

Millstadt C. C. School District No. 160
Panther Place
Before and After School Program

Millstadt C. C. School District No. 160 offers a Before and After School Program on all regular school days. The Panther Place Before and After School Program is available to students in grades Pre-K through 4. The program is held at the Millstadt Primary Center. The Before and After School Program will provide children of working parents with a safe, well supervised program, consisting of limited homework assistance, enrichment activities, and recreation time.

All students will be signed in and out daily by a Panther Place Staff Member. Our ultimate concern is the safety of every student in the program. Students will not be released into the care of individuals other than those noted on the registration form.

Lynae Roberts
Program Coordinator
618-476-7100 ext. 1421-School
618-604-2291-Cell
lroberts@mccsd160.com

Web Site

The Panther Place has a page on the district's web site. To get to our page go to WWW.MCCSD160.com click on the Parents and Students tab, click on Panther Place.

Location

The Before and After School Program is held at the Primary Center.

Hours of Operation

The program is available on all regular school days. The Before school program Opens each morning at **6:30 a.m.** Please do not drop off before 6:30 a.m. At 7:55 a.m. the before school program students go to class or on the bus to MCS. The After-school program opens at dismissal (including Wednesday's) and Closes daily at **5:30 p.m.** Please pick up on or before 5:30 p.m. There will be additional charges for late pick up. Excessively picking up late could result in termination from the program.

Weather and Cancellation Procedures

If school is cancelled for inclement weather, the Before and After School Program will not be held. Notice of cancellation is determined by the school district. School closings and changes in dismissal times are announced through area radio and television stations.

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Drop-off

In the morning drop off is in the front of the Primary center. By bringing your child to school you are certifying that your child is symptom free. When arriving, in the morning, please come to the front doors and a Panther Place Staff member to greet you. If you do not see anyone, please ring the doorbell. Please, park in the parking lot if dropping off after 7:45 a.m.

Pick-up

In the afternoon pick up is on the front of the Primary center. When arriving, in the afternoon, please come to the front doors. If you do not see anyone, please ring the doorbell. You will be greeted by a Panther Place staff member or through the intercom. If prompted through the intercom, please give the name of who you are picking up from Panther Place. Please **Wait** outside or in the vestibule and a Panther Place staff member will bring your child and their belongings to you. We are asking parents, who come into the building, to only enter the vestibule area. Face masks are required to come into the vestibule. If you are not wearing a face mask, please wait outside.

Late Pick Up

The program ends at 5:30 p.m. From 5:31 p.m. to 5:45 p.m. a late fee of \$15.00 per child will be charged. The staff will attempt to contact a parent at this time. After 5:45 p.m., an additional late fee of \$1.00 per minute will be charged. Late fees must be paid within two working days. At 6:00 p.m. the police and other appropriate social service agencies will be notified. Repeat late pick-ups or police notifications may result in the child being dismissed from the program. The clock at the site will determine the official time.

Absences/Nonattendance

The After-school program takes roll each day. If your child will be going home at the end of the day on a day they normally attend the after school program, please let me know. You can send me an email, text, telephone call or you can write it down and hand it to a Panther place staff member at pick up or drop off. If your child's after school program schedule will change each week you can use the weekly attendance form to let us know what days, they will attend. Please do not wait until dismissal or expect your child to let us know when they will attend the after-school program. If your child is absent from school you do not need to let us know.

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Enrollment Forms

We are required to keep a current paper registration form on file for each participant. Please be sure to fill out the health and emergency information section with current health concerns, contact names and phone numbers.

It is vitally important that you keep the information on your child's registration form current. The parent or guardian may update in writing the student information at any time. Corrections and changes to the registration form must be done in person. The staff will not modify the information via telephone or facsimile.

Sign In/Out Procedures

To minimize contact all participants will be signed in and out by a Panther Place staff member. The program requires an authorized adult to drop off and pick up the child daily. The person who picks up the child must be at least 16 years of age and be listed on the registration form. **An adult picking up the child must be identified on the registration form. A photo I.D. may be required.**

Behavior

Students participating in the Before and After School Program will follow all regular school rules. Parents will receive two written behavior warnings. On the third occurrence, the child will be removed from the program and all paid fees will be forfeited. Gross disobedience or misconduct will result in immediate dismissal from the program.

Breakfast

The district has been approved for free breakfasts and lunches. Cereal, milk and juice will be available at the before school program until 7:30 a.m. If you would like a bag with breakfast for the week sent home with your child, you can email Janice or Julie in the offices. If you just want to get breakfast at before school program you do not need to send the email. Please let us know if your child will be bringing home a breakfast bag so we can keep it cold.

Snacks

Each afternoon the after-school program offers a snack to all participants when they arrive. We offer variety of snack items such as applesauce, cheese or peanut butter crackers, individual bags of chips, cereal and pretzels. We add a choice of a special sweet treat on Fridays.

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Registration Fee

There is a \$25 per family per calendar year registration fee to sign up for the Panther Place. This fee will be charged to each family once per calendar year.

Payments

Payments can be made in person, sent with your child in their backpack, you can set up an automatic payment through your bank, mailed to the school, or online with a credit card through your child's Teacherease account. Our Federal Tax ID # 37-6004501. Checks should be made out to Millstadt C. C. School District No. 160. Payments sent with your child should be in an envelope marked Panther Place. Payments made through your bank or mailed to the school should have Panther Place in the memo section and should be sent to the: Millstadt Primary Center, 105 West Parkview Dr. Millstadt, IL 62260

Weekly Fees

Fees are based on children attending 4-5 days per week or 1-3 days per week. Weekly fees are to be paid on Friday for children attending the following week. A late fee of \$10.00 could be charged for payments made after 6:00 p.m. the previous Friday. Students may not attend until all fees have been paid.

Budget-Billing (Monthly Savings Plan)

The budget-billing plan is based upon the number of days the student attends divided by 9 equal payments. If the budget plan is selected, you may not switch to weekly payments. The first payment for budget billing will be due on the first day of school in August. The remaining payments will be due each month, September through April on the same day as the first day of school. The budget plan provides for a savings and remains the same throughout the year even though the number of days per month may vary. A late fee of \$10.00 could be charged for payments received late.

Annual Payment

The annual payment plan is a lump sum payment for all Before and After School program fees for the school year. The Panther Place offers a 5 percent discount on annual payments made within the first week of school.

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Refunds and Returned Checks

The Before and After School Program is staffed on the basis of enrollment, therefore no fees will be refunded. If checks are returned from the bank for any reason, a fee of \$20.00 will be charged. The student will not be allowed to return to the program until all fees are paid. After two returned checks, payment must be made by money order or cashier's check.

Full Day childcare

The Panther Place offers a full day childcare program on select Scheduled Days Off of School. The full day program has a minimum of 20 participants required for the program to be open. Unfortunately, due to covid concerns we are only offering the program on regular school days for the time being.

Wednesday's (PLC)

The After School Program will be available for the Professional Learning Community (PLC) Wednesday dismissal at 2:20 p.m. at MPC and 2:30 p.m. at MCS.

Pre-K

The Panther Place Before and After School Program is available to students enrolled in the Pre-K program. With the 9 month pay plan there is an additional \$125.00 a month that is paid with the Pre-K tuition to participate in the Before and After School Program on regular school days. Pre-k students on this payment plan do not pay a registration fee.

Homework and Computer Lab

The After School Program will use the computer lab. We will offer computer time split into groups. One group will use the even numbered computers for a half an hour and one group will use the odd numbered computers for a half and hour. We encourage those with homework to work on it when they get to after school program. We have tables up in the gym and the library for homework.