



## **Cub Care**

Franklin Community Schools  
Before and After School Program  
998 Grizzly Cub Drive  
Franklin, IN 46131  
317-738-5800  
[www.franklinschools.org](http://www.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 also offers packages of day care during extended break periods. Cub Care will be operating under FCS school policies and guidelines.

**Locations**

Creekside Elementary  
700 East State Road 44  
Franklin, IN 46131  
P: 317-346-8800

Custer Baker Intermediate School  
101 West State Road 44  
Franklin, IN 46131  
P: 317-346-8600

Needham Elementary  
1399 Upper Shelbyville Road  
Franklin, IN 46131  
P: 317-738-5780

Northwood Elementary  
965 Grizzly Cub Drive  
Franklin, IN 46131  
P: 317-346-8900

Union Elementary  
3990 West Division Road  
Bargersville, IN 46106  
P: 317-346-8200

Webb Elementary  
1400 Webb Court  
Franklin, IN 46131  
P: 317-738-5790

**Hours of Operation**

Cub Care will be offered at each site for K-6 students.

Elementary Before School Care: 6:00AM - 7:30AM

CBIS Before School Care: 6:00AM - 7:45AM

After School Care: School Dismissal - 6:00PM

FCS will also offer daily care during extended break periods. The following days will be available for childcare from 6:00AM - 6:00PM during the 2016-2017 school year.

Fall Break: (5 days) October 10 – 14

Thanksgiving Break: (1 day) November 23

Christmas Break: (6 days) December 22, 23, 27, 28, 29, 30

Spring Break: (6 days) March 24, 27, 28, 29, 30, 31

Please refer to the next section for package pricing and daily rates for the extended break period days. The extended day packages will only be offered at one location and may not be your regular school site for before and after school care.

**Fees and Payment Policy**

There will be a \$20 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 2015 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.

Extended Day Packages:

**Note: Cold breakfast foods, lunch and snacks will be available each day.**

Package 1 - Daily: \$30

Package 2 - Includes All 18 Days: \$420

Package 3 - Fall Break: \$140

Package 4 - Spring Break: \$150

Package 5 - Christmas Break: \$150

### **Late Fees**

The program ends promptly each weekday at 6:00 p.m. It is very important that all children are picked up at the appropriate time. If your child is picked up late, there will be a late pickup charge of \$15 for each 15 minutes per child. 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.

### **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 per family will be due with your registration form.

### **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 p.m., or you will be charged for the day. **A PARENT WILL BE CALLED AT WORK IF A CHILD DOES NOT ENTER THE PROGRAM AND NO NOTIFICATION IS RECEIVED.** This is to ensure that we know where each child is. Failure to provide proper notification can result in termination from the program. 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.

### **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 dismissal from the program.

### **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. If the parent does not wish the child to receive medical attention of any kind, that directive must be provided to us in writing on the medical form. 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. Children with a temperature will not be permitted to stay that day.

Cub Care personnel shall not be responsible for dispensing medication to students but may assist under properly authorized instructions and under the following conditions:

- A. Children with a temperature of 100\* or higher will not be permitted to stay that day.
- B. 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 the site leader 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**

Adults 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 and Delayed Days**

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.

### **Program Evaluation**

The Cub Care program is always open to questions and comments from parents/guardians. Please give your comments to the site leader, or call the Cub Care Director, Heather Richards at 346-8732. We will ask for written evaluations from parents and students in January and May.