

Mayfield Elementary Cub Club Program

School Office: (985)643-5719

Cub Club Office: (985) 502- 0489

Cubclubbymayfield@gmail.com



Program Hours



| | |
|--------------------|--------------------|
| Before School Care | 6:30 am to 8:40 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 Elementary to participate in the program.

Cub Club closes exactly at 6:00 pm. Our clocks are set by cellular phone time. Please make every attempt to notify the Program Director 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 pick up days childcare services will be terminated for the duration of the school year.

Program Components

Before School Care: Students may play games, read, study, show and tell and converse with other students.

After School Care:

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

Attendance

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

Sign in/Sign Out

The parent or authorized person 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 the 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) 649-3389. All faxes must be ***ATTN: Mrs. Tina***. Cub club's email is cubclubbygmail.com. Upon arrival the person must present his or her picture ID.

Discipline

Appropriate student behavior is expected during all Childcare Program hours. Students are expected to follow the same expectations as they have 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 Responsibility of Parent/Guardian

*Picking up kids by 6:00 PM (If you pay an additional fee for extended stay, pick up time is 6:30 PM).

*Adhering to the guidelines of the STPSB student handbook and the guidelines of the Childcare Program

*Conforming to the payment schedule set by the program

******Students may be prohibited from the program for parent noncompliance******

Notifying the Cub Club Staff, if:

1. Any data on the registration form has changed
2. The child is in attendance 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

Program Fees

| | |
|--|---|
| Registration Fee | \$25.00 per child |
| Before Care Weekly Fee | \$30.00 per child |
| After Care Weekly Fee | \$30.00 per child |
| Extended Care Fee (6:00 PM to 6:30 PM) | \$10.00 per child |
| Combined Care: (Regular Child Care) | \$60.00 per child |
| Combined Care: (Extended Care) | \$70.00 per child |
| Late Payment Fee (Paying after the first day of the week) | \$10.00 per child |
| Late Pick up Fee | \$2.00 per minute to be paid at time of pick up |
| NSF/Reversal (Pay schools account) | A fee of \$15.00 will be accessed to your account; then all payments thereafter must 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.

Thank you,

Tina Torregano
Mayfield Elementary
Program Director

Janis Sutherlin
Mayfield Elementary
Assistant Director

Mayfield Elementary Child Care Registration Form

Child Information

Last Name_____ First Name_____

Grade Level_____ Teacher_____

Days of attendance: M T W Th F Time: AM__ PM __ BOTH__ Extended care_____

Does the child participate in any extracurricular activities? If so which ones?

Please list them by name, days of attendance and time:

Parent/Guardian Information :

Name:_____ Work # _____ Cell_____

Name :_____ Work # _____ Cell_____

Email Address:_____

Home Address:_____

Special Instructions: (physical limitations, allergies , medications) Please explain_____

Emergency Contact and Authorized Pick up Persons

Name:_____ Phone Number:_____

Name:_____ Phone Number:_____

Name:_____ Phone Number:_____

Name:_____ Phone Number:_____

Even if your pickup person picks your child up late; a late fee of \$2.00 per minute will be added to your account. By signing this form you are fully aware of all information in the registration packet.

Signature_____ Date_____

Mayfield Elementary

"Striving for Excellence in all we do"



Cub Club Fee Bill:

Child Name(s): _____

Date: _____

Total amount Due: _____

_____ Registration Fee \$25.00 per child

_____ Tuition \$30.00 AM or PM

_____ Tuition \$60.00 AM & PM

_____ Extended Care is \$10.00 per week

_____ Late Fee (paying after **first day** of the week) \$10.00 Date _____

_____ Past Due Amount _____

_____ Late pick up fee \$2.00 per minute

_____ Returned Check Fee or Pay Schools reversal \$15.00 Date _____

All fees are due by the **first day** of the week. Late fee bills will come out on Wednesday with a late charge of \$10.00 which will be paid upon receipt. **Child care services will be revoked until all fees are current.**

"Striving For Excellence in All we Do"