

Lil' Cubs After-School Program

A great place to "hang out" after school !

Affirmative Action Statement:

LCAP advertises in the public media to make aware that enrollment is taking place. By doing this, it makes openings available to all persons. Children will be admitted regardless of race, creed, color, sex, religion or national origin. Handicapped children will be accepted with the approval of the Owner and Director.

Location Seventh Day Adventist Church (224 S. 6th Street) Phone #: 515-460-4959

Hours: regular hours: 3:10pm - 5:30pm
(late starts: 8:00am- until school begins) (staff development: 8:00am - 5:30pm)
(early outs: 2:00pm - 5:30pm)

Tuition: After school rate: \$40.00 a week
Full day rate: \$25.00 daily
Early outs: \$3.25 an hour
Late Starts: \$3.25 an hour

Tuition is to be paid each Friday. If adjustments need to be made due to daily school schedule changes, they will be done accordingly.

Discipline:

Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children to act in such a way as to receive praise. Asking a child to stop and think about his/her unpleasant behavior enables that child to work on self control and the appropriate behavior.

If a child is not cooperating in a group listening situation, the child will be reminded to listen to instructions. If a child continues to not cooperate, the child will be seated next to the teacher and reminded of appropriate behavior. If this doesn't help the situation, the child will be removed from the group activity. This time out is not a punishment but rather a time for the child to calm down and remember what behavior the teacher is asking for. The child will then be asked to rejoin the group when he/she is ready to demonstrate appropriate behavior.

Corporal punishment is not an accepted method of dealing with a child's behavior. Children will not be hit, slapped or spanked in any manor.

If a behavior problem persists, a conference will be scheduled so that the parent and teacher can discuss methods of changing the child's behavior in a positive way. If the inappropriate behavior continues and disrupts the others in the class, the child may be asked to withdraw from the program.

Confidentially of Records:

Under no circumstance will a child's record be opened by unauthorized persons. The Director, child's teacher, authorized employee of licensing agency or a child's parent / legal guardian will be allowed to view the child's file.

Withdrawal:

If it becomes necessary for the child to be withdrawn from Lil' Cubs Preschool, a two week

written notice is required. This enables another child to fill the vacancy.

Snacks:

Each class will have a snack time. LCAP will provide healthy snacks and 100 % juice during each class. If your child has a food allergy, please discuss this with the Director. If you would like to bring a special snack due to a birthday or special occasion, please feel free to do so, just notify the classroom teacher so they are able to plan accordingly.

Health Statement: Each child that is enrolled in LCAP is currently enrolled in public School. Due to this fact, a physical does not need to be on file at LCAP. What needs to be signed and returned is a Statement of Health (attached). Please see Director for further questions.

Late Starts: In the event that the Public School System delays the school start time due to weather, LCAP will still be open. We will open at the regular school start time of 8:00am. Many times with a late start, the school day becomes cancelled. In this event, LCAP will become an all day program at the full day pay rate. Please send a sack lunch with your child when there is a late start. If the school day is cancelled they will then have a lunch to eat at LCAP, if they go to school after the delayed start, that lunch will go with them to eat at school.

Early Outs: If the Public Schools dismisses early due to staff development, conferences, weather etc. LCAP will be open and take enrolled children at that time.

Staff Development Days: In the event that school is not being held due to a staff development day, an enrolled child may come for the whole day. This will be at the full day rate. Please send a sack lunch with your child on that day.

Drop In Care: There will be openings for children who do not normally attend LCAP in the afternoon. If you would like your child to attend in the event of a late start, early out or staff development day, you will need to have their paperwork on file. There will be a first come first serve basis and a limited number of spots. The phone will be answered beginning at 7:30am and children will be accepted until the openings are full. If you want to set up the days in advance for the whole school year, you will be required to pay the full day amount even if your child does not attend LCAP.

Pick-Up and Delivery of Children:

No child is to arrive earlier than five minutes before scheduled time. Therefore, please stay with your child outside the classroom until the teacher opens the door to greet the children. For your child's safety, parents are required to come into the building to pick up and drop off the child. Please arrive on time. Parents will be charged a late fee for frequent or recurring late pick-ups. The late fee will be \$5.00 for every 10 minutes (or portion thereof) after the end of class.

Homework Time:

LCAP has a daily schedule which will assist children with their homework each day. It is not the responsibility of LCAP to check and see if a child has homework. Staff will be available to help with homework much as possible when asked by the student.