

PANTHER'S CLUB



Handbook 2017-2018

St. Paul School Parallel After School Program

St. Paul School
1825 Church Lane
San Pablo, CA 94806
www.st-paulschool.org

510-233-3080

Welcome to PANTHER'S CLUB

Parallel After School Program

Dear Parents/Guardians,

The following material is presented as an on-going handbook for the St. Paul's Extended Day Care Program.

We have included information considered important for your children's safety as well as to inform you about the basic operation of the program based on the Diocese of Oakland Extended Care programs guidelines.

This year we are offering a parallel program that help us accommodate all families who need after care especially serving families who need minimal after care and who cannot commit to the criteria set forth by our four year-old Expanded Learning Program (ELP). This program is very different from our long standing ELP. In contrast, this program is paid program with an initial registration fee and is billed in ½ hour increments. Your participation is flexible and provides a safe space where your child can work on his/her homework, school work, and socialize until you are able to pick them up each day. Your child will receive a snack approximately after the school day ends.

We are listening and always are looking for improved ways to serve you and the children and welcome suggestions that will help make this experience a joyful and meaningful experience for all.

Sincerely,

Natalie Lenz-Acuna, Principal

Philosophy

St. Paul School is concerned with providing students and their families with affordable, quality childcare. Our goal as a childcare provider is to offer a safe, caring, enriching, and wholesome environment to all St. Paul Students seeking our service. **Panther's Club** is a place where friendship is developed, guidance is offered, and the ambiance of a warm Christian atmosphere is appreciated by all.

Organization Structure

Panther's Club is a part of the total school program and is under the direct supervision of the school Principal. **Panther's Club** fees are the sole support of the program; **Panther's Club** does not receive any subsidy from St. Paul School or St. Paul Parish.

Panther's Club finances are cleared and paid through the schoolbooks. School insurance covers all enrolled students while on the premise. Emergency, fire, earthquake and shelter in place procedures are the same as during the school day. The **Panther's Club** calendar is consistent with the school calendar. **Panther's Club** is only operational during the days that school is in session.

Hours of Operation

Panther's Club hours are as follows:

Afternoons	3:00 p.m. – 6:00 p.m.
Wednesdays	2:00 p.m. – 6:00 p.m.
Minimum Days	12 noon – 6:00 p.m.

Panther's Club is not open on school holidays or during vacation periods. **Panther's Club** will be closed the first day and last day of school as well as the afternoon before Christmas break. Please refer to the school calendar and the weekly Panther's Tale newsletter and school website at www.st-paulschool.org for updates.

Check in Procedures

Afternoons:

Immediately after school dismissal, students who know that they are to attend **Panther's Club** gather in the designated area to sign in with the **Panther's Club** staff.

If your child has not been picked up at dismissal time, their classroom teacher will walk them to **Panther's Club** and they will be signed in. You will be charged from the time they are signed out of **Panther's Club**. We charge by 30-minute increments.

Note: Students must check into **Panther's Club** first prior to attending the following activities:

- Tutoring with their teacher
- Title One tutoring
- Detention
- Team practices
- Helping teachers
- Paid or free enrichment activities
- For any other reason.

Typically, the parent or guardian can sign the student out of **Panther's Club** once the child returns from the activity.

If your child is participating in a paid afterschool enrichment class, your child will be signed into **Panther's Club** and fed a snack (between the time school is dismissed and the beginning of the enrichment class). A staff member will check your child into the enrichment class. You will not be charged for the time that your child is taking the enrichment class. Once the activity ends, if you are not available to pick up and sign out your child, they will be escorted back to **Panther's Club**. If your child stays in **Panther's Club** beyond the time they return from the enrichment class, you will be charged. You will be billed only for the time your child is under the supervision of the **Panther's Club** staff.

Checkout Procedures

Parents or guardians with permission for pick up must come into **Panther's Club** to sign out and pick up their children. Children will only be released to those who are on the emergency contact form with prior, written authorization by a parent or guardian. *No Exceptions.*

The **Panther's Club** director must have a note on file from the parent or teacher/staff for permission to release the student. Written permission from a parent is needed to release the student to anyone other than a parent or guardian. A written statement with parent's or guardian's signature must be on file with the Director of **Panther's Club** for any special instructions about who is designated to sign their children out.

Parents and guardians are responsible to check out their children from **Panther's Club**. Those who forget to sign out their children from **Panther's Club** will be checked out by the staff at 6:00 p.m. and billed accordingly. **Panther's Club** closes at 6:00 p.m. or earlier (if the last child is picked up before 6:00 p.m.). There is a late fee of \$1.00 for every minute a child is at **Panther's Club** after the 6:00 p.m. closing time (per child), and \$3.00 per minute after 6:30 p.m. These additional fees are to be paid to the director at the time the child is picked up.

Panther's Club Absences

Notify **Panther's Club** when your child is going to be absent on a scheduled enrichment class day. Please leave a message at 233-3080 or email the **director at @st-paulschool.org**.

Registration

Plan A: For students using the **Panther's Club** program daily or with regular occasion, each family is encouraged to pay a non-refundable registration fee of \$50.00 per child within the first week of the school year. Payment of the registration fee guarantees a lower charge for **Panther's Club** services, a \$7.00 hourly rate.

Plan B: If a student uses the **Panther's Club** program very occasionally and the family choose not to pay the registration fee, **Panther's Club** will charge an hourly rate of \$9.00 for **Panther's Club** services.

Note: Whether you choose Plan A or B, if the \$50.00 fee is not paid in advance within the two week of school and/or the program beginning, you will be billed the higher hourly rate while utilizing Panther's Club anytime during the year.

All **Panther's Club** payments shall be made through the office. Make the check payment payable to "St. Paul School" and write, "**Panther's Club** and your children's name" in the memo area of the check. A credit card payment is also accepted. This year we are running monthly statements for **Panther's Club**. For your convenience, you will be able to see your monthly use and payments throughout the year.

If your child is younger than 12 years old, **Panther's Club** Extended Care can be tax deductible. Our tax I.D. is *Tax I.D. 68-0041693

How Panther's Club Time will be Recorded and Billed

- ***Tracking Time***
 - Based on the actual time your child spends at **Panther's Club** each day. We round up or round down the time to the half-hour increment. See Example 1.

- ***Parents Responsibility***
 - In the space next to your child's name, please sign your name and record the time you leave your child at **Panther's Club** during the morning session.
 - In the space next to your child's name, please sign your name and record the time you picked up your child at **Panther's Club** during the after-school session.

 - **Reminder:** In the absence of documenting when your child was picked up, we will record the maximum time for that day's session. See Example 2.

- ***Picking up your child right after school***
 - If your child is signed into **Panther's Club** and you pick up your child within 15 minutes after the school day ends, no time will be recorded for that day's session.
 - After the 15-minute grace period, we will track the actual time spent. See Example 4.

- ***Round Down or Round Up***
 - With exception to the first thirty (30) minutes after the school day ends,
 - If your child is picked up within 5 minutes or 35 minutes after the hour, we will round down to the actual time recorded to the nearest half-hour increment.

 - If your child is picked up 6 minutes or 36 minutes after the hour, we will round up the actual time recorded to the next half-hour increment. See Example 4.

Example of Different Billing Scenarios shown on next page

STUDENT'S NAME	GRADE	TIME SIGNED IN	TIME SIGNED OUT	PARENT SIGNATURE	REMARK
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Example 1

Jennie A.	K	3:00	3:25	k. anderson	Record half hour stay
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Marcus B.	1	3:00	3:45	l. baker	Record 1 hour stay
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Example 2

Mia C.	2	3:00			Record the maximum stay because time signed out and signature were not entered
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Rasheed D.	3	3:00		r. donald	Record the maximum stay because time signed out was not recorded
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Example 3

Delilah F.	5	3:00	3:12	picked up by dad	Record no time served
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Stanley F.	6	3:00	3:16	picked up by dad	Record half hour stay
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Example 4

Britney G.	7	3:00	3:35	z. guardado	Record half hour stay
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Allen H.	8	3:15	4:20	p. house	Record one hour and 30 minute stay
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Panther’s Club Activities

The schedule may be subject to change:

	Monday	Tuesday	Wednesday	Thursday	Friday
3:15 to 3:45	All grades outdoor free play and snack time	All grades outdoor free play and snack time	All grades outdoor free play and snack time	All grades outdoor free play and snack time	All grades outdoor free play and snack time
3:30 to 4:30		4-8 grades Title One Tutoring		4-8 grades Title One Tutoring	
3:30 to 5:30	Elective Enrichment classes	Elective Enrichment classes	Elective Enrichment classes	Elective Enrichment classes	Elective Enrichment classes
3:45 to 5:45	Sports practice	Sports practice	Sports practice	Sports practice	Sports practice
3:45 to 5:00	Homework hour grades 2-8, story hour grades K-1	Homework hour grades 2-8, story hour grades K-1	Homework hour grades 2-8, story hour grades K-1	Homework hour grades 2-8, story hour grades K-1	Homework hour grades 2-8, story hour grades K-1
5:00 to 5:45	All grades (free time, board games, reading, indoor play)	All grades (free time, board games, reading, indoor play)	All grades (free time, board games, reading, indoor play)	All grades (free time, board games, reading, indoor play)	All grades (free time, board games, reading, indoor play)
5:50 to 6:00	Clean-up and quiet time	Clean-up and quiet time	Clean-up and quiet time	Clean-up and quiet time	Clean-up and quiet time

- All students are expected to be responsible for clean-up of their play area and play items before leaving.

Note: From 3:15 p.m. to 5:45 p.m. daily, the school’s gates will be closed for outdoors play. On minimum days the gate will be closed from 12:20 p.m. to 5:45 p.m.

Homework Hour: 3:45 to 5:00 p.m.

From Monday through Thursday, the homework hour is a quiet time for students (Grades 2 to 8) to complete their out-of-class assignments. During this time, students (Grades K and 1) will be engaged in story time. Students who have completed their homework assignments are allowed to read a book or engage in some other quiet activity. The student shall bring all his/her homework supplies.

Note: Students or their parent shall not be permitted to return to the classroom after school has ended to get books or assignments. Students are taught in their classroom to be responsible for their assignments.

Enrichment Programs

These programs are offered at an additional cost to the parents.

Panther's Club contracts professional teachers to come in and hold small group classes for those students who wish to sign up for them. We offer a variety of programs including but not limited to ballet, art, drama, chess, choir, karate, Junior Achievement, cooking, adventures, and Spanish. These classes normally start on the third Monday after school begins. Program suggestions are welcomed. Enrichment class opportunities will be posted on the **Panther's Club** bulletin board, on the school's website, in the weekly Panther's Tale newsletter, and via notifications.

Note: We will not charge a **Panther's Club** fee while your children are participating in the paid enrichment or afterschool sports program. If you are not available for pick up and sign out of your child at the end of the enrichment class, your child will be escorted back to **Panther's Club**. You will be charged for the time.

For students participating in an afterschool sports program, a written note authorizing the named coach and sport in which your child is participating shall be on file in **Panther's Club**.

Free Enrichment Program

If your child participates in a free, after-school enrichment class, **Panther's Club** personally is responsible to sign in your child to **Panther's Club** prior to releasing them to the activity's personnel. Once the activity ends, your child will be escorted back to **Panther's Club**. Even though the after school activity is free of charge, you will be charged the applicable **Panther's Club** hourly rate from the time your child is signed into v, during his/her participation in the free enrichment program, until the time you sign out your child from **Panther's Club**.

Emergency/Safety Procedures

For student safety, 15 minutes after the last school bell rings, any unsupervised student still left on school premises will automatically be placed in **Panther's Club**. Parents will be charged accordingly. School insurance covers all students while on the premises. Fire and earthquake procedures are the same as during the regular school day.

If your student has permission to walk home, you must have a signed walking permission slip on file in the office and with the director at **Panther's Club** Extended Care.

No student is permitted to leave campus and return unsupervised for any reason what so ever.

Drop Off and Picking Up of Students

After 3:15 pm all parent/guardians will use the front door buzzer (on the right wall of the school near the front door) to be allowed into the school to drop off and pick up their children.

Behavior Expectations

Students are expected to follow the directions of the **Panther's Club** staff at all times. Students enrolled in **Panther's Club** are to follow the same behavioral expectations outlined in the St. Paul Family handbook. Students are expected to be courteous and respectful to one another and to all **Panther's Club** staff.

1. All school rules extend to **Panther's Club**.
2. Children must remain in SCHOOL UNIFORM.
3. Children are only allowed in supervised areas of **Panther's Club**.
4. No toys or electronics may be brought from home.
5. All students on campus 15 minutes after dismissal are required to sign in to **Panther's Club**.
6. No student is permitted to leave the school after 3:15 p.m. without supervision or a note on file.

Parental Responsibilities

1. **Read** and become familiar with the policies and procedures in this handbook.
2. **Complete** and submit emergency forms.
3. **Authorize** who may pick up your children from **Panther's Club**. Please call or write notifying the Program Leader immediately of any changes.
4. **Sign out** your children and notify staff before taking your children from the premises. If you do not indicate a sign out time we will have no choice but to charge for services until 6:00 p.m.

Grievance procedure

Parents are encouraged to direct their concerns about **Panther's Club** to the Director or the staff member in charge. If satisfaction is not obtained, only then should contact be made with the Principal.

We encourage our **Panther's Club** students to approach **Panther's Club** staff at any time and ask for assistance in resolving a conflict, allowing us to act as "conflict managers."

Should disciplinary action become necessary, a note will be sent home. Discipline notes or detention forms must be signed by the parents/guardian and returned to the Program Leader.

Other Important Information to Know

Facilities

Panther's Club is located in the 6th grade classroom. We use the parish hall for arts and crafts and the yard and field for outside activities

Telephone

Our phone number is **510-233-3080** You may leave a message anytime. We will return your call as soon as possible. You may also email the principal at **nlenz-acuna@cndo.org**

Medication

Medication shall not be administered without written authorization from a parent AND attending physician. This includes inhalers. All medication should be kept in the school's office along with physician's note listing the amount, method, time, and schedule for taking medication.

Snacks

We offer a snack each afternoon. The snack is served shortly after **Panther's Club** begins. **Panther's Club** does not provide lunch. On minimum days, children must bring their lunch or purchase one from the scheduled fundraiser if applicable.

Cell Phone and Tablet Use

For a student to carry a cell phone in his or her backpack or locker, the family must obtain permission from the Principal. The phone is required to be turned off and may not be used during school hours. Failure to comply with this policy will result in loss of cell phone privileges.

Electronic Devices / Toys

Radios, tablets and all electronic devices, sports equipment, trading cards, or toys of any kind: These items and any others the teacher or Principal deem inappropriate shall not be brought to **Panther's Club** unless requested. These items will be confiscated and returned to the child and the parent upon pick up.

To avoid paying the Alternative Afterschool Care drop-in rate, it is recommended you register your child for the Panther Club even if you do not currently plan to use this service.

2017-2018 **PANTHER'S CLUB** Registration Form

PLEASE FILL OUT INFORMATION COMPLETELY: One form per child please

Student Name:

Teacher:

Grade:

Parent / Guardian Name:

Phone 1:

Phone 2:

Email:

Health Alert: Yes No Explain in detail below:

These people are authorized to pick up my child:

Name:

Name:

Contact #:

Contact #:

Driver's License:

Driver's License:

After School: 3:00 to 6:00 pm

Indicate which days if appropriate: **M T W TH F**

Be picked up by parent or guardian _____ Walk home with permission on file _____

Go back to **Panther's Club** _____

Your child will be signed into **Panther's Club** and be served a snack before going to tutoring or their enrichment class. A **Panther's Club** assistant will bring your child back to **Panther's Club** where you will sign your child out to go home.

Registration Checklist:

Check if complete

Include a \$50 Registration Fee for the Year made payable to St. Paul School

Signing this form confirms that I have read the Panther's Club Extended Care Handbook and I agree to its terms.

Parent / Guardian Signature:

Date:

For Office Use Only:

_____ form / signature _____ check _____ credit card _____ Reg. fee