

# Cub Care Handbook



2024-  
2025



**Cub Care**

**1156 W. Lakewood Ave**

**Lake City, MN 55041**

**651.345.7170**

**[tigertime@lake-city.k12.mn.us](mailto:tigertime@lake-city.k12.mn.us)**

**[cubcare@lake-city.k12.mn.us](mailto:cubcare@lake-city.k12.mn.us)**

# What is Cub Care?

Cub Care is an extension of our preschool program that offers before and/or after preschool childcare. Your student must be enrolled in our preschool program in order to attend Cub Care.

## Classrooms

Cub Care classrooms are located close to our preschool classrooms to help make transitioning between programs go smoothly for your child. Cub Care will follow all of the same program policies and procedures as our preschool program, which makes it easier for our learners to remember things like “rules” and helps them feel more secure from one setting to the next.

## Staff

All Cub Care staff members are caring, friendly, and well-trained people who have experience and a genuine love for working with young children. They are under the direction of our early childhood coordinator and child care coordinator to ensure learning and growing are happening in both environments.

## Days and Hours of Operation

Cub Care is open from 5:45 a.m. to 6 p.m. on all school days and on most non-school days (non-school days are billed separately and parents must register at least two weeks in advance). Please be aware that our preschool calendar has several additional “PRESCHOOL” non-school days beyond those for students K-12. These are clearly marked on the calendar included in the newsletters and on the district-wide printed calendar. Cub Care is closed for most holidays including Labor Day, Thanksgiving and the day after, Christmas Eve and Day, New Years Eve and Day, Presidents Day, Good Friday, Memorial Day, and July 4th.

## Scheduling & Calendars

The first week of each month you will receive a calendar for the following month. Please include the days and times your child will be attending Cub Care. Calendars are due on the 20th each month. Calendars turned in after the 20th will be charged a \$10 late fee. NO Drop in care is accepted at this time. If your child attends on an unscheduled day and you have not communicated their need for care, you will be charged our drop in rate: \$44. The Child Care Coordinator has the right to refuse service and/or terminate from programming after 3 uncommunicated drop in occurrences.



# Enrollment Requirements

Registration forms must be completed and on file prior to the first day a child is scheduled to attend for both summer care and school year care. It is important that your child's files include current data at all times. If a change is needed, please notify the Child Care Coordinator as soon as possible.

The following items must be submitted before a child is enrolled in the program.

- All required registration forms, available online and at school
- Registration fee (summer \$25, fall \$25, or \$50 for both summer and fall.
- Parent/Guardian Childcare Contract
- Immunization Record for each child
- Monthly calendar hours your child will need at care
- In good standing with Billing and Payment Policy
- In good standing with Late Pick Up Policy
- In good standing with Behavior/Discipline Policy

## Summer Care

Cub Care is available during the summer months for students 33 months-Prek! Families need to register for summer care separately from care during the school year and must be registered for Preschool in the fall.

If you plan on signing your child up for swim lessons and would like our staff to walk them to and from, please pay our \$10 walking transportation.

## Billing and Payment

During the school year, families will receive a bi-weekly billing statement in the family mail folder every other Monday. Billing periods begin on Monday and end on Friday for a two week period. Fees are due upon receipt of the statement. Billing is due the Friday after invoices are received. A \$10.00 late fee will be applied to accounts the Monday after bills are due. Please contact the Child Care Program Coordinator to make special arrangements. Prompt payment is expected and required for our program to function successfully. Please keep accounts in good standing, as a delinquent account is grounds for termination from the program.

You are responsible for all costs incurred for your contracted days whether your child attends or not, unless we have received a contract change/withdrawal request with sufficient notice.

During the summer, payments are due weekly, unless a pre-pay is on the account.

Checks made payable to ISD #813

## Rates and Fees

- Registration Fee: \$25
- Preschool day: \$29
- Full day of care: \$34
- Non-Scheduled(drop-in) days: \$44
- Contract Change Fee: \$15
- Late Pick Up Fee: \$1/minute/child
- Late Payment Fee: \$10
- Returned Check Fee: \$25
- Late Calendar Fee: \$10

# Non-Sufficient Funds (NSF) Checks

If a check is returned one time due to a non-sufficient fund, the parent/guardian will have to submit future payments by cash, money order or cashier's check. There is a \$35.00 fee for a NSF check, which must be taken care of, in person, at the District Office in the High School, located at 300 South Garden Street.

# Late Pick up Procedure & Fee

Cub Care closes promptly at 6:00 PM according to the clock at school. Staff will attempt to be understanding when emergencies arise that may cause a parent to be late in picking up a child. It is expected that parents/guardians will call Cub Care's direct number (651) 345-7187 as soon as it is known that they will be arriving later than scheduled. The family account will be billed \$1.00 per minute, per child for a late pick up fee beginning at 6:01 P.M. If no phone call has been received at the school, staff will attempt to contact parents. If unsuccessful, persons listed as authorized emergency contacts will be called to come for the child. If no one has arrived to pick up the child by 6:45 p.m., Lake City Police Department will be called to come and pick up the child. Three late pick-ups in a year may result in termination of childcare services.

# Absences

COMMUNICATION IS KEY. Cub Care must be notified in the event that your child will not be attending on a scheduled day. To report your child's absence please call the program's direct line at (651)345-7187. Three late pick-ups in a year may result in termination of childcare services.

# Authorized Pick-ups

Children are to be signed in and out each day by the person dropping them off or picking them up, using the computer station. Children will only be released from the program to parents or appointed guardians. Other individuals or emergency contacts authorized to pick up will only be allowed to sign the child out if prior notification has been made to staff by the parent/guardian. In an emergency situation, a parent/guardian must call to inform the staff that an adult other than an authorized person will pick up the child. The individual will be required to show photo identification (driver's license) in order to release the child.



# Snack & Meals

You will need to set up a lunch account for your child through the Food Service Department if your child elects to eat school breakfast and/or lunch. Breakfast is optional. Parents may elect to pack a cold lunch to send with their child. Meals will be served in their classrooms.

Non-school days due to weather: Food service is NOT available on non-school days; children are required to bring in their own lunch when school is not in session.

A morning and afternoon snack will be provided.

# Clothing & Belongings

Children should wear clothing that is comfortable to them and appropriate for a variety of activities, both outdoor play and indoor play. Shoes must be worn at all times. Children will play outside, so proper clothing for the weather elements is necessary. During the winter months, please send appropriate cold weather clothing and inside shoes. Provide your child's sunscreen in the summer to protect against the sun's rays.

It is preferred that children do not bring toys and personal items to Cub Care to prevent lost or broken items and also to prevent items from being stolen. If your child does bring in a personal item to Cub Care, we will not take responsibility for those items.

# Safety

Safety procedures are reviewed on an ongoing basis. Fire and tornado drills are conducted four times a year with students and documented by staff. All emergency telephone numbers are posted for the staff at Cub Care. An emergency radio and flashlight are available at all times for extreme weather emergencies or other emergencies that may arise.

# Toileting

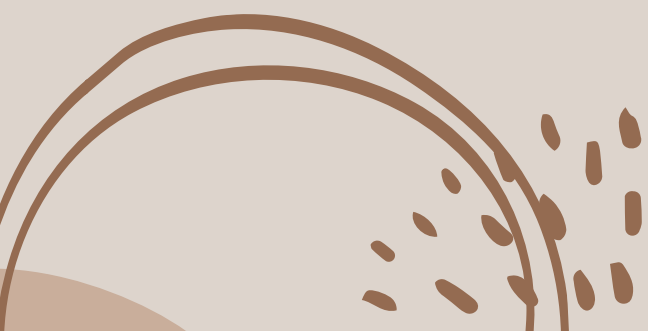
**\*\*Children enrolled should be able to attend to their own personal hygiene. Children attending are required to be toilet trained and able to use the bathroom independently before they begin the program. Diapers and pull ups are not permitted during their time at Cub Care. An extra change of clothing should always be packed in their backpack in case of accidents. If bathrooming is an issue we may call you to come and pick your child up due to excessive accidents. \*\***

# Medical Needs

**\*\*Parents are responsible for notifying staff of any allergies or special medical concerns their child might have. Additional medical forms are required\*\***

# Immunizations

Prior to your students' first day that they attend Cub Care, the child's immunization information must be given to Cub Care staff. If you need an immunization exemption you must obtain that form and have it notarized in the Bluff View Elementary office.



# Medications

Cub Care prefers not to administer any medication to the children and ask that whenever possible they are administered at home. If they must be administered during our care they will be kept in a locked box in the Coordinators locked desk. All medication forms must be filled out in order for us to administer any medication.

The following steps must be followed for us to administer medication to your child:

1. You must provide written permission before Cub Care is able to administer prescription medicine, sunscreen lotion, and insect repellent.
2. Cub Care must administer non-prescription medicine, diapering product, sunscreen lotion, and insect repellent according to the manufacturer's instructions unless provided written instructions by a licensed health professional, to use a product differently.
3. Cub Care must obtain and follow written instructions from the prescribing health professional before administering prescription medicine. Medicine with the child's first and last name and current prescription information on the label is considered written instructions.
4. Cub Care must ensure all medicine is:
  - a. kept in the medicine's original container with a legible label stating the child's first and last name;
  - b. given only to the child whose name is on the label;
  - c. not given after an expiration date on the label; and
  - d. returned to the child's parent or legal guardian or destroyed, if unused.
  - e. Cub Care will document in the child's record the administration of medication, including the child's first and last name; the name of the medication or prescription number; the date, time, and dosage; and the name and signature of the person who administered the medicine. This documentation must be available to the child's parent or legal guardian.
  - f. Cub Care must store medicines, insect repellents and sunscreen according to directions on the original container.

# Illness

If your child is sick, we ask that you do not send them to Cub Care, for their benefit, and that of the other children and staff. If your child becomes ill while at Cub Care, our staff will attempt to notify parent/guardian immediately and the child will be isolated in order to prevent the spread of illness. Isolating a sick child from other children in the program does not mean the child has to be in a separate space. It means the child should not be actively participating in activities with other children while waiting to be picked up and they will be made as comfortable as possible until he/she can be picked up. It is the parent/guardian's responsibility to pick up your child immediately, or send an authorized person to do so. The child should not return to school until symptom free for 24 hours (without the use of fever reducing medication.)

If your child has tested positive for strep he/she should stay home until 24 hours after the antibiotic treatment has started. If the child is too sick to go outside, the child is too sick to attend Cub Care, with the exception of a physician's note to remain indoors.

If children at Cub Care have been exposed to an infectious disease, staff will notify parents by either posting a notice or sending an email or written notice home. This information will include the type of illness and the date of potential exposure, also additional information on signs or symptoms. This information will NOT include identification of any child specific information.

Please notify staff if your child has any of the following:

Chicken Pox    Fifth's Disease    Pinkeye    Whooping Cough  
Head lice    Influenza    Strep Throat    Ringworm  
COVID

If your child experiences any of the following they will need to be picked up:

Contagious Disease    Fever over 100°F    Vomiting    Diarrhea  
Accident requiring medical attention

a.

# Allergies

If your child has a known allergy (any allergy) please notify the Cub Care Coordinator and you will be given a form to fill out and return with the following information:

1. Description of the allergy
2. Triggers to allergens
3. Techniques for avoiding exposure to allergens
4. Symptoms if an allergic reaction were to occur (what to watch for)
5. How to respond to an allergic reaction (including medication information)
6. Doctor's contact information



# Accidents

Cub Care operates in a manner that minimizes accidents and injuries to children and staff. Should an accident or injury occur staff will act immediately to administer the following emergency procedures:

- The staff will carry out immediate first aid.
- The staff will contact the parent/guardian.
- If the parent or alternate emergency numbers cannot be reached, the program will have the authority to call 911 for treatment and/or transportation to a medical facility. A staff person will accompany the injured child to the hospital and stay until the parent or guardian arrives.
- In a serious or life threatening emergency situation, the staff may need to contact the local EMS unit before calling the parent.

# Rest Time

**Students in our care will have 1 hour of rest time during the afternoon.**

Please have your child bring a blanket or towel to lie down on. They can also bring in a stuffed animal. These items are not sent home every night. However, they will be sent home at the end of each week to be washed and brought back the following week.

# Behavior/Discipline Policy and Goals

At Cub Care we expect the children to respect each other, the staff and the facility, just as the staff respects each child and parent. In order to achieve this goal we have developed a set of basic guidelines that we expect each child to follow. A behavior report is written up if a child harms another, physically, engages in inappropriate sexual behaviors, or consistently defies Cub Care staff and their rules. A copy of the report is given to the parents, so that you are aware of your child's "behavior status."

Three separate reports with consistent misbehavior or serious infractions could result in dismissal from Cub Care.

## **General Rules of Behavior**

1. Be Respectful, Responsible, Safe, and Positive
2. Respect each other and all staff.
3. Use indoor voices and walk inside the building.
4. Keep hands, feet, and body to yourself.
5. Use positive remarks, no put-downs.
6. Use all equipment properly, from the slides to markers.

Cub Care follows the disciplinary guidelines set forth by the policies in the ISD #813 Policies and Disciplinary Handbook. When a problem arises the following steps will be taken:

1. The parent(s) will be notified and a conference will be set up and a one day suspension.
2. The parent(s) will be notified and a conference will be set up and a two day suspension.
3. The child will be dismissed from the program.

# Rights to Refuse Service

Every newly registered child will be given a three-week trial period in our program. We reserve the right to dismiss any child within this trial period if the coordinator finds that our program cannot meet the needs of the child. Cub Care reserves the right to dismiss any child if the staff determines the program can no longer meet the needs of the child. Failure to comply with program policies may also result in termination.

## Reasons for termination from the program may include:

1. Abusive language and/or threatening behavior towards staff or other children by child or parent.
2. Parent(s) arrives for pick-up after 6:00 P.M. more than three times during the year. Failure to pay for services, or to contact the program coordinator to develop a workable plan for payment within 10 days of receiving a billing statement. Notice of discontinuation of childcare services due to non-payment may be put into effect immediately and without warning.
3. The Child Care Coordinator has the right to refuse service and/or terminate from programming after 3 uncommunicated drop in occurrences.
4. Billing statements and/or past due letters sent would serve as adequate notice.
5. Blatant disregard for the policies and procedures set forth by the program.

# Parent Involvement & Responsibilities

Cub Care is enriched by a partnership between parents and school staff. Active participation in the following is necessary and very much appreciated:

1. Inform the program staff immediately of changes to phone numbers, addresses, emergency contact information, health issues, medication etc.
2. Submit schedules and schedule changes promptly.
3. Check family folders for any new information, reminders or billing statements.
4. Call to inform staff if the child(ren) will not be attending for the day.
5. Sign your child(ren) in when arriving and sign your child(ren) out when picked up each day.
6. Be prompt in picking up your child(ren). Call if you anticipate arriving after 6:00 P.M. to pick up your child.
7. Communicate concerns, suggestions, questions or compliments to program staff.
8. Listen to concerns of staff members regarding your child(ren) and cooperatively work towards an agreeable solution to any problem.
9. Dress child(ren) appropriately for indoor/outdoor activities; boots, mittens, coats/jacket are a must during cold months.
10. Do not allow a child(ren) to bring toys other than that for rest time.
11. Inform staff of any communicable disease your child has been exposed to.
12. Encourage the child(ren) to return materials, equipment and supplies to appropriate areas before leaving for the day.
13. Pay bills promptly.



**You are always welcome and encouraged to join to share a skill, eat lunch, or just spend time with your child at our program.**

**Other**

- Students will need to bring a water bottle from home. The water bottle should be clearly labeled with the student's first and last name. Water bottles will be sent home daily for cleaning.
- Student belongings will be stored in an assigned area.
- Student belongings will be sent home weekly for laundering (if applicable).

**Child Care Coordinator  
Michelle Seydel**

**Tiger Time/Cub Care address:  
1156 West Lakewood Avenue, Lake City, Minnesota, 55041**

**Landline phone: 651.345.7187**

**Cell phone: 651.764.1647**

**(We cannot accept or respond to text messages on this number)**

**Join our Remind Classroom by texting @22tigercub to 81010 to receive up-to-date text information and reminders.**

**Tiger Time Email: [tigertime@lake-city.k12.mn.us](mailto:tigertime@lake-city.k12.mn.us)**

**Cub Care Email: [cubcare@lake-city.k12.mn.us](mailto:cubcare@lake-city.k12.mn.us)**