

Panther
Club Parent
Hand Book

Welcome to the Pleasantville Recreation Panther Club! We are so excited about this new after school program. It is our goal to provide an engaging, fun and safe environment for all children that participate in this program.

Purpose and Philosophy of Program

About the Program

This program is licensed by NYS Family and Child Services. The Pleasantville Recreation Department will provide a quality school age child care program to the residents of Pleasantville. We will offer homework help, recreation opportunities and outdoor activities (weather permitting).

Location & Contacts

Bedford Road School

Staff

Director- Mike Newman mnewman@pleasantville-ny.gov

Site Supervisor- Mindy Rodgers mrodgers@pleasantville-ny.gov

Panther Club Cell Phone 914-265-0178

Pleasantville Recreation Office- 914-769-7950

The Panther Club will maintain a child to staff ration of 10-1 or better. We will also have an onsite nurse.

Philosophy

- A safe, healthy stable environment
- A capable, care and energetic staff who understand the needs of children in an afterschool program.
- Well organized, age appropriate activities and games for recreation and skill acquisition.

Calendar

The Panther Club will follow the School District calendar. It will begin after school and will run until 6:30 p.m. On, **early dismissal** scheduled half days the program will run from dismissal time until the normal pick up time of 6:30 p.m.

****Please note that on September 7th the Panther Club will start at 3:00PM. If your child is a Kindergartener you may bring them back to the Panther Club at 3:00PM you would like.***

School Closing

If the Pleasantville School is closed there will be **NO** Panther Club. If there is any kind of unscheduled early dismissal there will be **NO** Panther Club. If the School cancels after school activities there is **NO** Panther Club

***If Weather Conditions become hazardous during the Panther Club program hours we reserve the right to close early. In this situation you will have to make arrangements to pick your child up.**

Registration

Registration will begin on Monday June 13th 4:00pm-8:00pm **in person only**. Registration for each month will close on the third Friday of the month before the month you are signing up for. (Example: December registration will end on November 18th) You will have to indicate which days of the week you want on the registration form.

Registration can be done in two locations at the recreation office Monday-Friday 8:00AM-4:00PM or at the Panther club. Please see Site Supervisor.

Monthly Fees

5 Days Per Month	\$440
4 Days Per Month	\$400
3 Days Per Month	\$360
2 Days Per Month	\$300
1 Day Per Month	\$200

If your child is not picked up at the scheduled pick up time of 6:30 p.m. there will be a \$10.00 late fee charged for every 15 minutes which must be paid the next day you attend the program.

Refunds

Refunds will only be provided due to loss of employment or if you no longer attend the Pleasantville School District. Any refund request will be reviewed and will, if granted, be prorated and subject to a \$20.00 processing fee.

Middle School Children

The Panther Club will walk all middle school children from the Middle School to Bedford Road School for the Panther Club.

Absence or Participation in other School Activities

If your child is in school and will not be attending the Panther Club please inform the Site Supervisor (office 914-769-7950, [Panther Phone 914-265-0178](tel:914-265-0178), mrodgers@pleasantville-ny.gov) If your child will be arriving late from another after school program other than the Recreation Clubs please let the Site Supervisor know about this and which days it will be.

CCD Walk **This is a change**

The Panther Club will walk children that are signed for that day. If you are not signed up for the Panther Club that day we cannot walk your child. **(This is a change and comes down to the number of children we can have each day.)** Please notify the Panther Club of which day your child needs this service.

We will walk your child from Bedford Road School to the Holy Innocents. We will also bring them back to the Panther Club when CCD is over. Please indicate to site supervisor if you do not want your child brought back to the Panther Club.

You will need to provide Holy Innocents with a note saying that the Panther Club has permission to pick up your child.

Snack

Please provide a peanut free snack if possible and drink each day for your child. Snack will not be provided.

Personal Property

The Panther Club will not assume responsibility for any lost, broken, or stolen items. We ask that children not bring any toys, cell phones, iPods/IPads etc. to the program.

Drills

The Panther Club will run periodic fire drills along with drills to insure safety.

Staff

We will strive to provide the best staff for our program. The ratio of staff to children will be 1:10 or better. All staff go through an interview process and references are checked. All staff must go through a background check and must be finger printed from the State of New York.

Site Supervisor: This is the point person who oversees the day to day operations at Bedford Road School.

Group Leaders: Must have minimum of two years' experience working with school age children. They must demonstrate a high level of leadership skills.

The staff must go through training each year which is mandated by the NYS Family and Child Services. A majority of our staff will be certified in CPR and First Aid.

Homework Policy

Homework will be a designated time each day. Staff will not check backpacks or homework folders if children say they do not have homework. Staff cannot provide constant one-on-one supervision, but will help as much as possible. If your child does not have homework they can read or do another quiet activity.

Absences

If your child will not be attending the Panther Club other than being absent from school please call the Recreation Department at 769-7950 before 3:00 p.m. *Fees are not reduced or refunded due to absence.

Dismissal

All children must be picked up at 6:30 p.m. sharp. Each day please report to the front desk at Bedford Road School where you will sign out your child. Your child will then be brought to you at the front desk. Children will only be dismissed to adults that you have listed as approved pick up designees.

Discipline Policy

All participants are expected to conduct themselves appropriately and follow school rules while in the Panther Club. We believe that discipline:

- Is based on logical consequences
- Places the responsibility on the behavior
- Keeps options open
- Is an active teaching process that emphasizes teaching a person to act in a way that will result in more successful behaviors
- Is a learning opportunity

Step One

1. Children who fail to meet the stated behavior expectations, or who participate in unacceptable behaviors, will be given a verbal warning by their group leader. At that time, staff will point out the unacceptable behavior, will discuss how this behavior affects others, and will offer suggestions for the child to use an alternative, positive behavior. Children will be guided in an age-appropriate manner. Younger children may require more coaching than older children will only receive one verbal warning. Parents will be notified of behavior.

Step Two

2. If a child continues to have difficulty with his or her behavior, the child's parent/guardian will be notified with an incident report and/or a phone call during program hours. The child will be asked to take responsibility for the behavior by describing the behavior to his or her parents/guardians. **We ask that parents assist us in helping children to be accountable for their own behaviors.** A child that admits to and takes responsibility for his or her mistakes is taking a step toward changing the behavior. At this point, the child will help to decide on a consequence for the behavior that will be designed to help change the behavior while in our program. (For example, a child that throws a ball at someone's head may become a referee for that game in the future, making sure nobody breaks the rules, or the child may be asked not to participate in a favorite activity for a time.)

Step Three

3. **If the child's behavior continues to be disruptive or threatening,** the child will be subject to suspension. Parents/guardians will be called immediately and asked to pick up the child right away. Depending on the nature of the event, the child may be dismissed for the remainder of the day or suspended for more than one day. Our staff will work closely with parents to help a child succeed in the program, however, it is ultimately the parents' responsibility to deal with any major difficulties that a child is having. If after repeated interventions and attempts to help a child learn positive behaviors, the child continues to be unable to function in a group environment, that child may be asked to leave our program permanently.

Step Four

4. Behaviors that may lead to immediate dismissal, suspension or expulsion from our program include, but are not limited to:

- Vandalism or destruction of property
- Running away from designated group area
- Theft, etc.
- Fighting or other violent or dangerous behavior; possession of a weapon of any kind

The following actions will be taken by the staff when a child exhibits inappropriate behaviors during the Panther Club program:

Step 1 - Verbal Reminder: Staff will use verbal cues to redirect, correct and remind the child about appropriate behaviors.

Step 2 - Time In: When a child uses inappropriate behavior, the child will receive Time In. This is where the child and a staff member will sit and discuss the behavior and options as well as actions that can be put in place for the child to better handle a similar situation going forward.

Step 3 - Time Out: This is when the prior two steps have been met with resistance or complete disregard. The child is given a short period of time (no more than one minute per age of child, not to exceed ten minutes) to relax and reflect on the situation. During this time, the child will be separated from others in the program but in the view of staff. The child may be asked to use this time to write or color about the situation.

Step 4 - Parent Alert: Parents will always be notified at pick up of any behavior issues that came up that day (this will take place during your regular pick-up conversation with staff) or a call will be placed prior if the situation justifies such action be taken.

Illness Policy

For the welfare of your child and other children we ask that you keep your child home if he/she appears to be ill. If your child is sent home from school for any reason he/she may not attend the Panther Club after school program that afternoon. If at any time the staff feels that your child is ill and needs to go home you or someone you designate MUST pick up the child ASAP after receiving the phone call. The policy is for the safety of all the children and staff.

Medication/ Allergies

If your child has any kind of allergies please indicate this on the registration form. If your child requires an Epi-Pen or inhaler please fill out the additional medical form. This form along with the Epi-Pen / Inhaler need to be placed in a Ziploc bag and given to staff before your child can attend the Panther Club

The Panther Club Group Leaders are prohibited to administer emergency medication, such as Epi-Pens and inhalers. We will have a Nurse and Site Supervisor that can administer emergency medication such as Epi-Pens and Inhalers. A completed medical prescription form must be filled out and is required.

Reporting Abuse, Maltreatment and/or neglect Policy and Procedures

The Pleasantville Recreation Panther Club staff serves as Mandated Reporters. Any staff that notices signs of abuse, maltreatment or neglect will contact Child Protective Services.