

## **COUGAR CORNER HANDBOOK – 2018-19**

### **Director**

Mrs. Dee Nordin

Contact information: School- 651-777-1450 Ext. 106  
Cell- 651-269-8250

### **Purpose**

The purpose of Cougar Corner is to provide a safe, Christian environment for students of Christ Lutheran School before and after school hours.

### **Non-discriminatory policy**

Christ Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships and loans, athletic, and other school-administered programs.

### **Absences**

Parents are asked to call as soon as possible if their child will be absent for the AM session. Please call 651-777-1450 and choose the Cougar Corner extension #106 if necessary.

### **Program**

Cougar Corner will provide a healthy and safe environment for all children. The ratio of children to staff will vary depending on needs of the families, with a maximum of one adult to fifteen students. Students will be provided the opportunity for devotions, arts and crafts, recreation, reading, and time for homework. Each student is expected to participate in group activities, and should always have a book or something along to read!

### **Conduct and Discipline**

All students are expected to obey and show respect to all those in authority. Hebrews 13:17 sets as a guide, "Obey your leaders and submit to their authority. They keep watch over you... Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you."

Students are also expected to be considerate, kind, and courteous toward each other at all times. Matthew 22:39 states, "Love your neighbor as yourself." I John 1:9-10 tells us, "Anyone who claims to be in the light, but hates his brother is still in the darkness. Whoever loves his brother lives in the light, and there is nothing in him to make him stumble."

Upon enrolling a child in Cougar Corner, a parent gives the Cougar Corner staff the authority to carry out the disciplining of the child while attending the program. The parents may expect that our staff will correct their children properly in the spirit of Christian love and concern.

If a student becomes a discipline problem for the Cougar Corner staff, he/she will be sent to meet with the principal. If necessary, the principal will notify the parents of a student's inappropriate behavior and plan to correct such inappropriate behavior. In extreme cases, a student may face suspension or expulsion from Cougar Corner, at the discretion of the principal.

### **Illness and medication**

Cougar Corner will follow the same guidelines regarding caring for illnesses and dispensing of medication as established in the Christ Lutheran School handbook. Whenever possible, the parent or guardian should make arrangements to administer medication at home.

Cougar Corner is required by law to report all suspected physical, emotional, and/or sexual abuse and neglect to the proper authorities.

## Enrollment

Families wishing to enroll should request a registration form from the School Office (651) 777-1450. Students must be enrolled before attending Cougar Corner. Registration is \$35.00 per child.

## Sessions

Cougar Corner will have a morning session and an afternoon session. Each session will be \$7.50.

Morning Session	6:30 – 8:45 a.m.
Afternoon Session	3:40 – 5:30 p.m.

**Cougar Corner morning session begins at 6:30 a.m. No admissions will be allowed prior to 6:30 a.m. Cougar Corner evening session ends at 5:30 p.m. Failure to pick-up children by 5:30 p.m. will result in a late pickup fee of \$5.00 per 10 minute period, or fraction thereof, per child. Children are not allowed to be unattended on school grounds.**

## Payments

Families will submit a two-week schedule with payment the Monday before the schedule begins. Please submit schedules and payments to the Cougar Corner staff. A secondary drop off is in the school office. Please make all checks payable to: Christ Lutheran.

Payments not received by 5:30 p.m. the Monday before the schedule date will result in a \$10.00 late fee.

Checks returned for non-sufficient funds will be assessed a \$20.00 fee.

## Changes in Schedule

Cougar Corner is not able to credit families due to illness or work-related schedule changes. Switching sessions may be done as long as it is within the two week prepaid period and communicated clearly with the staff. No credit or carry over into the next two week period is allowed. All other unscheduled use of Cougar Corner will be subject to the \$10.00 late fee. Special consideration will be given for extended

illnesses. Please speak to the Cougar Corner staff regarding this matter.

Credits will be given for sessions that are not held due to inclement weather or emergencies. However, partial sessions cannot be credited. Cougar Corner will not be in session during Christ Lutheran School's vacations or cancellations.

## Daily Drop-off/Pick-up of Child

In the event of illness or absences, Cougar Corner should be notified immediately. If you need to pick up your child from the classroom before the end of the school day, parents are responsible for notifying Cougar Corner. To contact Cougar Corner, parents should call the school office at (651) 777-1450 Ext. 106.

Parents are to bring their children into the building and sign in. **All doors will be locked during Cougar Corner hours. Cougar Corner parents will be given a temporary access code that will allow parents access to the building during Cougar Corner hours only. All other access will be through the security system intercom located near the front school doors.** There may be times when the staff and children may be in another part of the building (i.e. gym, playground, etc.) Please escort your child to this area so that your child may join the group. Children cannot be released until they have been signed out.

A child shall be released from the site only to the child's custodial parent(s) or to an adult, authorized by the parent(s) or guardian to receive the child. Parents should inform the Cougar Corner staff of these changes prior to the pickup of your child. This is for the protection of your children and we ask for your cooperation.

All delays of school opening, will be announced over WCCO-830 AM by 6:00 a.m. If school has a delayed start, Cougar Corner will open as soon as possible. Staff will attempt to safely report to work; however,

parents should call before bringing children to make sure staff have arrived. If there is an early dismissal, Cougar Corner will not officially open. However, we will make arrangements to provide temporary emergency care on that day. Parents will be notified that school closed early and that their child needs to be picked up as soon as possible.

### **Unscheduled Drop-ins**

Only children registered for Cougar Corner may use this service as an unscheduled drop-in. However, parents must contact the staff or the school office prior to use. A fee of \$10.00 per session will be charged per child for unscheduled use. Payment must be made in full on the day the service is provided.

### **Snacks**

Cougar Corner will NOT be providing breakfast or snacks as part of the before and after school care program. Parents are encouraged to send a healthy snack along for their child. Children will not be allowed to share their breakfast/snacks with other children for any reason. White milk will be provided in the morning session, and white or chocolate milk in the afternoon session. Breakfast items may be kept in the freezer/refrigerator by the week, provided space is available. Microwaves and a toaster are also available for students to use under the supervision of the staff.

If food is brought from home to share with others (i.e., for special occasions) it must be commercially prepared and packaged.

### **Guidelines**

Cougar Corner is operated as a part of Christ Lutheran School, under the policies and procedures established by Christ Lutheran's Elementary School Committee, and under the direction of the school principal. (see the Christ Lutheran School Handbook). Cougar Corner also follows state, federal, and local laws that pertain to school-aged child care.