

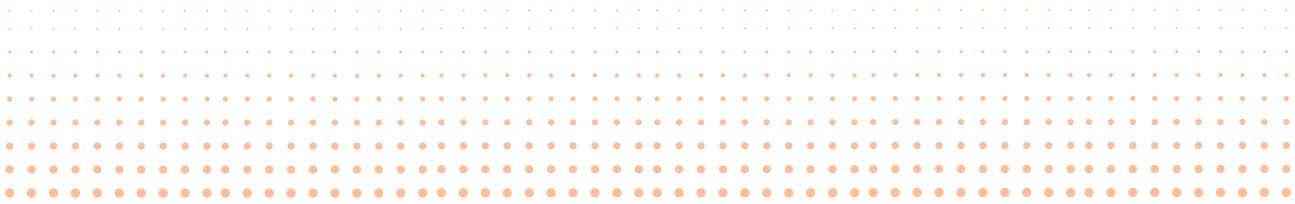


Cub Club Afterschool



Parent Handbook

2026-2027





Welcome to Cub Club!

Cub Club is Smithville ISD's after-school enrichment and childcare program designed to provide a safe, engaging, and supportive environment for students after the school day ends. Our mission is to foster academic success, social-emotional growth, creativity, and healthy relationships through meaningful experiences that extend beyond the classroom. We strive to create a program where every child feels welcomed, valued, and encouraged to learn, explore, and have fun.

Cub Club serves Smithville ISD students in Pre-K through 5th grade, providing high-quality after-school care that supports the needs of working families while offering students opportunities to build friendships, discover new interests, and develop important life skills.

Each afternoon, students are grouped by age or grade level to participate in a variety of engaging activities designed to meet their developmental needs. Daily programming may include outdoor play, organized games, arts and crafts, STEM activities, reading, fitness, team-building challenges, special enrichment opportunities, and optional homework time. While Cub Club is not a tutoring program, staff are available to provide a quiet space and encouragement for students to complete homework before heading home.

At Cub Club, we believe learning doesn't stop when the school bell rings. Our goal is to inspire curiosity, build confidence, and create a positive after-school experience.

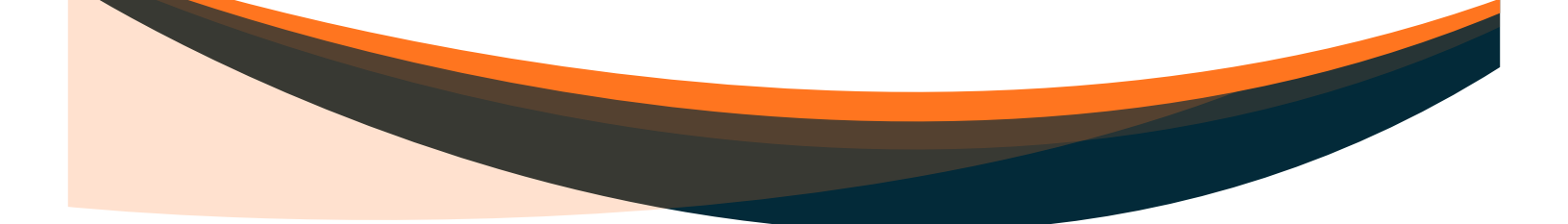


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About Cub Club

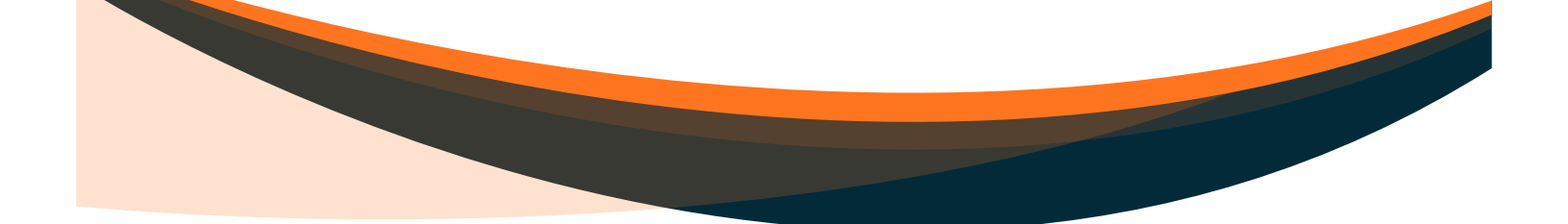
Cub Club operates through Smithville Independent School District and is dedicated to providing high-quality after-school programming for students in Pre-K through 5th grade. Our program offers a safe, engaging environment where students can continue learning, build friendships, develop new skills, and have fun after the school day ends.

Cub Club is designed to support working families while enriching the lives of students through a balance of recreation, creativity, academic support, and character development. To provide the best possible experience, students participate in age-appropriate activities and are grouped by grade level whenever possible.

Each afternoon, students are safely checked in and accounted for before enjoying a snack, homework time, and a variety of engaging activities. Programming may include outdoor play, sports and fitness, STEM challenges, arts and crafts, team-building games, literacy activities, special enrichment opportunities, and seasonal events. Our goal is to create an environment where every student feels safe, supported, and excited to return each day.

Program Goals

1. Foster the physical, social, emotional, and academic growth of every child through meaningful after-school experiences.
2. Encourage creativity, curiosity, leadership, responsibility, and problem-solving while helping students discover new interests and talents.
3. Build strong partnerships between students, families, school staff, and the community through open communication and shared support.
4. Provide a safe, welcoming environment where every student is encouraged to grow in confidence, practice independence, develop positive relationships, and reach their full potential.



Enrollment Terms & Conditions

By enrolling your child in the Cub Club After-School Program, you acknowledge that you have read, understand, and agree to follow the policies and procedures outlined in this handbook and any additional Smithville ISD program guidelines.

By enrolling my child, I give permission for:

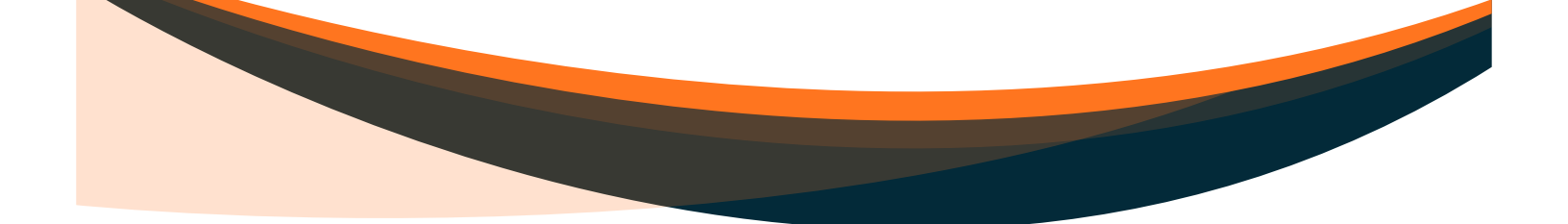
- **Emergency Medical Care:** Cub Club staff to obtain emergency medical treatment for my child if I cannot be reached. I understand every reasonable effort will be made to contact me or my emergency contacts before or as soon as possible after treatment is provided.
- **Photography & Media:** Smithville ISD and the Cub Club Program to photograph or record my child for educational, promotional, and district communication purposes, unless I have submitted a written media opt-out in accordance with district policy.
- **Transportation & Program Activities:** My child to participate in approved Cub Club activities, including supervised outdoor recreation, special events, guest presentations, walking field trips (when applicable), and transportation in district-approved vehicles for educational or enrichment activities with prior parent notification.

I understand that I am responsible for reviewing the Cub Club Parent Handbook and becoming familiar with all program policies, procedures, expectations, and safety guidelines. I acknowledge that I am responsible for keeping my child's emergency contacts, medical information, and authorized pickup information current throughout the school year.

I understand that tuition and registration fees are subject to the payment policies outlined by Smithville ISD. Refunds, credits, and withdrawals will be handled according to the program's established policies.

I further understand that participation in Cub Club is a privilege. Students are expected to follow the Smithville ISD Student Code of Conduct and Cub Club behavior expectations. Failure to do so may result in disciplinary action, suspension, or removal from the program.

To the extent permitted by Texas law, I acknowledge the inherent risks associated with participation in school-sponsored activities and agree to release and hold harmless Smithville Independent School District, its Board of Trustees, employees, and volunteers from liability for injuries or damages arising from my child's participation in the Cub Club After-School Program, except in cases of gross negligence or willful misconduct.



Enrollment Terms & Participation

Cub Club is designed to provide a safe, engaging, and inclusive after-school experience for all participants. Students enrolled in the program should be able to participate in age-appropriate group activities, follow staff directions, and interact respectfully with peers and adults.

Throughout the afternoon, students will participate in a variety of indoor and outdoor activities, including recreation, enrichment, homework time, special events, and campus-based programming. Students should be able to remain with their assigned group, transition safely between activities, and participate in the program with appropriate supervision.

Cub Club operates within the staffing ratios established by Smithville ISD and all applicable state guidelines. While we strive to support the individual needs of every child, parents are encouraged to communicate any medical, behavioral, educational, or emotional needs prior to enrollment so that staff can determine whether appropriate accommodations can be provided within the structure of the program.

Our goal is for every child to have a positive, successful, and safe experience at Cub Club. Strong partnerships between families and staff are essential in helping each student thrive.

Behavioral Expectations

At Cub Club, we encourage every student to make choices that help create a safe, respectful, and welcoming environment for everyone.

1. Be Respectful--Treat yourself, others, staff, school property, and materials with kindness and respect.
2. Be Responsible--Follow directions the first time they are given, make good choices, and take responsibility for your actions.
3. Be Safe--Keep your hands, feet, and objects to yourself. Use equipment appropriately and help maintain a safe environment for everyone.
4. Be Kind--Use encouraging words, include others, solve problems peacefully, and celebrate each other's successes.
5. Be Ready to Cub Club--Participate in activities with a positive attitude, stay with your assigned group, and do your best every day.

Behavior Guidance

DISCIPLINE AND GUIDANCE PRACTICES

All children are expected to behave appropriately while attending the center. The following incidences are examples of behavior that will result in a report to parents:

1. Refusing to follow instruction, not respecting school property, disrespecting staff, inappropriate play, refusal to clean up after self, and other minor behavioral incidents will result in a Minor Behavioral Incident Report. Repeated behavior can lead to a Major Behavioral Incident Report.
2. Biting, hitting, kicking, bullying or any other malicious act will result in a Major Behavioral Incident Report.
3. Any incident that endangers your child, a peer, or an adult in the facility will result in a Major Behavioral Incident Report.
4. Major Incident Reports have the following consequences:
 - a. Written warning
 - b. Written warning and parent conference with one day suspension
 - c. Written warning and parent conference with three days suspension
 - d. Written notice of dismissal from the program

Copies of all reports sent home will be kept in the child's folder in a secured area. Cub Club reserve the right to dismiss any child from the program who becomes detrimental to the welfare of the group.

DISCIPLINE MUST BE:

1. Individualized and consistent for each child
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing on unacceptable behavior
2. Reminding a child of behavior expectations daily by using clear, positive statements
3. Redirecting behavior using positive statements, and
4. Using brief supervised separation or redirection from the group, when appropriate for the child's age and developmental stage, which is limited to no more than one minute per year of the child's age.

Behavior Guidance

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment
2. Punishment associated with food, naps, or toilet training
3. Pinching, shaking, or biting a child
4. Hitting a child with a hand or instrument
5. Putting anything in or on a child's mouth
6. Humiliating, ridiculing, rejecting, or yelling at a child
7. Subjecting a child to harsh, abusive, or profane language
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for a child's age.

Suspensions and Expulsions

The Smithville ISD Cub Club behavior policy follows a three behavior incident removal procedure. Students who have been suspended and/or removed from the Cub Club program may return to Cub Club until their disciplinary placement has been fulfilled. A student removed from Cub Club due to behavior may not return to Cub Club for the remainder of the school year.

Parent Involvement

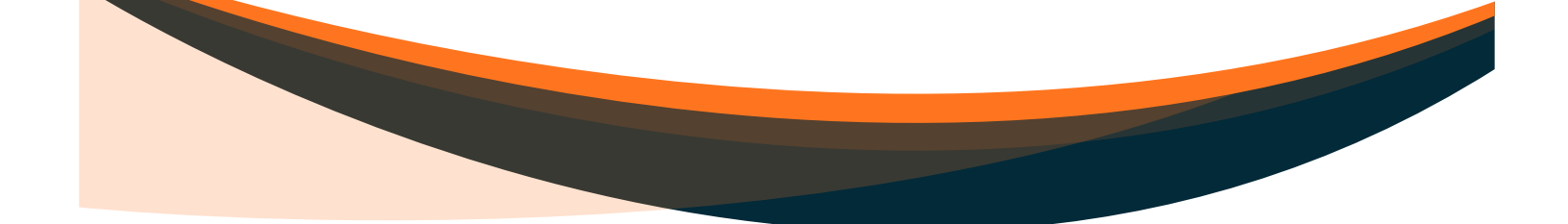
We believe that a strong partnership between families and Cub Club staff is one of the most important factors in a child's success. We encourage open, respectful communication and welcome opportunities to work together to support every student.

Parents and guardians are asked to:

- Maintain current emergency contact, medical, and authorized pickup information.
- Notify Cub Club staff of any changes that may affect their child's participation or well-being.
- Follow all Smithville ISD visitor procedures and campus safety guidelines when visiting or picking up students.
- Communicate questions or concerns directly with Cub Club staff so they can be addressed promptly and respectfully.
- Support the behavioral expectations and policies outlined in the Cub Club Parent Handbook.

Cub Club staff are committed to treating every family with professionalism and respect. Likewise, we expect all interactions with staff, students, and other families to remain courteous and respectful. Threatening, abusive, or disruptive behavior by any adult on campus may result in restricted access to the program and could affect a student's continued enrollment.





Health & Safety

The health and safety of every student is our highest priority. To help maintain a safe environment for all participants, students enrolled in Cub Club must be well enough to participate in daily activities and follow all Smithville ISD health and safety procedures.

Students should not attend Cub Club if they:

- Have a fever of 100.4°F or higher.
- Have vomiting or diarrhea within the previous 24 hours.
- Have a contagious illness or communicable disease that may place others at risk.
- Have unexplained rashes or other symptoms that require medical evaluation.
- Are unable to comfortably participate in normal program activities.

Parents/guardians are asked to notify Cub Club staff if their child has been diagnosed with or exposed to a communicable illness. Students may return to the program once they meet the return-to-school requirements established by Smithville ISD and applicable public health guidelines.

If a child becomes ill during the program, a parent or authorized emergency contact will be notified and expected to pick up the child promptly.

Accidents & Injuries

The safety of every student is a priority. If an injury occurs:

- Cub Club staff will provide basic first aid within the scope of their training.
- Parents/guardians will be notified of any injury requiring more than routine care.
- An incident report will be completed for significant injuries or accidents.
- In the event of a serious injury or medical emergency, staff will contact emergency medical services (911) and notify the parent/guardian immediately.

Insurance Information

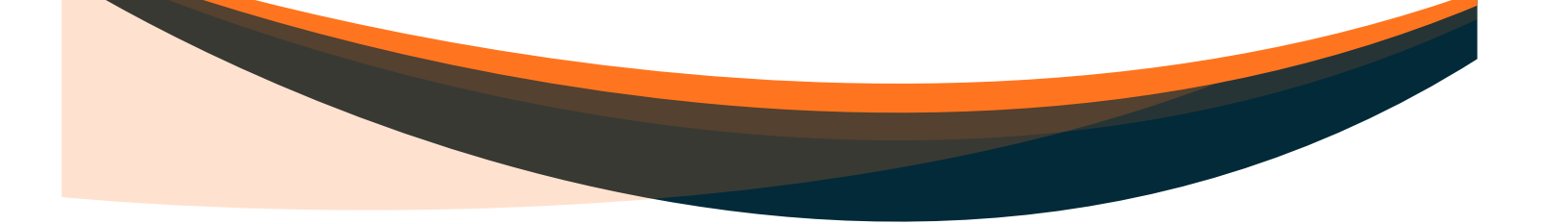
Cub Club is operated by Smithville Independent School District and is exempt from liability according to the Tort Claims Act which is recorded as Chapter 101 of the Texas Civil Practices and Remedies Code (101.051)



Medication Policy

- Only medications that are required to enable a participant to stay on site may be given at the site. Three times a day medication should be given before school, after school, and at bedtime as directed by a physician or in accordance to the administration instructions as listed on the packaging. If necessary, medication can be given at the site under the following conditions: All medications must be brought to school by a parent/guardian and signed for with the campus Supervisor or Site Administrative Assistant. Non-prescription (over-the-counter) medications must be in the original unopened container with the label intact and non-expired. Cub Club staff do not have access to medications provided to the school or school nurse.
- Prescriptions must be in a container with a pharmacy label.
- The initial dose of any medication new to the student must be administered at home to observe for adverse reactions before it can be administered at Cub Club.
- Any change in dosing will require a written order with a medical physician signature.
- Self-carry/self-administered emergency medications require an emergency plan and written parental permission.
- By completing your registration for Smithville ISD Cub Club, you agree to the following statements. Agreement to these statements is required in order to participate in Cub Club.
 - I have read and understand SISD's medication policy.
 - I hereby authorize the school authorities to act on our behalf in case of emergency when a parent or guardian cannot be reached. I understand that cost of emergency services remains the responsibility of the parent or guardian and will not be assumed by the Superintendent, the designee, the Board of Trustees or the Smithville Independent School District.
 - I understand that school may disclose the above information to those within the school district who have a need to know for educational purposes.
 - I understand that the Board, the School District, and its employees shall be immune from civil liability due to allergic reactions or other injuries resulting from the administration of medication to my child, provided such administration conforms to the requirement of this policy.
 - I understand that the Nursing Practice Act and Texas Administrative Code 5217.11 (D)(v) compels the RN or LVN to contact other healthcare team members, including the prescribing physician, concerning significant events regarding the patient's status.

Cub Club medication forms are available from the Site Coordinator. Medications and applicable forms must be submitted to Cub Club staff. Site staff do not have access to forms or medications provided to the campus or the campus nurse.



Notice of and Consent for Health-Related Services During Cub Club

In accordance with Texas law, Smithville ISD provides parents and guardians with notice regarding routine health-related services that may be provided while students participate in the Cub Club After-School Program.

Cub Club staff are committed to protecting the health, safety, and well-being of every child. If a student becomes ill or is injured during the program, staff will make every reasonable effort to contact a parent or guardian using the emergency contact information provided during registration. If a parent or guardian cannot be reached, staff will contact the emergency contacts listed on the student's registration.

Please note that Cub Club staff may not have access to all medical information maintained by the school nurse or campus during the regular school day. Parents and guardians are responsible for notifying Cub Club staff of any medical conditions, allergies, medications, dietary restrictions, or other health concerns that may affect their child's participation in the program.

Routine Health-Related Services

While participating in Cub Club, students may receive routine health-related services such as:

- Basic first aid for minor injuries
- Emergency response and care until a parent, guardian, or emergency medical personnel arrive
- Support for documented medical conditions in accordance with Smithville ISD policies and physician orders
- Communication with parents or guardians regarding illness, injury, or health concerns

Any services beyond routine first aid or emergency care will be provided only as permitted by district policy and applicable law.

Required Reporting

As required by Texas law, all Smithville ISD employees are mandatory reporters and must report suspected child abuse or neglect to the appropriate authorities.

Cub Club staff do not provide medical treatment, counseling, or diagnostic services. Any concerns regarding a student's health, safety, or well-being will be communicated to parents/guardians and, when appropriate, to campus administration or the school nurse.

By enrolling your child in Cub Club, you acknowledge that you have read this notice and understand the routine health-related services that may be provided during your child's participation in the program.

Emergency Preparedness

The safety of our students and staff is a top priority. Cub Club follows all Smithville ISD Emergency Operations Plan (EOP) procedures and participates in campus emergency drills throughout the school year. Staff receive training on emergency response procedures and are prepared to respond quickly in the event of an emergency.

In the event of an emergency (such as severe weather, fire, lockdown, evacuation, or other safety incidents):

- Cub Club staff will immediately follow all Smithville ISD emergency procedures and directions from campus and district administration.
- Students will be moved to the designated safe location for the specific emergency and supervised by trained staff at all times.
- Attendance will be taken immediately and students will be continuously accounted for using program attendance records.
- Parents and guardians will receive communication from Smithville ISD and/or Cub Club staff as soon as it is safe and practical to do so.
- If an evacuation or relocation is necessary, students will only be released to individuals listed as authorized emergency contacts after identification has been verified.
- Emergency contact information and student medical information will accompany staff if students must be relocated to another location.

Parents are encouraged to keep all emergency contact information current throughout the school year so we can communicate quickly during an emergency.





Technology @ Cub Club

While at Cub Club, students are expected to follow the same guidelines as the school day when using computers or other devices. Improper or inappropriate use of technology at Cub Club may warrant restricting use of technology as determined by program leadership.

Personal devices, such as cell phones and smart watches will not be allowed to record video or audio or take pictures of others. These devices should only be used in an actual emergency. If your child would like to contact you, they may request to use our site phones to communicate. Parents should also communicate with their child through our site phone, as well. Cub Club and SISD are not responsible for devices that are lost, stolen, or damaged.

If you have questions or concerns regarding your child, or an incident while at Cub Club, please contact your site supervisor first. You may also contact our main office by phone or email.

At no time is technology to be used in such a manner as to bring academic or emotional harm to fellow students or staff. The use of electronic devices such as Kindles, Nooks, iPads, smart watches, laptops/notebooks, cell phones, cameras, games, toys, and similar items may be allowed by an individual teacher for student use during instruction; however, that use will only be for an approved education purpose and only with the permission of a teacher at appropriate times in the lessons. Without such permission, teachers will collect the items and turn them in to the Site Coordinator's office. The Site Coordinator or other site staff return the items to parent/guardian upon pick-up.

Student Responsibilities Related to Electronic Devices & Cell Phones (All Grade Levels)

- The technology devices students bring to school are their sole responsibility.
- The campus or district assumes no responsibility for personal devices if they are lost, loaned, damaged, or stolen.
- Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any staff diagnose, repair, or work on a student's personal telecommunication device.
- Students must keep devices in silent mode or vibrate mode while riding school buses and on school campuses, unless otherwise allowed by a teacher/staff member.



Technology @ Cub Club

Cub Club follows the technology policies established by Smithville Independent School District. Students are expected to use all district-owned technology responsibly, respectfully, and in accordance with the Smithville ISD Student Handbook and Acceptable Use Policy.

The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event. If a student uses a telecommunications device without authorization during the school day, the device may be confiscated. The student may pick up the device from the office at the end of the day. If there are continued uses, the device will be confiscated, and the parent may pick up the confiscated telecommunications device from the Site Coordinator's office.

Confiscated telecommunications devices that are not retrieved by the student or the student's parent will be disposed of after the notice required by law. [See policy FNCE for more information.] In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

Operational Times



School Year	Campus Dismissal to 6:00 PM
Non-School Days	Closed
Early Release Days Dec 17th May 26th	Campus Dismissal to 6:00 PM
Holidays	Closed

Non-Operational Days

<u>Fall Semester</u>	<u>Spring Semester</u>
Aug 13--Aug 31--Closed Sept 7th--Labor Day Sept 21st--Staff Development Oct 9th--Staff Development Oct 12th--Indigenous People's Day Nov 2nd--Staff Development Nov 23rd--Nov 27th--Thanksgiving Dec 18th--Jan 5th--Winter Break	Jan 18th--MLK Jr. Day Feb 12th--Staff Development Jan 15th--President's Day Mar 12th--Mar 19th--Spring Break March 26th--Holiday Apr 1st-2nd--Jamboree Apr 30th--Bad Weather Day May 3rd--Student Holiday May 14th--School Holiday

*Dates subject to change based on SISD School Calendar decisions.

**Unexpected closures will be communicated by email or phone communication.

Attendance Information

To help ensure the safety and accountability of every student, parents and guardians are responsible for notifying Cub Club staff whenever their child will be absent from the program or has alternate after-school plans.

Please notify Cub Club as soon as possible if your child will:

- Be absent from school and will not attend Cub Club.
- Be picked up early.
- Attend an extracurricular activity, tutoring, athletic practice, or another school-sponsored event instead of Cub Club.
- Ride home with another authorized adult.
- Walk or bike home (if permitted by district policy and parent authorization).
- Have any other change to their normal dismissal routine.

Notification may be made by:

- Calling or emailing your child's Cub Club Site Coordinator.
- Sending written communication to the campus office or Cub Club staff.
- Following any additional attendance reporting procedures established by Smithville ISD.

For the safety of all students, changes to dismissal plans should be communicated before the end of the school day whenever possible.

Authorized Pick-Ups

Student safety is our highest priority. Students will only be released to individuals who have been designated as authorized pick-up contacts during registration.

Parents and guardians should note the following:

- Anyone picking up a student may be required to present a valid government-issued photo ID.
- Authorized pick-up information may be updated by the parent or legal guardian at any time through the registration system or by contacting the Cub Club office.
- Students will not be released to individuals who are not listed as authorized contacts unless prior approval has been provided by the parent or legal guardian and verified by Cub Club staff.
- If an emergency requires someone not listed as an authorized contact to pick up a student, the parent or legal guardian must notify Cub Club staff before dismissal. Verification of identity will be required before the student is released.
- Students must be signed out by the authorized adult before leaving the program.
- Any court orders or custody documents affecting student release must be provided to Smithville ISD and kept on file. Cub Club staff will follow all legal documentation on record.



Registration Information

Registration for the Cub Club After-School Program is completed online through the Smithville ISD registration system.

- A completed registration form is required for each student.
- Registration will open and close on dates established by Smithville ISD.
- Enrollment is accepted on a first-come, first-served basis until capacity is reached.
- Once a program reaches capacity, students may be placed on a waiting list.
- Parents and guardians will be notified when their registration has been accepted or when a student has been placed on the waiting list.
- Registration is not considered complete until all required forms, documentation, and applicable fees have been submitted.

Tuition

- Tuition: 9 installments of \$200 per child--Tuition Contract
- Tuition is due on the 1st of each month and payment is only accepted through the online RevTrack payment portal.
- No checks or cash will be accepted.

Fees

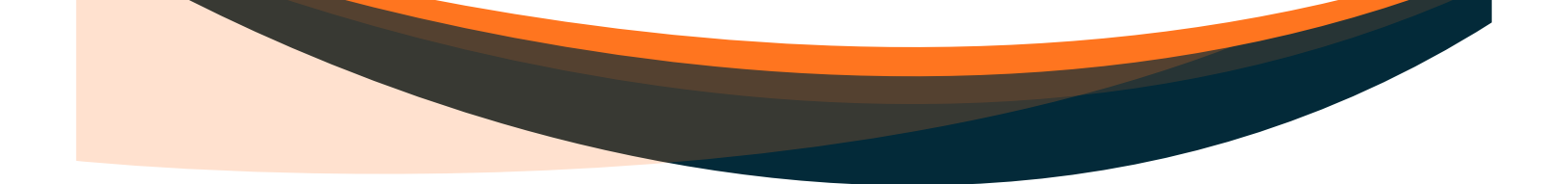
- Late Tuition Installment Payment: \$15.00 will be added to the tuition installment on the 4th of each month.
- Late Pick-up: \$1.00 per minute.

Withdrawals & Refunds

- Should you withdraw your child from the program, unused tuition will be refunded. Unused tuition will be calculated from the date that the Site Coordinator is notified of your child's withdrawal.
- Refunds will not be given for circumstances beyond our control (i.e. weather closings, building emergencies, etc)
- Refunds will not be given for behavioral suspensions or dismissals.
- Your child(ren) will be withdrawn from the program for nonpayment on the 11th of each month. The parent/guardian may re-enroll the student once all past due balances and a new registration fee are paid in full. Re-enrollment will be contingent upon space available.
- If you need to withdraw your child from Cub Club, please notify the Site Coordinator at rperez@smithvilleisd.org

Waitlist

If enrollment reaches capacity, students will be placed on a waiting list in the order completed registrations are received. Families will be contacted if space becomes available. Placement from the waiting list is based on available openings and is not guaranteed.



Payment Information

Pay Online: Cub Club only accepts online payments through the Smithville ISD RevTrack program. Cub Club site personnel are not authorized to accept payments.

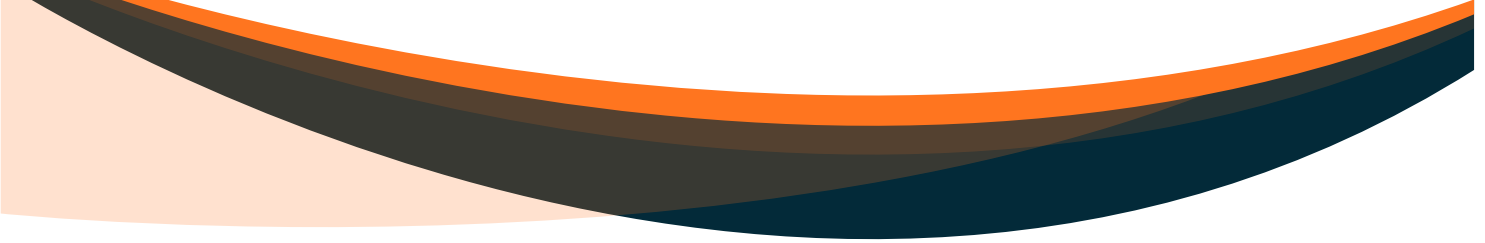
Policy Changes & Important Information

Policy changes and/or important information will be distributed by one of the following methods:

- Email
- Smithville ISD website www.smithvilleisd.org
- Handouts that will be available during pick up
- SISD Communications Department
- Cub Club Facebook page: www.facebook.com/

Non-discrimination Notice

Smithville Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or handicap in providing afterschool services.



Program Contact Information

We appreciate your input. If at any time you have registration or payment questions please contact the Cub Club Supervisor at 512-237-2406. Questions, grievances, or concerns, about daily operations or programming should be directed to your child's site supervisor or assistant site supervisor first. If further assistance is needed, please call or email the Cub Club Program Leadership using the contact information below.

Student Services Coordinator/Cub Club Program Director

Whitney Brown, 512-237-2487, wbrown@smithvilleisd.org

Cub Club Coordinator/Site Supervisor

Danette Perez, 512-237-2487, rperez@smithvilleisd.org

Business Office

Stacy Tiner, 512-237-2487, stiner@smithvilleisd.org

Site Contact Information

Office Phone: 512-237-2406

email: rperez@smithvilleisd.org

website: <https://www.smithvilleisd.org/page/after-school-program>

Facebook: <https://facebook.com/SmithvilleISD>