



Parent Handbook



Before and After School Care
Non-School Day Care
As-Needed Care
Universal Pre-K Extended Day
and Even Start



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Welcome to Rush-Henrietta Cub Care Zone, also known as C²Z! Thank you for registering your child at one of our locations. Our goal is to provide quality care for students who attend Rush-Henrietta school buildings in grades Pre-K-6. This care will be provided in a positive, caring environment before and after school and on non-school days during the school year, as well as during the summer.

We are committed to encouraging students to participate in activities designed to promote social-emotional development, academic enrichment, and physical activity. We are also committed to fostering a positive relationship with you to create an effective and beneficial environment for all participants. Please read this parent handbook thoroughly in order to help prepare your child for participation in C²Z.

Bonnie Coddington
Coordinator of Community Programs
Rush-Henrietta Senior High School
1799 Lehigh Station Road
Henrietta, NY 14467
Cub Care Zone office (585) 359-7911
Continuing Education office (585) 359-7805

Pearl Tokar
C²Z Program Coordinator
Good Shepherd School
3288 East Henrietta Road
Henrietta, NY 14467
(585) 359-7912 or (585) 613-2202

Please Note: This Cub Care Parent Handbook reflects operational and financial changes to procedures and standard practices from previous years. Please read all sections thoroughly. By signing the *Parent/Guardian Agreement*, you agree to all information in this handbook.

SITES, PHONE NUMBERS, HOURS

| | |
|---|---|
| Crane Elementary School , 85 Shell Edge Drive C ² Z phones: site (585) 359-5421 cell (585) 353-0556 C ² Z hours: 6:30 to 7:40 a.m. and 2 to 6 p.m. | Fyle Elementary School , 133 Vollmer Parkway C ² Z phones: site (585) 359-5446 cell (585) 353-2106 C ² Z hours: 6:30 to 7:40 a.m. and 2 to 6 p.m. |
| Leary Elementary School , 5509 E. Henrietta Road C ² Z phones: site (585) 359-5466 cell (585) 353-2324 C ² Z hours: 6:30 to 7:40 a.m. and 2 to 6 p.m. | Winslow Elementary School , 755 Pinnacle Road C ² Z phones: site (585) 359-5076 cell (585) 353-1016 C ² Z hours: 6:30 to 7:40 a.m. and 2 to 6 p.m. |
| Sherman Elementary School , 50 Authors Avenue C ² Z phones: site (585) 359-5506 cell (585) 353-2897 C ² Z hours: 6:30 to 9:15 a.m. and 3:35 to 6 p.m. | Vollmer Elementary School , 150 Telephone Road C ² Z phones: site (585) 359-5556 cell (585) 353-2938 C ² Z hours: 6:30 to 9:15 a.m. and 3:35 to 6 p.m. |
| Good Shepherd School , 3288 East Henrietta Rd, C ² Z office: (585) 359-7911, 7a.m. to 5 p.m. Care provided at Good Shepherd: 6:30 a.m. to 6 p.m. | |
| <i>During business hours, please call only when necessary so our staff can focus on the needs of the children. C²Z site phones and cell phones accept voicemail messages both during and outside of site hours. For immediate assistance between 7 a.m. and 5 p.m., calls can be directed to the Good Shepherd School C²Z office at (585) 359-7911.</i> | |

HOLIDAYS

All sites will be closed for the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, and Christmas Day. Some monthly payments will include fees for holidays, even when Cub Care is closed.

OTHER DAYS WHEN SCHOOL IS NOT IN SESSION

When school is not in session, Non-School Day care may be available only at Good Shepherd School, for an additional fee, for students in Pre-K to 6th grade. Non-School Days include, but are not limited to: Columbus Day, Veterans Day, Superintendent’s Conference Days, grading days, Martin Luther King Jr. Day, Good Friday, or other days indicated on the school calendar. You may be eligible for a discount on some of these non-school days if the day falls on a day you are regularly scheduled. See the *Cub Care Zone Financial Agreement* or the *Cub Care Zone Non-School Day Registration Form* for more information. Please note, C²Z has the right to cancel any Non-School Day Care, with two weeks’ advance notice, if a minimum number of participants are not enrolled.

VACATION WEEKS

When school is closed for Thanksgiving recess, December recess, February recess, spring recess, and summer, care may be provided at Good Shepherd School. Please note that Even Start and UPK follow the school calendar and are not in session. These vacation weeks are not included in your monthly fee. Non-School Day Care, for students Pre-K to grade 6, will be provided at Good Shepherd School, except on the holidays listed above, for an additional fee. Refer to the *Cub Care Zone Financial Agreement* or the *Cub Care Zone Non-School Day Registration Form* for the available Non-School dates.

C²Z REGISTRATION AND FEES

REGISTRATION

The registration fee is \$20 per child per year for all C²Z sites and is due at the time of registration. Space will be reserved at a site only with payment of this non-refundable fee. If for any reason your child leaves and needs to return, you will need to re-register and pay a new \$20 registration fee.

ENROLLMENT FEES

Enrollment fees are based on the number of days your child will attend the program. All fees are outlined in a *Cub Care Zone Financial Agreement*. Fees must be paid for all days that the child is enrolled even if the child is absent. There are no sick days. Enrollment will be completed upon submission of the enrollment packet after registration, and upon receipt of the first month's payment.

PAYMENTS

All payments are made through Rush-Henrietta Community Programs. Cash, checks (payable to Rush-Henrietta Schools), or the preferred method of a credit card (MasterCard or Visa) are acceptable forms of payment. Online payments are available and preferred. For your convenience, credit card information may also be called into the Cub Care Zone office at (585) 359-7911 between the hours of 7 a.m. and 5 p.m., Monday through Friday. Please include the child's first and last name and school with each payment.

RETURNED CHECK CHARGE

There will be a \$20 charge for any check returned for insufficient funds. In the event of a returned check, this fee may only be paid by cash or credit card.

LATE-PAYMENT PENALTY

A \$20 late charge will be added for each month's late payment. A \$10 per day late charge will be added for each Non-School Day registration received after the deadline. The Rush-Henrietta Central School District reserves the right to discontinue services to any family that is in arrears.

LEGAL FEES

Legal fees incurred by the Rush-Henrietta Central School District for any account in arrears are the responsibility of the individual signing the *Parent/Guardian Agreement*. Fees may consist of hourly lawyers fees, as well as collection agency fees.

INFORMATION

SPLIT PAYMENTS

The parent/guardian who signs the *Cub Care Zone Financial Agreement* will be responsible for all payments unless a court order is on file identifying the parties who are responsible and the percentage they each must pay.

RECEIPTS AND TAX STATEMENTS

To find the best options for your reimbursement needs, contact the C²Z main office at (585) 359-7911. Receipts will be available to the parent/guardian who signs the *Cub Care Zone Financial Agreement*. Receipts may also be obtained by the individual making a payment. Year-end tax statements will be provided to the parent/guardian who signs the *Cub Care Zone Financial Agreement* and mailed to the address on the *Enrollment Form*. Please note, all documents will be released to anyone named in a court order.

FINANCIAL ASSISTANCE

Cub Care accept financial assistance payments from outside organizations/agencies. Full payment is the responsibility of the parent/guardian until C²Z has been notified, in writing, of the assistance being provided. The Rush-Henrietta Central School District does not provide financial assistance for any C²Z care. When applying for assistance, some providers (i.e. DHS) require paperwork to be completed by the provider. To start this process, contact the C²Z main office at (585) 359-7911 to speak to the financial assistance specialist. Any client receiving assistance from an outside organization/agency, must adhere to registration deadlines. Failure to do so will result in late fee penalties applied to the parent portion of payments.

SCHEDULE CHANGE

When there is a need to change your child's schedule, please notify the C²Z office in writing by completing the *Information Change Form*. An updated transportation form must also be completed by you and submitted to your child's school. The deadline for changes is the Wednesday before the week of the change.

WITHDRAWAL

Parents/guardians must provide two weeks' advance notice in writing, using the *Information Change Form*, when withdrawing their child from C²Z or reducing/increasing their schedule. Parents must pay for the full two weeks whether or not the child attends.

REFUND POLICY

Parents/guardians who withdraw their child from C²Z with two weeks' notice, will receive a refund for paid services after the established last day of attendance.

INFORMATION

NON-SCHOOL DAYS FEES including SUMMER

Care on all non-school days, including summer, will be located at Good Shepherd School, 3288 East Henrietta Road. Care is open to registered students, Pre-K to grade 6. The fee for these days is separate from your monthly bill.

NON-SCHOOL DAYS FIELD TRIPS

On non-school days, and especially during summer, special activities and field trips are planned. The fee for most events is included in the enrollment fee for that day. It is expected that all students will participate in the field trips and events that are planned. The *Parent/Guardian Agreement* serves as your permission for all of these events.

SUMMER SPECIAL PROGRAMS

Special activities requiring additional personnel, for example: dance or swimming, will require registration and an additional fee for participation. You will receive notification of these activities; only students who pre-register and pay the additional fee will be allowed to participate.

AS-NEEDED CARE (ANC) at ELEMENTARY SCHOOLS

For your convenience, care is also available before and after school for unexpected personal needs. To be eligible for as-needed care, you must register for C²Z, pay the \$20 registration fee, and complete the enrollment packet. Before-school care must be arranged no later than 11 a.m. one business day prior to the date needed. After-school care must be arranged by 11 a.m. on the day service is needed. The charge for this as-needed care will be \$20 per day, per child, and must be paid at the time of your request. Frequent requests for this option will not be accepted. After multiple requests, you will be required to enroll fully in the program.

ANC at GOOD SHEPHERD for UPK EXTENDED DAY and EVEN START

UPK Extended Day and Even Start participants may access As-Needed Care at Good Shepherd School. Morning care must be arranged no later than 11 a.m. one business day prior to the date needed. After care must be arranged by 10 a.m. on the day service is needed. The charge for this as-needed care is the program daily rate, per child, and must be paid at the time of your request.

EMERGENCY CLOSINGS

C²Z will only be closed when an inclement weather day is declared and all Rush-Henrietta schools are closed. There are no refunds or credits given for these days. If the Rush-Henrietta Central School District cancels after-school activities due to weather-related conditions, C²Z will remain open. We ask that you exercise due diligence in picking up your child as soon as you are notified of the early closure.

EMERGENCY DELAYS

When Rush-Henrietta schools announce a delay in the start time of school, C²Z will open at the regular time, or as soon as it is safe to do so. The closing time will not change.

HEALTH AND SAFETY

SCHOOL AND TRANSPORTATION NOTIFICATION

A *Transportation Request Form* must be completed and given to your child's school prior to attending C²Z. Additionally, you must send a written note to your child's teacher on the first day of school to inform him/her of your child's schedule.

BUILDING SAFETY

For the safety of our students, all district elementary buildings and Good Shepherd School, are locked from 6:30 a.m. to 6 p.m.

MORNING ARRIVAL

A parent or guardian must sign each child in at all C²Z sites.

AFTER-SCHOOL ARRIVAL

A building staff member will escort your child to C²Z to be signed in.

DESIGNATED PICK-UP LIST

Parents/guardians or authorized individuals must sign out their children daily. Children will only be released to adults (at least 16 years of age) designated on the *Enrollment Form*. Staff will request proper identification before releasing a child. If you need to make arrangements in an emergency situation for someone different to pick up your child, you must call the C²Z office in advance. A parent or guardian must add that person to the *Enrollment Form* as soon as possible.

CLOSING TIME/PICK-UP

Closing time is 6 pm each day. A child will only be released to his or her parent or guardian or other authorized individuals. Proper identification will be required.

LATE PICK-UP

Closing time will be strictly observed. A \$20 late charge will be assessed for the first 15 minutes, or any part of, that a child is picked up after 6 p.m. After 6:15 p.m., the charge is an additional \$10 for every five minutes. Chronic offenders may be asked to leave C²Z. If parents/guardians anticipate they will be late, they must call the C²Z site. For your convenience, site phone numbers are listed on page 4.

EVACUATION

At times, it may be necessary for us to evacuate from the school building. If this is the case, a sign will be posted on the door of the building, a parent alert may be posted on the district website, and the parents/guardians may be called.

HEALTH AND SAFETY

MEDICATION

Our staff is trained to administer EpiPens (with Benadryl) or inhalers. A *Permission for the Use of Medications for Cub Care Participants* form will need to be completed by your child's doctor and submitted to the C²Z main office at Good Shepherd, along with the medication, before your child attends C²Z. If your child needs other medication, you will need to make arrangements for the school nurse to administer the medication before the end of the school day or you must give the medication at home before attending Cub Care.

HEALTH/EMERGENCY INFORMATION:

We do not have access to medications/medical records used during the school day. Please provide all necessary medical information on the *Enrollment Form*. Non-School Day students not attending the Rush-Henrietta Central School District, and all Even Start students, must provide a physical form and immunization record completed by a doctor.

SPECIAL NEEDS

Cub Care serves some children with special needs, but please be aware we are not a special needs service. Children enrolled must be able to function independently within our structure and be able to transition in and out of activities several times a day. If a child requires one-on-one support, attention, or a small, contained environment, we are not able to provide such accommodations. If your child is enrolled and these issues arise, you will be advised to make other arrangements for your child's care.

ABSENCES/SICKNESS

Any child who is absent from school for any reason, including sickness, may not attend C²Z that day. You must notify your child's school main office and the C²Z site office any time your child will be absent. If a student becomes ill or gets hurt during C²Z hours, the child will be made comfortable and a parent/guardian or other authorized person will be contacted to pick up the child. In the event of a serious medical emergency or a student safety issue, 911 will be contacted first and the parent/guardian will be informed immediately following. Note: you are responsible for all medical treatment and care that your child receives in the event of a serious medical emergency. There are no sick days, and payment is required even if children are absent due to illness.

ACTIVITIES AND DISCIPLINE

ACTIVITIES

Our staff will schedule a variety of age-appropriate activities and support for the children during C²Z hours. Activities and support include but are not limited to:

- * **Homework support:** Students at our elementary buildings will be provided support for daily homework assignments. School district Chromebooks may be used during designated homework time.
- * **Indoor-outdoor recreation/sports activities:** Students will be provided a variety of physical activities and games to support their overall physical and mental well-being.
- * **Reading:** Students will have opportunities to engage in individual and group readings and discussions of age-appropriate books.
- * **Enrichment activities:** Students will have opportunities to participate in fun activities and skills, such as cooking, arts and crafts, STEM projects, group games, community service projects, etc.

DISCIPLINE PROCESS

- * First offense: warning will be issued and the child may be removed from an activity for a designated length of time.
- * Second offense: warning will be issued, the child may be removed from an activity, and a parent will be notified.
- * If behavior persists, the child may be suspended from C²Z for one day OR one week OR may permanently removed from C²Z.
- * For the safety of all children, bullying and physical contact will not be tolerated and may lead to immediate suspension or dismissal.

DISCUSSING CONCERNS

Parents/guardians are encouraged to discuss immediate health concerns, custody issues, or any other needs of their child with a site supervisor. Information will be kept confidential and will only be shared on a need-to-know basis.

CHILD OBSERVATIONS

Parents/guardians will be notified if there is a need for a staff member to observe your child. This information is used to determine whether your child's participation and/or placement in C²Z is appropriate. The parent/guardian may also request an observation if there is a concern about the child's participation.

ADDITIONAL INFORMATION

NEWSLETTER

The first week of every month, parents will receive a newsletter containing pertinent information.

PERSONAL ITEMS

We recommend that children refrain from bringing personal toys, electronic devices and/or computing devices to C²Z. If a personal item is brought to C²Z, they must be kept in the child's backpack. We are not responsible for lost, stolen, damaged or broken items. District issued Chrome books are allowed during homework time only.

SNACK/FOOD

A daily snack will be provided to students during afternoon care. On non-school days, a morning and afternoon snack is provided. If a child has a specific food allergy or dietary need, please pack the child a snack from home to be eaten during that time. For full day care, please pack a ready to eat lunch. C²Z staff does not have access to cool/warm your child's lunch.

BREAKFAST

A child participating in before-school care at their elementary school will be able to access the school breakfast program for a fee. The free and reduced rate will be applied for those who qualify. A breakfast from home also may be sent in with the child. UPK Extended Day students may bring a morning snack or breakfast to Good Shepherd School.

STAFFING

The student-to-staff ratio is 10:1. Staff includes site supervisors, day care aides, teacher aides, college students, and certified teachers. Each C²Z staff member has had reference checks, fingerprinting, and a New York state background screening as required by the New York State Education Department. Additionally, staff is trained in CPR/AED and first aid. Staff members are also mandated reporters, which means if they suspect child abuse or neglect, they are required by law to report it immediately.

PARTICIPANT EXPECTATIONS

All children participating in C²Z are expected to follow the Rush-Henrietta Central School District Code of Conduct. Children will be expected to follow the directions of staff at all times in a respectful, positive manner; use appropriate language; avoid physical and verbal harassment and bullying behaviors; and refrain from any conduct that endangers the safety, physical or mental health, or welfare of others. See prohibited student conduct on pages 8-14 of the code of conduct for detailed information.

Families and children failing to follow expectations/policies/procedures as outlined in this handbook may be dismissed. C²Z has the right to dismiss your child immediately under severe circumstances.

ATTIRE

During C²Z hours, the district's Code of Conduct is in effect. We follow the dress code outlined in the code of conduct at all times. It is expected that all children will wear appropriate attire and footwear. Tank tops, sandals, or heeled shoes are not permitted for safety reasons. During the summer and on non-school days, children should attend in play clothes, along with sneakers.

BEHAVIORAL EXPECTATIONS

Participants are expected to:

- report directly to C²Z and check in with staff members.
- put belongings in the assigned area and follow procedures.
- view quiet time as a good time to do homework and reading activities; remain quiet even if homework is completed.
- walk in the cafeteria or hallways and use a respectful voice.
- stay in areas that are designated and supervised by staff.
- be respectful and listen to staff members.
- treat others with respect.
- refrain from bullying or using physical force with others.
- be respectful of items belonging to others, as well as school property and C²Z supplies.
- practice good sportsmanship at all times.
- wear sneakers in the gym.