

(Keep)

**PANTHER PAWS HANDBOOK
SY 2020 - 2021**

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

**615-325-3233 (School phone number), ext. 10430
Cell 615 – 708 - 0816**

**Principal: Phyllis Gilman
Program Director: Jenn Brooks**

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

E-MAIL ADDRESS:

jennifer.brooks@sumnerschools.org

HOURS OF OPERATION:

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

Panther Paws Welcome

Watt Hardison Elementary School Panther Paws provides a safe and enriching quality care 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 homework.

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 CLOSES 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**

2-Day Hybrid Fees

| | |
|---|---------|
| *REGISTRATION (per student) | \$30.00 |
| *MORNINGS ONLY | \$10.00 |
| *MORNING & AFTERNOON | \$20.00 |
| *2-DAY RATE | \$30.00 |
| *LATE PICK-UP | |
| \$1.00/MIN/CHILD 1 st 5 min. | |
| \$5.00/MIN/CHILD after 5 min. | |
| *LATE PAYMENT/per child/per day | \$5.00 |

5-Day Hybrid & Traditional Fees

| | |
|---|---------|
| *REGISTRATION (per student) | \$30.00 |
| *MORNINGS ONLY | \$35.00 |
| *MORNING & AFTERNOON | \$75.00 |
| *FULL TIME RATE (4 days or more) | \$55.00 |
| *PART TIME RATE (3 days or less) | \$40.00 |
| *ALL DAY OUTS (IF PERMITTED -- DAYS SCHOOL IS CLOSED, PANTHER PAWS OPEN) | |
| \$25.00 plus normal weekly fee | |
| *LATE PICK-UP | |
| \$1.00/MIN/CHILD 1 st 5 min. | |
| \$5.00/MIN/CHILD after 5 min. | |
| *LATE PAYMENT/per child/per day | \$5.00 |

Panther Paws Payment Guidelines

Payment Methods:

- Check
- Money Orders
- Online

Payments will be accepted on Fridays and Mondays.

Payments made after 9:00 am on Mondays will be considered late and a \$5.00 late fee per child will be charged to your account.

Payments must be made weekly. **If your account(s) is \$150.00 past due on Mondays after 9:00 am, you will be notified, and your child will be unable to return to Panther Paws until the balance is paid in full.**

Checks and Money Orders are payable to “WHE or Panther Paws”, with the child’s name on it.

Parents may make payments online as well. If you would like to make payments online, follow the instructions below.

1. Go to osp.osmsinc.com/Sumner
2. You will need to create a username and password or login if you already have an account
3. You will need your child’s Student ID number. This is the same number you would use when accessing Parent Portal. If you do not know your student ID, we have them or you can contact the office.
4. Click Pay Child Care here tab
5. Select Watt Hardison Elementary Child Care
6. Enter the amount you wish to pay and select Add to Cart
7. Then proceed to check out
8. Be sure to print out all receipts and/or save them to your email for record. A copy of your payments will be sent to my email
9. There is a 3% Service Fee to pay online

Daily Sign In / Out

In order to limit the number of people in and out of the building, we will not be allowing parents in the building until further notice. Once you arrive to drop off / pick up your student, you will call the Panther Paws phone 615-708-0816 to let us know you are here. We will sign in / out the children and come meet to bring them in or bring them to you.

Parenting and Abuse Information

Panther Paws has access to websites regarding abuse of a child as well as helpful parenting tips. These items are available upon request.

Sick Child Policy

If your child has a temperature of 100.4 or above, vomiting and/or displaying symptoms of Covid-19 the parents will be notified. The parents should make arrangements to have their child picked up as soon as possible.

A child can NOT return to Panther Paws until they are fever free & vomit free for a full 24 hours without medication or they have a written notice by a doctor.

Medication

I understand that the childcare staff is only trained to provide emergency medicines (e.g., epi-pen and asthma inhalers). If the administration of other medications is needed, I will need to contact the school nurse to determine if or how this may occur. If your child has any medical issues, please share with Panther Paws staff. We do not have access to medication and information you give to the school nurse.

Child Outside of Panther Paws

If your child has another child d the night that are not enrolled at Panther Paws, they are not allowed to attend Panther Paws with your child. All children have to be enrolled to attend.

Movies

We do watch G and/or PG rated movies. If we watch movies it is usually because of the weather, where we can't go to the gym, cafeteria or students have had a busy day and need to rest. On some occasions we watch "new" released movies as a treat. There is a list of the movies we could show on the "Parent Board." If there are any movies you prefer your child not to watch, please let us know.

Special Days (IF PERMITTED)

Special Days are days that Panther Paws is open and school is closed. There will be a sign-up sheet on the sign in/out table at least 2 weeks before the Special Day. If you sign your child up and they do not attend, your account will be charged the daily rate for the day. Special Day fees is \$25.00 each day per child. **If you request to sign your child up after the deadline date, you will be charged a late fee sign-up fee of \$5.00.**

Panther Paws 2020 - 2021 SY Calendar

| | |
|----------------------|---|
| August 3rd | First Day of School, Childcare Open** |
| August 6th | Administrative Day, <u>Childcare Closed</u> |
| September 7th | Labor Day, <u>Childcare Closed</u> |
| September 21 | Parent Teacher Conferences, Childcare Open** |
| October 5th – 9th | Fall Break, Childcare Open** |
| November 3rd | Professional Learning Day, <u>Childcare Closed</u> |
| November 23rd – 27th | Thanksgiving Break, <u>Childcare Closed</u> |
| December 18th | Winter Break, 1/2 Day, Childcare Open** |
| December 21st – 25th | Winter Break, <u>Childcare Closed</u> |
| December 28 - 31 | Winter Break, Childcare Open** |
| January 1st | Winter Break, <u>Childcare Closed</u> |
| January 4th | Winter Break, Childcare Open** |
| January 5th | Administrative Day, Childcare Open** |
| January 18th | MLK Day, Childcare Open** |
| February 15th | President's Day, Childcare Open** |
| March 15th - 18th | Spring Break, Childcare Open** |
| March 19th | Spring Break, <u>Childcare Closed</u> |
| April 2nd | Good Friday, <u>Childcare Closed</u> |
| May 26th | Administrative Day, <u>Childcare Closed</u> |
| May 27th | Last Day of School, <u>Childcare Closed</u> |
| May 28th | <u>Childcare Closed</u> |
| May 31st | Memorial Day, <u>Childcare Closed</u> |
| June 1st – July 23rd | Summer Childcare Open** |

****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.**

See Handbook – Depends on 2-Day Hybrid Plan, 5-Day Hybrid & Traditional Plan

If a day is missed due to illness, full weekly/part time tuition is still 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, per child/per day.** You are paying for the security of your child's spot in our program. **If your payment is two weeks 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. AT EVERY PICKUP. WE MUST I.D. ANYONE WHO PICKS UP YOUR CHILD REGARDLESS OF WHO PICKS THEM UP.** 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. Use appropriate language.
6. 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. SUSPENSION OR DISMISSAL FROM THE PROGRAM
5. PARENTS. IF YOUR CHILD IS DANGEROUS, DISRUPTIVE OR HAS BEHAVED IN AN INAPROPATE 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,
Jenn Brooks
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.
No juice, tea or sodas are allowed!!

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!

Daily Panther Paws Schedule (Regular School Year Hours)

| | |
|---------|---|
| 6:00 am | Panther Paws opens – call Panther Paws cell phone (615-708-0816) when you arrive. A staff member will sign in your child(ren), come to the door to let your student enter, give the student hand sanitizer once they are in the classroom. The children can read, play in centers, color, use chromebooks or have free time. You may send in Breakfast for your child to eat. |
| 7:00 am | Before dismissing to another area, children will use hand sanitizer. Children will be taken to the cafeteria or gym |
| 7:40 am | Children will be in their classrooms for announcements |
| 7:50 am | Children begin their school day |
| 2:35 pm | K – 5 th grade children report to Panther Paws – come in quietly for dismissal time, get their temperatures taken and given hand sanitizer before sitting at the tables. Roll call will be taken, then they may do homework or reading |
| 2:50 pm | Children have bathroom break, wash hands |
| 3:00 pm | Children have snack |
| 3:15 pm | Children can finish homework, read, draw, color, art |
| 3:30 pm | Games, centers, group activity |
| 4:00 pm | Bathroom break, wash hands; Outside Time or gym, depending on weather |
| 5:00 pm | Bathroom break, wash hands; Games, centers |
| 5:30 pm | Clean up & tv time |
| 6:00 pm | Panther Paws closes |

Late pick-up fee: \$1.00 per minute for the first 5 minutes per child. After the first 5 minutes the fee goes up to \$5.00 per minute per child. If you are late more than 3 times picking up your child/ren up they will not be allowed to return to Panther Paws. You will have to find other arrangements.

Snow Closing: If school closes early due to bad weather, Panther Paws will remain open for 2 hours after school is closed. In the event school is closed due to bad weather, Panther Paws will also be closed. Always check the school Facebook Page for Information, as well as the Panther Paws Facebook Group.

Ways for Communication

We have several ways to communicate with our parents/guardians.

1. In Person
2. Phone
3. Text
4. Remind 101
5. Letter
6. Email
7. Facebook

We are now using Remind 101 and a Closed Facebook Group. Please join this app & group if you have a smartphone; as these will be our main form of communication as holidays & special days come up and if any emergencies ever come up. Follow the instructions below for Remind 101:

Remind 101 App

- a. Download the Remind 101 App on your phone
- b. Go to Join a Class
- c. Use either 81010, @6daha4a, or Panther Paws to find it

If you cannot find Panther Paws on Remind 101 or Facebook let us know.

PANTHER PAWS REGISTRATION

Child's Name: _____ Grade: ____ Gender: M / F

Address: _____ Date of Birth: _____
_____ Age: _____ Start Date: _____

Mother's Cell #: _____

Father's Cell #: _____

Primary Contact: Circle One Mom Dad

E-mail address for payment receipts: _____

Selections and Fees

| | |
|--|--|
| *REGISTRATION (1 student) | \$30.00 |
| *REGISTRATION (2 or more students) | \$50.00 |
| *MORNINGS ONLY | \$30.00 |
| *MORNING & AFTERNOON | \$75.00 |
| *FULL TIME RATE | \$55.00 |
| *PART TIME RATE | \$40.00 |
| *MULTI-CHILD DISCOUNT | \$5.00 |
| *ALL DAY OUTS (DAYS SCHOOL IS CLOSED, PANTHER PAWS OPEN) | \$25.00 plus normal weekly fee |
| *LATE PICK-UP | \$1.00/MIN/CHILD 1 st 5 min. \$5.00/MIN/CHILD after 5 min. |
| *LATE PAYMENT/per child/per day | \$5.00 |

I understand that payments are due every FRIDAY by 6pm for the following week. I must give one week notice before dropping my child from Panther Paws. My child has permission to participate in Panther Paws.

PANTHER PAWS

STUDENT INFORMATION FORM

Child's Full Name: _____ Grade: _____

Mother Information:

Mother's Name: _____

Address: _____

Phone: Home: _____ Cell: _____ Work: _____

Place of Work: _____ Work Hours: _____

Work Address: _____

Email Address: _____

Father Information:

Father's Name: _____

Address: _____

Phone: Home: _____ Cell: _____ Work: _____

Place of Work: _____ Work Hours: _____

Work Address: _____

Email Address: _____

Which parent is the primary contact? _____

If parents are divorced, who is Custodial Parent?

***If there are special circumstances involving visitation and pick up rights, you must provide the Director with legal documentation. ***

Emergency Information:

In the case of emergency, after attempting the above number, please list the name of a responsible person who is authorized to act for the parent in the event of an emergency.

Name: _____ Relationship: _____

Home Address: _____ Home #: _____

Cell #: _____

Work Address: _____ Work #: _____

Other than those already listed, who may pick up your child?

***Your child will NOT be released to anyone that is NOT listed below.

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Is this information the same for another child registering for Panther Paws?

Yes / No

If yes, Name of child: _____

Does your child have any ALLERGIES/MEDICAL CONDITIONS that we should be aware of? If so, please explain: ___Yes ___No

Please check that applies to your child:

___ Allergies or reactions to medication or insects

___ Speech or hearing problem

___ Wear glasses, contacts or protective eyewear

___ Hemophiliac (free bleeder)

___ Tubes in his/her ears

___ Chronic or recurring illness/condition

___ Frequent headaches

___ Ever had a head injury

___ Ever been knocked unconscious

___ Frequent ear infections

___ Bladder/stomach problems

___ Ever passed out during or after exercise

___ Ever dizzy during or after exercise

___ Ever had chest pain during or after exercise

___ Ever had seizures

___ High blood pressure

___ Ever been diagnosed with a heart murmur

___ Any skin problems (itching, rash, acne)

___ Diabetes

___ Asthma

___ An eating disorders

If any applies to your child listed above, please explain: _____

Does your child have any special problems not indicated above? ___ Yes ___ No

If yes, please explain: _____

Are there any special instructions that we must know about to care for your child? If yes, please explain: _____

Does your child take any medication daily, and what is it for? _____

Has your child been hospitalized/surgery? If so, what hospital and what happened? _____

Your child's immunization records are on file at _____ School

When was your child's last doctor visit? _____

Child's Insurance/Medical Information: (Required)

Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____

Child's Physician: _____ Phone #: _____

Hospital Preferred: _____

Medical Insurance Company: _____

Medical Policy Number: _____

Dental Insurance Company: _____

Dental Policy Number: _____

In the event of an emergency in which a parent/guardian cannot be reached, I give permission to Watt Hardison Panther Paws to have my child transported to the hospital and receive medical treatment administered by and attending physician or dentist, as deemed necessary. This may include minor or major surgical procedures, if necessary. The Sumner County Board of Education provides liability insurance for its program. I understand that I must provide accident insurance for my child. I agree to hold Watt Hardison Elementary, its staff, Panther Paws staff, and members of Sumner County Board of Education free of liability in the program.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

MEDIA COVERAGE PERMISSION FORM

It is a practice of our school to recognize the accomplishments of our students by putting their name in the paper or their picture in the paper for accomplishments. Please sign below if you give permission for your child to be included in media coverage.

I give permission for my child's name or photograph to be in the newspaper for academic or other accomplishments.

Student Name: _____
Parent/Guardian Name: _____
Parent/Guardian Signature: _____ Date: _____

MEDICATION

I understand that childcare staff is only trained to provide emergency medicines (e.g., epi-pen and asthma inhalers). If the administration of other medications is needed, I will need to contact the school nurse to determine if or how this may occur. **(Panther Paws does not have access to medication that the nurse has.)**

Parent Signature: _____ Date: _____

I authorize WHE Panther Paws to seek hospital emergency care and/or medical treatment as needed for my child.

Parent Signature: _____ Date: _____

If your child has any medical conditions or medications, please share those with the Panther Paws Director.

Late Pick Up Responsibility Contract

By signing this contract, I understand that it is my responsibility to have my child picked up by 6:00 pm every day. If my child is late being picked up, my account will be charged \$1.00 for the first 5 minutes per child. After the first 5 minutes the fee goes up to \$5.00 per minute per child. **If I have any late charges, I agree to pay them before my child can return to Panther Paws.**

Parent Name (Print): _____
Parent Signature: _____
Child's Name: _____
Date: _____

Regulations Concerning the Release of a Child to an at Risk Adult

Please be advised that under state law we cannot withhold a child from an inebriated CUTODIAL parent; however, we are required to call authorities immediately after parents/guardians exit the building. If an inebriated adult is not the custodial parent, we will not release the child. The parents will be notified and alternative arrangements for pick up will need to be made.

I have read, understand and agree with the above statement about inebriated Adults.

Parent Signature: _____
Date: _____

WARNING/DISMISSAL FROM DAYCARE

The focus of our childcare program is to provide a safe, wholesome and enriching after school environment for your child. Therefore, it is necessary that all students obey and follow the rules as set forth by the program director. An incident log listing all infractions will be kept on file. If your child continues to exhibit inappropriate behavior, the following action will be taken:

1st Disciplinary Action:

Verbal reminders that the behavior/action is inappropriate and asking the child what he/she could have done differently.

2nd Disciplinary Action:

Removal from the activity to time out area in room. Time out will be equivalent to one minute per year of age of child.

3rd Disciplinary Action:

Child will be removed from the group and sent to the director to discuss any problems. A behavior report will be used to document the situation. A phone call to the parent will be made if necessary. Parent/guardian signature will be required.

If your child receives 3 behavior reports, he/she will be suspended from Panther Paws for one day. Should your child receive one more behavior report after the suspension, he/she will be suspended from Panther Paws for one week. After the week suspension, should your child get one more behavior report, they **WILL** be dismissed from Panther Paws for the remainder of the school year and summer.

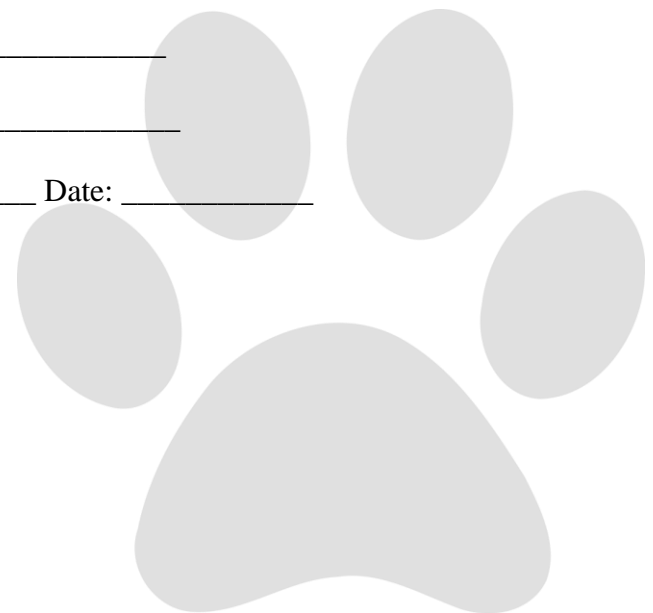
If unacceptable behavior continues, the child will not remain in Panther Paws. A child can be removed from Panther Paws anytime the director deems necessary.

I have read the policy and I understand the disciplinary actions if my child exhibits inappropriate behavior.

Student Name: _____

Student Signature: _____

Parent/Guardian Signature: _____ Date: _____



Panther Paws Parent Acknowledgement / Agreement Form

Please initial beside each statement, stating you agree.

_____ I have received the Parent Handbook and agree to abide by the rules

_____ I agree to the sign in / out procedure where staff signs my student in / out daily

_____ I agree to keep my weekly fees current

_____ I agree to pay a daily late fee (\$5.00) when I don't pay my fees on time

_____ I agree that services for my child will be discontinued if my payments fall behind more than two weeks

_____ I understand if my account(s) is overdue by \$150.00, my child will be dismissed from the program until the balance is paid in full

_____ I agree to pick my child up by 6:0 pm or I will call and make other arrangements when I see that I may be late

_____ I agree to pay \$1.00 per minute per child until 6:05 pm. After 6:05 pm, I will agree to pay \$5.00 per minute per child until they are picked up

_____ I give permission for my child to watch G/PG rated movies

_____ I have received The Summary of Child Care Approval Requirements

_____ I have received The Warning Signs of Child Abuse Form

_____ I have received The Panther Paws Crisis Plan

Parent Name (Print): _____

Parent Signature: _____

Date: _____