

The Cub House Performing Arts Kindergarten

Parent Handbook
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Welcome

Welcome to The Cub House Performing Arts Kindergarten.

Thank you for trusting us with your child during this important stage of growth.

We recognize that choosing a kindergarten program is a meaningful decision, and we value the opportunity to partner with your family.

The Cub House is designed as the natural next step after preschool, supporting children as they grow in confidence, independence, and readiness for first grade. This handbook outlines our philosophy, expectations, and policies to ensure a positive and successful experience for students and families.

Our Philosophy

At The Cub House Kindergarten, we recognize that children entering this stage are developmentally ready to take on new challenges, responsibilities, and opportunities for growth. Our program builds upon early childhood foundations while encouraging independence, problem-solving, self-regulation, and confidence. We strive to combine play-based learning, early academics, creative movement, performing arts, and positive social interaction. This intentional combination supports cognitive development, social-emotional growth, and creative expression while honoring the whole child.

Progress & Communication

Progress in kindergarten includes academic readiness, social-emotional development, and increasing independence. Families are encouraged to communicate with teachers regarding progress, and teachers will reach out when additional support or communication is recommended.

Enrollment

Please complete the Parent Application Form, including all required contracts, medical and photo releases, and emergency contact information. A nonrefundable application fee is required and will be applied toward annual registration upon enrollment. Enrollment is not complete until all required documentation is submitted, including immunization or exemption records and any applicable custody documentation. Records must remain current at all times.

Drop-Off & Pick-Up

Please ensure your child arrives prepared for the school day. Consistent routines support independence and confidence. Students will be released only to parents or legal guardians unless prior arrangements have been made. Individuals picking up students must be listed on the approved pick-up form and may be asked to present photo identification. Parents or designated adults are responsible for signing students in and out each day.

Contracted Hours

Families select contracted days and times at enrollment. Please adhere to your agreed schedule, as attendance outside of contracted hours cannot be accommodated.

Absences, Holidays & Vacations

There will be no refunds or adjustments made to tuition for absences due to illness, holidays, or vacations. Tuition is based on enrollment and reserved placement. The Cub House follows a traditional school calendar with closure dates communicated in advance.

*Week of Spring Break

*Memorial Day

*Independence Day

*Thanksgiving and the following Friday

*Holiday Break (Dec 22-Jan when Salem Keizer re-opens)

*If a holiday falls on a Sat we may be closed the Friday before or Monday after.

We will communicate in advance if this is the case.

*If we have to close for inclement weather, we will offer an indoor playground or open gym pass, or alternate attendance days if applicable.

Restroom Independence

Students enrolled in The Cub House Kindergarten are expected to be fully independent in restroom use, including managing clothing and handwashing. Families should provide a change of clothes to be kept on-site for occasional accidents.

Snacks & Lunch

Families are responsible for providing lunch and snacks for their child. Please notify us of any food allergies. While we monitor known ingestible allergies, we are not an airborne allergy-free facility.

Health Concerns Requiring Removal from School

Children should remain home if they exhibit symptoms including fever, vomiting, diarrhea, colored nasal discharge, active cough, or contagious illness. Students must be symptom-free for at least 24 hours before returning to school. Students must not have a fever of 100 degrees or above and must be fever free without the aid of a fever reducer for 24 hours before returning to the classroom.

Medication

Due to the length of the school day, medication should be administered at home whenever possible. Please speak with administration if special circumstances arise.

Injuries & Emergencies

We take every precaution to promote student safety. Staff are trained in first aid and CPR. In the event of a serious injury or emergency, families will be contacted immediately and emergency services may be utilized if necessary.

Behavioral Issues

While we do not expect any child's behavior to be perfect, and accept that part of our roll is to work with children who are often times just learning to navigate social and behavioral constructs, there are a few things that are a boundary for us. If a child is crossing any of these with consistency we will need to discuss how to move forward, and if we cannot get the behavior to modify or decrease we may not be able to have your child/children continue with us or your child/children may need to take a break and try again at a later date.

The benchmark we use for this is the ability of our teachers to be able to continue to teach their class and not compromise the learning or safety of the other students in the classroom.

Examples:

***Biting, hitting, or scratching or any physicality towards another student or the teacher is not a behavior that can continue if it is consistent and remedies to counteract are not proving effective.**

***Consistently running off or away from the teachers where the teacher cannot stay with his/her class due to this behavior and remedies to counteract are not proving effective.**

***Spitting: Spitting with intention on or at another student or a teacher is not a behavior that can continue and remedies to counteract are not proving effective.**

***Excessive screaming or crying that is also long lasting where no remedy can be found to calm the student. (This is not to be confused with some separation crying which is normal and something that is not usually prolonged and gets better with time).**

Child Abuse:

We are required by law to report any suspected physical, emotional, sexual abuse or neglect.

Confidentiality:

Please note that all of our records and your personal information will be kept confidential at all times.

Curriculum and special Activities:

Our curriculum and preschool philosophy will have our students engaging in play, story time, crafts, instruction , and physical education that is designed for their age group. While we have a general schedule and timeframe for these experiences, we will also remain flexible to continue to provide an optimal learning environment. We will encourage the children to engage in general chores such as cleaning up after themselves after meals, washing up or hand sanitizing before and after meals and projects to instill this behavior as they learn and grow.

Art and Crafting:

Many of our art and craft projects will have a focus on the process and not on the final outcome with regards to look or structure.

Open Door Policy:

We will maintain an open door policy, and you are welcome to call and come and see your child at any time during school hours. Please just know you will not be able to stay for extended periods of time without obtaining a background check through the Oregon Childcare Division. If you would like to know more about obtaining that, as well as volunteering in any of our classrooms please reach out and we will give you the forms needed. the process takes 2-4 weeks.

*During any kind of covid outbreak, if OSHA or OHA mandates or requires it we will go to a drop off and pick up only with parents not permitted on the premises to cut down on the number of people around one another. We will only do that if it is required and only for as long as necessary to comply with laws and promote safety.

Holiday Parties & Events:

We will offer holiday parties and events throughout the year. We will let you know ahead of time in case you would like to stop in. If you would like to celebrate your Childs birthday with the class, please let us know and we will arrange time before pick up where you can bring store-bought items only. Please allow us time to notify other parents so we may get permission for the child to consume dessert items you may bring.

Discipline:

We encourage our students to learn to respect the things in our spaces and the people they interact with. This includes fellow students and teachers. We will strive for adherence to these principals by explaining and reiterating these values through our words using love and consistency. If these guidelines are not being respected we will offer preventative strategies as in suggesting alternate words or phrases or actions ion necessary. In the event of a conflict, we will encourage problem solving, use redirection, and make a note about of possible loss of privileges or the use of a reward system. Anytime children are together in a school setting, there is always the possibility for normal day to day disagreements. Unless it becomes a chronic behavioral issue we will first use all of the above listed strategies. We will not under any circumstances spank, physically abuse, verbally abuse, use group embarrassment, withhold food or snack or isolate as punishment.

Payment Procedures

Tuition is paid via auto-pay on the first of each month. Accounts must remain current to maintain enrollment.

Taxes

Our EIN is 93-1069935.

Termination Policy

Once you have joined our program you are contracted until the last day of the school year unless there are extenuating circumstances such as an abrupt move in which case a 60-day written notice is required for withdrawal. Failure to provide notice will result in continued tuition obligation. The Cub House reserves the right to terminate enrollment if policies are not followed or if we are unable to meet a child's needs.

Emergency Plan

Emergency drills are conducted regularly. In the event of an emergency, students will remain with staff until released to authorized adults.

School Supply List:

Backpack that can fit folders and standard paper, bag with extra clothes
24 pack of Crayola Crayons,
1 pack of crayola washable markers
1 pkg of Crayola washable paint,
1 pack of Glue Sticks,
1 bottle of liquid glue
1 Box of gallon zip lock baggies, 1 pack of wet wipes
1 pack #2 sharpened Pencils, lunch box, 1 folder
Lunch Box
Shoes that are easy to take on and off with no ties
1 pack of tissues

Parent Consent:

After Reading through this handbook/document, I know that I will be signing the the online portion of the application that states that I have read through and am in agreement with all procedures and policies outlined in this handbook.

Thank you so much,

Tracy Cottingham