



Welcome

Lion Cub Care staff would like to take this opportunity to welcome your family to our school year program. We would also like to thank you for letting us be a part of your child's growth and development. We are excited to see many returning participants and meet some new families as well.

Lion Cub Care is a child care program for children entering preschool through grade 6. We offer children the chance to make the most out of their time out of school with opportunities to explore new interests, learn new skills, and develop new friendships.

Flexible and affordable school-age child care programs are essential to support working families and provide enrichment and care for students during their time out of school.

Set Schedule and Flex Schedule options are available for both full and part time childcare

Our Philosophy

Lion Cub Care is dedicated to providing a safe and nurturing space where children can learn and grow while developing lifelong skills and creating friendships. Our program emphasizes the social, emotional, physical, and cognitive growth of the children while also recognizing their individual talents and needs. We strive to create a program where families and children feel at home and part of a warm, supportive community.

Contact

Jeremy Tvedt
Lion Cub Care Supervisor
320-272-5099 ext. 111
jtvedt@ogilvie.k12.mn.us

Deanna Small
Elementary School Secretary
320-272-5050 ext. 101
dsmall@ogilvie.k12.mn.us

Hours of Operation

Monday through Friday - school days
6:30 am to the start of school and after school to 5:30 pm

Location

Ogilvie Public Schools - Room 111
333 School Dr. Ogilvie, MN

Enrollment Requirements

Students must be enrolled in preschool to grade 6 in the fall of 2022.

Students must be able and willing to independently and appropriately:

- interact with peers and staff in a group setting.

- participate in all daily activities.

- follow the program's daily schedule.

- safely and successfully transition from one activity to another.

- follow the program's behavior expectations and discipline policy.

Students must remain in the classroom or designated space unless otherwise directed by a staff.

All children must be toilet trained and be able to perform bathroom functions on their own.

Students must reside in the OPS district or attend Ogilvie Public Schools (spaces may be available for students outside the OPS district once all district students have had the chance to enroll.)

If your child has special needs (including disabilities, medicinal requirements, behavioral conditions, or child custody concerns etc.), please indicate these on the enrollment form or by contacting the Lion Cub Care Supervisor at the time of registration.

One-on-one paraeducators are not available within the LCC program. If a child receives para support in the classroom and/or has a behavior plan developed, families must have a meeting with the Lion Cub Care Supervisor **prior to enrollment** in order to determine if the appropriate level of support needed can be made and/or if the LCC program is the best fit for the child. A copy of the child's IEP is also requested to be provided by the parents to the staff prior to the first day of attendance to better serve your child.

No child will be denied acceptance unless they do not meet enrollment requirements in a group setting and his or her presence would pose a significant risk to himself or herself, or to the general population or cause an overall disruption to the program's ability to operate safely, as determined by the staff.

If LCC cannot meet the child's needs safely and effectively within our student to staff ratio, the placement cannot be accepted. Decisions are made on a per case basis. Please contact the Lion Cub Care Supervisor prior to submitting the enrollment form to discuss your child's childcare needs in depth if you have questions or concerns.

Registration *Spaces are limited and are given in the order completed registrations are received*

Registration checklist

- Read through the handbook in its entirety

- Reach out to Jeremy or Deanna with any questions

- Submit the online registration form**

- Pay the registration fee**

- Submit the schedule agreement**

Child's registration will not be complete until all three items in purple are submitted.

By completing the registration, you are committing to the days selected for the duration of 2024-2025 school year.

By registering your child, you are confirming you understand that it is your responsibility to read and comply with all information contained in the 2025-2026 Lion Cub Care Handbook and are aware that failure to abide by the policies and procedures will result in termination of childcare services or the inability for Lion Cub Care to accept your child's enrollment.

Registration deadline is Friday, September 1st, (spaces may fill up before this date)

"Full time": children scheduled to attend LCC 4 days/week during the school year.

"Part time": children scheduled to attend LCC. 3 days/week or less during the school year.

Families with an outstanding balance may not register until their account is paid in full.

Registration Fee

\$25.00/family

Registration is not complete until the registration fee has been paid.

Non refundable

Balance from previous year needs to be paid in full before registration is complete.

\$50 Advance Payment must be made before registration is complete. See page 11

Note: on the online registration form it says M, T, W, Th, F 6:30 am - 6:00 pm, this is when LCC is offered, not your contracted hours. Schedule forms are used to determine contracted hours.

Important Dates

Tuesday, September 2, 2025 - first day of Lion Cub Care.

Lion Cub Care is only available when school is in session.

Scheduling Options

Lion Cub Care offers pick-your-own-hours scheduling options to provide flexibility

set schedule - same weekly schedule all school year

flex schedule - varying days and times from week to week

Families will select their scheduling option on the enrollment form, and will use that scheduling option for the entire school year.

If you have questions about which scheduling option is best for your families childcare needs, contact Jeremy or Deanna **before** submitting the enrollment form to discuss what your families child care needs are and she can help determine the best option to meet those needs.

It is important you are as accurate as possible with your child's schedule to ensure proper student to staff ratios at all times, appropriate planning of the daily schedule, minimal disruptions during group activities, smooth transitions for children, and correct weekly rates.

LCC will do our best to honor any schedule changes, but due to max group sizes and student to staff ratios we cannot guarantee space will be available outside of contracted hours.

Set Schedule

Set Schedule

Same days each week

Scheduled drop off and pick up times for each different day of the week to determine contracted hours. (ie. Tuesdays 3:35-4:30, Wednesdays 3:35-4:30, Thursdays 3:35-4:30, Fridays 3:35-5:00).

A [set schedule](#) which includes contracted hours will be due by September 1..

THIS FORM IS IN ADDITION TO THE SCHEDULE AGREEMENT SUBMITTED WITH ENROLLMENT.

Childcare outside of contracted hours requires pre approval and is subject to availability. Additional fees apply.

Families using a set schedule will be permitted to use 1 week (Monday-Friday) as a vacation week with zero hours scheduled.

Requires a minimum of two weeks advance notice.

Families who need to make a permanent change to their set schedule by adding additional days or times, must make the request by the 15th of the month prior to the date change is needed. **Subject to availability.**

Families will receive a weekly rate invoice at the beginning of the school year. This is the amount due each Friday. Invoices will then be sent out monthly. Modified weekly rate invoices will be given for weeks that include any additional care.

Fees do not apply for dates school is not in session.

Flex Schedule

Varying days/times from week to week.

Childcare outside of contracted hours requires pre approval and is subject to availability. Additional fees apply.

Please email Deanna Small at dsmall@ogilvie.k12.mn.us with your flex schedule.

THESE FORMS ARE IN ADDITION TO THE SCHEDULE AGREEMENT SUBMITTED WITH ENROLLMENT.

Days selected on the enrollment form must be scheduled a minimum of two times per month.

No credit given for days missed once the calendar has been submitted.

If an accurate schedule cannot be provided, families will be required to switch to drop in care.

Children will be considered drop ins if schedule forms are not received by the deadline or on any non registered day childcare is needed.

Families will receive a weekly rate sheet via email at the beginning of each month. These are the amounts due each Friday.

Drop in Care

Families needing care on an as needed basis only

Families that are unable to provide accurate contracted hours by the scheduled due date.

Families using the set schedule or flex schedule option who need care on a non registered day.

Subject to availability. There is no guarantee drop in spaces will be available on any given day due to student to staff ratios and max group sizes.

Families will receive a weekly rate sheet via email by noon on Friday for any weeks attending drop in care.

"Non registered day" - any day not selected on the enrollment form (and not scheduled by the schedule deadline).

Rates

Weekly rates are determined by contracted hours.

Fees apply for all scheduled days regardless of attendance.

Reduced rates are not given for late drop off and/or early pick up.

	1 Child	2 Children	3 Children	4+ Children
Hours & Fees: 6:30-7:35 am	Cost \$6	\$9	\$11	\$13
6:30-8:00 am	Cost \$7 (for PK 3 students)			
2:00-3:35 pm	Cost \$4 (for PK 4 students riding the bus home)			
2:00-6:00 pm	Cost \$10 (for PK 4 students staying after 3:35 pm)			
3:35-5:30 pm	Cost \$8	\$12	\$15	\$17
STEAM Mondays	Cost \$15			

Drop in Rates:

Morning	\$9.00
Afternoon	\$11.00

Attendance

It is important that accurate schedules are provided and parents/guardians are responsible for communicating all schedule changes to the staff in advance.

24 hour advance notice should be given whenever possible for all absences and schedule changes (unrelated to illness and emergency situations).

Lion Cub Care closes at 5:30 pm, If a child has not been picked up by 5:30 pm we will contact the parents/guardian, if we are unable to get a hold of the parents/guardian we will then contact the emergency contact person listed. If the parents/guardian and the emergency contact person cannot be reached after 15 minutes, staff will notify the Kanabec County Sheriff's Office.

Email is the best tool to use for getting attendance messages to the Lion Cub Care Supervisor quickly and efficiently.

Drop in Care MAY be available when needing care on a non scheduled day ***subject to availability**

Family/Staff Communication

Ogilvie Public Schools Lion Cub Care values the communication shared between us and the families of the program. This communication helps us in many ways. We hope that parents also value this communication as it helps provide the best experience possible for your children while they are in our care.

Drop off and pick up times work well for quick communication but are not ideal for in-depth conversations as staff main focus is supervision of children and privacy must always be maintained. Parents may request a meeting at any time with the staff to share suggestions, ideas or concerns.

Staff

Lion Cub Care. is staffed by caring individuals who have experience in various fields. Background checks and continued staff development through workshops and training are required of all staff.

Leadership

Staff Bios

More information about additional summer staff will be sent to enrolled families in the upcoming months.

Lion Pride

The school wide PBIS (positive behavioral interventions and supports) Lion Pride program exemplifying our core values of: RESPECT, OWNERSHIP, ACHIEVEMENT and RELATIONSHIPS will be implemented throughout the Lion Cub Care program. The school age child care staff strives to provide an environment focused on these core values. Each child will be taught expectations of conduct and be reminded to follow these expectations while in the program. Teaching the core values will allow students in our care to form a foundation that they can build upon through all aspects of their lives.

Behavior Expectations

Staff will be encouraged to use positive techniques to guide the behavior of children by giving positive attention and setting appropriate limits following school wide PBIS. Some of the tools that we may use are; redirection, logical consequences, participation in the solution, conflict resolution, natural consequences and/or having the child take a break to talk with staff and discuss the behavior.

For behaviors that repeat throughout the day without change despite the attempts of staff to redirect and modify the behavior, a behavior slip will be given. If the behavior continues parents/guardians will be contacted to come and pick up their child for the day and a suspension from childcare may occur.

If the child continues the behaviors upon return parents/guardians will be contacted to discuss the behaviors and determine a plan to work through the issue. Childcare services may be terminated if the behavior continues.

Lion Cub Care reserves the right to request dismissal from the program if the child's needs or those needs of the other children are being compromised.

Reasons for disciplinary action include but are not limited to

- Children's (their own or others) safety is at risk

- Staff safety is at risk

- Policies are not being followed

- Child's needs are not being met

- Child is causing an overall disruption to the program.

Behaviors such as insubordinate behavior; unwillingness to participate in group activities and follow the daily schedule; verbal or physical abuse to other children or staff; fighting; threats; bullying; "running away" from staff and/or the designated area; outbursts; yelling; inappropriate language or actions; stealing; destruction of property; unwillingness to clean up after themselves; the inability to follow the program guidelines or other behaviors that compromise a safe and positive environment for all students will result in disciplinary action which may include verbal warning, behavior slip, calling parents to pick up child, suspension or termination. Disciplinary action steps may be skipped depending on the severity of the behavior.

Lion Cub Care reserves the right to determine disciplinary actions on a case by case basis taking into account the safety of all participants.

Charges will be assessed following scheduled hours for behavior leaves resulting in required early pick up or suspension.

Activities

Lion Cub Care provides a wide range of activities throughout the year. Activities will include opportunities for individual and group participation, while providing a balance between self-selected and staff-selected activities. Children will participate in activities focused on their social, cognitive, physical, emotional and language development. We focus on these domains of development through various activities carefully planned to accommodate the full age range of children we provide care for.

Movies

G and PG ratings are approved to be shown at Lion Cub Care.

Photography

By enrolling your child in Lion Cub Care you are giving permission for your child to be photographed or in video representing Ogilvie Public Schools. Images may appear on the district website, district social media, local newspaper, brochures and other advertising of OPS Community Education.

If you do not want your child to be photographed you must notify the Lion Cub Care Supervisor in writing at the time of registration.

Field Trips

Field trip destinations and dates will be sent to all enrolled families as they are planned.

Field trips require a separate enrollment form and may include an additional cost.

**If a child has behavior issues attending field trips and following the bus rules, they will be dismissed from all future field trips. This is for the safety of that child and all participants.*

Electronics

Electronics, unless otherwise noted, are not allowed.

We encourage cell phones and smart watches to be kept at home. If brought to Lion Cub Care, they must be turned off and kept in the child's backpack.

Lion Cub Care is not responsible for lost or damaged electronics.

"Smart watch" any watch that can send or receive text messages or phone calls and/or take photos.

Proper attire

Children must be adequately dressed for activities and outdoor play.

Going outside is a frequent activity. Children should be prepared everyday to spend time outside.

Participants must adhere to the district dress code while attending Lion Cub Care (a copy of the district dress code is available upon request)

Transportation

Preschool 4 students are able to use wrap around care and ride the bus.

Emergency Closing

In the event of an emergency that causes Lion Cub Care to need to close, parents will be notified by email or phone call. If children are at Lion Cub Care when the notification is sent, families will need to make arrangements to have their child picked up within 1 hour.

Food & Nutrition

Breakfast and after school snacks will be provided.

Please do not send pop or candy with your child.

Lion Cub Care provides healthy choices for morning and afternoon snacks.

Medication administration

Should a child need medication outside of school hours, please make certain the appropriate forms are on file. Staff members are not allowed to administer medication to any child unless a parent/guardian has completed a [medicine authorization form](#) (this includes over-the-counter medication). Children are not allowed to administer their own medication while at Lion Cub Care. (this includes prescription medication and over-the-counter medication; tylenol, cough drops, etc)

The medication authorization form must be filled out properly and have both a parent/guardian and a doctor's signature.

The medication authorization must be turned in to LCC staff before any medication is given.

All medication must be in the original bottle that includes a label.

It is the family's responsibility to ensure that medications are given directly to a staff member on days medication is required.

Expired medications will not be given.

Allergies

If your child has an allergy, it is important that it is indicated on the enrollment form. This includes seasonal allergies. We also ask that if it causes a major reaction, an epipen is provided in case of exposure.

Accident & injury recording and reporting

Lion Cub Care works hard to ensure the safety of the children in our program, however sometimes accidents happen. If an accident and injury happens an [accident/injury form](#) will be filled out and copied so that we have one in the child's file as well as a copy for the family.

If an injury is serious parents/guardians will be contacted as soon as possible to pick up their child. If a major incident happens which requires emergency care, 9-1-1 will be called.

Lion Cub Care **does not** have a registered nurse on staff.

Illness Policy

Parents are responsible for keeping ill children home and notifying the staff when their child will be absent by reporting all symptoms of illness. If a child develops symptoms of illness while at Lion Cub Care, they will be isolated from the other children. Parents are responsible for making arrangements to have their child picked up WITHIN ONE HOUR. In the event that staff cannot reach a parent/guardian, an authorized emergency contact person (as indicated on the enrollment form) will be called to pick up the child.

If a child is sent home sick from LCC, they will need to remain out a minimum of 24 hours.

Children may attend LCC after meeting exclusion criteria for any illness and when all the following are true

- symptoms have improved
- can comfortably participate in all childcare activities
- is alert, active, and playful
- fever free for 24 hours **without use of fever reducing medication**
- is able to eat and drink normally
- has no respiratory difficulty
- cough is infrequent and mild **without the use of cough medicine**
- is able and willing to effectively cover their cough
- does not have copious nasal secretions

A child with any of the following must be excluded from child care

- Fever of 100 or above - 24 hours fever free without medication
- Vomiting - 24 symptom free and able to tolerate liquids and solid food.
- Diarrhea - 24 hours symptom free
- Abdominal pain - may return when symptom free
- Strep throat - may return 24 hours after starting medication
- Impetigo - may return 24 hours after starting medication
- Pink eye - may return 24 hours after starting medication and no longer has discharge
- Head lice - may return after treatment and is free of nits and lice
- Unable to participate in child care program activities with reasonable comfort
- Requires more care than the program staff can provide without compromising the health and safety of other children in care.

There are many viruses that cause illnesses with and without fevers and all should be treated with good hand washing hygiene and **keeping a sick child home while they are symptomatic.**

By enrolling your child in LCC, you are agreeing to follow the Lion Cub Care illness policy and are required to notify the staff regarding symptoms or illness.

Child check in & release Policy

Enter through the designated entrance only, elementary school doors located on the west side of the school. Please use the keycard to enter or call 320/272-5099 ext. 111 and wait for a staff member to open the door.

All students should report to room 111 (first door on the right of the first hallway.)

Children are not allowed to sign themselves in or out of the program.

For the safety and well being of each child, they must be signed in and out of the program each day by an approved person listed on the enrollment form. Must be 16 or older, and able to provide photo ID.

Persons listed on the student information sheet will be allowed to pick up children from Lion Cub Care at any time unless there is a court order stating otherwise. A copy of the court order must be provided to the staff.

The staff should be notified in advance of changes in pick up and drop off times. Email or phone call works best for attendance messages. Requests for early drop off and late pick up outside of contracted hours are **subject to availability** based on staff to student ratio.

If Lion Cub Care is not in the classroom, a note will be on the door of room 111 indicating the group's location.

Payments

Payments are due every Friday by 6:00 pm for the **current week of care**.

Payments can be made:

- online through the School Store

- by cash in an envelope labeled with your child's first and last name.

- by check made out to OPS

There will be a \$25.00/week late fee added to accounts not paid in full by 6:00 pm on Friday.

It is the family's responsibility to know the correct amount due for each payment deadline.

If there are extreme circumstances that prevent a family from paying their account in full by the payment deadline, the Lion Cub Care Supervisor must be contacted before the payment deadline.

If payment is not received, payment arrangements must be made prior to the next time a child attends or services will be discontinued until the account is paid in full.

New this year: when registering your child(ren), we are now requiring you to add **\$50 per child** as advanced payment. You will receive an email alert when your child(ren's) account reaches \$20. If your account runs out of money, your child(ren) **will not be able** to attend Lion Cub Care. Any funds left at the end of the school year will be refunded.

Parent's Responsibilities

Parents are responsible for:

- Keeping ill child(ren) home

- Communicating with the staff any important information regarding your child

- Addressing questions or concerns with staff in a respectful manner

- Dressing your child(ren) appropriately for the weather

- Notifying staff in advance if your child will be absent or attending at times different than scheduled.

- Picking your child(ren) up on time

Keeping your contact information up to date

Being aware of all information in the current Lion Cub Care Handbook

It is the parent/guardian's responsibility to inform all persons picking up and dropping off their child of all policies and procedures as written in the Lion Cub Care.

Parents: Please read and discuss the following items with your child:

1. Be kind.
2. Be responsible and accountable for your actions while making safe choices.
3. Respect the personal space of others – keep hands, feet and objects to yourself.
4. Respect school property and the property of others.
5. Use appropriate language at all times.
6. Tell the truth.
7. Listen and follow directions.
8. Remain with a staff person at all times.
9. Have a positive attitude.
10. Have fun!

Termination of Care

Families must provide a minimum of **two-week written notice** in the event they decide to terminate childcare services.

Fees will be charged for two full weeks after written notice is received.

(children will not be eligible to enroll in future sessions of Lion Cub Care if a two weeks notice is not given)

Lion Cub Care reserves the right for immediate termination of any child if the safety of participants/staff is being compromised.

Dismissal from the program could result from any of the following:

The staff and/or parent/guardian determines that the program cannot meet the needs of the child.

The child and/or parent/guardian has inappropriate conduct toward self, other students or staff.

The child and/or parent/guardian are unable or unwilling to follow the program policies, procedures and rules as stated in the handbook.

Invoices/fees are not paid.

Supplies

All items should be labeled with child's name

Stay Connected

[LCC Website](#)

Facebook - Ogilvie Community Education

This handbook may be changed or amended at any time during the year.

Families will be notified of changes in writing.