.

Friday is electronic device day, the children are permitted to bring their own device. These are only to be used for school appropriate games/activities. Taking pictures/videos and phone calls/facetime calls are not permitted. St. Gabriel School is not responsible for any devices or items that are lost or broken. By signing the Acceptable Use Policy, you and your child agree to the terms outlined in the form, which also apply during afterschool Cub Care.

Pick Up

Children may be picked up anytime between 2:30 and 6:00 PM. Children are to be picked up at the door on the NORTH SIDE of the building that exits the jr high science room. Parents should pull up to the door and let the teacher at the door know you are there by ringing the bell.

Parents may not come inside at this time, the teacher will bring your child out to you. If Cub Care is on the playground when you arrive for pickup, please take your child with you at that time. Once a child has been signed out, they may not remain on the playground."

Authorized Pickup Persons

Any person picking a child up from Cub Care must be listed as an Authorized Pickup Person listed on Digital Academy for every child they are picking up.

Any person picking up must present a picture ID. Please have it with you at all times and ready to show.

Emergency/Safety

Cub Care staff have all relevant health and allergy information that is included on Digital Academy. The staff will do everything in their power that they deem appropriate for the well being of the child and will notify parents immediately of any concerns with the health or safety of the child.

<u>Situation</u>	<u>Action</u>
Minor Injury	Staff will give the appropriate first aid (i.e. rest, ice, band aid). Notification will be given to the parent upon pick up.
Illness, Moderate Injury	Staff will contact parent/guardian by phone to pick up the child immediately.
Major Injury	Staff will contact emergency services (911) and then parents will be contacted by phone as soon as possible.

(Consent for emergency care must be provided on the Emergency Medical Information on Digital Academy.)

Discipline

Children who attend the program are expected to adhere to the rules and guidelines set forth by the discipline policy in the Student Handbook. The children will be expected to respect the property and the staff members at all times. Any student that does not adhere to the rules and/or shows disrespect will be subject to disciplinary action. Staff members reserve the right to write conduct infractions and/or additional steps per the St. Gabriel School: 5-Tier Formation and Support Framework.

Any chronic misbehavior will be reviewed by the school administration as any other discipline issue during the school day. St. Gabriel administration reserves the right to dismiss a child from the program for any actions deemed inappropriate, unsafe, or disorderly.