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# Kimball Cubs Club School Age Child Care Parent Handbook

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Holly Barthel

Cubs Club Coordinator

School Age Child Care

Kimball Area Public School District

[cubs.club@kimball.k12.mn.us](mailto:cubs.club@kimball.k12.mn.us)

Cubs Club Office Number: 320-398-7700 ext. 2901 (or)

Cubs Club Cell Phone Number: 320-557-5893

## Mission Statement

At Kimball Cubs Club School Age Child Care Program, we believe in the value and uniqueness of each child we serve. Our child care experience is designed to promote each child's own individual social, emotional, physical, and cognitive development. As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child's natural desire to explore, discover, create, and become a lifelong learner.

## Philosophy

Our program is a quality school age care enrichment program offered to meet the needs of Parents/Guardians in the Kimball Area School District. Cubs Club provides professional care for children 3 years old (completely toilet trained and enrolled in Kimball Preschool) through 5<sup>th</sup> grade before and after school, as well as selected Non-School Days following the District Calendar and Monday through Friday during the summer months.

## LOCATION

Kimball Elementary School  
405 Hazel Ave E  
Kimball, MN 55353

**Cubs Club Office Phone Number:** 320-398-7700 ext. 2901  
**Cubs Club Cell Phone Number:** 320-557-5893

Cubs Club is located in the Cafeteria in the Elementary School. We do use a variety of areas in the elementary school such as; computers labs, gymnasium, playground, and other classrooms and outside spaces. Please be aware if we are out of the center, staff will make every effort to post where students are located, on our whiteboard in our entryway.

## CONTACT INFORMATION

Please contact the Cubs Club Coordinator, Holly Barthel, **during program hours**, Monday through Friday, 6:30 a.m. to 5:30 p.m.

**Office Phone:** 320-398-7700 ext. 2901 (or) **Cubs Club Cell Phone:** 320-557-5893

**By Email:** [cubs.club@kimball.k12.mn.us](mailto:cubs.club@kimball.k12.mn.us)

**\* Please DO NOT contact Holly via social media or on their personal cell phone number. Thank you for your cooperation and understanding in this matter.\***

## HOURS OF OPERATION

### SCHOOL YEAR:

We are open Monday through Friday, 6:30 a.m. to 5:30 p.m. following the school District Calendar. Cubs Club may be open on *some* Non-School Days depending on enrollment numbers.

Cubs Club will be **CLOSED** in observance of the following holidays: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and the Friday after Thanksgiving, Christmas Eve Day and Christmas Day. Cubs Club will notify parents of closings over the Holiday break. We are also **CLOSED** a minimum of three business days following the last day of school to allow for transition and professional development training. Cubs Club reserves the right to close on a Non-School Day, depending on enrollment numbers. Advance notice will be given in those situations.

## SUMMER PROGRAM:

We are open Monday through Friday, 6:30 a.m. to 5:30 p.m.

Cubs Club will be **CLOSED** in observance for the Fourth of July. Calendar days before and after the Fourth of July are to be determined. We are also **CLOSED** one full week prior to the first day of school in the fall to allow for transition and professional development training.

## SEVERE WEATHER/CENTER CLOSINGS

- Cubs Club is **NOT** open during school cancellations/snow days when school is closed due to inclement weather.
- Cubs Club will open 2 hours late (8:30 A.M.) if school opens two hours late.
- If school is released early due to inclement weather, Cubs Club will remain open **for one hour after school** is dismissed.
- Paid tuition for scheduled days of care is non-refundable and no refunds are given for weather-related closures.

## DROP OFF/PICK UP PROCEDURE

For the safety of each child, parents/guardians are required to **walk their child into the front door at drop-off and pick-up**. We appreciate your cooperation and time in doing this.

**Parents/Guardians will not be allowed past the entryway of our building during drop-off and pick-up. This is for the safety of our staff and your children. Children at all times will be handed off from one adult to another.**

Our Community Education Center **will** remain locked at all times. If a child arrives when there is an activity out of the main site, the parent is responsible to escort the child to join the group. Failure to walk children in at drop-off and pick-up can lead to immediate dismissal in our program.

### Release of children

Please make contact with the Kimball Cubs Club staff before you leave. Children will be released only to the individuals listed on the emergency form unless the Cubs Club Coordinator has been notified in writing. In an emergency situation, a parent must inform Holly if someone other than the authorized person(s) will pick up the child. A driver's license will be requested for verification. All of these procedures are for the safety of your child.

### Emergency Contact Information

**Please keep your child's emergency information and enrollment forms current and up-to-date.**

(Changes may be as followed: jobs, work numbers, change of address, custody change, etc.) Enrollment forms and emergency contact information is kept at the center for each child and will be updated yearly at the beginning of each summer **and** school year session.

## RATIOS

Our goal for our staff to child ratio is as followed: *Per Minnesota State Statute Chapter 245H, Section 245H.08*

### Age of Children

Preschool – Kindergarten

1<sup>st</sup> grade – 5<sup>th</sup> grade

Combined Preschool – 5<sup>th</sup> grade

### Minimum Ratio of Staff to Children

1 staff for every 10 children

1 staff for every 15 children

1 staff for every 10 children

## Enrollment

Kimball Cubs Club is available for children ages 3, (completely toilet trained) through 5<sup>th</sup> grade.

In order to enroll in Cubs Club we need:

1. Completed enrollment form **Parents/Guardians are responsible for keeping emergency information up-to-date**. Registration forms must be updated when family situations or employment changes are made.
2. Paid registration fee of \$50 (\$55 after registration deadline.)
3. Monthly Schedule/Contract – Contracts will be emailed and handed out on the first week of each month. Contracts will be due two weeks later, specific date will be listed on the contract.
4. We need written and verbal notification if your child has allergies, medical concerns, or receives special education services.
5. **Authorized/Unauthorized persons for child pick up:** If your student has an order of protection, Cubs Club staff must be notified immediately and District 739 will need a copy of the order of protection for their records. District 739 cannot withhold a child from their parent/guardian without an order of protection. If an order is violated, law enforcement and the student's parent/guardian will be notified immediately.

### SCHEDULES/CONTRACTED HOURS

**Monthly contracts will be located in our entryway at the Early Childhood and Community Education building and emailed to families on the first week of each month. Contracts are due two weeks later for the upcoming month.** This allows adequate time for scheduling staff and to stay within our children to staff ratio.

If contracts are not returned, or emailed to the Cubs Club Coordinator by the due date of each month, your child may not be able to attend/will not be guaranteed a spot for care depending on availability.

If a child attends Cubs Club and they are not scheduled, it will result in a DROP-IN RATE of \$8 for the AM session per child and \$15 for the PM session per child. If it is a Non-School Day, it will result in a \$40 DROP-IN RATE per child, per day. Children who arrive at Cubs Club and are not scheduled will be charged our DROP-IN RATE, and *may* not be guaranteed a spot. Children can stay *only* if appropriate staffing is available and if we have enrollment paperwork completed and on file.

All families will receive **ONE** schedule change-free of charge, **at least 24 hours in advance**, on each monthly contract. If you have more than one schedule change in a month, you will be billed for additional attendance and there will be no refunds. To make a change on your schedule, please contact the Cubs Club Coordinator. These changes must be made by phone at 320-398-7700 ext. 2901 (or) 320-557-5893, a written letter, or by email at [cubs.club@kimball.k12.mn.us](mailto:cubs.club@kimball.k12.mn.us)

If a family account becomes two-weeks past due and payment arrangements have not been made with the Cubs Club Coordinator, the child(ren) will be automatically unenrolled from the program. The child(ren) will not be able to attend Cubs Club until a payment arrangement is agreed upon.

### DROP INS

Late requests for care require *at least a 24-hour notice* to avoid our DROP-IN RATE. Cubs Club needs a 24-hour notice if there are schedule changes in your child(ren)'s weekly/daily schedule. Children who arrive that are not scheduled, are not guaranteed a spot and can *only* stay if appropriate staffing is available and if we have enrollment paperwork completed and on file.

## **PAYMENTS**

### Before School (6:30-8:00 am)

- \$6 for AM session per child
- \$8 for AM session per child – DROP-IN RATE (less than a 24-hour notice)
- 30 minute care (7:30-8:00 am) - \$3 flat rate per child

### After School (3:00-5:30 pm)

- \$12 for PM session per child
- \$15 for PM session per child– DROP-IN RATE (less than a 24-hour notice)
- 45 minute care (3:00-3:45 pm) per child - \$5 flat rate

### Non-School Days & Summer Days (6:30 am – 5:30 pm)

- FULL-TIME RATE \$35 per child, per day
- PART-TIME RATE \$18 per child, per day (5 hours or less)
- DROP-IN RATE (less than a 24-hour notice): \$40 per child, per day
- FIELD TRIP RATE (if attending the field trip) \$45 per child, per day
- DROP-IN FIELD TRIP RATE (less than 24-hour notice) \$50 per child, per day

To clarify, all families will have **ONE** free contract schedule change per month, free of charge with at least a 24-hour notice. If your child was scheduled, and did not attend Cubs Club, but you let staff know 24-hours in advance, then you would be credited back *only* for that day of care if you haven't already used your one free schedule change. If your child exceeds the time that you had originally written on your monthly contract, you will be charged for that additional time of care.

### **LATE FEE/LATE PICK-UP AFTER CLOSING AT 5:30 P.M.**

**SCHOOL YEAR PROGRAM:** Cubs Club closes at 5:30 p.m. during the school year. A \$25 late fee will occur per child along with a \$1 per minute after 5:30 p.m. per child.

**SUMMER PROGRAM:** Cubs Club closes at 5:30 p.m. during the summer. A \$25 late fee will occur per child along with a \$1 per minute after 5:30 p.m. per child.

**Please communicate with the Cubs Club Coordinator by phone at 320-398-7700 ext. 2555 (or) 320-557-5893 if you are running late. We are willing to work with each family when bad weather/unforeseen circumstances occur.**

## **SCHEDULES & ABSENCES**

### **SCHEDULE**

Your child's schedule for the following month should be filled out by the due date of each month or emailed to the Cubs Club Coordinator. If there is a question or confusion of attendance for an after-school Cubs Club student and a parent cannot be reached, the Cubs Club Coordinator will keep the student in Cubs Club care for safety reasons. If your child is put on the bus and they are scheduled at Cubs Club, staff will take your child(ren) off the bus. Please note this is for the safety of your child(ren). **We want to be sure all children are safe and where they are supposed to be each day after school.**

## ABSENCES

**IMPORTANT! YOU ARE REQUIRED to notify the following professionals when there is a change in your child's after-school schedule:**

1. Elementary Office                      320-398-7700 Press 5 then Press 1
2. Your child's teacher
3. Cubs Club Coordinator, Holly Barthel, office phone number: 320-398-7700 ext. 2901 (or) by cell phone: 320-557-5893 or via email at [cubs.club@kimball.k12.mn.us](mailto:cubs.club@kimball.k12.mn.us)

**Please notify the Cubs Club Coordinator if your child will be absent AT ANY TIME for any reason.** If your child does not arrive after school as expected, program staff will investigate immediately by contacting your child's teacher, or attempting to contact you or your emergency contacts.

## ILLNESS

If a child becomes ill while at Kimball Cubs Club, parents/guardians will be notified immediately and asked to make arrangements to have their child picked up **within an hour**. Staff will provide your child with a quiet area to rest until you arrive. School District Policy and Cubs Club Policy requires children to be fever free for at least 24 hours (without needing to use medication to keep the temperature down) before returning to our School District. Kimball Cubs Club cannot accept children who are sick or have a communicable disease. Children may return to Kimball Cubs Club when they are healthy or are no longer contagious.

**Please informs us if your child is diagnosed with a communicable disease so staff can alert all families that their child(ren) may have been exposed.**

## MEDICATIONS

**(SEE SCHOOL POLICY)**

We can administer prescription medicines that are in the prescription bottle and are accompanied by a note from your doctor. You and your doctor must fill out a Medication Permission Form and turn it in to the Cubs Club Coordinator when you leave prescription medicine for the staff to administer. This also applies to Tylenol and other over-the-counter medications. Any emergency medications (e.g. Epi-pen, inhaler) must be supplied by the Parent/Guardian and must be shown how to administer.

## FAMILY COMMUNICATION

Emailing the Cubs Club Coordinator is the most effective means of communication. Communicating to our staff is also an effective way of communication. Please check your emails **daily** for any updates. Spots fill up quickly and our availability for child care is based on a first come, first serve basis.

**Communication is key at all times in order to run a successful and smooth program.**

## BEHAVIOR CHALLENGES

We will make every effort to work with the Parents/Guardians to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all of our children. If staff are unsuccessful at calming or correcting disruptive behavior, Parents/Guardians will be called and may be asked to pick up their child. The following steps may be taken regarding children who display *chronic* disruptive behavior, upsetting to the emotional and physical well-being of another child or an adult.

## BEHAVIOR REPORTS

### Steps taken to remedy the difficult behavior:

**Verbal Communication to parents:** Staff will verbally communicate with Parents/Guardians to make them aware of issue(s). Staff will document the scenario, action taken and contact the Cubs Club Coordinator.

**Written Communication to parents:** Staff will provide written notice to Parents/Guardians of the problem behavior and provide documentation to the Cubs Club Coordinator.

**Initial Consultation:** The Cubs Club Coordinator may request the Parent/Guardian meet for a conference. The problem will be defined on paper. Options for solutions will be agreed upon by the Cubs Club Coordinator, Child and Parent/Guardians.

**Written Communication to Parents/Guardians: After THREE documented behavior reports are on file, a child will be dismissed from the program.** Please note: Behavior reports are as followed: Three documented behavior reports during each school year calendar and three documented behavior reports over the summer months. Children will be allowed to restart at the beginning of the school year and/or during the beginning of the summer months. Please reach out to the Cubs Club Coordinator for clarification on any questions or concerns you may have.

**Dismissal from program:** We will make every attempt work with the Parents/Guardians and child. When the previous attempts have been followed and no progress has been made toward solving the problem; for the safety and in the best interest of the child, the child may be dismissed from the program at the discretion of the Cubs Club Coordinator.

### Cause for Dismissal:

1. Repeated physical aggression.
2. Repeated disruption of program activities.
3. Child's behavior prevents the staff's ability to care for the safety & well-being of the individual child or group.
4. Lack of parental involvement in the above mentioned steps is also cause for dismissal.
5. Our program is a completely toilet trained school age program. Once a child has three consistent incidents, that child will be dismissed from our program.

## TOYS FROM HOME

At Cubs Club we strive to provide a wide variety of toys, games, crafts and activities to fit all age groups and gender. We ask that toys are not brought from home unless they are being donated. This policy is an attempt to keep the toys from getting lost, stolen or damaged.

## QUIET TIME

### SUMMER PROGRAM:

Cubs Club will be open Monday – Friday from 6:30 a.m. to 5:30 p.m. Cubs Club has quiet time every day during the summer at approximately 1:00 p.m. This is a time for all children to rest their minds and bodies. Sleep and rest for your children is significant for their mental and physical development and our staff wants your children well-prepared for each school day.

We turn off the lights and play relaxing music or watch a movie. This gives children who nap a chance to fall asleep. Children who do not fall asleep are given the option of books or quiet activities. You may consider bringing a blanket for rest time. Please keep rest time items small and simple due to limited storage space. These items are only allowed for use during quiet time. All rest time items should fit inside your child's backpack, cubby or in a plastic bag. We request you launder your personal items weekly.

## SUMMER PROGRAM

**Our summer program operates Monday - Friday from 6:30 a.m. – 5:30 p.m.** Cubs Club will be closed Memorial Day and July 4<sup>th</sup>. Families will need to provide a cold lunch and morning snack daily. Cubs Club will provide a snack in the afternoon each day for your child. During the summer months, parents should apply sunscreen and insect repellent. These items require parental permission.

**Bike/Scooter Day:** Cubs Club will have selected bike days in our summer months. Children are welcome to bring bikes and scooters from home to Cubs Club, but children **MUST** have a helmet in order to ride their bikes.

**Library Days:** Every Monday throughout the summer we will walk to the Great River Regional Library in Kimball. You may leave your child's library card with Cubs Club staff for the summer months or send your child's library card every Monday with your child, whichever you prefer. Please provide a library card for your child in order for them to check out books. Books that are rented out can be returned the following Monday at Cubs Club or on your own time. Children are not allowed to check out more than 2 books at a time, and cannot check out additional book until their previous one has been returned. Cubs Club is not responsible for late fees, lost, or stolen books.

**Field Trip Days:** Field trips will vary throughout the summer months on Tuesday and/or Thursdays. Please note, on each monthly contract, the bold days are days we are physically off site. Please ensure your child is prepared with proper shoe wear for walking, sunscreen, and a bagged cold lunch that does *not* require microwaves.

**Water Day:** Each month there will be water day at Cubs Club. Please watch each monthly calendar to confirm the day. Please bring a swimsuit and towel for your child to partake in water activities. Your child *must* have a swimsuit or extra set of clothes in order to participate in water activities.

**Fun Food Friday:** Each Friday throughout the months of June, July and August we will have Fun Food Friday in the afternoon. This means children will build/create/make their own afternoon snack and then enjoy eating it. ☺

### FIELD TRIPS:

We do participate in a variety of field trips during the summer. It is important that your child has appropriate attire to attend these field trips. Transportation to and from field trips is provided by 4.0 School Services of Kimball. It is important that your child arrives 30 minutes prior to departure on field trip days. Busses will not wait and no staff will be left behind for field trip activities.

### WHAT TO BRING:

#### WINTER:

- Extra clothes (labeled with your child's name)
- Snow pants, coats, hats, mittens/gloves, boots (labeled)

#### SUMMER:

- **COLD LUNCH DAILY!** We do have microwaves to warm up food on days we are on site.

- Extra clothes (labeled with your child's name)
- Swimsuit and Towel (labeled with your child's name)
- Sunscreen

#### **SAFETY**

**The safety of your child(ren), staff and parents on our sight is our #1 PRIORITY!** If you are concerned with your child's safety, please contact the Kimball Cubs Club Coordinator at 320-398-7700 ext. 2901 (or) 320-557-5893 or via email [cubs.club@kimball.k12.mn.us](mailto:cubs.club@kimball.k12.mn.us). The Coordinator will document your concern, investigate and contact you with a plan of action.

#### **ACCIDENTS**

If a child has an accident while at Kimball Cubs Club, a staff member will communicate with you and there will also be an accident report that you will need to sign. If your child is involved in a serious accident and needs medical attention, you will be called immediately so you can take your child to a doctor. In an emergency situation, we will call 911 for assistance. At that point, the paramedic professionals will decide on further course of action. You will be responsible for all emergency and medical expenses.

#### **ABUSE/NEGLECT**

Kimball Cubs Club staff members are required by law to report all suspected physical, emotional, and sexual abuse or neglect of children to appropriate authorities. Reports will be made within 24-hours of suspected occurrence.

**By signing below, I agree to the following 2025-26 School Year Kimball Cubs Club Parent Handbook policies and procedures and I have no further questions or concerns.**

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*Parent/Guardian*

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*Date*