

PANTHER ADVENTURE CLUB



Handbook for Families

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Welcome to the Panther Adventure Club (PAC)!

PAC is a school age care program providing safe and creative environments for elementary school students throughout the school year and summer. PAC serves children currently enrolled in kindergarten through grade six. PAC is administered by the Community Education Department of Glencoe-Silver Lake School District. We can be reached at:

Lincoln Elementary Site
1621 East 16th Street
Glencoe, MN 55336
320-510-0116 (PAC Cell Phone)

Community Education Office – Located at the Panther Field House
1621 East 16th Street
Glencoe, MN 55336
PAC Coordinator, Jane Goettl - 320-320-510-0116 or email: jgoettl@gsk12.mn.us
Community Education -320-864-2693

Philosophy

PAC provides care for school age children whose parents are unable to be home with them during non-school hours. The program offers a friendly, informal atmosphere with activities to keep the children busy and creative. Children have choices to participate in a variety of group and individual activities such as arts, crafts, games, indoor and outdoor physical activities, computers, field trips and quiet time.

Goals

PAC offers a program with a wide variety of learning experiences provide balance to the academic focus of the regular school day. Our goal is to give children the opportunity to grow in the following areas: personal discipline, social development & psychological health, physical skills, health and safety.

Registration Requirements

- Registration form
- Medical & Emergency Information form
- Permission and Release Agreements
- Behavior Goals & Policies signed by parents and children
- Immunizations Record
- A completed Schedule Form
- \$10 registration fee

A Registration fee of \$10.00 per child is required upon enrollment into the program. This fee is nonrefundable and is good from the beginning of the summer through the following school year. Children must pre-register and pay the registration fee each year.

Drop-in Registration: Children using the program on a drop-in basis are required to have completed registration forms on file. Drop-ins pay a higher fee and will only be accommodate if space allows.

Changes to Registration Information: For safety reasons, it is imperative that children's files include current data at all times. Should a change occur to work, cell or home telephone numbers, address, employer, emergency contact, or other data, a "Changes or Additions to Registration " form needs to be completed immediately.

Program Options and Offerings

Before School Program:

Location: Panther Adventure Club – Lincoln Elementary
Silver Gym

Hours: 6:30 AM until the start of school

Our morning program offers quiet activities as well as active games are available for the children. Students may participate in the morning breakfast program at school.

After School Program:

Location: Panther Adventure Club-Lincoln Elementary (Silver Gym.) Please check the PAC Whiteboard Sign for daily schedule/locations.

Hours: after school until 5:30 PM

PAC after school program schedule includes homework time, free time, a light snack, and planned daily activities.

School Year Full Days

Location: Lincoln Silver Gym. Please check the PAC Whiteboard Sign for daily schedule/locations.

Hours: 6:30 AM– 5:30 PM

Open for: (provided we have a minimum number of children attending)

Parent/Teacher Conferences
Teacher Workshop Days
Winter & Spring Break

Closed for: Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, President's Day, Memorial Day, Juneteenth, July 4th and Labor Day

Billing: Any schedule change is needed 7-days prior.

Lunch: Children need to bring a bag lunch; no soda pop allowed. Refrigeration and a microwave are available. Please label your child's lunch with their name. Breakfast and afternoon snack is available. Field trips maybe planned on non-school days. See page 5-6 for details.

Summer Location: Lincoln Elementary School

Hours: 6:30 AM – 5:30 PM

Dates: Our summer program will open the first day after the last day of school and will run until first day of school. These days are subject to change, based on the school calendar.

Age Requirements: Children who will be entering kindergarten through grade six, with completed enrollment forms.

Breakfast: A breakfast will be available at 7:45 a.m.

Lunch: Children may bring a bag lunch, (no soda pop), or a lunch is available at no cost to families when the summer food program is available. Please label your child's lunch with their name. An afternoon snack is available.

Field Trips/Swimming

Field trips scheduled each week during the summer program and occasionally on non-school days during the school year. The trips offer children the opportunity to visit fun, interesting and educational sites. Details about each field trip including location, date, cost, and times is available in the spring.

Field Trip Reminders:

- Appropriate clothing and tennis shoes are required.
- Children are responsible for any item they bring with them on the field trip.
- If you allow your child to bring money, PAC only allows \$5 per child and it is the child's responsibility.
- When PAC takes a Field Trip the entire site attends, no one stays back at School so half-day care option is not available on these days.
- The cost of Field Trips is included in the summer activity fee.
- Participants will wear the PAC shirts provided to distinguish the group. Shirts are distributed onsite prior to the field trip and collected the same day.

Swimming

PAC utilizes the GSL High School Pool during the summer months and the school year. Field trips including swimming waterproof sunscreen is required, except in cases where a child is allergic to sunscreen, a release form should be signed. **Sunscreen is applied by the child**, staff are only allowed to assist applying spray on sunscreen not lotion. Please note that children in the past have refused to have lotion re-applied. We cannot force your child to have lotion applied. Please talk to your child if you think this will be a concern.

Children going swimming are required to bring:

- Dry towel
- Swimsuit or trunks
- Waterproof sunscreen

Failure to bring required items will result in the child not being able to participate. The child will have quiet activities (coloring, reading, etc.) as an alternative.

Schedules

School Year Schedule/ Summer Schedule:

Families participating in the summer program will be required to designate their child's schedule on a weekly basis. Scheduling does not need to be the same every week. Families will be charged "drop-in fees" for dates their child attend when a schedule was not turned in and staff was not notified of attendance 7 days in advance.

Communicate Absences:

Inform the site when your child will not be attending when they are scheduled. Do not rely on the school office/child's teacher to relay information. Failure to communicate with PAC will result in a "No Call No Show" a \$5 finder fee.

Finder's Fee: Billed if scheduled and does not attend and staff has not been notified. We charge a \$5.00 Finder's fee when calling about your child.

Drop-in Care: Limited drop-in care will be available and charged at the drop-in rate. Drop-in rates will apply to families that have paperwork on file, but have not submitted a schedule 7 days prior to the date of service.

Withdrawal: Parents planning to withdraw from the program are need to give a two- week notice. This allows staff time to notify other families of the opening. Any fees for special events such as field trips or swimming are non-refundable.

Drop-Off and Pick-Up Procedures

Sign-In/Out Procedures: Children must be signed-in and out daily by their parent/guardian, using the touch screen computer. It is imperative that you sign-in and out on the computer/sign-in sheet to assure that you are billed the correct rate.

Drop-Off/Pick-Up: If you bring your child to the program and the group is away from their home base, parent/guardian is responsible to escort the child to the group location. If someone from your authorized list of people on your registration form is going to pick up your child, please call the site and let us know.

Illness and Medication Policy

Sick Child:

Children who are Ill should not attend. If your child becomes Ill at PAC you will be notified to pick up your child. Children may not attend our program if they have any of the following:

1. Fever greater than 100 degrees F
2. Vomiting or diarrhea within the last 24 hours
3. Any contagious symptoms such as impetigo, strep throat, conjunctivitis (pinkeye), ringworm, etc. Child may return 24 hours after treatment.
4. Chicken pox or shingles-child may return after all blisters have dried into scabs

Medications: In order for PAC staff to administer medication to a child, the following is required:

1. Medications completed "Authorization for Giving Medication in Schools" form (available at sites or on the GSL website). For prescription medication, this form must have physician's signature.

2. Personal prescriptions with a physician's label bearing the child's name and directions for administration. PAC staff does not have access to medication left with the school nurse.
3. Over the counter medications (Tylenol, Advil, Ibuprofen, cough drops, etc.) must be in the original container labeled for that medication. Over the counter medications taken for longer than 2 weeks require a physician's signature.
4. A parent/guardian must give medication to staff. DO NOT send medication to PAC with your child. Parents are responsible for notifying staff of any allergies or special medications their child may have.

Medical/Physical Limits:

If your child has any physical or medial limitations that prevent them from participating in daily activities (running, walking, etc.), you will need to notify PAC staff in writing about the limitation. Any limitation extending beyond two weeks will require a doctor's note.

Behavior Goals and Policies

We expect children to respect each other, the staff, and the faculty, just as staff respects each child and parent. We believe in a positive method of guidance that emphasizes the rights and needs of others, related to acceptable standards of behavior and courtesy.

*This behavior policy is to maintain a positive environment.
So, children and staff can feel safe, respected, and accepted.*

*To promote success for your child in PAC, please review policy expectations
with your child before he/she joins the program. Thanks!*

DESIRED BEHAVIOR - GENERAL RULES OF BEHAVIOR

Children shall respect each other, staff and facility.

Walk in the room and hallways.

Keep feet and bodies off the tables and counters.

Use positive remarks-name-calling.

Keep hands, feet and toys to yourself.

CHILD GUIDANCE PROCEDURES**PROCESS FOR PROMOTING SUCCESS IN ALL CHILDREN**

PAC views discipline as an opportunity to teach children social skills needed to function successfully in daily life. Our staff encourages appropriate behavior through clear guidelines, consistent consequences, and positive staff interaction. When working with children, our staff remains proactive, guiding children in making appropriate choices and redirecting them as needed.

PARENTS AS PARTNERS

To be more effective in working with children, PAC staff team up with parents to work on issues together. Ongoing communication between home, school and PAC promotes success for children. When staff understands children's needs, they can respond appropriately to those needs.

DISCIPLINE NOTICES AND PLANS FOR SUCCESS AT PAC

When a child demonstrates consistent inappropriate behavior, doesn't follow expectations, staff will make every effort to remedy the problem. If their efforts do not bring success, a behavior notice is sent home and signed by the staff and parent/guardian. An "Incident Notice" when behavior is:

1. Unwanted/offensive – intended to hurt others physically, emotionally, or intended to damage property.
2. Repeated – intervention does not work, or
3. Disrupts the site - the well-being of other children and/or staff.

First Notice – Notification to alert parents about behavior issues at PAC.

Second Notice – A meeting with parent, child, and PAC staff to discuss the behavior issues and a plan to promote the child's success in PAC.

Third Notice – Five- day suspension from PAC. The child may not return for five scheduled days. The child may return as long as he/she follows appropriate guidelines.

Fourth Notice – S

Immediate Suspension

For the safety and benefit of all children in the program, PAC will immediately suspend any child who:

- Causes or attempts to cause physical injury to self or others
- Causes or attempts to cause destruction of property, or
- Leaves the designated PAC area with intent to run away or hide from staff.

Unable to Continue Services

PAC strives to meet the needs of all children enrolled; however, occasionally our program is not in the best interest of the child. Children are required to function in an active environment. We are not able to care for a child who is unable or unwilling to follow PAC guidelines. (disrupted/disrespectful/wandering/running)

Children with Special Needs:

If a child receives student support in the classroom, has an identified special need or has a behavior plan developed, it is the parent's responsibility to identify their child's need on the registration forms. After reading your child's IEP and discussing your child with staff, it will determine if the program can accommodate the needs of your child. Children whose limitations create a safety issue of unreasonable risk, harm to themselves, others or property may not be accommodated. PAC is not able to provide 1:1 assistance for students. Students need to take care of their own toileting needs.

Fees, Billing and Payments

Fees:

Before School Program (Rate per child)	Daily Rate:	\$5.00
	Weekly Rate:	\$25.00
	Drop-in Rate:	\$8.00
After School Program (Rate per child)	Daily Rate:	\$9.00
	Weekly Rate:	\$45.00
	Drop-in Rate:	\$12.00
Before and After School (Rate per child)	Weekly Rate:	\$65.00

Non-school Days (Rate per child)

Daily Rate: \$30.00

Drop-in Rate: \$42.00

Weekly fees are based on the schedule you provide. Students who miss due to illness or other reasons are still responsible for their weekly/daily tuition. Payments, for the current week, are due on Monday.

Returned Checks

In the case of a returned check, we will no longer be able to accept personal checks from you. There will be an added fee of \$30 for any returned checks.

Payment Options

PAC offers many payment options. We also accept payment by check, money order, MasterCard, VISA and Discover. For questions about payment options, call 320-864-2693.

Late Payments

PAC is a self-supporting program and needs your prompt payment to meet expenses. If your payment isn't received on Monday or the first day your child attends that week, a \$10.00 late fee will be charged. Families must maintain accounts with a reliable payment history, as a delinquent account is grounds for suspension or termination from the program. Families receiving three late payment fees in one year, beginning with the summer program and concluding with the end the school year program, will be required to prepay for services.

Late Pick Up Fees

There will be an extra charge of \$3 per minute for children picked up after our closing time. After three late pickups, PAC reserves the right to suspend or terminate services.

Assistance Programs

When fees or partial payments made by an assisting agency, the parent/guardian is responsible for amounts not paid by other programs.

Personal Belongings/Shoes/Clothing

Personal Belongings:

The child's name should appear on all personal items (lunch box, snow pants, swimsuit, etc.). PAC is not responsible for lost, damaged, or stolen items. It is ok to bring items to the program with parent/guardian permission. Participants need to share and are responsible for the item(s) they bring. The PAC staff will monitor when they may use the items. If the child misuses it s/he will have them taken away, until the parent/guardian arrives and may lose the privilege to bring items in the future.

Shoes: Tennis shoes are required.

Outside Clothing:

Please make sure that your child dresses appropriately for the weather. We love to go outside in all types of weather. Make sure your child is prepared with boots, snow pants, hats, gloves/mittens, etc.

Transportation

Transportation:

During the school year, you may drop your child at the Lincoln Elementary site and ride the shuttle bus to Lakeside Elementary and First Lutheran School. After school, children may ride the shuttle bus to the Lincoln Elementary site.

Inclement Weather/Closing Policy

PAC follows the GSL school closing guidelines.

- * If school is closed, PAC is closed.
- * If school is two-hours late, PAC will not be open in the morning but will be open after school.
- * If school releases early, PAC is closed.

Please have a backup plan in place in case of an emergency.