



March 5, 2025

Dear Parent or Guardian,

Welcome to the Cub Care Zone (C<sup>2</sup>Z)! Online registration for the 2025-26 C<sup>2</sup>Z before and after school program begins March 5, 2025, at [www.rhnet.org/ceregister](http://www.rhnet.org/ceregister). During your online transaction, make sure to register each child you wish to enroll in C<sup>2</sup>Z by making your \$25 per child, non-refundable registration payment. Register each child for the school they will attend during the 2025-26 school year. After your online registration, participants must complete the enrollment process.

To complete your enrollment process, fill out this enrollment packet. Find your financial agreement under related documents on the Cub Care Zone page of the district website. Please keep the financial agreement (price chart) for your records/reference. Return the enrollment packet to the Cub Care Zone main office by one of the following methods.

**Drop It Off** – there is a drop box under the awning outside of the main entrance to the Rush-Henrietta Good Shepherd Building, 3288 East Henrietta Rd.

**Mail It** – our mailing address is Cub Care Zone, R-H Good Shepherd Building, 3288 East Henrietta Rd, Henrietta NY, 14467.

**Fax It** - our fax number is (585) 359-5526. Please remember there are two sides to many enrollment forms, make sure we get every page!

**Email It** – scan the entire packet, including both sides of two-sided forms, and email it to [rhce@rhnet.org](mailto:rhce@rhnet.org)

Once your completed enrollment packet is received, a Cub Care staff member will call you for a phone interview to review the information you provided, review our program guidelines and expectations, and complete the Financial Agreement. If you are new to the program, we will need payment for your first month of care at this time. Returning participants will follow the billing cycle as outlined on the financial agreement. We accept MasterCard and Visa. You are responsible for making all payments either by using our Auto Pay system or managing your payments online.

If you are not available for a phone interview at the time we call, we will schedule a more convenient time to occur within two weeks. All enrollment paperwork, phone interviews, and first payments must be completed by August 15<sup>th</sup> to begin Cub Care the first day of school. It will take up to 3 weeks to complete the enrollment process and be added to a Cub Care roster. After school starts, a minimum of a two week notice is required to make any changes to your child's care.

Sincerely,  
Bonnie Coddington, Coordinator of Community Programs

**Rush-Henrietta Cub Care Zone (C<sup>2</sup>Z) 585.359.7911**