Mayfield Elementary
Cub Club Program

School Office: (985)643-5719            Cub Club Office: (985) 502- 0489

Cubclubbymayfield@gmail.com

<table>
<thead>
<tr>
<th>Program Hours</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Before School Care</td>
<td>6:30 am to 8:40 am</td>
</tr>
<tr>
<td>After School Care</td>
<td>3:55 pm to 6:00 pm</td>
</tr>
<tr>
<td>Extended Hours</td>
<td>6:00 pm to 6:30 pm</td>
</tr>
</tbody>
</table>

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.

“Striving For Excellence in All we Do”
**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 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's health or special needs
   “**Striving For Excellence in All we Do**”
## Program Fees

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

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.

Thank you,

Tina Torregano  
Mayfield Elementary  
Program Director

Janis Sutherlin  
Mayfield Elementary  
Assistant Director

“Striving For Excellence in All we Do”
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   ______

Parent/Guardian Information:

Name: ______________________________       Work #:  _(_____)______________    Cell:  _(_____)______________

Name: ______________________________       Work #:  _(_____)______________    Cell:  _(_____)______________

Email Address: _____________________________________________________________

Home Address: _____________________________________________________________

Special Instructions: (physical limitations, allergies, medications or etc.) Please explain
_____________________________________________________________________________________________________________________________

Discipline: All students must comply with the rules set by Mayfield Elementary Child Care Program. Students are expected to respect others and their property, work and play safely, follow directions and obey the Cub Club staff. After three write ups, your child will be dismissed from the Child Care Program. No Refunds will be given!

Parent Signature: __________________________________________________________

Payments: All payments are due on the first day of the week. If payment is not received on time, a late fee of $10 will be applied to your bill. If you are late more than 3 times, your child will be dropped from the program.

Parent Signature: __________________________________________________________

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 form and packet.

Signature: ______________________________       Date: __________________________

“Striving For Excellence in All we Do”
Cub Club Fee Bill:

Mayfield Elementary
“Striving for Excellence in all we do”

Child Name(s): ___________________________________________ Date:

____________________________ Total Amount Due: ________________

____ $25.00 Per Child Registration Fee
____ $10.00 T-Shirt
____ $30.00 Before Care Tuition Date: ______________
____ $30.00 After Care Tuition Date: ______________
____ $60.00 Before & After Care Tuition Date: ______________
____ Past Due Amount $____________ Date: ______________
____ $10.00 Extended Care Per Week Date: ______________
____ $10.00 Late Fee (paying after first day of the week) Date: ______________
____ $2.00 per minute Late Pick Up Fee (after 6 PM) Date: ______________
____ $15.00 Returned Check Fee or Pay Schools reversal 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. 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.

“Striving For Excellence in All we Do”
Cub Club
T-SHIRT ORDER FORM
$10 each - We are accepting cash or check.

Child’s Name ____________________________

T-Shirt Size: (circle one)

Youth XS Youth S Youth M Youth L Youth XL Adult S Adult M Adult L

Qty: _______ Amount Enclosed: (Cash or Check) $ _________

Child’s Name ____________________________

T-Shirt Size: (circle one)

Youth XS Youth S Youth M Youth L Youth XL Adult S Adult M Adult L

Qty: _______ Amount Enclosed: (Cash or Check) $ _________

Child’s Name ____________________________

T-Shirt Size: (circle one)

Youth XS Youth S Youth M Youth L Youth XL Adult S Adult M Adult L

Qty: _______ Amount Enclosed: (Cash or Check) $ _________