



Cub Club

Parent Handbook

2023-2024

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.

To enroll your child into the Pansophia Academy Cub Club program, please complete the application at the back of this packet and return to the office. The application must be on file with the office and both Heather Dixon and Kelley Richey, before your child can attend Cub Club. If there needs to be a change of normal routine as noted on application, please contact the office, Kelley Richey and Heather Dixon prior to change.

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 either one of us at any time, or please call the office. Thank you for your support of our program.

Kelley Richey and Heather Dixon
Cub Club Program
Pansophia Academy



Welcome to Cub Club!

Phone: (517) 279-4686
Email: krichey@pansophia.us
hdixon@pansophia.us

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 8:00 A.M. and after school Cub Club from school release to 5:30 P.M. Monday through Friday.
- The program is closed on school holidays, summer vacation, and snow days.
- The program is run on a first-come, first-served basis with application on file.

Non-Attendance Procedures:

Our program often has a waiting list. If your child does not attend Cub Club for two consecutive weeks without notice, your child will be dropped from the program. If your child does not attend cub club for 1 week consecutively the office will call and discuss reasoning to maintain your students spot.

Severe or Inclement Weather Causing a Closing:

Should severe or inclement weather cause the school to close after you have dropped your child off to Cub Club arise, you will need to come pick up your child. As usual a robo call will be made to inform you that school is closing, along with a text from the bus drivers. Either Kelley Richey or Heather Dixon will be making contact with you as well. If contact is not made, whomever is listed as emergency contacts will be called. It is your responsibility to arrange your child's pick up from the school. This must be someone who is listed on the consent form to pick up your child, or make sure either Heather Dixon or Kelley Richey are made aware who is picking them up.

Late Pick-Up:

Our Cub Club center closes promptly at 5:30 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.

A.M. Arrival:

Parents please use the main parking lot off of Elizabeth Street. Please have your students enter the door on the right hand side of the main entrance doors. Please make sure your child has entered the building before leaving.



P.M. Dismissal:

Parents please use the main parking lot off of Elizabeth Street. Please come to the door on the right hand side of the main entrance doors. You will need to sign your child out. We will not allow students to leave the building without parent sign out completed.

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 area.

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.



Pansophia
ACADEMY
UNIVERSAL KNOWLEDGE

Student Name: _____ **Grade:** _____

Siblings attending: _____ **Grade:** _____

_____ **Grade:** _____

_____ **Grade:** _____

Parent/Guardian Name: _____

Cell Phone: _____ **Work Phone:** _____

Secondary Parent/Guardian Name: _____

Cell Phone: _____ **Work Phone:** _____

Emergency Contact: _____ **Relation:** _____

Primary Phone: _____ **Secondary Phone:** _____

Emergency Contact: _____ **Relation:** _____

Primary Phone: _____ **Secondary Phone:** _____

Please list any allergies or things we should be aware of: _____



The days I wish for my child/ren to attend before and or after school care is:
(Check all that apply)

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School					
After School					

***Any changes need to be discussed with Mrs. Dixon, Mrs. Richey and the Office prior to change.**

Students will only be released to parents/guardians, emergency contacts and whomever is listed below. If you need to add an additional person please contact the office, Mrs. Dixon and Mrs Richey.

List of additional adults that student(s) can be released to:

Name: _____ **Relationship:** _____

Phone Number: _____

Name: _____ **Relationship:** _____

Phone Number: _____

Name: _____ **Relationship:** _____

Phone Number: _____

I understand and agree that it is my responsibility to read and familiarize myself with the policies outlined in the Parent Handbook provided to me. I have read the rules over with my child and we agree to abide by them.

Parent Signature: _____ **Date:** _____