

Mayfield Elementary

Cub Club Program

School Office: (986)643-5693

Cub Club Office (985) 502-048

Cubclubbymayfield@gmail.com



Program Hours



Before school Care	6:30 am to 8:30 am
After School care	3:55 pm to 6:00 pm
Extended Hours	6:00 pm to 6:30 pm

The childcare program provides a safe environment for children needing care before and after school.

Eligibility

Students must be enrolled at Mayfield to participate in the program. Cub Club closes at exactly 6:00 pm. Our clocks are set by cellular phone time. Please make every attempt to notify the Program Director Mrs. Williams, if you are going to be late. The police will be notified if there are any remaining kids after 7:00 pm. After 3 late pickup days childcare services will be terminated for the remainder of the year.

Program Components

Before School Care:

Students may play games, read, study, and converse with other students.

After school Care:

The program offers a variety of activities that include both indoor and outdoor play, snack, and homework completion.

“Striving for Excellence in ALL we do.”

Program Fees

Registration Fee	\$30.00 per child
Before Care Weekly Fee	\$30.00 per child
After Care Weekly Fee	\$30.00 per child
Extended Care Fee (6:00pm to 6:30pm)	\$10.00 per child
Combined Care: (Regular Child Care- Morning and Afternoon)	\$60.00 per child
Combined Care: (Extended Care- Regular morning care plus extended afternoon care)	\$70.00 per child
Late Payment Fee	\$10.00 per child
Late Pickup Fee	\$2.00 per minute after 6:30 pm to be paid at the time of pickup.
NSF/Reversal (Pay school account)	A fee of \$15.00 will be added to your bill; then all payments thereafter will be paid in CASH.

Payments are due on the first day of the week. Fees may be paid by the month. Late fee bills will be sent out on Wednesdays with an additional late charge of \$10.00, which will be paid upon receipt. If not paid, child care services will be revoked until all fees are current. If you are late more than 3 times, your child will be dropped from the program.

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Attendance

To ensure the safety of all our students, parents/guardians are responsible to notify the program staff if your child will be absent from the aftercare program after having attend school during the day.

Sign in/Sign out

The parent or authorized persons must sign the child in/out upon arrival or departure. Children will not be released to any UNAUTHORIZED persons. No phone calls to add on will be permitted. A written request must include a person's full name and phone number. All requests must be approved by the Director before a change is made. This may be done by email or fax for last minute arrangements. School fax number is (985) 643-3389. All faxes must be ATTN: Mrs. Williams. Cub Club email is cubclubbymayfield@gmail.com . Upon arrival the person must present his or her ID.

Discipline

Appropriate student behavior is expected during all Childcare Programs hours. Students are expected to follow the same expectations as they do during regular school hours. The childcare program is merely an extension of the school day. Students may be suspended or removed from the Cub Club Child Care Program because of behavior. **Three write ups warrant dismissal from the program.**

Role and responsibilities of Parent/Guardian

- Pick up child/children by 6:00 pm (If you pay for additional fee for extended stay, pick up is 6:30 PM)
- Adhering to the guidelines if the STPSB student handbook and guidelines of the Childcare Program.
- Conforming to the payment schedule set by the program.

*****Student will be prohibited from the program for parent's incompliance. *****

Notify the Cub Club staff if:

1. Any data on the registration form has changed.
2. The child is in attendance at school, but will not attend Cub Club.
3. The child will withdraw from the program
4. Any concerns you may have for your child's health or special needs.

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Cub Club Fee Bill

Child Name(s): _____

Date: ____/____/____ Total Amount Due: _____

___\$30 per child Registration Fee (To be paid on My Payments Plus)	
___\$30 Before-care Tuition	Date: / / .week
___\$30 After-care Tuition	Date: / / .week
___\$60 Before & After care Tuition	Date: / / .week
___ Past Due Amount\$_____	Date: / / .week
___\$10 Extended Care Per Week	Date: / / .week
___\$10 Late fee (paying after <u>first day</u> of the week)	Date: / / .week
___\$2 per minute Late Pick Up Fee (after 6 PM)	Date: / / .week
___\$15 Returned Check Fee Pay Schools reversal	Date: / / .week

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