

**Pansophia Academy Cub Club**

**Parent Handbook**

**2022-2023**

**Parents and Guardians,**

**Welcome to the Pansophia Academy Cub Club program! We are pleased to provide child care services for you and your family. Our goal is to give children a safe, comfortable place to learn, play and be themselves before and after school. We also want to provide families with services that will meet their differing needs.**

**Please keep this Parent Handbook as a reference to answer your questions regarding program policies. If at any time you have a question, concern or suggestion, please feel free to speak with me at any time. The parent handbook can be updated at any time.**

**Thank you for your support of our program.**

**Ruth Reppert (Formerly Bernero)  
Cub Club Program  
Pansophia Academy**

## **Welcome to Cub Club!**

Phone: (517) 279-4686 Extension 1310

Email: [rbernero@pansophia.us](mailto:rbernero@pansophia.us)

Cell Phone for Emergencies: 248-892-4961

### **Program Details:**

- The program is available for students in grades K-5.
- Snack is provided for each student attending (after school only)
- We offer before school Cub Club from 6:00 a.m. until students are released for breakfast at 8:05 A.M. and after school Cub Club from school release to 4:30 P.M. Monday through Thursday. On Fridays, students will need to be picked up at 4:00 PM.
- The program is closed on 2hr delays, school holidays, summer vacation, half days and snow days. We have also added for the new school year, that the program will also be closed on the Friday before holidays.
- The program is run on a first-come, first-served basis.

### **Non-Attendance Procedures:**

Our program often has a waiting list. If your child does not attend Cub Club for more than two consecutive weeks without notice, your child may be dropped from the program.

### **Late Pick-Up:**

Our Cub Club center closes promptly at 4:30 pm Monday-Friday. Families who have a pattern of running late will be asked to find alternate after-school arrangements. If an emergency prevents you from arriving at the Cub Club facility on time, please make every effort to contact the facility so the employees are aware of the situation.

### **Authorized Pick-Up:**

Cub Club will only release a child to those people whose names have been provided on the student information form. It is your responsibility to keep this list current and to inform friends and relatives that their names have been listed. If an adult or other authorized person comes to pick up a child and the staff member does not know the person, the staff member may ask to see identification and check to see that the individual is listed on the Student Information Form. If the person is not listed, the staff member cannot release the child to that person. Should you need to make other

arrangements for your child's pick-up on a particular day, you must send a written note with the child. Cub Club staff members reserve the right to contact you by phone to verify the note before releasing your child to the person indicated.

**Sick Children:**

Children who become sick at Cub Club will be comforted and cared for and parents will be notified. Parents will need to arrange to have the child picked up as soon as possible. The purpose of our sick policy is to reduce the spread of illness among children and to encourage full recuperation of sick children before they return to Cub Club. We depend on parents to assist us in maintaining a safe and healthy environment for all of our children. We reserve the right to send home any child who shows signs of illness at Cub Club.

Children should be kept home from the program if they display any of the following symptoms:

- A fever of 100.4 degrees or more.
- Diarrhea within the previous 24 hour period.
- A heavy nasal discharge indicative of infection.
- Vomiting within the previous 24 hour period.
- A skin rash.
- Head lice.
- Symptoms of a communicable disease.

**Medication:**

Medication will not be given during Cub Club hours.

**Covid 19 procedures:**

Students will be temp checked in the morning before entering the building. Parents will need to wait until students have been allowed to enter the building. If you have any other questions please see Pansophia Academy's student handbook.

**A.M. Arrival:**

Parents please use the Abbott Avenue Loop and drop off your child at the Kindergarten doors.

**P.M. Dismissal:**

Parents need to text 248-892-4961 when they arrive at the school for pick up. Please use the Abbott Avenue loop and stop by the first window where Mrs. Reppert can see you. Mrs. Reppert will dismiss students from the door closest to the playground. K-1 must have an authorized adult escort students to the car.

**Lost and Found:**

A variety of jackets, coats, and personal items are routinely left in the Cub Club room. As a reminder to parents, check to make sure that your child is taking home their belongings. All items left in the Cub Club room will be placed in the schools lost and Found.

**Behavior Expectations and Discipline Policy:**

**Student Code of Conduct/ School Rules:** It is the goal of Pansophia Academy School District to assist its students in learning those values that are the foundation of a strong character and of a responsible citizen. Students in the Cub Club program follow the regular District code of behavior and school rules, and as such are expected to maintain responsible behavior as a condition of continued service. If a student has a major discipline incident during the school day, it may affect the students ability to participate in Cub Club.

Behaviors which are not allowed at Cub Club under any circumstances include: physical assault (including hitting, kicking, spitting, etc.) of any person, including staff and peers, use of profanity, willful destruction of property, intimidation or harassment of others, possession of a weapon, misuse of computers/technology, and theft. Any of these behaviors will be cause for removal from the Cub Club program.

Some students may also exhibit behaviors which include: displaying lack of self-control, using angry or intentionally hurtful words towards others, and having difficulty cooperating with other students, Cub Club staff or established rules. Students who repeatedly engage in these behaviors will be dropped from the program. The Cub Club program uses a positive and proactive approach to discipline, allowing the students to help make decisions in regards to the appropriateness of their own actions. Students in the program will always be treated with respect and courtesy by the Cub Club staff. All efforts will be made to resolve problems with the students in an appropriate and timely manner with all parties involved.

Cub Club Student Application

Child(ren's) Name: \_\_\_\_\_

Grade(s): \_\_\_\_\_

Emergency Contact #1: \_\_\_\_\_

Emergency Contact #2: \_\_\_\_\_

Emergency Contact #3: \_\_\_\_\_

Notes regarding specifications about your child:

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Parent Signature Acknowledging Handbook Rules:

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Signature

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Date

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Print

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Date