

Panther Club

Parent Handbook

2023-2024



Welcome to the Pleasantville Recreation Panther Club! It is our goal to provide an engaging, fun and safe environment for all children that participate in this program.

Non-Discrimination Statement on the Basis of Disability

The Village of Pleasantville Panther Club will not discriminate against any individual on the basis of disability with regard to the full and equal enjoyment of the goods and services of the Panther Club. The Village of Pleasantville will make reasonable modifications to its policies, practices, or procedures when necessary to afford its goods and services to individuals with disabilities, including students with allergies and who may require the administration of medications, unless the Village of Pleasantville can demonstrate that making the modifications would fundamentally alter the nature of its services or not otherwise be feasible.

The Village of Pleasantville will take such steps as maybe necessary to ensure that no individual with a disability is excluded, denied services, segregated, or otherwise treated differently than other individuals because of the absence of auxiliary aids and services, unless the Village of Pleasantville can demonstrate that taking such steps would fundamentally alter the nature of the good, service, facility, privilege, advantage, or accommodation being offered.

A parent or guardian can contact Mike Newman, Superintendent of Recreation and Parks at 914-769-7950 or recreationsuperintendent@Pleasantville-ny.gov in the event their child has a disability that may require accommodation.

Registration

Registration is done through our online registration system, to register for Panther Club you will need to have a family profile in the system.

1. Log on to <https://register.communitypass.net/VillageofPleasantville> and create your profile.
2. Click on "Create an account for your family now"
3. Complete the account information and click submit

Once you have an account you can register your child. You will be asked how many days of the week and which days you are registering for. The registration start date is the first of the month. For example, if you are signing up to start in September please put the start date in as 9/1/2023. Then you will be asked to fill out an emergency form.

Waitlist: If you are unable to sign up for a day because it is maxed out, please add yourself to the waitlist when you register.

About the Program

Panther Club is licensed by NYS Family and Child Services. The Pleasantville Recreation Department provides a quality school age child care program to the residents of Pleasantville. We will offer homework help, recreation opportunities and outdoor activities (weather permitting). The Panther Club will maintain a child to staff ratio of 10-1 or better.

We strive to provide...

- A safe, healthy and stable environment
- A capable, caring and energetic staff.
- Well organized, age appropriate recreational activities and games that promote skill building.

Program Information

Staff E-mail and Phone Numbers:

Director- Mike Newman - RecreationSuperintendent@pleasantville-ny.gov

Recreation Supervisor- Dana Morgera DMorgera@pleasantville-ny.gov

Site Supervisor- Diana O'Halloran

Site Supervisor- Jaydee Mejia

Panther Club Cell Phone- 914-359-9419 (*this phone will only be in use during program hours, messages will be checked at the beginning of program*)

Pleasantville Recreation Office- 914-769-7950

Location: Bedford Road School

Program Hours:

- Program begins at the end of the school day and program **ends at 6:00 pm.**

- On early dismissal scheduled half days, program will begin at dismissal time until pick up time of 6:00 pm.

****Please note that on September 5th the Panther Club will begin at 3:00PM. If your child is in kindergarten you may bring them back to the Panther Club at 3:15PM.****

Sign-out Procedure and Pick Up:

All children must be picked up no later than 6:00 pm. Each day please report to the front desk at Bedford Road School where you will sign out your child. Your child will be brought to you at the front desk. Children will only be dismissed to adults that are listed as approved pick up designees, be sure to have proof of ID.

- If your child is picked up later than 6:00 pm there will be a \$20.00 late fee charged for every 15 minutes. The charge will be added to your household account and must be paid by the next day your child attends the program.

School Closing:

Panther Club follows the School District calendar.

- If the Pleasantville School District is closed there will be **NO** Panther Club.

- In the event of an 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 and you will need to plan arrangements to pick your child up.**

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.

Billing / Payment:

-On the first of every month you will receive an e-mail notification to pay for the next month. If changes are needed for your child's next month schedule, notify the Recreation Department before paying the next month's billing statement.

-Payment must be made no later than the 10th of each month. There will be a \$25.00 late fee beginning on the 11th day of the month. If this is not paid by the 15th of the month you will be withdrawn from the program and we will notify the waitlisted families of availability in the program.

Monthly Fees

5 Days Weekly \$530

4 Days Weekly \$472

3 Days Weekly \$414

2 Days Weekly \$336

1 Day Weekly \$218

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.

Absence or Participation in other School Activities:

-If your child will not be attending Panther Club due to absence, please contact us before 2:30 p.m. at the office 914-769-7950 or email Dmorgera@pleasantville-nj.gov *Fees are not reduced or refunded due to absence.

-If your child is attending school and will not be attending Panther Club please inform us at one of the following contacts -office 914-769-7950, Panther Phone 914-359-9419 available during program hours, or Dmorgera@pleasantville-nj.gov

-If your child will be arriving late from another after school program other than the Recreation Clubs please contact us to let us know which days it will be.

Snack:

Many children arrive to program without snack because they ate it at lunch. **We ask that you keep a separate bag in their backpack marked Panther Club with an additional 5 snacks** for these situations. Please check weekly that your child's Panther Club snack bag is filled. Please provide a peanut free snack, if possible, and drink each day for your child. **Snack will not be provided.**

Drills:

The Panther Club will run periodic fire drills and other emergency drills to ensure safety.

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 on the first day of Panther Club.**

The Panther Club Group Leaders are prohibited to administer emergency medication, such as Epi-Pens and inhalers. We will have a certified 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

Staff:

We maintain a ratio of 1:10 of staff to children or better. Staff go through an interview process and reference checks. All receive a background check, are finger printed by the State of New York and attend training each year which is mandated by the NYS Family and Child Services. A majority of our staff are certified in CPR and First Aid.

Site Supervisor and Directors: This is the point person who oversees the day to day operations at Panther Club.

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

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.

Homework Policy:

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

Discipline Policy:

All participants are expected to conduct themselves appropriately and follow school rules while in 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. 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. Younger children may require more coaching than older children who will only receive one verbal warning, children will be guided in an age-appropriate manner. 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 program, however, it is ultimately the parents' responsibility to deal with any major difficulties that a child is having.

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.