

# Louisville Lion's Cub Club

Before & After School  
Child Care



## PARENT HANDBOOK

Updated 5/17/2022

Subject to change at Director's discretion

## **WELCOME**

We welcome you and your family to the Louisville Lion's Cub Club, before and after school child care program. So that we can work together, it is necessary to review important issues that will help us care for your child. Please take the time to look over our handbook.

Louisville Lion's Cub Club provides before and after school daycare for school age children. Care is also provided on days when school starts late or releases early. We also offer a summer daycare program.

The goal of the Louisville Lion's Cub Club is to provide safe, fun, reliable child care to school-age children. Since the program is using school facilities, many of the same behavioral rules must be followed.

The Louisville Lion's Cub Club is a non-profit, non-discriminatory child care program for children grades PK-5 attending the Louisville Public School system. The program is licensed by the State of Nebraska Department of Social Services to accept Title 20. **We are not part of the school district but we are fortunate to use the facility.**

## **PROVIDERS**

Our Staff is proud of our child care program. The Director, **Audrey Deloske** started working with Cub Club in 2003. She is a mother of two girls and comes with experience working as a PARA in the Special Education room at Louisville for 8 years. **Wendi Hatfield** who started with us in 2018, is a mother of two boys and past PARA at LPS. She holds a BS in Wildlife Biology and currently subs at LPS. We all have had CPR and many clock hours of training to better educate ourselves. We also utilize college and high school students, and volunteers to help make Cub Club a success.

### **To Reach Child Care Director:**

On school days: 234-4215 ext. 260

Please leave a message.

Email: [lionscubclub@gmail.com](mailto:lionscubclub@gmail.com)

## **PHILOSOPHY**

Our philosophy is to provide a variety of developmentally appropriate, hands-on learning experiences to promote a healthy sense of competence. To develop social skills in each child and to encourage the child to think, reason, and pose questions, to foster both receptive and expressive language development. To also enhance each child's physical development and skills to encourage sound safety, health, and nutritional practices and to stimulate the child's creative expression and appreciation of the arts. We will assist families in the exciting adventure of teaching, loving and caring for children to help strengthen and support the parent-child relationship.

## **MISSION STATEMENT**

The Mission of Louisville Lion's Cub Club is to provide a safe, stimulating, and caring environment for children ages four to 13 years old. We will provide a variety of developmentally appropriate, hands-on learning experiences to promote a healthy sense of well being, develop educational skills, and to stimulate creative expression.

## **HOURS OF OPERATION**

<b>School days:</b>	Morning Session	6:30am to 8:15am (or the start of school, ie late start 9:15am)
	Afternoon Session	3:15pm (or 15 minutes prior to dismissal) to 6:00pm
<b>Summer hours:</b>		6:30am to 6:00pm (subject to change after summer session starts)

We are licensed to serve ages 4 through 13 attending Louisville Public School or residing in the district.

## DAILY ROUTINE

### **Open at 6:30 A.M.**

**6:30-8:05** Arrival, play computers, games, & quiet activities

**7:40-8:05** Breakfast if needed

**8:05-8:15** Get bags, coats, drinks, and walk to Classrooms

**3:15-3:35** Lineup, walk to Cub Club room

**3:35-4:00** Restroom/Snack

**4:00-4:30** Outside free time or Center Play

**4:30-5:30** Homework, centers/crafts/outdoor & gym play

**5:30-6:00** Clean Up and Quiet Play

### **Close at 6:00 P.M.**

Summer routine will vary and will involve field trips, library, park and splash pad activities as well as daily meals.

It is important to give children choices at the end of a school day. Choices vary and may include the following:

- Creative/craft center
- Soft center for quiet time that includes books and bean bag chairs
- Multicultural doll center
- Car center with matchbox and micro machine cars
- Gross motor center such as hula hoops and bowling
- Games and fine motor activity such as legos and blocks
- Organized playground activities
- Computer, Ipad, or Wii time (in moderation)
- Board games
- Occasional child-friendly movie or TV time

The centers are changed often and when weather permits, we go outside.

## RULES

We encourage our kids to help develop the rules!

- BE KIND! SHARE!
- Put away what you are playing with, include all the pieces
- Respect others by not teasing, pushing or hitting
- Respect the helpers in Cub Club and remember our manners - please and thank you!
- Respect school property and Cub Club property so we may continue to meet here each night.
- Always let the helpers know where you will be by telling them if you're staying after school, going to a sport, using the restroom or getting a drink
- Most of all, have FUN, FUN, FUN!

**The rights, property and dignity** of each person in and around the school are to be safeguarded at all times. No adult or child involved in the program will be allowed to behave in ways that threaten this principle.

**No abusive language or signs** will be allowed to be spoken, written or expressed in Cub Club. Verbally abusive or threatening language and/or physically abusive actions will not be tolerated. Failure to respect the property of others will not be tolerated.

**Authority in the program is established for the health, safety, and well-being of all people involved.** Children will not be allowed to undermine the authority of the adults supervising the program. Repeated "backtalk", failure to follow directions and rules, and arguments will not be tolerated. See "disciplinary actions".

**The building and school grounds are the property of everyone in the Louisville school district.** All children attending Louisville Elementary are aware of the general school rules for treatment of the school's property: the same care and respect will be expected during Child Care hours; with the following additional rules:

- Children will not leave the designated Child Care areas for any reason without permission from the Director or an Assistant on duty.
- Children will not return to classrooms after school dismisses unless special arrangements have been made with the classroom teacher. The child and/or parents have the responsibility of obtaining written permission from the child's teachers if the child is to have tutoring in his/her regular classroom or if the child is to return to the classroom for any type of after-school classroom time.
- Cell phones and electronic devices are prohibited in Louisville Lion's Cub Club. If children bring personal items such as toys, games, etc. from home it must be understood that Cub Club personnel will not be responsible for loss or damage to personal items. If a parent chooses for their child to wear a device such as an Apple Watch or FitBit, they are a tool, not a toy and are not to be played with. If they become a problem, the parent will be notified and use may become prohibited.

**Disciplinary Action:** If a child is treated with respect, they will respect themselves and others. We find it is important to keep children busy with projects and to give them many opportunities to engage in small group activities. We feel it is important to give children choices while providing an atmosphere in which the children feel comfortable. We provide a sense of security by setting limits in a pleasant and humorous way. By following these guidelines, we hope to avert confrontations before they escalate into large discipline problems. The children will help make up the rules of the program, which will help them develop positive behavior by being involved in decision-making. After the rules are explained, discussed, and posted for all to see, the children will be responsible for their own behavior and decisions that they make. There will be fairness and the children will be encouraged to withdraw from conflicts. A child who can not follow the rules will be redirected to another activity. Time outs will be used when needed. When a child is put in timeout, the number of minutes they spend in time out will not exceed the amount of minutes equivalent to the child's age. If that child continues to misbehave, we will discuss the situation with the parents and document the behavior in the child's file. If inappropriate behavior continues, the staff will ask the parents to make other arrangements for the child for one week. If the behavior continues after a week of removal the child will not be allowed back to Louisville Lion's Cub Club till the next school year. If a child is physically violent, parents will be notified immediately and the child may be suspended from Cub Club.

## **HEALTH & SAFETY**

**Illness policy:** The child care program will use the same policies on illness and medication as the school. Conditions requiring a child to be sent home: temperature greater than 100 degrees, vomiting, diarrhea, unexplained rashes, severe cough or head lice. If a child is sent home due to head lice they may not return till the school nurse has cleared the child to come back to school. **If a child has a fever, he/she must be fever free for 24 hours without using fever-reducing medication before returning to daycare.** If your child has been diagnosed with a communicable disease, he/she must be on antibiotics for 24-hours before returning and must have a doctor's note for re-entry. Please refer to the school handbook. **REMINDER:** A medication permission form will be available on our website lionsclub.org under "forms". All medication must be brought from home: in the original container, labeled with the child's name, medication must be given directly to the child care provider on duty. If your child becomes ill during child care, you will be notified. Parents are expected to make arrangements to have ill children picked up within half an hour of phone notification. Facilities and personnel allocations do not allow for taking proper care and supervision of ill children. **Repeated failure to follow the illness policy may result in exclusion from child care.**

**Accident Policy:** Every effort is made to ensure the health and safety of children attending Louisville Lion's Cub Club. However, accidents do happen. Should your child be injured during child care, basic First Aid will be provided for minor injuries. You will be notified if child care personnel believe your child's injury may require professional medical attention. **Child care personnel will not be able to transport children for emergency medical treatment. Parents/Guardians should make arrangements in the event of emergency treatment; if no other transportation is available, the Rescue Squad will be called (at the Parent/Guardian's expense). All injuries will be documented, signed by staff on duty and signed by a guardian and a copy will be made for parents records.**

**School Holidays, Early Dismissal, Weather Cancellation/Late Opening:** Limited childcare is available on non-school days under the following circumstances:

**No school Days and Breaks-** Families **must sign up at least two weeks prior** to the day designated by the official school calendar as a No School day or School Break and priority is given to full-time enrolled families over drop-in enrolled families. You must be signed up for child care on No School days, drop-ins will not be accepted on that day. Signing up does not guarantee child care will be available on the day you signed up. A minimum of 15 children must be signed up each day in order for Cub Club to be open. Please monitor posted announcements for sign up sheets and confirmation of open dates. You will not be individually contacted. If you sign up a child and Cub Club does open and you opt not to send your child that day, the minimum 8 hour charge still applies for each child listed.

**Early Dismissal-** Child care will be available upon the scheduled dismissal time until 6 p.m. and standard charges apply. You must be enrolled as a full-time or drop-in family.

**Snow Days-** Child care will NOT be available. If school closes early due to weather you must pick up **within an hour** after dismissal.

**Late Start-** In the event of a late start due to weather conditions, Cub Club personnel will attempt to have the program opened by 7:00 a.m. start time. This will allow time for staff to get here as well. However, please keep in mind that the road conditions may prevent our personnel as well. **DO NOT DROP YOUR CHILD OFF AT THE DOOR!** Always make sure child care personnel are on duty before you leave your child at school.

**Meals/Food:** Breakfast is served by the school at parent's request for a daily fee paid to the school. You may also send a breakfast for your child to eat at Cub Club. Please consult the director to make sure there are no airborne allergies we need to be cautious of. Please do not send candy or gum with your child. After school snacks are provided. If a child attends Cub Club during the summer, lunch will be provided for them. All children eating the provided lunch are required by law to have every food group on their plate. We do not require our children to eat all of their food, but do encourage it. Children are always able to bring a sack lunch from home if they do not wish to eat the provided meal. If a child requires a special diet, it must be provided by a parent. Whether the child brings sack lunch or a special diet, daycare fees remain the same as stated in the handbook. We will keep the lunch menu posted so parents are aware of what the choices will be every day.

**Potty Training:** We require children to be potty trained. We do not provide potty training at Cub Club. We understand children have accidents and or underlying medical conditions, but after 3 documented accidents, your child will be unable to attend Cub Club until the following school year.

**Philosophy on Homework:** Time will be available for children to do homework if necessary. However, this is not a "school" program: no tutoring will be done. Please remember that when your child arrives in the child care area after school dismissal, he/she has been "working in school" for the previous 7 hours... almost a full adult workday. Children need free time after school to unwind, relax, stretch and just be children!

**After School Activities/Transportation:** Many children are involved in extracurricular activities that meet during the same hours that Cub Club will be operating. **PLEASE NOTE:** Child care personnel must have a written permission note from parent/guardian giving details on children's activities after school. There is **NO TRANSPORTATION** available to and from the Cub Club, it is the parent's responsibility to make arrangements if children are to attend Scouts, 4-H, ect. Please arrange back-up emergency transportation also. If activities are on school grounds, the children will be escorted by child care staff. If a child returns after an activity, the charge will still start at 3:15. If Cub Club is responsible to escort them and make sure they arrive but have been pre-arranged to not come back to Cub Club, you will be charged for the full afternoon if this is a day you would normally be at Cub Club. If a child is expected to return to Cub Club, the guardian must sign the child out from daycare. Communication is so IMPORTANT during these times. After school if your child is scheduled to attend Cub Club and they do not show up at all, Child care staff must be able to contact a parent or guardian immediately to verify the child's safety and location. Authorities may be called if you are unreachable. Once a child is safely located and either escorted to Cub Club or parent has made other arrangements you will be charged accordingly or a minimum charge.

**Summer Transportation/Accident/Field Trip Policy:** All field trips will be announced in advance to parents. Cub Club utilizes Louisville Public School's vehicles for our summer transportation. These may be school vans that our staff drives, or school buses that the school's drivers drive. Children and staff must follow the bus rules when on field trips. School vehicles meet all Nebraska safety standards for transporting, proper restraints and equipment. Children that require car

seats or booster seats must have the seat supplied by the parents. Every child must have a signed permission slip from a parent to attend any field trips. Attendance sheets, and emergency numbers will be taken along to every field trip. Staff will also bring first aid equipment and any child's medication that is necessary and prescribed. Role calls will be taken before, during and after any activity and after returning to Cub Club.

If there is a medical emergency, 911 will be called and parents will be notified immediately. One staff member will remain with the child until parents arrive. All other children and staff will return to Cub Club.

If the bus breaks down, the school will be notified and will provide other transportation back to Cub Club.

If the bus is in an accident, 911 will be called and all safety protocols will be followed to assist any injuries. All families will then be notified immediately of the accident. All families will receive any necessary updates.

## FEES AND BILLING

**Annual Registration Fee:** \$75.00 for first child and additional \$25 per child after.

### **Scheduled Care Fees: (Rates subject to change at any time)**

\$4.50 per hour for 1 child

\$5.75 per hour for 2 child

\$6.90 per hour for 3 child

\$4.95 per hour for 1 child occasional/Drop-in (DI)

(space not guaranteed to be available)

\$6.35 per hour for 2 children occasional/Drop-in (DI)

(space not guaranteed to be available)

\$7.60 per hour for 3 children occasional/Drop-in (DI)

(space not guaranteed to be available)

### **Summer Rates:**

Full-Time Rates: \$165.00/week for 1 child (maximum of 50 hours per week)

Full-Time Rates: \$255.00/week for 2 child (maximum of 50 hours per week)

Full-Time Rates: \$355.00/week for 3 child (maximum of 50 hours per week)

Part-Time Rates: \$4.95/hour for 1 child (daily minimum of 8 hours if scheduled)

Part-Time Rates: \$6.35/hour for 2 child (daily minimum of 8 hours if scheduled)

Part-Time Rates: \$7.60/hour for 3 child (daily minimum of 8 hours if scheduled)

After 50 hours you will be charged the Drop-In rate for the number of hours beyond the maximum of 50 hours allowed .

**Minimum Weekly Charge:** To provide quality child care and in order to ensure that your child's space will be reserved, Cub Club requires minimum weekly fees and strict absence policies. These policies have been adopted because costs for staff and programs remain the same when children are absent. These are outlined below for school session and summer session.

During school:

- For weekly "regulars" there is a minimum weekly fee equal to 5 hours of childcare per week (\$22.50 for one child, \$28.75 for two).
- For children registered for "drop-in" care only, the minimum weekly fee will not apply (the higher hourly fee of \$4.95 applies instead). **You will be charged a 1 hour minimum per day of the drop-in.** Example - if school is out at 3:30 and you pick your child up from Cub Club at 3:45, you will be charged for 1 hour. Please remember that drop-in status will not guarantee availability, children will be accepted only if space is available that day. The day of daycare must be pre-arranged with Cub Club.
- Children must be registered as either a "regular" or "drop-in" user - you may not switch status from week to week.
- Absence policy: Applies to "regulars" and only drop-ins that have been pre-arranged. **If your child is not coming to Cub Club due to a schedule change or sickness you will be charged. There are NO exceptions.** You will be charged the full AM and/or PM session that your child was scheduled.

During summer:

- Your child(ren) will either be billed at the full-time rate (a set weekly charge) or a part-time rate (hourly charge for the hours attended). Part-time children will also have an 8 hour minimum for any scheduled day. Example - my child only comes M and F from 8am-2pm. You will be charged Monday 8 hours and Friday 8 hours.
- The full-time weekly rate will be charged even if your child misses a day (or more) during that week.
- If a part-time rate child misses a day you will be charged an 8 hour minimum for that day.
- Absence policy: During summer session you will be allowed one week of vacation without being charged. This time off must be taken within the same week - not spread out. Other absences will be charged at the set rates. This will apply to full-time and part-time status. We require a minimum of two week advance notice and request must be in writing. Vacation request forms will be provided.

**Late Pick-up Fee:** Child care will not be available after 6:00 P.M. You must arrange for your child to be picked up by closing time. In the event your child remains after 6 PM, you will be billed \$15.00, and after 6:15 you will be billed an extra \$15.00 and so forth in 15 minute increments. There are no exceptions to this rule. Repeated late pickups may result in exclusion from the program.

**Pickup procedures and Sign in/out:** Parents/guardians are responsible for bringing children into the childcare area and signing children in on the timesheet. Please be sure a staff member knows your child has arrived. Children must be signed out by parents/guardians at the end of the day. Dropping children off at the door will not be acceptable. Children may not sign themselves in and out. No child is allowed to leave without a parent/guardian or previously designated responsible person. This person must be on the registration form or communicated to the Director. The staff may ask for identification before a child is released to a new adult responsible for pickup. Please keep in mind this is for the safety of your children.

**Playground Pick-up:** Parents must sign the child out.

**Bills Due:** Child care fees are assessed on a weekly basis. The bills are emailed by Monday for the previous week of childcare. Please review the bill carefully and address any problems with the Director. Bills are considered due and Payable by Wednesday. Currently we only accept checks or cash for payment. Checks should be made out to "Louisville Lion's Cub Club" (**Bills are considered delinquent at the end of the day Thursday and there will be a late fee of \$15.00 added to your bill.**) Each additional week after a \$15.00 late fee will be added. After the second week of unpaid invoices your child will not be able to attend until balance is paid in full. If this problem persists the Director will inform you that your children will not be admitted to the program. Any other payment arrangements need to be set up with the Director in writing. **If your child is billed under Title 20, you will still be responsible for the difference they do not cover as well as scheduled days they do not attend.** For example, if subsidy only covers \$4.00 of the hourly rate you will be responsible for the remainder \$ .40 for each hour billed.

**Tax Records:** The Federal Tax ID number of the Louisville Lion's Cub Club is 85-3671829. It is the responsibility of the parents to maintain records of total paid during the calendar year. Cub Club is not required to provide this information.

**Information/Confidentiality:** Confidentiality respected with regard to information on children enrolled in the program. Child care personnel will not have access to school records and files; nor will the school personnel have access to the child care files. The enrollment form information is required by the State of Nebraska since we are a State-licensed facility. A copy of immunization record or a waiver of immunization letter is required by State law. All conference discussions, health information, behavior/disciplinary action are considered confidential information. By signing the handbook you are allowing the Louisville Lion's Cub Club to get immunization records from Louisville Public School nurse or school administration.

**Addressing Grievances, Concerns, and Questions regarding your children:**

Your concerns need to be brought to the Director's attention and discuss a plan to resolve any issues or concerns. If you feel the Director has not addressed your concerns appropriately the Director will set up a meeting with the Board of Directors to discuss the issue and they will decide how the concerns will be resolved and or handled.

**HANDBOOK SIGNATURE PAGE**

Printed name(s) of children attending Cub Club: \_\_\_\_\_

- I have read the handbook with my child/children.
- My child understands the rules and will abide by them all year.
- I have read and understand all fees related to billing and late payments

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

- I give Louisville Lion's Cub Club Staff permission for Off-Premises Supervision with my child.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

- If my child requires any medication given I believe Louisville Lion's Cub Club staff is competent to administer the proper medication and dosage and I will provide proper documentation required to do so along with medication in the original bottle and labeled with the child's name on it.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Health care records release:

\_\_\_\_\_ Yes, I authorize Louisville Elementary to release a copy of my child(ren)'s health records to the Director of Louisville Lion's Cub Club to have on file for the Child Care Program.

\_\_\_\_\_ No, I will personally bring in my child(ren)'s health records.

- From time to time our children have the opportunity to watch videos. The movies that will be viewed are usually G rated. Occasionally, movies may be rated PG. In order for your child to be able to watch a PG movie, a permission slip must be signed by a parent.

\_\_\_\_\_ I give my permission to watch PG movies.

\_\_\_\_\_ I do not give permission to watch PG movies.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_