

RULES OF PARTICIPATION

Our program expects children to act respectfully to all students and adults. Children are encouraged to take responsibility for their actions. Children count on the wisdom of an adult to establish limits. Limits are necessary to maintain order and are for the safety and protection of all students. Children will be informed of the rules of participation upon entering the program.

1. We will show respect to fellow students and adults.
2. We will use kind words.
3. Inappropriate language will not be used.
4. We will keep our hands, feet and objects to ourselves.
5. We will share with other students and adults.
6. We will wait our turn.
7. We will use a quiet "inside voice" indoors.
8. We will follow directions for playground usage.
9. If we have a problem, we will go to an adult for help.
10. We will always follow the rules of the adult in charge.

STUDENT DISCIPLINE

Discipline will be based on age-appropriate expectations. If a problem arises, the following steps may be taken:

- Take the child aside and discuss the problem. Parents will be given an incident report.
- If the problem persists, we will remove the child from the group for a short time and discuss the problem in depth. All efforts will be made to redirect the child to appropriate behavior.
- If the problem continues, the Supervisor will contact the parent(s) about the problem and a conduct control slip will be issued.
- If the above actions do not resolve the problem, the child will be removed from the activities to a safe place. A loss of privileges may result. This may include loss of field trips, free time, group activities, etc.
- If the child's behavior is not corrected and/or is having a negative effect on other children or staff, the child may be placed on probation and/or suspension and receive a conduct control slip stating any consequences.

In the event the problem cannot be resolved, the child will be released from the program and will not be allowed to re-enroll in the program.

ARRIVAL/DEPARTURE PROCEDURES

Children must be signed in and out of the program daily, with first and last names, time of arrival and departure, by the parent or authorized adult. **We are not responsible for supervision before 6:00 a.m. Please DO NOT leave your child with anyone except a PCA employee.** Children will only be released to an adult listed on the enrollment form. It is essential this information be kept current. No one under the age of 16 can pick up any child in our facility. This includes siblings. An adult picking up a child may be required to show proper photographic identification.

When picking up your child at Raymore PCA, please use the black asphalt parking lot on the south side of the school. The entrance is located toward the back of the building. Alternate procedures for inclement weather will be posted.

LATE PICK-UP CHARGES

The Panther Cub Academy program is open from 6:00 a.m. to 6:00 p.m. Parents will be charged \$1.00 per minute after 6:01 p.m. for each child who is not picked up by 6:00 p.m. (according to our clock). This fee is payable immediately and directly to the teacher who stayed late. Do not include this fee with your tuition payment. It is important to respect the time of our employees and not keep them unnecessarily. Please telephone Panther Cub Academy staff when an unavoidable late pickup is required.

PANTHER CUB ACADEMY

RAYMORE-PECULIAR SCHOOL DISTRICT



Mission Statement:

To educate children using creative curriculum and hands-on activities to help them achieve their maximum potential.

Our Objective:

To provide developmentally appropriate educational experiences based on individual needs, in order for a child to grow intellectually, socially, physically and emotionally.

Raymore Elementary – 891-892-1943

Supervisor: Marie Davis

www.raypec.k12.mo.us

Panther Cub Academy (PCA) childcare program offers year-round, quality, affordable and convenient care for children. The district's program is operated by a trained, caring staff. Our primary job is to care for the well being of your child. This handbook has been prepared in order that you may understand the policies and procedures of our program.

PARENTAL INVOLVEMENT:

PCA plans many activities throughout the year. Opportunities are provided for parents and families to be involved with their child's Academy experience. We encourage families to attend Open House and visit the program. This helps create a smooth transition into our program. Once enrolled, families are informed of special events and activities through newsletters, invitations and reminders. We ask that you take the opportunity to:

- Read all notes sent home clipped to your child's sign in/out sheet
- Check the parent boards daily
- Empty child's cubby weekly
- Check the sign-in table for sign-up sheets

Positive communication helps develop productive working relationships. Please feel free to call with any questions, concerns or suggestions.

ENROLLMENT

Enrollment is in the spring; dates will vary from year to year. There will be one week designated for priority enrollment, for children already in the program. Any open spots will be filled the following week and beyond during open enrollment. Enrollment packets may be obtained from PCA. Enrollment is not complete until the proper forms have been submitted and the \$40.00 non-refundable enrollment fee has been paid.

EACH NEWLY ENROLLED CHILD WILL COME INTO THE PROGRAM ON A 30-DAY PROBATIONARY PERIOD. If serious problems arise during this period, the parents as well as the child will be made aware of them. The Rules of Participation outlined in this handbook will be reviewed and followed. If after probation the supervisor feels the child's behavior endangers the safety and well being of the child, teachers and/or the other children, the child will be permanently removed from the program.

HOURS OF OPERATION

Our program is open from 6:00 a.m. to 6:00 p.m. Monday through Friday, except holidays. We are not responsible for supervision before 6:00 a.m. Please do not leave your child with anyone except a PCA employee. Panther Cub Academy is closed on the following holidays: Labor Day, Thanksgiving, Good Friday, President's Day, Martin Luther King Day, Memorial Day and Independence Day, as well as winter break and spring break. PCA is also closed for inclement weather if the Ray-Pec School District is closed.

TUITION

PCA tuition fees are \$110.00 per week, for full-time status, or \$30 per day with a two-day minimum for part-time status. Any missed days will not be credited. Field trip fees are in addition to tuition fees. Parents may prepay tuition at any time. For more information, please speak with the Supervisor.

Tuition is due on Monday of the week care is being provided. Tuition payments not made by Monday 6:00pm are considered late and a fee of \$5.00 is incurred. If payment and fees are not paid by Friday, your child will not be able to attend until payment is made in full.

Payments must be paid by check or money order. **CASH WILL NOT BE ACCEPTED!** Checks will not be accepted if post-dated and will not be held upon request. Tuition payments may be placed in the mailbox located on the sign-in table. **PANTHER CUB ACADEMY AND THE RAYMORE-PECULIAR SCHOOL DISTRICT RESERVE THE RIGHT TO REFUSE CHECKS AS PAYMENT, IF A PROBLEM ARISES. In this case, your child's tuition will be required in the form of a Money Order.** Receipts are located in the receipt box or clipped to your child's sign-in sheet. It is the parent's responsibility to pick up receipts weekly. **Please retain all receipts for tax purposes. We do not give out end of year tax statements.** Attendance records will be used for any discrepancies in attendance.

MEALS

Breakfast and lunch may be provided by the purchase of a meal ticket through the Child Nutrition Department of the Raymore-Peculiar School District or parents may pack their child's breakfast and/or lunch. When school is not in session, children need to bring breakfast and/or lunch. Daily nutritional snacks will be provided.

MEDICATION

Prescription medications **MUST** come in the original pharmacy bottle with the student's and physician's name clearly visible and must be accompanied by written physician's instructions. All medications must be delivered directly to the health room by a responsible adult and will be dispensed by designated personnel. Medication will only be administered to children if a Medication Order and Consent form, signed by parent and physician, is on file.

HEALTH POLICY

Children with a fever (100.0 or greater) and/or vomiting/diarrhea will not be permitted to stay until free of symptoms for 24 hours, without the use of over-the-counter medications. Children with head lice will not be allowed to attend school until free of living specimens and all nits. Children with pink eye/conjunctivitis will not be permitted until they have been taking medication for 24 hours (with doctor's written orders or until clearing of the eye). If your child develops the following symptoms, you, or designee, will be expected to pick up your child:

- Inflamed or weeping eyes, pink eye tears, redness of the eye-lining, irritation followed by swelling or discharge of pus
- Skin rash, spots or skin disorders that are contagious, infected skin patches (crusty or bright yellow, dry or gummy areas of the skin)
- Severe itching of the body or scalp
- Severe coughing, difficult or rapid breathing
- Sore throat or trouble swallowing
- Headache or stiff neck

In case an injury occurs which causes the skin to be broken, the student will be referred to the school's health room. Parents will be notified of any blow to the head, face or neck and other injuries that warrant a call. If a student is unable to participate in physical activities or recess activities, a note from the parent is necessary. If the condition requires a child refrain from activities for more than five days, a physician's note is required.

Please be advised: if your child is sent home with ANY of the above symptoms, they will not be permitted to attend Panther Cub Academy the following day. If your child has any contagious symptom, a doctor's excuse will be required to return to the program.

