ST. ALPHONSUS
PARISH & SCHOOL

St. Alphonsus Catholic School Cougar Club

2026-2027 School Year Parent Information Packet

The St. Alphonsus Cougar Club is an on-site after school childcare program for children in 3K – 8th grades. The program is held in the MPR space/cafeteria. Each day the students have the opportunity to participate in a variety of activities. The activities include outdoor playtime, gym time, arts and crafts, games, toys, and reading. In addition, the students will have the opportunity to work on their homework.

One snack is offered daily in Cougar Club. However, if your child would like to bring their own snack as well, this would be fine, as long as it is **nut-free.**

UPDATED RATES FOR 2026-2027

The cost of Cougar Care will now be $2.50 for every 30 minutes.
This will be based on when you sign out your child from Cougar Care at the end of the day and be added up monthly.

Family Discount of 20% for families with 2 or more children.
Once total bills are calculated at the end of the month, any family with two or more children attending Cougar Care will receive a 20% discount on their total monthly bill.

Fourth Child Free
Similar to our tuition rates, any family with 4 children in Cougar Care will receive the 4th child free, when all 4 children are attending Cougar Care on the same day.

HOURS OF CARE

* Childcare will be available every school day from 3:00p.m. - 6:00p.m.

* The program will be closed on Early Release day and when school is closed. This includes both school vacation days and emergency closure days, i.e. snow days.

CALENDAR SUBMISSION

Each month you will be required to submit a calendar that indicates the dates your child will require care. The calendars and their applicable due dates are posted on the St. Alphonsus website. A fee of $5.00 will be charged for calendars submitted after the due date or for calendars that are not signed and dated.

When you pick up your child, you will need to **initial and note the pickup time** in the "Cougar Club Sign Out" book. You will be charged $2.50 per every half hour your child is in Cougar Care.

When completing the monthly calendar please indicate any activity which your child will be participating in prior to coming to the Cougar Club – Girl Scouts, Boy Scouts, Children's Choir, Forensics, etc.

There is not a minimum required number of days per week or per month that you are required to participate.

SCHEDULE CHANGES

If you need to make an addition or cancellation to your child's calendar, please email cougarclub@st-alphonsus.org **FIRST,** and then call the school at 421-1760, and request to be connected to the Cougar Club Office- ext. 825 to leave a voicemail.

Please indicate the following information on the message:

1. Your name
2. Child's Name
3. Date for which you are making the change
4. Change needed: addition or cancellation

The messages are checked each day when the staff arrives between 2:30 and 3:00 pm.

Please do not make changes directly on your child's attendance calendar. The page in the "Sign Out Book" is not used to take daily attendance and additions and cancellations may not be noted if you make changes directly to the page. You will not receive a refund for cancellations made by crossing out dates on the calendar.

The following fees will apply if you need to make changes to the calendar:

1. **Additions:**
   - $**2.50 fee** per child to add a date to the calendar

2. **Cancellations:**
   - You will be charged $2.50 per child for a cancellation made 15 days or more prior to the date you need care.
   - You will be charged the minimum daily care fee of $8.00 per child if you cancel less than 15 days prior to the date you need care.

If your child is sick and does not attend school or leaves school early because of an illness, you will not be charged for that day of care.

BILLING

Cougar Club invoices will be generated monthly and emailed to parents by approximately the 10th of the following month. The total amount due will reflect services provided during the prior month. You can view the amount owed in your child's PowerSchool fees, labeled "Cougar Club" along with the corresponding month.

Payment Information:

- **All balances should be settled by the end of the next month.**
- **Payments can be made via:**
    - **Credit/Debit Card: Through RevTrak**
    - **Check: Payable to St. Alphonsus School (please write "Cougar Club" in the memo line)**

For any billing questions, please reach out to Gina Andresen at gandresen@st-alphonsus.org.

BEHAVIOR GUIDELINES

The service being offered is an extension of the school day. As a result, the children are expected to follow the same guidelines and rules that are expected in school. Personal electronic devices may not be used in Cougar Club. Cell phones may not be used in Cougar Club.

LOCATION

The program will be held in the Multi-Purpose Room of the school. The extension numbers in this space are 823, and 824.

PICK UP

Parents can pick up their child by ringing the doorbell on the left side of the gym doors in the main school parking lot. A staff member will release the door for parents, who should proceed into the gym lobby to the inner doors, which are also locked. Again, ring the doorbell to the right of these doors to unlock the inner door from the gym lobby.

SIGN-OUT

A parent or parent-designated individual or staff member will sign the child out of the program each day by initialing and writing the time of departure on their child's calendar page in the "Sign Out Book." The "Sign Out Book" is used to calculate the fees owed at the end of each month.

LATE PICK UP FEES

If you are delayed and cannot pick up your child by 6:00 p.m., please contact the program at 421-1760 ext. 823, or 824. The first time you pick up your child after 6:00 p.m., there will be a $1 per minute late fee. The late fee will increase by $1 per minute for each subsequent violation. If you are late picking up your child more than 3 times in a month you will no longer be able to use the program.

SICKNESS

If your child becomes sick while attending the program, he/she will not be allowed to stay. A staff member will contact emergency contacts -- in this order: mother, father, emergency contacts -- listed on the registration form and request that the child be picked up from the program.

IN CASE OF EMERGENCY

If you need to contact your child while he or she is attending the Cougar Club, please call the Cougar Club phone **FIRST** at 421-1760 ext. 823, or 824. These phones are located in the Multipurpose room where the program is held. If no one answers, this means that all staff and students are outside. Please then call Mrs. Pagac at (414)788-1952.

CONTACT

If you have any questions or concerns about the program, please contact Stacey Pagac, Cougar Club Program Director at **cougarclub@st-alphonsus.org** or 421-1760 ext. 825.