



# CREATION RIDGE

A ZEELAND CHRISTIAN PRESCHOOL

## Cub Care Handbook 2023-2024

## **MISSION**

Our mission is to provide families with a safe environment for children in the Cub Care program that also enhances the mission of Zeeland Christian School. We will support students cognitively, physically, emotionally and spiritually through the care, love and activities that we provide. Zeeland Christian School desires to love God, love kids, and love learning, as we work and grow together in community.

## **PROGRAMS AND HOURS**

The Cub Care program operates under the umbrella of the preschool license through the Department of Licensing and Regulatory Affairs of the State of Michigan and under the authority of Zeeland Christian School Board. Our program is offered for children preschool age (3s and 4s).

A child must be enrolled in Cub Care to participate in our programs. We are not able to offer care on a one time basis.

All programs follow the Zeeland Christian Preschool calendar.

### **Before School Care at Creation Ridge**

Children in Three-school and Preschool can enroll in Before School Care. Children will have time to engage in activities and prepare for the school day. Breakfast is included.

- HOURS: 7:30 - 8:45 a.m.
- COST: \$8 per child/per day

### **Lunch Bunch at Creation Ridge**

Children enrolled in this program will have a supervised lunchtime with the preschool staff. Children will bring their own lunch from home. Food will not be heated up or refrigerated. Please use thermos and/or ice packs as needed.

- HOURS: 11:30 a.m. - 1:00 p.m.
- COST: \$8.00/per child/per day

### **Preschool Afternoon Care at Creation Ridge**

Children enrolled in Preschool Afternoon Care will participate in age-appropriate activities that are an extension of the curriculum of Creation Ridge. Children enrolled in this program will have a rest time. For some children this may mean a quiet time with books, for others it will be an opportunity for a short nap. Children will bring their own lunch from home. We will provide a snack for those that stay past 3:00. Food will not be heated up or refrigerated. Please use thermos or ice packs as needed.

- HOURS: 11:30 a.m. - 5:30 p.m.
- COST: \$33/per child/per day

### **After School Care at Creation Ridge**

- The After School Care program is designed for children in an afternoon class needing a later pickup time. The program will provide a healthy snack for children who attend.
- HOURS: 3:15 p.m. - 5:30 p.m.
- COST: \$13.00 per child/per day

### **GOALS**

- Support the families of Creation Ridge with quality childcare in a Christ centered environment.
- Provide developmentally appropriate activities for all children in care.
- Give opportunity for physical activity in a variety of settings including the playscape and hikes around the Creation Ridge property.
- Support the teachers and curriculum of Creation Ridge with activity and learning time.
- Promote a positive relationship between home and school.

### **REGISTRATION**

Parents who wish to enroll their children in the Cub Care program must fill out an online contract and an online signature form before their child can participate in the Cub Care program. There is a \$25 registration fee per child for the Cub Care program. This fee will be assessed by SchoolAdmin.

### **PAYMENTS AND CONTRACTS**

Zeeland Christian School will work with you to develop a contract based on your family's

individual needs. You will be billed for contracted days, including when your child is sick or is on vacation. Days of care within a week cannot be switched, you will be charged for your contracted days. This is due to our staffing needs and our desire to provide quality care on a daily basis.

If your child attends the after school care program and your child has a sick day or is on vacation, you will be billed for the day even if absent. You will NOT be billed when there is a school cancellation or school vacation. If your work schedule changes throughout the school year, we can adjust your contracted days based on availability and staffing.

Cub Club costs will be calculated each month and billed on your tuition statement on SchoolAdmin the following month. Costs will be based on your contract. These charges will not show up as a separate amount on SchoolAdmin. If you need a receipt of your Extended Care or Cub Club costs, please email [extendedcare@zcs.org](mailto:extendedcare@zcs.org).

If circumstances make it difficult for you to make payments in a timely manner, please contact us at [extendedcare@zcs.org](mailto:extendedcare@zcs.org), and we will work together for a solution.

### **LATE PICK-UP**

For planning purposes it is helpful to have a time frame of when to plan on when your child will regularly be picked up.

If you are unable to pick up your child by 5:30 pm, you must make every effort to call the school or contact us via Brightwheel.

Occurrence of multiple late pick-ups will result in a verbal reminder of Zeeland Christian pick-up policy to both parents and any designated drivers. Three consistently late pick-ups will result in an email. This reminder will clearly communicate Zeeland Christian's dismissal policy including times and fee assessed if there is a continuation of late pick-ups. After a written reminder has been presented, a **\$1.00/minute fee** will be charged when a child is picked up late.

### **SCHOOL CLOSINGS**

The Cub Care program will follow the same vacation schedule as Zeeland Christian School. If ZCS is canceled because of weather, the Extended Care program will be canceled as well. If ZCS has a 2-hour delay, the Before School Care program will be available beginning at 7:30 am only for the students who are regularly enrolled for that particular day. If a 2-hour delay turns into a school closing, parents will be notified via the Brightwheel app.

## **TRANSITIONS**

Preschool children who are enrolled in Before School Care will always be accompanied to their classroom as they transition into the school day, this applies to any transition throughout the day.

Preschool students who are enrolled in After School Care will always be accompanied from their classroom to Cub Care as they make the transition.

## **BRIGHTWHEEL**

**Brightwheel** is the app we use to communicate with parents and to sign children in and out of programs. Prior to your child starting in Extended Care you will receive an invitation from Brightwheel via email or text. Once you have received the invitation, please take a few minutes to create an account, upload your student's profile picture, fill out the personal information section and contact section, and be sure to include anyone approved to pick up your child. Brightwheel will provide you with a PIN that you will use to check your child in and out of care.

Brightwheel is the same app that your child's classroom teacher uses. You only need to set it up one time.

## **DROP OFF**

Drop off for Before School should be done through the playscape gate - which leads to the Mudroom door.

## **PICK UP**

When picking up your child, please use the playscape gate. If anyone other than a parent or legal guardian will be picking up the child, they must be included on the Child Profile (Contacts) on the Brightwheel app. They will also be required to show a photo ID in order to pick up your child. As a courtesy, please inform the staff via Brightwheel any time that someone other than a parent or legal guardian will pick up your child.

## **FOOD POLICY**

As a licensed program we are required by the state to serve nutritionally valuable food. Developing healthy eating habits is one of our goals for your child's experience.

The Before School Care program will provide breakfast and the After School Care program will provide snacks and a drink. Menus will be posted on a monthly basis. The Preschool Care program will have snack options available each day or children can choose to eat a snack that is from their lunch. Snack options will be posted. If your child has a food allergy, we will do our best to take into consideration their dietary needs as we schedule snacks. However, if your child does have food concerns, we recommend providing "safe snacks" to use when necessary.

Children must bring their own lunch if they attend Lunch Bunch or Preschool Afternoon Care. Lunches must be labeled EACH DAY with the date and full name of the child. The Cub Care staff will provide reusable labels for this purpose.

Allergen free notices will be updated with enrollment.

### **HOME COMMUNICATIONS**

Frequent and clear communication between the home and the Cub Care program is vital to its success. We ask that if you have any concerns or questions, you contact the Cub Care staff.

### **AMERICANS WITH DISABILITIES ACT**

It is the policy of our program to abide by all provisions of the Americans with Disabilities Act. We will make a case-by-case assessment of what the individual requires to be fully integrated into the program. If a child has an IEP in place for the school year, the provisions of that IEP also apply to the Cub Care program. Once we have reviewed the needs of the individual we will assess whether reasonable accommodations can be made to enroll the child. Occasionally the accommodations may require an additional fee.

### **DISCIPLINE POLICY**

It is our goal that the children in the Cub Care program will promote love and respect for each other. Positive methods of discipline which encourage the child's own self-control, self-direction, and cooperation will be emphasized. We encourage children to make good choices in their interactions with others.

For our youngest children, diversion and alternate choices work well, as do logical consequences. If a child's behavior is persistent or aggressive, they will be removed from the others with a quiet talk and redirection to an alternative activity.

When children are consistently making poor choices, the Cub Care staff will notify the parents. Program staff and parents will make a behavior contract for children who continue to make

poor behavioral decisions while in Cub Care. The behavior contract will state behavior expectations and appropriate consequences. In rare circumstances, this may result in a child who is no longer able to attend the Cub Care program. The Extended Care Director and Preschool Director will make this final decision after all attempts have been exhausted.

### **ILLNESS**

If your child shows symptoms of illness or is running a fever, we will notify you to come pick him/her up. A child should stay home from school 24 hours after the illness or fever has subsided. If your child is to be absent from school or Cub Care program, notify the Cub Care staff via Brightwheel. Inform the Cub Care staff if your child develops a communicable disease such as pink eye, chicken pox, head lice, strep throat, etc. We report all communicable diseases, fevers, and coughs to the local health department weekly.

Sunscreen and bug spray should be applied by parents before coming to school. If sunscreen or bug spray needs to be applied during the school day a doctors note is required.

If your child needs to take medication while in the program, it can only be given with prior written permission from the parent. This includes the use of epinephrine pens, inhalers, etc. If your child has an Emergency Health Care Plan through Zeeland Christian School, that plan will also be used in the Cub Care program.

### **ACCIDENT REPORT FORM**

If an accident should occur during the Cub Care program, necessary steps will be taken to ensure the safety of the child according to the information on the child information intake form or on the Brightwheel app. In addition, an accident report form will be filled out to report the details of the incident and the steps taken.

### **CLOSING**

We are grateful for the opportunity to support your family through our Cub Care program. If you have additional questions about any of the information presented in this handbook, please contact Ginny Spahr.

## CONTACT INFORMATION

Ginny Spahr  
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