



## Guidelines

The goal of Cubbies is to clearly teach preschoolers about God, His Son and His Word in a fun and loving atmosphere. Your child will be given the opportunity to learn of God's love through stories, songs, puppet shows, crafts and creative learning. Your child will grow spiritually, socially and creatively during this time through a carefully planned curriculum. We encourage Parents to join us! It is a fun way to learn about God's love with your child and have some one on one time with just them!

### CHECK-IN

Check-in for your child begins after 6:30 p.m. Please check your child in downstairs at the desk in front of Room #103. Next week, please look for their name tag and place it on the front of their shirt.

- **Please take your child to the restroom before class begins** located in the room or in the main bathrooms to avoid distraction and time away from the evenings planned events. **Your child must be potty trained to be a Cubbie.**
- Please be sure to fill out the sign-in sheet with family information, any special instructions, and any allergies for the Cubbie's teachers.
- Please refrain from bringing any additional toys from home.

### CHECK-OUT

Please pick up your child(ren) promptly at 8:00 p.m. CUBBIES ends 15 minutes before SPARKIES and TNT. Please pick up your CUBBIE then head down the hall to room 112B&C to pick up your other children. Your child will be meeting you at the doorway to the classroom. Your child's bag with their book and any crafts will be on the table outside the classroom to pick up.

**PLEASE NOTE:** Older siblings are not allowed to check-in/check-out younger siblings. Each mom/dad/caregiver should check-in and check-out their own child.

### SNACKS

A snack will be provided each evening. Once we have a completed a list of each of the CUBBIES families for the 2019-20 year, one to two dates will be assigned to each family to provide a snack. Your child will also be presented the special treat of being a sitter for Cubbie Bear for the week! The children really enjoy this responsibility. ☺ Please bring Cubbie Bear back the next week with your snack so that the next CUBBIE can take him home with them the following week.

**Snack Suggestion List (Please no sugar treats):**

Cut Fruit (Grapes, Apples)

Pretzels

Goldfish

Packaged Cheese and Crackers

PLEASE SPECIFY ANY FOOD ALLERGIES ON THE CHECK-IN SHEETS AND ON THE REGISTRATION FORM. WE ARE A NUT-FREE ENVIRONMENT.

## **ILLNESS**

For the well-being of all our children, it is the policy of CUBBIES not to allow any sick child into our facilities. Each child's health and safety is a matter of major importance to us. Despite all our efforts, classrooms remain close environments in which contagious illness can easily be transmitted. It is requested that a child be kept at home if he/she has any of the following:

<b>Fever</b>	<b>Persistent cough</b>
<b>Cold</b>	<b>Rashes</b>
<b>Runny Nose</b>	<b>Open sores</b>
<b>Sore throat</b>	<b>Pink eye</b>
<b>Fever, diarrhea or vomiting within the last 24 hours</b>	
<b>Has been taking an antibiotic for less than 48 hours</b>	

If you are uncertain of your child's health, please err on the side of caution and be considerate of the other children by keeping your child home. If at any time a Cubbie Leader feels that a child has fallen ill, they will contact the parent/caretaker to come and take their child home.

## **MEDICATIONS**

No medication of any kind—not even Tylenol—will be administered by any Awana leader. Any medications a child requires should be administered prior to checking the child into CUBBIES.

## **WHAT IF WE NEED YOU?**

If a child is upset, sick or disruptive we will contact you. Please provide a Cell Phone number at check-in. Upset or disruptive behavior will be handled in a loving and nurturing manner. Cubbie Bear Levels, a classroom management will be used to give the child the chance to regain composure and remain in the classroom. If these efforts fail, a parent/caretaker will be contacted to come join the child in the classroom. If this action does not console the child, the child and parent are able go home together.

## **DISCIPLINE POLICY**

If a child is disruptive, the following steps will occur:

- positive reminder
  - warning
  - time out
  - parent/caretaker will be contacted to join the child in classroom
  - parent/caretaker and child may return home
- AT NO TIME WILL ABUSIVE LANGUAGE OR ACTIONS BE TOLERATED.**

**We are always in need of classroom helpers. If you know of anyone who would enjoy serving in this ministry or have any questions, please contact a member of the CUBBIES Team. It's going to be a great year! We look forward to seeing you and your CUBBIE!**