

Panther Kids Club

Parkers Prairie Elementary School

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Program Purpose – The primary purpose of Panther Kids Club is to provide a School Aged Child Care (SACC) year round program to students in Kindergarten through 13 years of age. The program seeks to be child-centered by providing an educational/recreational environment with a minimum of formal structure under adult supervision.

Enrollment Policy – The program is designed to serve children grades Kindergarten through 13 years of age. Kindergarten includes a child of sufficient age to have attended the first day of kindergarten or who is eligible to enter kindergarten within the next four months. Children must be able to handle program expectations in a large group setting (15:1 ratio). Children may be full time, part time, or drop in participants. Drop ins will be accepted if the center is notified in advance and enough staff members are available to remain within ratio. All children must be registered by filling out the proper forms. Forms are given by Panther Kids Club staff, or can be downloaded of the school district website at www.isd547.com.

Schedules – Panther Kids Club staff will ask parents/guardians to fill out a calendar so that they can plan properly for staffing, arranging of extra curriculums, and snack. Please notify Panther Kids Club staff in advance of any schedule changes. If your family would like to discontinue use of Panther Kids Club please notify staff by phone call, email or note.

Pick Up of Students – Safety is our primary concern with all programming in the school setting. It is very important that Panther Kids Club staff release children to the proper person. There will be a way for parents to indicate people authorized to pick up their child on the registration form. If a person not listed on this form comes to pick up a student, Panther Kids Club staff will not release the child without parental consent. If you have a change in who will be responsible for pick up Panther Kids Club staff must be properly notified.

Please note that if there are legal documents that restrict one parent/guardian from having contact with a child Panther Kids Club staff need the documentation to follow through. We cannot refuse pick up of a child by a legal parent/guardian. Please provide copies of any necessary documentation.

Hours – Hours for the summer programming will be 6:00 a.m. until 6:00 p.m., Monday through Friday. Administration reserves the right to open at a later time should registration indicate that a later opening still meets family needs. During the school year Panther Kids Club is open from 6:00 a.m. until 8:00 a.m. and again from 3:00 p.m. until 6:00 p.m.

On days when school is not in session Panther Kids Club staff will make determination about availability of services based on registration of at least 10 or more children for the day. On weather related late starts Panther Kids Club may start late. This will be determined on a case by case basis dependent upon staffing availability. Panther Kids Club will also be open earlier than 3:00 if school is dismissed early as long as there is adequate staffing available. Panther Kids Club will be open in case of inclement weather, and school closure, as long as staff to student ratios can be met. If adequate staffing cannot be obtained, Panther Kids Club may need to be closed in order to remain in compliance with state laws.

Program Site – Panther Kids Club will be located in the Parkers Prairie Elementary School. The media center, computer lab, playground, gymnasium, multi-purpose room, and other spaces in the building will be utilized. A sign will be posted on the door to the Panther Kids Club room so parents will always be able to find their children when it is time to be picked up.

Fees – The fee for participation in Panther Kids Club is \$2.75 an hour per child in attendance. There is a minimum weekly fee of \$5.00 for a child that accesses service during the week during the school year. In the summer, the minimum weekly fee is \$10.00.

Late pick-ups (students picked up after 6:00 p.m.) will be assessed a late pick up fee. This fee will be \$1.00 per minute with a \$5.00 minimum. Flexibility will be allowed for weather related issues, when communication has taken place.

Fees are to be paid every two weeks. This program is self-supporting so it is extremely important that fees be paid on time. Payments should be made prior to the next billing cycle. Parents requiring special billing consideration should contact Panther Kids Club staff. Checks or money orders must be made out the Parkers Prairie Schools and turned in to Panther Kids Club Staff. Panther Kids Club reserves the right to discontinue or limit service due to non-payment. Checks returned for non-sufficient funds will be assessed all applicable bank processing fees, and payment must then be made with money order sent directly to the school. Repeated incidents of late payments may result in late fees accruing or, in extreme cases, dismissal from the program.

Transportation – Parents are responsible for bringing their children and picking them up from the program, unless other arrangements are made with the provider on duty. We will walk children to and from all summer recreation programs.

Meals/Snacks – During the school year, children will be provided with an afternoon snack immediately after school. During breaks and summer months, children will be provided breakfast, lunch and an afternoon snack from the kitchen. Meals will be served at the following times:

Breakfast: 8:00 a.m.

Lunch: 11:30 a.m.

PM Snack: 3:00 p.m.

If you bring your child after a meal has been served, you will be responsible for making sure that they are fed. If your child would like to share a snack with all of the other children, it is required by state law that all treats be individually wrapped, store-bought, and not homemade. Please check with the staff to ensure there are no allergies within the classroom before sending any food from home.

Methods of Discipline – Children will have a clear understanding of the authority and rules of the program. A copy of the rules will be posted and are included in this handbook. Children will be helped to understand their responsibility to the other children, staff, and environment. If their behavior causes harm, privileges may be withdrawn and/or parents notified of the behavior. Continued disruptive behavior will result in dismissal from the program.

Immediate Suspension – For the safety and benefit of all children in the program, Panther Kids Club reserves the right to immediately suspend any child who:

- Causes or attempts to cause physical injury or self or others
- Causes or attempts to cause destruction of property
- Leaves the designated Panther Kids Club area with the intent to run away or hide from staff;
or
- Steals items from other Panther Kids Club children, Panther Kids Club staff, the school district or another person's property

Parents will be notified IMMEDIATELY to come pick up their child. A meeting will be scheduled between parent(s), child and Panther Kids Club staff to discuss the child's behavior and the consequence of the behavior. The child may return after the suspension providing the child continues to follow the Panther Kids Club guidelines.

Program Rules – Students will 1) use only acceptable language, 2) respect fellow students and their work, 3) listen to and obey all staff members, 4) take good care of materials and put them in their proper place after each use, 5) share all materials, games, and equipment.

Unable to Continue Service – Panther Kids Club strives to meet the needs of all children enrolled, however:

- Occasionally our program is not in the best interest of a child. Children are required to function in an active environment with several options. We are not able to care for a child who is unable or unwilling to follow Panther Kids Club guidelines (ie: wandering/running out of designated Panther Kids Club areas, consistently acting out against staff, destroying property, hurting others physically, verbally, or emotionally).
- Occasionally Panther Kids Club must weigh the welfare of the group against the interest of the individual. We are unable to care for a child who demonstrates behavior that can do

harm to students, staff, or self (ie: throwing objects at others, striking out with the intent to harm, exploding temper that has potential of causing physical injury).

This behavior policy is intended to maintain a positive environment where children and staff feel safe, respected and accepted.

Policies for Sick Children – Parents will be notified by phone if a child becomes ill at the program. The child will rest in a “quiet area” secluded from the rest of the children until a parent picks them up.

Parents will be called in the event a child requires emergency attention. If parents are unavailable, persons indicated on the emergency form will be notified. In the event none of the above can be reached and it is an extreme emergency situation, 911 may be called.

When a child is to be given medication, written instructions by a physician or dentist must be provided and written authorization to administer medication must be given by the parents. Medication must be in original containers, stored out of reach of children.

Personal Belongings – Children should be dressed appropriately for inside and outside activities. Each child will have space for their personal belongings. The program is not responsible for lost items. There will be a lost and found box provided.

Donations– Donations of items from home that may be used for art projects or creative play would be appreciated. Toys, games, puzzles, or any other items that are appropriate for use by children are very much appreciated. Any families willing and able to make a donation to our snack shelf are encouraged to do so. Items must be sealed and pre-packaged. Paper plates, napkins, paper cups, and silverware are also appreciated.

Duplicate Information – While Panther Kids Club is located within the school, and staffed by school personnel, it is important to note that Panther Kids Club staff does not have access to the same information about the child as the school staff does. It is your responsibility to provide important information that Panther Kids Club staff need in order to meet the needs of your child.

Parental Involvement – A parent may ask for a conference with the staff at any time. Staff will keep parents informed of child’s participation in the program and consult with the parents if any problems arise. Parents are invited to visit the program whenever they want to and to share their special skills and interests with the group. Children may bring a game, puzzle, book, etc., from home to share with this group. Weapon type toys, fragile items, and electronic items are not allowed.

To promote success for your child in Panther Kids Club, please review this handbook before your child joins the program. Thanks!

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