

# Panther Club (Extended Day) Parent Handbook

**Panther Club is the Extended Day Program of Mounds Park Academy. We share a common goal in providing a safe, enjoyable, nurturing and educational environment for all children who enter. Please read this handbook and become familiar with our policies and procedures. Please help your child understand the code of conduct. By working together, we can provide the very best care for children before and after school.**

## **Panther Club Fees:**

AM Panther Club: \$5.00 per day

PM Panther Club: \$9.00 per day (LS)

\$5.00 per day (5<sup>th</sup> and 6<sup>th</sup> grade)

Full Day Care: \$55.00 per day

## **Extended Day (Panther Club) Information for PK, LS**

Panther Club is a safe and nurturing after school program in which children are allowed choices in play areas, arts and crafts, large muscle activity, as well as quiet study time and homework assistance if needed. Panther Club often facilitates special cooking projects or science experiments as well as special interest clubs and groups.

The Panther Club attendance roster is generated each day. Please inform your child's homeroom teacher if your child should stay for Panther Club that day and your child will be added to the attendance list. This helps us make sure all kids arrive at their intended destination and that all children are safe after school. Please do not ask your child to skip Panther Club for any reason. If the cost of Panther Club is a hardship, please contact us.

The afternoon Panther Club fee will be waived for PK children attending Panther Club from the end of the PK school day at 2:45 until 3:10, when grades KG and up are dismissed.

PK Children who remain in Panther Club after 3:10 will be charged the full daily rate of Panther Club.

### **Brief Summary of After School Panther Club program for 5<sup>th</sup> and 6<sup>th</sup> grade**

5<sup>th</sup> and 6<sup>th</sup> grade Panther Club is a safe and supervised gathering place where children are free to choose from several activities including studying at the library, hanging out in the Middle School lounge or Cafeteria, or playing in the gym or outside (during designated outside times.) In addition, 5<sup>th</sup> and 6<sup>th</sup> graders are also welcome to join the LS Panther Club for crafts, games, and snack time if they wish. 5<sup>th</sup> and 6<sup>th</sup> graders are required to gain permission from Panther Club Staff before moving from one activity to the next, and are not permitted to leave the building without a parent/Guardian signature on the Panther Club sign out sheet.

### **Brief summary of after school guidelines for 7,8<sup>th</sup> grade**

7<sup>th</sup> and 8<sup>th</sup> graders who remain in the building after 3:30 PM must sign in with Panther Club by writing his/her name and location on the sign in board located in Panther Club. This ensures children's safety and accountability. 7<sup>th</sup> and 8<sup>th</sup> graders are also required to sign out when leaving campus so that faculty and staff maintain an accurate count of children remaining in the school after hours.

7<sup>th</sup> and 8<sup>th</sup> graders **may not** go to the Upper School portion of the school or outside the building (as a sports spectator, etc.) without adult supervision. Middle School children found in the Upper School area or outside of the building without a supervising adult must provide a written note or "pass" authorizing his/her presence in the Upper School/Lansing Center area. This pass will be validated.

7<sup>th</sup> and 8<sup>th</sup> grade children who fail to report to Panther Club after school will be given alternative lunch the following day. Repeat failure to follow procedures or code of conduct may result in other consequences as deemed appropriate by the Middle School Director.

There is no charge for 7<sup>th</sup> and 8<sup>th</sup> graders staying after school.

### **AM Panther Club (PK-4<sup>th</sup> grade)**

Children do not have to be preregistered to attend AM Panther Club. Children who arrive at school between 7:00 and 8:15 AM are required to join AM Panther Club, which is located in the Kreisler Gym. There is no charge for children who arrive after 8:00 AM. AM Panther Club is a safe and relaxing way to start the school day. Caring Staff supervise while children study, read, or engage in free play or crafts. Children are offered a healthy breakfast snack at 7:45 AM. KG -4<sup>th</sup> grade children are dismissed to their classes at 8:15 AM. PK children are escorted by Panther Club Staff to their classroom at 8:30. Middle School children are not required to join AM Panther Club.

### **Snacks:**

Panther Club offers one breakfast snack before school.

Afternoon Panther Club offers two snacks, one at 3:20 and a light snack (1 serving of crackers, popcorn) at 5:20.

We serve only 100% juice, milk or water with our snacks. We strive to offer 2 components from the four food groups, such as a bread component and a dairy component, etc. If you have certain dietary requests please contact Panther Club so we can make accommodations. If you wish to send a snack from home, that is fine also.

### **Outdoor Play**

We will be going outdoors many times a week, weather permitting. All children who are well enough to be at Panther Club are expected to participate in outdoor activities. We will follow school guidelines for indoor recess in the event of cold weather. In hot weather, we will follow hot weather safety precautions by limiting time outside and offering water breaks.

### **Panther Club Staff**

All Panther Club staff members must complete a background check before working in the program. Staffs are trained in First Aid and CPR,

as well as other program related areas.

### **Parent Concerns Communication Procedure**

If you have a concern/complaint regarding Panther Club:

1. If possible, set up a time to address the concern with the appropriate Staff Member.
2. Contact Program Director (Kirsten Mulraney) to set up a time to discuss concern.
3. If it is still not resolved, discuss it with LS/MS Director (Tony Reimers).

### **Full Release Day Care (non-school days) summary**

On many non-school days, Panther Club is open from 7:00 AM until 6:00 PM. We offer supervision from qualified staff, healthy snacks, fun activities, arts and crafts, and fun themed activities for children in Pk-6<sup>th</sup> grade. We may even take an exciting field trip or enjoy an on-campus presentation!

Registration forms are sent home with your child 2-3 weeks before the scheduled Full Release Day. You must register your child by the deadline listed. There is a \$10 late registration fee for each late registration accepted—but please note that late registrations may not be accepted due to limited space. Please read each registration form for additional information and policies.

You may submit school release day registration forms to the LS reception desk or to Panther Club staff along with payment. **Payment must be submitted with registration.**

Our Release Day schedule varies depending on theme and activities, field trips, and projects; However, we do try to maintain consistent structure in a number of areas listed below:

- Lunchtime starts at 11:45: cold lunch must be brought from home.
- Rest time is from 1:00-1:45 (a quiet room and mats are offered for nappers—if your child naps, please send their blankets, pillows or comfort items along to Panther Club.) Children who do not sleep are welcome to read books, or watch a rated G movie while

relaxing on cushions. Children who fall asleep will be permitted to sleep beyond rest time unless staffs are otherwise instructed.

- AM snack is offered at 10:00 AM and PM snack is offered at 3:00 PM. An additional “light” snack is offered at 5:00 PM.

### **Panther Club Behavior Guidelines**

Our rules and behavior expectations are no different than during the school day. Panther Club staff are trained to deal with inappropriate behavior in various developmentally appropriate ways, including leading by example, distraction and redirection, changing the activity, conflict resolution, and finally, removal from the activity or Panther Club area.

If repeated negative behavior is documented, a behavior goals may be established and communicated with the child’s parent/guardian. If goals are not met in a fair and practical amount of time as stated in the parent communication, suspension from Panther Club may occur. The Panther Club Director and appropriate Grade Level Director will determine the length of the suspension.

### **Panther Club Code of Conduct**

- **Be respectful of students, staff and property**
- **Clean up after yourself**
- **Be on time**
- **Communicate your location to a Panther Club staff at all times**
- **Follow safety precautions**
- **Leave electronics, cell phones, and valuables at home or in locker. (Children can be reached directly through Panther Club phone 651-748-5571)**

### **Required Sign-in / Out Procedure**

You must sign your child out every afternoon. There are no exceptions to this rule. Failure to comply with this rule may result in termination of services.

Any authorized person who is picking up a child from Panther Club must have available proper photo identification and may be checked by Panther Club Staff. An authorized person is any person 16 years or older, listed on the Emergency Card, or a person granted permission in writing with parent/guardian signature and date present. Emails from parent/guardian are permitted. **Verbal permission will not be accepted.**

In *emergency situations*, an exception may be made if Panther Club Staff are able to call back to a previously provided number on the emergency forms to verify the call came from a parent/guardian.

### **FOB/buzzer system**

Panther Club parents will have access through the South Entrance from 4:30-6:00 p.m. by a limited use fob (a small deposit will be required) which can be picked up in the North reception area (business office).

The buzzer system will have both a visual feed and a voice feed. A receptionist at the North Entrance between 4:30 and 6:00 p.m will monitor access to the South Entrance.

### **Accidents/Injuries**

If your child has a minor injury, Panther Club will perform First Aid, and notify you when you pick up your child. A written report will follow explaining the accident and first aid given.

If a serious injury should occur, Panther Club will perform First Aid and notify you to pick up your child immediately so that you may decide whether or not to seek further treatment.

In case of an emergency Panther Club staff will:

1. Call 911, perform immediate First Aid, and contact parent/guardian. After 911 have been called, The First Responders will dictate what treatment will be given.

2. A staff will accompany the child to the hospital and stay until the parent/guardian arrives if ambulance transportation is required. If a parent/guardian is unavailable, we will continue to call the child's emergency contacts until an authorized person is reached.

### **Exclusion of Sick Children**

Please notify us if your child is sick and will not be attending Panther Club. Please do not send your child if he/she is sick.

Children are not allowed to attend Panther Club if they show any of the following symptoms or illnesses:

- \_ Fever – If over 100 degrees under the arm, or accompanied by other symptoms such as behavioral change, diarrhea, rash or vomiting
- \_ Respiratory symptoms – Wheezing that occurs suddenly and is unexplained, severe congestion, uncontrolled coughing
- \_ Signs/symptoms of severe illness (unusual fatigue, irritability, persistent crying, difficulty breathing, etc.)
- \_ Vomiting
- \_ Uncontrolled Diarrhea
- \_ Mouth sores with drooling
- \_ Rash- if cause of rash is not known
- \_ Eye drainage
- \_ Unusual skin color
- \_ Bacterial infection (such as strep throat)
- \_ Contagious illness (such as chicken pox, scabies, ring worm, or other reportable diseases)
- \_ Head lice – presence of lice or lice eggs (“nits”)

### **Sending your child home due to illness or injury**

If a child becomes sick and shows any of the above symptoms while at Panther Club, the child will be separated from the group and the parent/guardian will be called to come and pick up the child within an hour of the call. If a parent or guardian cannot be reached; the emergency contacts will be called. Emergency Staff will be called if deemed necessary.

## **Sick Days**

Panther Club does not reimburse for sick days taken by the student.

## **Medication Authorization**

Children are not allowed to have medication in their possession. The staff may only dispense prescribed medications in the original container directions; that bears the original label displaying legible information stating the following:

- \_ Name of medication and child's name
- \_ Date of original issue
- \_ Directions for use
- \_ Prescription number and expiration date
- \_ Name and address of licensed pharmacy issuing the medication
- \_ Physician's name
- \_ Dosage and duration

Please ask for and complete a Medical Authorization Form if you wish Panther Club staff to administer any medication.

## **Transportation**

Panther Club requires written authorization from the parent/guardian to transport the child off campus for field trips. Information about field trips and permission forms disclosing the mode of transportation (i.e.: bus, van, etc.) are distributed at least two weeks before the event.

## **Weather / Building Emergencies**

If Mounds Park Academy closes due to inclement weather, or building emergency, Panther Club will also close. No reimbursement will be given for such closures.

## **Panther Club Contact Information:**

Coordinator: Kirsten Mulraney (Ms. M)  
Direct line: 651-748-5571  
Email: [kmulraney@moundsparkacademy.org](mailto:kmulraney@moundsparkacademy.org)  
Location: Kreisler Gym (enter through the cafeteria)

## Mounds Park Academy Extended Day Technology Use Agreement

At Mounds Park Academy, we believe that technology is a vital tool in communicating who we are, what we value, and how we represent our family, school, and community. Because our technology choices affect ourselves, and others, and because the use of technology is a privilege, not a right, the expectation is that Lower School and Middle School students will abide by these rules while participating in Extended Day. While we understand that any of us can make a mistake, we believe that living according to these values is critically important.

If these expectations are not followed during Panther Club, the offending students will lose the privilege of after school computer use.

### **Unacceptable :**

- Stealing someone's password and identity
- Sending Viruses
- Accessing any website, blog, Wiki, etc. with the purpose of creating, viewing, or participating in the humiliation of others

- Retrieving material which is obscene, profane, violent, discriminatory or depicts or describes illegal activities
- Plagiarizing/representing the work of others as my own
- Manipulating technology to cheat
- Damaging MPA hardware or software, deleting school files or those belonging to other students, using unauthorized software, or making modifications to system files determined to be “Damage to School Property.”
- Accessing social networking sites while at MPA
- Using any MPA technology without teacher approval
- Utilizing technology in other inappropriate ways

Please use only websites listed on Mrs. Koen’s technology website, or sites approved by a Panther Club staff.

When in doubt, ask Panther Club staff—or you may risk losing your computer privileges!

