



CUB CARE HANDBOOK 2019-2020

Cub Care

Franklin Community Schools
Before and After School Program
998 Grizzly Cub Drive
Franklin, IN 46131
317-346-8700

www.franklinschools.org/cubcare

Email: cubcare@franklinschools.org

Mission:

FCS will provide affordable before and after school care
in a safe and nurturing environment.

About Cub Care

Cub Care is a before and after school care program for the students of Franklin Community Schools. The mission of Cub Care is to provide affordable care in a safe and nurturing environment and to have a positive impact on student growth. Students will receive homework supervision and assistance, enrichment activities, and access to computer labs and gymnasiums. Healthy snacks will be provided each day. The program is offered to students in grades K-6 on each day school is in session at a ratio of 1 adult to 20 students. Cub Care will be operating under FCS school policies and guidelines.

Program Locations & Contact Information

Site	Address	Phone Number	Door
Custer Baker Intermediate School (CBIS)*	700 East State Rd 44 Franklin, IN 46131	Office: 317-346-8800 Cub Care: 317-346-8036	Door #21
Creekside Elementary	700 East State Rd 44 Franklin, IN 46131	Office: 317-346-8800 Cub Care: 317-346-8036	Door #21
Needham Elementary	1399 Upper Shelbyville Rd Franklin, IN 46131	Office: 317-346-8500 Cub Care: 317-346-8396	Door #N12
Northwood Elementary	965 Grizzly Cub Drive Franklin, IN 46131	Office: 317-346-8900 Cub Care: 317-346-8035	Door #2
Union Elementary	3990 West Division Rd. Bargersville, IN 46106	Office: 317-346-8200 Cub Care: 317-346-8021	AM: Door #2W PM: Door #1W
Webb Elementary	1400 Webb Court Franklin, IN 46131	Office: 317-708-5790 Cub Care: 317-346-8040	Door #4N
Cub Care Administrative Staff (Administration Office)	998 Grizzly Cub Drive Franklin, IN 46131	Office: 317-346-8700	

*Cub Care for CBIS students is provided at Creekside Elementary.

Hours of Operation

Note: Wednesdays are early release days for K-6

Site	Hours	Notes
Custer Baker Intermediate School (CBIS)*	AM: 6:00 am - Transfer Bus PM: School Dismissal - 6:00 pm	All AM & PM Cub Care students will need to be dropped off/ picked up at Creekside door 21. CBIS students will take AM transfer bus #143 to CBIS at 7:20 am. CBIS students will take PM transfer bus #101 to Creekside at dismissal.
Creekside Elementary	AM: 6:00 am - 7:30 am PM: School Dismissal - 6:00 pm	
Needham Elementary	AM: 6:00 am - 7:30 am PM: School Dismissal - 6:00 pm	Needham and Webb Cub Care will be combined in the AM ONLY. All Needham AM Cub Care students will need to be dropped off at Webb door 4N. Needham students will take transfer bus #145 to Needham at 7:20 am.
Northwood Elementary	AM: 6:00 am - 7:30 am PM: School Dismissal - 6:00 pm	Door #2
Union Elementary	AM: 6:30 am - 7:30 am PM: School Dismissal - 5:30 pm	AM Drop off at Door #2W Pick up at Door #1W
Webb Elementary	AM: 6:00 am - 7:30 am PM: School Dismissal - 6:00 pm	Door #4N

*Cub Care for CBIS students is provided at Creekside Elementary.

Payment Policy

Payments are expected either weekly or bi-weekly from parents. The parents/guardian who signs the registration form is responsible for payment of fees and ensuring all balances are paid in full. Cub Care will not get involved in financial, custody, or personal disputes between parents or guardians. Student accounts that are more than two weeks delinquent could be suspended from the program until payment is received in full.

NOTE: You may not start Cub Care if you have an outstanding balance from a previous school year or break on your account.

How to pay:

- You may pay at any of the Cub Care sites with cash or check.
- You can mail a check to 998 Grizzly Cub Drive, Franklin, IN 46131 (with student's name and school on the memo line).
- You can pay online via Schoolpay (convenience fees will be added to this payment type)

Fees

There will be a \$20.00 registration fee due at enrollment into Cub Care.

Daily Rate: \$12.00 - A.M. rate \$4.00/ P.M. rate \$8.00

Morning Only: \$4.00

Afternoon Only: \$8.00

Delayed School Day: \$8.00 (**Cub Care will be available on mornings of school delays.**)

FEES PER CHILD: Reduced fees are based on need. If your family qualifies, fees for childcare will be reduced. You will need to provide your 2018 income tax forms and your adjusted gross income cannot be over \$25,000. Please complete this task when school begins. Do not wait several weeks. **We cannot go back and discount your fees.**

If you have questions about your balance please email cubcare@franklinschools.org or ask the site leader at your Cub Care location.

Late Fees

The program ends promptly each weekday at its scheduled closing time. It is very important that all children are picked up at the appropriate time. Late pick up fees will be assessed to any pick-ups after 6:05 pm (5:35 pm for Union). The charge is \$1.00 for each minute late per child. (e.g. child picked up at 6:09 pm equals a \$4.00 per child late fee charge.) These fees may be increased and/or your child terminated from the program for repeated late pick-ups. This policy will be strictly enforced.

Tax Information

Cub Care provides receipts each time you pay. You must save those receipts. FCS will provide a year-end statement of account upon request. Please make this request through the site leader or at cubcare@franklinschools.org.

Registration

You can register for Cub Care at your child's school. Registration for the following year will begin at Kindergarten enrollment and be available anytime thereafter. A one time fee of \$20.00 per family will be due with your registration form.

If registering during the school year, please allow at least two (2) full business days for enrollment.

NOTE: You may not start Cub Care if you have an outstanding balance from a previous school year or break on your account. Account balance must be paid in full prior to registration.

Absences

If your child is going to be absent from the program on a day he/she normally attends, please notify your child's school office before 2:00 pm. A child will not be permitted to attend the after-school program on a day when he/she is absent from school for any reason, and the site leader must be notified.

Outdoor Play Policy

It is always best for our students to enjoy as much physical activity during the school day as possible, and with this information in mind, outdoor recess is an important part of each child's school day. Our elementary schools use the following guidelines to make a determination about going outside to recess during the winter months: If the weather "feels like" 20 degrees and above (considers wind chill factor), then we will have outdoor recess. Students should wear appropriate winter coats, gloves/mittens, hats, and/or scarves. Medical conditions must have appropriate documentation from the doctor to deviate from the normal recess plan. Also, rain, lightning, slick conditions, or other outdoor hazards could cancel outdoor recess.

Electronics

Electronics such as mobile phones, portable video games, iPods, smart watches, etc. are at risk of being stolen or broken and it is recommended that these devices be left at home. In the case that a device must be brought to school, it must be turned-off and stored in the student's backpack and not accessed during after school activities such as clubs or Cub Care.

Behavior Policy

Cub Care is a Franklin Community Schools operated program; therefore, will follow the behavior standards set forth in the FCS Student / Parent Handbook. Cub Care personnel are authorized to handle any discipline situation including up to suspension and/or dismissal from the program.

Cub Care strives to create an environment in which children are encouraged to develop an appreciation of their own rights, responsibilities, respect, self-esteem, and much more. Each child is helped to understand the impact of her/his behavior as it might affect others. Children need to know what is expected of them. They need to know the rules if we expect them to abide by them. In the beginning of the year, Site Leaders and staff will sit down together with children to create rules that will help create a positive and safe environment all year long. Rules may vary from site to site, but the general principles are similar—positive statements that encourage and reinforce an optimistic and safe environment. In addition, children are guided in problem solving skills to help them to handle situations by non-aggressive means. When they do not follow a rule, a review of the rules is usually enough to correct inappropriate behavior. Every effort will be made to communicate with the child and parent to develop a plan to help change the child's behavior. In the case that the inappropriate behavior persists, the child may be removed from the group and asked to think over her/his behavior.

Zero Tolerance Behaviors: The responsibility for good behavior in our schools is shared by the students, parents, and staff. Working together, we can provide an environment that is safe, orderly, and conducive to learning. Therefore, it is necessary that students, parents and staff understand that any behaviors that disrupt education, threaten to or actually cause damage to people, or destroy property are forbidden. These behaviors have been classified as "Zero Tolerance Behaviors" and will result in a significant consequence from the school/Cub Care. Some examples of zero tolerance behaviors include:

1. Harassment or intimidation
2. Threatening behavior – either verbal or physical
3. Fighting
4. Disrespect to school personnel
5. Disruption of the educational process
6. Truancy
7. Possession of, or use of, tobacco products, matches, or lighters
8. Possession of, or use of, illegal drugs, or look a likes whether prescription or sold over the counter (without prescription), rolling papers, drug paraphernalia, or any substance represented to be illegal drugs
9. Possession of, or use of, alcohol
10. Possession of, or use of, fireworks
11. Possession of, or use of, laser pointers
12. Possession of firearms, knives, similar weapons, or items that look like weapons
13. Causing a false fire alarm, bomb threat, or similar false emergency
14. Destruction or damage to property
15. Theft or possession of stolen items
16. Any gang activity

Please also reference the school handbook for more definitions of guidelines.

CUB CARE BEFORE AND AFTER SCHOOL CARE IS A PRIVILEGE AND CAN BE SUSPENDED IF RULES ARE NOT FOLLOWED. It is also expected that parents/guardians treat Cub Care staff and other students with respect in all interactions.

Medical Treatment

The registration forms must be signed by the parents or guardians authorizing Cub Care to seek medical attention in case of emergency. The parent /guardian is responsible for any resulting medical cost. In cases of emergency, 911 will be called.

In the case of a child arriving ill or becoming ill during Cub Care program, the site leader will contact the parent and the parent will make arrangements for the child to be picked up immediately. Children with a temperature will not be permitted to stay that day.

Cub Care personnel is not authorized to dispense over the counter medications. If a student has an emergency medication (i.e. inhaler, epi-pen, etc.) - it is the parent's responsibility to inform Cub Care personnel. Cub Care personnel may assist under properly authorized instructions. If any information disclosed on the Cub Care Registration Form pertains to the school day, it is your responsibility to contact your child's school to make the nurse aware of any medical condition(s) that may require attention.

Please reference the Health Clinic Guidelines for School Exclusion in your school's handbook, the same exclusions apply to Cub Care. Some are included below:

- A. Children with a temperature of 100° or higher will not be permitted to stay that day.
- B. Children who are vomiting and/or have diarrhea, parents/guardians will be notified to pick child up immediately.
- C. Cub Care personnel shall be responsible for dispensing only emergency medication and/or other medication that is medically necessary and cannot be given before or after the Cub Care hours of operation. These arrangements must be made in advance with properly authorized instructions and under the following conditions:
 - 1. The ordering physician's written instructions shall accompany the medication.
 - 2. The written permission of a parent or guardian is on hand (permission form signed).
 - 3. The medication shall be brought to school in minimal amounts by an adult and in the original bottle.
 - 4. The medicine shall be located in a locked, safe place.
 - 5. If the medication is a controlled substance, the medication shall be counted in the presence of the parent/guardian. Both parent/guardian and Cub Care site leader shall sign and verify the count in writing.
 - 6. Daily log sheets of medication administration shall be maintained by the site leader.

Procedures for Arrival

The children will be required to sign in as they arrive for the program. Children in before school care must be signed in by their parents each morning. No children are to be left in the morning program unless a Cub Care personnel member is present. The classroom teachers will dismiss after-school students to the program. They must bring all necessary materials with them, as they will not be permitted to go back to the classroom, even after you arrive and sign them out.

Procedures for Dismissal

Only those individuals authorized in advance by the parents will be allowed to pick up children. No child will be dismissed until signed out by the parent or other authorized adult. Parents will provide in writing a list of people permitted to pick up children upon registration, and will provide any additions and/or changes in writing. **If there are legal restrictions on who may pick up your child, legal documents are required for court-ordered restrictions.** Individuals will be asked for I.D.

Safety Procedures

Cub Care personnel are trained to know where to go in case of severe weather or fire. Doors are secured and a buzz in system is used in all the buildings. Parents must adhere to all safety procedures. We have safety procedures to ensure the safety of all students who come early or stay after school. The Cub Care program is dedicated to protecting the children each parent, guardian or designated third person places in the Cub Care program. In the event a parent, guardian or designated third person attempts to pick up his or her child(ren) while under the apparent influence of alcohol or any other substance that the Cub Care workers deem, in their judgement, jeopardizes the safety of the child(ren),

Cub Care workers will call an emergency contact. If person under the influence becomes upset worker will call their local police agency.

Emergency Closings, Cancellations or Delays

The Cub Care program will not operate if school is canceled due to emergency weather situations, or mechanical failure. **Cub Care is offered during school delays.** Listen to your television and radio news for information on school closings/delays.

- Two Hour Delays - We will make every effort to be at the school at the scheduled time and provide care until the school day begins. (There are increased AM fees for delay days)
- Two Hour Delays turned into Cancellation - If a two hour delay turns into a school cancellation, after the before program has begun but before the school day has officially begun, you will be required to pick up your child immediately.
- Emergency Early Dismissal after the School Day has begun - If school is cancelled after the school day has begun, Cub Care will not be provided that day.
- Cancellation Days - Cub Care will not be provided.

Items to Leave at Home

Cub Care is not responsible for students' possessions that are lost, stolen, or damaged. The best way to prevent this is to leave toys, electronics, expensive jewelry, and other valuables at home.

Program Evaluation

The Cub Care program is always open to questions and comments from parents/guardians. Please provide your comments to the site leader, or call the Cub Care Coordinator at 317-346-8700. We will ask for evaluations from parents and students annually to help us continually improve our program.