

**PANTHER PAWS CONTACT INFORMATION
2018-2019**

**PANTHER PAWS NUMBER:
615-708-0816 (Panther Paws Cell)
Answered 6am-7am & 1pm to 6pm M-F only**

615-323-3233 (School phone number)

**Principal: Phyllis Gilman
Program Director: Amanda Ventress**

**ADDRESS:
Panther Paws
Watt Hardison Elementary School
300 Gibson Street
Portland, TN 37148**

E-MAIL ADDRESS:

amanda.ventress@sumnerschools.org

HOURS OF OPERATION:

**Monday-Friday
6am-7am
2:40pm-6:00pm**

Panther Paws Overview

Watt Hardison Elementary School Panther Paws provides a safe and enriching quality after school program for our students in grades K-5. The program provides opportunities for creative activities, such as arts and crafts as well as games, active play, computer time and snacks. There will also be time for students who wish to do study work.

Hours and Calendar

Panther Paws will operate on the same days that the Sumner County School District is in session for students. Please refer to the specified days and Holidays on the attached calendar. The program starts at 6:00am to 7:00am and 2:40 pm to 6:00 pm. Panther Paws will be CLOSED for snow days. If Sumner County Schools dismiss early due to inclement weather Panther Paws will be open an additional 2 hours after school closes (example, if schools close at 10:15 am Panther Paws, will close at 12:15 pm). All Panther Paws parents will be contacted by a staff member. Please return calls, messages or texts promptly so we know all students have a safe way home.

Panther Paws CLOSSES AT 6:00 PM **Late pick-up fees start at 6:00 PM**

LATE PICK-UP.....\$1.00 per minute per child for the first 5 min.
After the first 5 minutes, it will go up to \$5.00 per min. per child
If you are late more than 3 times your child will not be allowed to return to the program. You will have to find other arrangements.

****LATE PICK-UP FEE WILL NEED TO BE PAID AT PICK-UP****

Panther Paws **PROGRAM SELECTIONS AND FEES**

REGISTRATION (1 student)	\$30.00
REGISTRATION (2 or more students)	\$50.00
MORNING & AFTERNOON	\$75.00
FULL TIME RATE	\$55.00
PART TIME RATE	\$40.00
MORNINGS ONLY	\$30.00
MULTI-CHILD DISCOUNT	\$5.00
LATE PAYMENT	\$5.00

****ENROLLMENT CONTRACT****

TO ENROLL A CHILD:

When you enroll your child in our program you are reserving the time and space for your child's care. Supplies, snacks, and staffing are based on the number of children enrolled. The weekly tuition rates are based on expenses for staff and materials for the Panther Paws program for the entirety of the school year.

During the school year, a registration fee of \$30 for one child or \$50 for more than one child **MUST** be paid upon registration. **ALL** parents must pay this fee. Each child must have a signed, complete application on file. A copy of any legal custody documents must also be on file in the school's office.

Tuition:

You have **FOUR** options to choose from for your student's tuition, full or part time. You must choose one option. You may change tuition option by a written note turned into the director with 1-week notice. Once the student is enrolled in the program you **must pay** the fees due to ensure a continued spot, whether the student is in attendance or not.

PART TIME- Fee is \$40.00 per week. **For 3 or fewer days attended per week.**

FULL TIME - Fee is \$55.00 per week. **For 4 or more days attended per week.**

MORNING & AFTERNOON- Fee is \$75 per week. **For mornings and afternoons.**

MORNINGS ONLY- Fee is \$30 per week. **For mornings ONLY.**

***If a day is missed due to illness, full weekly/part time tuition is due. ***

Tuition will be prorated on weeks when Panther Paws is closed for 2 or more days.

Fees are due on Friday by 6:00 pm for the following week. MAKE ALL CHECKS OR MONEY ORDERS PAYABLE TO PANTHER PAWS or WATT HARDISON ELEMENTARY. NO CASH WILL BE ACCEPTED!! We use a central bookkeeping system with the rest of the county, so we must make our deposits at a certain time. You can help us stay on schedule and avoid having to impose a late tuition fee by making your payments on time each week. If you do not pay your fee on time, you will be automatically charged an extra \$5.00 late fee. You are paying for the security of your child's spot in our program. **If your payment is a week behind, your child may be dismissed from the program until the account becomes current. These payments are due even if your child is absent.**

ATTENDANCE:

If your child will not attend our program for the day, please call, text or send a written note with your child. We really appreciate your support in this. We must know where your child is by 2:40pm every day. If we can not locate your child or have not heard from a parent, you will receive a phone call from a staff person to check on your child.

PICK-UP TIME:

All students will need to be picked up by 6:00 pm. **PLEASE BRING IN I.D. THE FIRST FEW TIMES AT PICKUP. WE WILL I.D. ANYONE WHO PICKS UP YOUR CHILD THAT WE DO NOT KNOW OR RECOGNIZE.** If someone comes to pick your child up and isn't on the pick-up list, your child will not be permitted to leave with them. We must have a note signed by a parent or a text message from the parent's phone before we will release them to anyone who is not on the pick-up list. You must sign your child/children out every day. If you have more than one child, you must sign each child out. If you are going to be a few minutes late picking up your child, you will need to call 615-708-0816 to let us know as soon as possible. You will be charged \$1.00 per minute per child after 6:00 pm. If it becomes a regular problem, your child may be dismissed from the program.

Anyone picking up a child who is suspected of being under the influence will not be permitted to leave with the child. The authorities will be notified.

CHILDCARE PROGRAM RULES

To ensure a happy and safe time at the daycare, please go over the rules and consequences with your child.

1. Keep your hands and feet to yourselves at all times.
2. Show respect to all adults and children by speaking and acting in a polite manner.
3. Walk and use inside voices when you are in the building.
4. Clean up after yourselves and each other.
5. THE GOLDEN RULE: DO UNTO OTHERS, AS YOU WOULD HAVE THEM DO UNTO YOU.

MISBEHAVIOR CONSEQUENCES

Every child forgets from time to time, so the staff will give enough warnings and reminders about appropriate behaviors. However, if your child's behavior becomes a problem, we will have to do more than reminding them.

1. WARNING
2. QUIET TIME AWAY FROM THE REST OF THE GROUP
3. HAVE A TALK WITH PARENTS WITH A WRITE-UP
4. GO HAVE A TALK WITH MRS. GILMAN
5. SUSPENSION OR DISMISSAL FROM THE PROGRAM
6. PARENTS. IF YOUR CHILD IS DANGEROUS, DISRUPTIVE OR HAS BEHAVED IN AN INAPROPRIATE MANNER YOU WILL RECEIVE A PHONE CALL FROM A STAFF MEMBER ASKING YOU TO PICK UP YOUR CHILD.

A BEHAVIOR WRITE UP WILL BE READY AT PICK UP WHEN YOUR CHILD HAS HAD EXCESSIVE BEHAVIOR PROBLEMS. IT WILL NEED TO BE SIGNED AND RETURNED TO THE DIRECTOR. IF THE WRITE UP DOES NOT WORK, YOUR CHILD MAY BE DISMISSED FROM THE PROGRAM.

Thank you for choosing The Panther Paws After-School Program for your children. After reading this parenting handbook, please sign and return that you and your child read and understand our handbook to me for our records. Please be sure you and your child understand all the rules and policies. If there are any questions, feel free to ask a staff member.

Thank you,
Amanda Ventress
Director

PS!!!! PLEASE REMEMBER A WATER BOTTLE EACH DAY. Your child will be able to take them outside when weather is permitting & drink them with snack.

Please NO colored favored water ONLY CLEAR will be allowed. You must pre-make these, Panther Paws will not supply or fix their waters this way.

If we are outside you must come sign them out, outside. I will have the sign out sheet with me!

If you are PART TIME, you must let me know the week before which days your child will attend!

