

**ST. GABRIEL
SCHOOL
2018-2019
GRIZZLY CUB
CARE
HANDBOOK**

Coordinator

Jennifer Leigey email: jennifer.leigey@st-gabrielschool.org

Cub Care phone # (440) 354-7843

St. Gabriel's Grizzly Cub Care Program

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

St. Gabriel's After School Care Program provides a service to the St. Gabriel School community for parents in need of after school care. Students in grades Kindergarten through 6th grade that attend St. Gabriel School are eligible to attend. The After School Care Program provides care, supervision, recreation, and education in a Christian environment for the St. Gabriel School community.

This professionally operated program allows children to experience the rich diversity of growth activities that are complementary to the philosophy and mission of St. Gabriel School. Some activities the children will enjoy are recreation activities in the gym and on the playground, a nutritious snack, homework time, as well as games and crafts.

The After School Care Program is staffed by certified teachers that work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere of respect for others. The staff strives to provide individual attention, security, consistency, and fair treatment of the children.

The After School Care Program is an extension of the school day and students are to adhere to the rules of the program just as they would adhere to school rules. There are rules established

for the program and disciplinary measures are in place for students who disobey the rules of the program.

REGISTRATION:

- There is a registration form, located on the school website, THERE IS A \$25 REGISTRATION FEE DUE UPON COMPLETION OF THE FORM. This fee is due from every family at the start of each new school year.

COMMUNICATION TO OFFICE:

- Each child must be listed on the Pikmykid app. 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 named a delegate on the Pikmykid app.

COST AND PAY SCHEDULE

- The cost of this service for parents is \$5.50 per hour per child. The cost will be \$2.75 if the child is picked up before the half hour and the full \$5.50 if the child is picked up past the half hour.

- Cub Care is a pre-paid program please purchase your hours ahead of time, weekly, bi-weekly or monthly according to how often your child attends.
- An update on your account status will be sent home with your child on a monthly basis.
- **If your account is MORE THAN 30 HOURS IN THE NEGATIVE, your child/children will not be allowed to attend Cub care until your account is current.**
- Payment can be dropped off at the school office in a marked envelope to: Attention: Jennifer Leigey/ Cub Care. Checks are made payable to St. Gabriel School. A \$25 fee will be assessed for all returned checks.

GRIZZLY CUB CARE FEATURES:

- 1) **SNACK TIME:** The children will enjoy a delicious snack. If your child is being picked up late it may be necessary for you to pack them an extra snack.
ALLERGY ALERT: If your child has food allergies please provide his/her snack.
- 2) **HOMEWORK TIME:** 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.

- 3) **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.
- 4) **ACTIVITY TIME:** The students will end their Grizzly Cub Care experience with activities such as games, coloring, arts & crafts, and free play time. This activity will take place in the classrooms.
- 5) Friday is electronic device day, the children are permitted to bring their own device. These are only to be used to play games, no pictures, face time or videos allowed. St. Gabriel School is not responsible for anything that is lost or broken. When signing the Acceptable Use Policy you and your child agree to the terms of that form.

PICK UP:

- Children may be picked up anytime between 2:30 and 6:00 PM. The children are to be picked up at the door on the NORTH SIDE of the building that exits the 7th grade science lab. Parents should park in the parking lot near the entrance, ring the doorbell, enter the building through the science lab doors, and sign out their child.
- PLEASE remember to sign out your child. If a child is not signed out, you will be charged for the entire Cub Care time up to 6:00.
- For security purposes, ANY person picking a child up from Cub Care must present a picture ID. Please have it with you at all times.

- The person picking up the child **MUST** be listed on the master list in the school office and on the registration form as a person authorized to pick up the child.
- A **LATE FEE** of \$10 will be charged to your account for any time after 6PM!

EMERGENCY/ SAFETY:

- With the child's safety and well being in mind, it is important that the parent/guardian fill out the emergency medical form and adhere to the instructions given.
- In case of minor injuries the staff will give the appropriate first aid (i.e. rest, ice, band aids). Notification will be given to parent upon pick up.
- In case of illness or more severe injury, the parent/guardian will be contacted by phone to pick up the child immediately.
- In case of a major injury that needs immediate attention by a physician, 911 will be called and the parents will be notified by phone. (Consent for emergency care must be completed on the Emergency Medical Form)
- 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.
- It is the parent's responsibility to notify the After School Care Program of any allergy or other medical condition the child has so that the appropriate measures may be taken to ensure the child's safety.

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 by the staff. Teachers reserve the right to write conduct referrals and/or detentions for students in Cub Care. Any chronic misbehavior will be handled by the Assistant Principal 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 unruly.