



Club Cougar Procedures and Billing 2023-2024

Hours of Operation

After School Care is available for students from 3:00pm to no later than 6:00pm. Parents are strongly encouraged to plan to arrive for pick-up no later than 5:45pm.

Kindergarten - Fifth Grade - All students that are not picked up by 3:00pm (11:35 pm on half days), will be automatically escorted to their designated room and signed in to the Club Cougar After School Program. *A minimum of 30 minutes will be charged.*

The same guidelines for behavior from the school day apply to after-school care hours and failure to comply can result in ineligible participation in the afterschool service.

Please complete the weekly sign up form for child care, in our school's weekly newsletter that is sent out every Friday.

Morning Care is available per parent's need and request at 7-7:30am in the MPR. The charge will be based on the chosen family care payment option.

Payment Options

There are two payment options for the Cougar Club

Prepaid in Full (unlimited) - For the upfront cost of \$3,100 (\$3,000 for additional siblings) you will receive unlimited access to Club Cougar throughout the entire school year.

Drop-In Rate - The **drop-in rate** of \$10.50 per hour will be billed for all usage of the Club Cougar. All Club Cougar fees are billed through your RenWeb billing account and are billed during the first week of the month that follows. *Billing is done to the nearest half hour each day.*

Student Emergency Contact and Pick-Up Information

Every student in the Club Cougar must have current emergency contact information on file in RenWeb. It is the parent/guardian's responsibility to provide and update the names and phone numbers of people who are allowed to pick up students. This includes High School siblings. **Club Cougar staff members are not permitted to release students to anyone who is not listed on the emergency contact / pick-up list.**

Club Cougar Sign Out Procedures

Only a responsible adult (on the contact list) is allowed to sign out students each day. Please do not send a sibling or another student to sign out your child unless they are authorized to do so through Renweb.

After 6pm Late Fee

Parents should plan to arrive for pickup no later than 5:45pm. Failure to pick your student up by 6:00 pm will result in a late fee of \$5.00 for every 1 minute after 6:00 pm. Parents are strongly encouraged to always have a backup plan for picking up children within your network of trusted family and friends. Ensuring timely pick up is a vital expectation of all parents enrolled in Club Cougar.

After School Direct Phone Number to Cougar Club Staff

The Club Cougar has a separate phone number to be used after school. At times, staff members may not be able to answer the phone immediately due to their supervision of students. Staff will attempt to return a missed call if they cannot reach the phone in time. If you do not reach a Club Cougar staff member, please try again. The direct phone number is (925) 230-2349.

Club Cougar Agreement (Required)

Please use the QR code below to fill out the digital contract that is required of all Kindergarten - 5th Grade families or use the form on the following page before the start of school.

Please address any questions or comments to our Director of Student Programs, Mary Mcsweeney at mmcsweeney@cccss.org.

