

# 🐾Cool Panthers🐾

WELCOME TO THE COMMUNITY EDUCATION  
BEFORE and AFTER SCHOOL PROGRAM

## **Mission:**

The Pine Island school-aged daycare is a group setting where we believe that all children deserve a safe, nurturing, educational and fun environment to be in at all times. Cool Panthers believes in doing all activities as a group, if your child doesn't adjust well to group settings we do not provide one on one care. Cool Panthers provides rich enhancing activities while also emphasizing homework and reading. Both groups offer many fun activities including board games, puzzles, books, manipulative objects, group games, brain games, simple crafts, outside play, and experiments.

## **Ages of Children Served/ Contact Information:**

Cool Panthers is made up of three sub groups. Cubbies serves Preschool age children.(please view Cubbie handbook for specific info regarding Cubbies) Panther Pals serves Kindergarten – 1<sup>st</sup> grade. While Cool School serves 2<sup>nd</sup> grade and up. If you need to mail anything, please send to: Attn: Community Education, P.O. Box 398, Pine Island, MN 55963. The PK-4 school address is: 8749 Cty Rd 5, Pine Island MN 55963.

**Panther Pals cell phone is (507)696-2813. The Cool School cell phone is (507)272-7140. If you have any concerns, contact Jennie Barker on either phone or the e-mail below [Jennie.barker@pineisland.k12.mn.us](mailto:Jennie.barker@pineisland.k12.mn.us).**

## **Registration:**

All children need to be enrolled in advance. There is a \$25 non-refundable registration fee for newcomers, \$10 for each additional child. We encourage anyone who is interested in our program to call (507) 696-2813 or (507) 272-7140 and register his or her child. If you decide to take your child out of the program and later wish to re-enroll you will be charged a \$15 fee.



## **Cost:**

**Daily Regular Rate:** \$4.00 an hour as long as your calendar is submitted by the 15<sup>th</sup> of the prior month.

**Drop-in Rate:** \$5.00 an hour, any dates added after the calendar has been submitted.

Half hour blocks of time will be used to figure payment due for those using Cool Panthers on an hourly basis. There is a five-minute grace period; if you pick up after this time you will be billed for the extra time they are here. Also if you drop your child off more than five minutes prior to the hour or half hour mark you will be billed for the full half hour. Note that if your children are registered to take part in events outside of Cool Panthers and will be returning to Cool Panthers care you will be charged for the time that they are gone.

## **Billing/Payment:**

During the **school year**, your statement will be posted on ProCare for you to review each Monday. Billing periods begin on Monday and end on Friday. Fees are due upon receipt of the statement. Payments received later than one week past the statement date will be subject to a late fee of \$10. Please contact the program director to make special payment arrangements. Prompt payment is expected and required for our program to function successfully. Please keep accounts in good standing, as delinquent account is ground for termination from the program.

During the summer, advanced payments are due on the first day you child attends for the total number of days your child is scheduled for the week. All late payments will be assesses a \$10 late payment fee.

## **Calendar:**

**Monthly calendars are due by 15th of the prior month.** If your calendar is not submitted or returned by the 15<sup>th</sup> you will be charged a \$10.00 fee. If you do not get your calendar in on a timely manner, I will assume you do not need care that week and you will be charged a three day minimum. Your calendar is your contract. You need to write down arrival and departure times. You will be charged for all your contracted hours, or days even if you cancel at anytime during the weeks reserved. In addition, you will be charged for any extra hours due to schedule changes you may request. If your child is sick and not attending due to schedule changes you need to call and let the staff know or there will be a \$5 charge.

## Tax Forms:

Please keep all of your bills as they will serve as your tax statement. Cool Panthers does not make individual tax statements.

Tax Exempt ID # 41- 6001301

## Vacation Credit:

Families attending Cool Panthers twelve months per year are eligible for two weeks of vacation credit during the year. These weeks with "no charge" must be taken as a Monday-Friday block of time. Those attending either the summer program or school year only will be allowed one week of vacation credit. Parents **NEED** to mark the **vacation credit week** on your calendar. If not marked as exactly that, you will be charged the three day minimum for that week.

## Additional Fees:

**Search Fees:** A search fee of \$5 per child will be charged each time Cool Panthers staff must search for a child. **Repeated searches are grounds for dismissal from Cool Panthers.** An unnecessary search is when a child is scheduled to come to Cool Panthers but does not arrive, and the staff was *not* notified of other arrangements. The school does *not* notify us if your child is absent or leaves early. You must call in to cancel your child or you will be charged a search fee if this happens. If your child will not be coming to Cool Panthers and they were scheduled, you **MUST** call the cell phone and let us know. **Panther Pals Phone Number: (507)696-2813. Cool School Phone Number: (507)272-7140.**

**Late Pick-up fee:** We close promptly at 6:00 P.M. Please call as soon as you know you are going to be late. You will be billed \$5.00 for the first five minutes and \$1.00 per minute after the first five minutes (after 6:00p.m.) The staff will determine the pick-up time according to the clock in the room. If staff has not heard from the parents, emergency contacts will be notified.

**Three late pick-ups in a year may result in termination from the program.**

## Signing In and Out:

At all times, a parent or guardian needs to sign the child in and out of the program. Staff will check in all of the children after school in the cafeteria. When picking up your child, you must sign them out on the computer before leaving. Your child will only be released to people who are authorized on the authorization form. Written notes signed by the parent or guardian will also serve as an authorization. We may ask for proof of identification.

## **Schedule:**

### **Before School**

Cool Panthers opens at 6:00 A.M.

All children will go to breakfast at 7:30 A.M. with a staff member and then be released at 8:00 A.M. for school.

### **After School**

All children who are on the schedule for Cool School or Panther Pals will go to the cafeteria after school to meet staff members.

2:50-3:15 Snack in the cafeteria

3:30-4:00 homework/reading time (2 steps)

4:00-6:00: Group game, art project, or enrichment activity (or outdoor time), free time

### **Non-school days**

Cool Panthers will be open from 6:00am to 6:00pm on non-school days during the school year as long as the minimum requirement of 12 children is met. The program will be closed on the following days:

Labor Day	New Year's Day
Thanksgiving Day and day after	Good Friday
Christmas Eve Day	Memorial Day
Christmas Day	Week of Fourth of July
New Year's Eve	Week before PI school starts
Presidents' Day	Week of "Before school" conferences with teachers and mandatory staff training

### **Dress Code:**

We ask that your child's dress be appropriate for the weather.

### **Electronics:**

Electronics are not allowed. If a child is using an electronic it will be taken by staff and given to parents at pickup.

### **Toys from home:**

Toys from home are not allowed.

### **Bikes/ Scooters/ Skateboards:**

We ask that if your child rides his/her bike to Cool Panthers they leave it in the bike rack until they leave for the day. We do not have a big enough area for everyone to ride their bike and cannot provide adequate supervision. Skateboards are not allowed on school grounds so we can't allow them either. Scooters will be allowed as long as the owner is the only one to use it. If this rule is not followed scooters will be taken away that day.

## Summer:

Our hours during the summer are 6:00am to 6:00pm. During the summer, Panther Pals/Cool School offers a variety of fun activities. These include many field trips, special theme weeks, and weekly trips to the pool, lunch delivered from restaurants once a week. Both groups also have the opportunity to participate in community education programs and other summer camps held at the school. Parents need to set up transportation if the activity is not at the K-4 site.

## Water Bottles/ Sunscreen

We highly encourage your child to bring a water bottle. We go on many walking field trips in which a water bottle is very convenient. **Every child needs to have their own sunscreen that can be left at the school for pool days and other days where we are outside for a long period of time. Bug spray is also recommended.**

## Panther Pals and Cool School Field Trips:

Both age groups go on many field trips throughout the year. Setting up the field trips is a very lengthy ordeal and once the calendars come in we reserve our spots. Many of the trips require us to pay for the number of spots we reserve no matter how many kids we bring. Therefore, it is very important that we receive accurate information from you on your calendar. Cool Panthers will also have a summer t shirt that will be given to each child this summer; we ask that your child wears his/ her shirt on every field trip. **If your child is on the schedule on a field trip day, they are required to go on the field trip.**

## Lunch/Breakfast/Snack:

### School Year:

Breakfast will be offered during the school year every morning Monday through Friday at 7:30 A.M. through the school's cafeteria food program. The money will be taken out of your child's lunch account during the school year. Each child is responsible for bringing their own snack to eat after school.

### Summer:

During the summer children will be responsible for bringing a lunch and snacks every day.

### Non-School days:

**Children need Lunch and two snacks.**

- **No access to a microwave or a fridge for your children's lunch.**
- **No pop, candy, or gum at any time unless specified for a special day.**

## **Parent Involvement:**

In order for our programs to be successful we need a certain level of parent involvement. The staff is here and appreciates knowing any information that may be of benefit to your child's time here at Cool Panthers. Other ways to remain involved include:

1. Informing Cool Panthers staff if there is a change in address, phone number, emergency contacts, health issues, medication, etc.
2. Informing staff of any schedule changes.
3. Read the bulletin board for new information and updates.
4. Signing your child in and out every day.
5. Picking your child up at 6:00 P.M or before.
6. Dress your child appropriately for the weather.
7. Inform staff if child has been exposed to communicable disease.
8. Pay your bill promptly.
9. Please notify Cool Panthers Staff if there are any family or other situations that may be affecting your child's behavior.

## **Children's Expectations:**

1. Take responsibility for their actions.
2. Respect staff, other children and Panther Pals and Cool School property.
3. Respect all of the rules.
4. Return toys and games to appropriate places.

## **Dealing with Behavior Issues:**

We ensure that each child is provided with a positive role model of acceptable behavior.

The staff is knowledgeable regarding the developmental level of children and plans activities accordingly. However, sometimes certain behavior issues arise. In that case children will be redirected from the problem toward a constructive activity. A child's unacceptable behavior will be dealt with immediately and he or she will have appropriate consequences. If unacceptable behaviors continue, staff will take the following steps.

1. The child will be redirected and offered acceptable alternatives. If unacceptable behavior continues, the child will be separated from the group until he/she regains control.
2. The behavior of the child and the staff response to the child's behavior will be recorded.
3. Depending on the severity of the bad behavior and if the behavior continues to be a problem, the student may be excused from the program one or more days until a conference is scheduled with a parent.

If we have pursued all of our options and no resolution is found, dismissal from the program may be warranted.

## **Right to Refuse Service:**

Cool Panthers has the right to refuse service to a child if it is determined that the program cannot meet the needs to a child. If this is decided, parents will be given adequate time to find other childcare.

## **REASONS FOR TERMINATION:**

1. Abusive language and/or behavior towards staff or other children.
2. Parents arrive for pick-up later than 6:00 P.M. more than three times a year.
3. Failure to pay for services.
4. It is decided that Cool Panthers can no longer meet the needs of a child.
5. Non-payment exceeding one month.

## **Illnesses:**

If a child becomes ill, every attempt will be made to contact the parents or designated emergency contact person. The ill child will be isolated from the other children in a designated area so as not to expose the illness to others. Parents will be asked to pick up their child immediately in the event that their child is ill. It is the responsibility of each parent to be sure there are alternative arrangements available in the event they are not able to pick up their child.

### **For the protection of all children, your child will not be allowed to attend if he/she shows any of the following symptoms:**

1. A temperature of 100 degrees or above within the last 24 hours.
2. Intestinal disturbance accompanied by diarrhea or vomiting.
3. Any undiagnosed rash.
4. Sores or discharge from eyes or ears.
5. Profuse nasal discharge.
6. Communicable disease in a contagious state.

If your child has been exposed to any contagious disease or condition, it should be reported to a staff member as soon as possible. Examples include but are not limited to chicken pox, strep throat, pink eye, viral infections, etc. If your child has head lice they may be sent home to receive treatment.

If your child is ill or you know that your child will be absent that day, you need to notify us by phone, **Panther Pals: (507)696-2813 Cool School: (507)272-7140.**

**If your child is scheduled and does not arrive and we are not notified, you will be called and charged a search fee of \$5.**

## **Medications:**

If at all possible, the school nurse will dispense all medications. Please see a staff member if further discussion needs to take place.

## **Emergency School Closings:**

\*When Pine Island Schools are closed for the day due to weather; Cool Panthers **will not** be open for that day.

\*If Pine Island School is delayed in the morning, Cool Panthers will not open until 9:00 a.m. of that morning.

\*If Pine Island School is let out early during the day due to weather, a parent or guardian will have up to two hours after school has been cancelled to pick-up or make other arrangements for their child(ren). Cool Panthers will close two hours after the school has been dismissed.

\*If there is a threat, gas leak, water pipe breaks, Cool Panthers will not be allowed to stay open because no one will be allowed on school property.

Please also look for the inclement weather form that will be sent home in the fall for additional details.

## **Emergency and Accident Procedures:**

In the event of a true medical emergency, 911 emergency services will be utilized. Staff will contact parents immediately. Children will be transported by ambulance at their parent's expense. We believe that it is in the best interest of your child to have trained professionals attending to the needs of a seriously ill or injured child. If at all possible a staff member will remain with your child until the parent arrives.

In non-emergency situations, staff will administer basic first aid, such as applying Band-Aids, ice packs, etc. The parents will be informed of any accidents via a written report sent home with the child or a phone call.

## **Withdrawal Procedure:**

Please notify the staff as soon as possible if you intend to withdraw your child from the program. A minimum of two weeks' notice is required.

## **Affirmative Action:**

We will not discriminate against any child in admissions or discharge on the basis of race, religion, creed, or national origin.