

**Mayfield Elementary**

*"Striving for Excellence in all we do"*



**Cub Club Fee Bill:**

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

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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 Wednesday) \$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 Wednesday. Late fee bills will come out on Monday with a late charge of \$10.00 which will be paid upon receipt. Child care services will be revoked until all fees are current.

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# Mayfield Elementary Cub Club Program

**School Office:** (985)643-5719

**Cub Club Office:** (985) 297-4774/(985)502-0489

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.



## **Program Hours**



Before School Care	6:30 am to 8:40 am
After School Care	3:55 pm to 6:00 pm
Extended Hours	3:55 pm to 6:30 pm

Cub Club closes exactly at 6:00pm. 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 7:00pm. 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.

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**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**. 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 6:30 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 incompliance\*\*\*\***

\*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, i.e. health or special needs

## Program Fees

<b>Registration Fee</b>	\$25.00 per child
<b>Before Care Weekly Fee</b>	\$30.00
<b>After Care Weekly Fee</b>	\$30.00
<b>Extended Care Fee</b>	\$10.00
<b>Combined Care: Regular Child Care</b>	\$60.00
<b>Combined Care: Extended Care</b>	\$70.00
<b>Late Pick up Fee</b>	\$2.00 per minute to be paid at time of pick up
<b>NSF/Reversal (Pay schools account)</b>	A fee of \$15.00 will be accessed to your account. Then all payments thereafter must be paid in <b>CASH</b> .

**Program fees are expected to be paid weekly regardless if child attends Cub Club or not.** Payments are due on each Wednesday of the week. Fees may be paid by the month. Late fee bills will be sent out on the following Monday with an additional late charge of **\$10.00**.

Thank you,

Tina Torregano  
Mayfield Elementary  
Program Director  
Cubclubbymayfield@gmail.com  
(985) 297-4774/(985) 502-0489

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\_\_\_\_\_