

# Panther Kids Program Guide of Policies & Expectations for Participants

## Midway ISD After-School Childcare Program 2020-2021

Panther Kids is an after-school childcare program that operates each day school is in session serving students in grades Pre-Kindergarten - 6th grade at their respective Midway elementary or intermediate campus. Once elementary students are accounted for, groups transition through various stations including snack, outside playtime (weather permitting), computer time, gym time, table games, and arts & crafts activities. Once intermediate students have their snack, station options include gym, outside, variety of games, and computer lab. We do facilitate the opportunity for students to work on homework or read, but Panther Kids is unable to provide formal tutoring. Each campus has an adult site director and an assistant director; Panther Kids' Elementary staff includes **college and high school students who work with children at a 1 to 12 ratio** (two groups travel to stations together). Adult group or station leaders facilitate groups at a 1 to 24 ratio. Staff members are First Aid *trained*. ***There are no nurses or specialized personnel during the after-school program.*** **Children must be able to interact in positive ways with other children in large group settings while being monitored by high school and college staff; children are expected to be respectful, stay with their group, and take direction from all Panther Kids staff members.**

Panther Kids is self-funded through fees paid by the parents and guardians of children enrolled.

**REGISTER EACH YEAR** – Midway ISD students in pre-kindergarten through sixth grade are eligible to apply for Panther Kids; however, grade levels may reach capacity, as space is limited. Students are considered enrolled\* in Panther Kids only after parents/ guardians have completed the annual, online application, paid the non-refundable, annual family registration fee, **and** received a confirmation email stating enrollment for current school year. To secure your child's spot, **first tuition payment is due by JUNE 1\***; **if enrolled after June 1, the first tuition payment is due 3 days after enrollment or no later than the first day of school, whichever comes first** (see **\*NOTE** below). Children who are currently enrolled and in good standing and children of full-time Midway ISD employees are invited to priority register. Any vacancies in the elementary & intermediate school programs during the school year will be filled from the Wait List. The Wait List is created from current school year's applicants who have not been enrolled to the current year's program. Families on the Wait List are invited to priority register 2 weeks prior to open registration.

**PAY FEES ONLINE** - Tuition is paid on a **monthly basis** and is **due on the 1<sup>st</sup> day of the month** and late after the 4<sup>th</sup>. Monthly payments are made through the EZ Child Track parent portal by credit/debit card (\$2.50 fee/mo.) or e-check (\$.75 fee/mo.). *Fees are subject to change.* Automatic draft (Auto-pay) is an option. Annually, *MISD employees only* have the option to make payments using payroll deduction; print the Midway ISD Payroll Deduction Form and submit completed form upon enrollment.

Payment in full by the semester or by the school year must be paid by August 1 for full year or fall semester and before Winter Break for the spring semester online *or* with a money order made payable to Panther Kids and brought to the receptionist at the Midway ISD administration building, 13885 Woodway Dr., Woodway, TX 76712 between 7:30 a.m.- 4:30 p.m.; a receipt will be provided.

**Regular Pay Students:** \$1,710/year divided into 9 monthly payments of \$190 for the oldest child (\$95 per month for each sibling).

**Free/Reduced Lunch Program Students:** \$675/year divided into 9 monthly payments of \$75.00 per child.

**\*NOTE: The first tuition payment is due JUNE 1 which secures child's spot and pre-pays the tuition for school days in August and September.** Second tuition payment is due Oct. 1 and then monthly on the 1st through May 1.

**For enrollment after June 1, tuition must be paid no later than 3 days after enrollment or prior to first date of attendance, whichever comes first.**

**MISD Employees:** \$720/year divided into 9 monthly payments of \$80.00 per child of **full-time** employees of Midway ISD. First tuition payment or Payroll Deduction Form due by June 1 or upon enrollment; completed PRD Form secures MISD employee's child's spot. Midway ISD Payroll Deduction effective **September– May**.

NOTE: ***It is a parent's responsibility to notify Panther Kids if their children have qualified for free/reduced lunch or if the parent is a full-time employee of the school district.***

**PAYMENT POLICIES** – Tuition Payments are due on the 1<sup>st</sup> day of the month & are late after the 4<sup>th</sup> day.

**REFUND POLICY** - Annual, family registration fee of \$25.00 is non-refundable. There will be no refunds for circumstances beyond our control (i.e. weather closings, school closings, building emergencies, behavioral suspensions, student illness, etc.). There will be no refunds for families whose child/ children are dismissed due to behavior, four late payments, four late pick-ups, or who withdraw after the 1st day of the month.

**LATE FEES/ PAYMENTS** – A \$15 late fee will be applied on the 5th calendar day of the month. If the monthly tuition, *including* the late fee, is not received by the 16<sup>th</sup> of the month, the parent's account will be delinquent and the student(s) will be removed from Panther Kids until balance is paid. The child/children will be dismissed from the program upon a fourth late payment of tuition or fees and not eligible to re-apply in subsequent years at any campus.

- **NSF PAYMENTS** - Children may be dismissed from Panther Kids due to insufficient funds given as payment.
- It is the Primary Account Holder's responsibility to keep all account information & payments current by selecting "pay now" or "set up/edit/cancel auto pay" which is done by logging into EZ Child Track account or by contacting Panther Kids' central administrative office at 254-761-5610 x1184.
- **DISMISSALS** - If a student is dismissed from Panther Kids for nonpayment of tuition or other fees or insufficient funds payments, he/she will not be allowed to re-enroll in Panther Kids in subsequent years at any campus.

**Tax Statement** for the prior calendar year may be printed from your EZ Child Track account at the end of January in the Payments & Statements section by clicking on View Statement. Tax statement for the previous year is on the right of that page. Our **Tax ID number** is: **1-74-6001082**, which is on the upper left portion of the Tax Statement.

**WITHDRAWING FROM PANTHER KIDS** – To withdraw your child(ren) from Panther Kids, please ask the site director at your child's school for a withdrawal form or print the form from the Panther Kids' page of the MISD website. Once the form is received by the district's program coordinator, your account will be reviewed. The balance must be paid before the account can be closed. Withdrawal form must be submitted *prior to the first day of the month* when services are no longer needed in order to avoid the monthly tuition charge. There will be no refunds for circumstances beyond our control (i.e. weather closings, school closings, building emergencies, behavioral suspensions, student illness, withdrawing after the 1st day of the month, etc.). You may re-apply at a future time if account is closed in good standing; however, enrollment is contingent upon available space. *You will be required to pay a new registration fee of \$25 if you re-apply for current school year or in subsequent years.*

**MANAGEMENT and ACTIVITIES** – Panther Kids on each campus is staffed with an adult Panther Kids' program site director and an assistant adult director. Group facilitator ratios are one adult per 24 students or one college or high school staff member per 12 children.

**DAILY PROCEDURE** - Panther Kids begins each day when the students are dismissed from regular school and ends at 5:30 p.m. for the elementary campuses and 5:45 p.m. for the intermediate campuses. Roll is taken immediately in order to account for all students. Parents must notify campus of absences. If your student will not be attending

Panther Kids, please email the site director for your child's campus, or call the school and choose the Panther Kids' extension and leave a message. Students must attend school that day to attend the after-school program.

- **PANTHER KIDS DATES** – Panther Kids begins on the first day of school, [August 18](#), and ends on [May 26](#). [December 18](#) and [May 26](#) are early dismissal days; Panther Kids will provide care from dismissal until the usual closing time (5:30 elementary; 5:45 intermediate).
- **SNACKS** – Students will be provided with a snack each day.
- **EMERGENCY SCHOOL CLOSINGS** - In the event of an emergency school closing (i.e. for bad weather, etc.), Panther Kids' program will be closed as well. For example, if school is closed at 12:00 p.m. for an emergency reason, parents will be expected to pick up their children from school immediately.
- **EARLY RELEASE DAYS** - On a scheduled early release day, Panther Kids program will run to regular time of 5:30 p.m. for elementary campuses and 5:45 p.m. for intermediate campuses. The two scheduled early release days are [Dec. 18](#) & [May 26](#).
- **MEDICAL EMERGENCIES** - In the event of a medical emergency, a Panther Kids' supervisor will attempt to contact the parent. The supervisor will decide if professional medical attention is required immediately, and an ambulance will be called if necessary. Parent is responsible for expenses incurred.

**BEHAVIORAL EXPECTATIONS & POLICIES** - Panther Kids participants are expected to comply with all expectations, rules, and procedures set forth in the MISD Student Handbook and Student Code of Conduct. Consequences for behavior infractions will be assessed and administered by the campus site director. In some cases, additional consequences for severe behavior problems may be assessed and administered by campus administration in accordance with the MISD Student Code of Conduct. **Children must be able to interact in positive ways with other children in large group settings while being monitored by high school and college staff; children are expected to be respectful, stay with their group, and take direction from all Panther Kids staff members.**

- The parent will be given notice of persistent behavior problems. A child will be dismissed from Panther Kids after three written behavior notices in one school year. However, the child may be dismissed from Panther Kids after one behavior incident if the severity of misbehavior is such that the safety and security of children and/or adult staff is compromised and/or the effectiveness of the program is jeopardized.
- **BEHAVIORAL SUSPENSIONS** - If a student is dismissed from the Panther Kids program for disciplinary reasons, he/she will not be allowed to re-enroll in Panther Kids in subsequent years at any campus.

#### **PICK-UP/ COMMUNICATION/ ACCOUNT POLICIES**

- Children must be picked up on time each day (5:30 p.m. for the elementary campuses and 5:45 p.m. for the intermediate campuses). This rule will be strictly enforced. A late pick-up charge of \$8 will be assessed *at the start of each 15-minute interval* that the child is picked up late. The late charge will be assessed by each campus & automatically posted to the parent's EZ Child Track account. **Upon the fourth late pick-up, the child/children will be dismissed from the Panther Kids program and not allowed to re-enroll in subsequent years at any campus.**
- **Late pick-up fees are due one week after they are issued.** Non-payment of these fees can result in the child/children being dismissed from the program and unable to re-enroll in subsequent years at any campus.
- **Children will be released to anyone listed on your EZ Child Track account**, which includes emergency contacts. ***Pertinent communication will be provided to the pick-up person***; please communicate with your pick-up person(s) so that you, in turn, are aware of timely information provided. This communication may include billing, incidents, or behavior reports. This same information may or may not, on occasion, be communicated via phone or email. General information or emergency alerts will be given in a timely manner to parents who **sign up for our Remind 101**.

- Anyone picking up a child from Panther Kids must sign the child out with the appropriate Panther Kids' staff member using their individual designated PIN number. Be sure to assign *each* contact their own Personal Identification Number (PIN) in EZCT.
- Children will not be released to persons not listed in your EZ Child Track account.
- *Anyone* attempting to pick up a child must be prepared to provide proper personal identification.
- If you need to **add or delete someone** on your child's pick-up list *after* enrollment, you may log back into your EZ Child Track account and make adjustments. Be sure to assign a PIN (Personal Identification Number) to *each* of your contacts *and* let them know. Their assigned number must be entered to check out the child.
  
- Update any contact information, such as address or phone number changes through the parent portal by clicking the "My Account" tab in EZ Child Track.
  
- **DON'T ASSUME THAT NOTIFYING THE TEACHER OR SCHOOL OFFICE MEANS THE INFORMATION WILL BE GIVEN TO THE PANTHER KIDS' STAFF.** *Please contact your campus site director by email or phone.*

Please direct any compliments or concerns first to your campus site director. Should these need additional attention, please email the Panther Kids Coordinator at [mindy.hulme@midwayisd.org](mailto:mindy.hulme@midwayisd.org).