



***Point Pleasant School District  
Panther Place Child Care Program***



***2011-2012  
Parent Handbook***

Point Pleasant School District  
2100 Panther Path  
Point Pleasant, NJ 08742  
(732) 701-1900



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September 2011

*Dear Panther Place Child Care Program Family,*

*This handbook has been created to serve as an introduction to our Child Care Program, and to function as a reference source for questions you may have throughout the school year. Our policies and procedures have been designed to ensure the safety and well-being of the children who attend our Child Care Program. The success of our Program centers on the partnership between staff and families, and this handbook serves as an essential tool to enhance communication for the betterment of all who utilize our Child Care Program.*

*Please read through this information carefully. If something is unclear or if you have a question about an issue that is not addressed in this handbook please feel free to contact Jeannine Holloway at 732-701-1900 ext. 5206.*

*Thank you for your support of the Panther Place Child Care Program.*

*Sincerely,*

*Derek G. Hulse  
Supervisor*



## **Supervisors, Child Care Sites, & Phone Numbers**

- Panther Place Child Care Program Supervisor: Mr. Derek G. Hulse  
(732) 701-1900 ext. 5206
- Panther Place Child Care Secretary: Mrs. Jeannine Holloway  
(732) 701-1900 ext. 5206
- Ocean Road Elementary School  
Benedict St.  
Point Pleasant, NJ 08742  
(732) 701-1900 ext. 4111  
**Site Supervisor: Miss. Nichole Letts**
- Nellie F. Bennett Elementary School  
2000 Riviera Parkway  
Point Pleasant, NJ 08742  
(732) 701-1900 ext. 5206  
**Site Supervisor: Mrs. Jill Hammell**



## **Hours of Operation**

During the regular school year, the sites will operate Monday thru Friday, beginning on the first day of school and ending on the last day of the school year. Child Care is only available on days when school is in session.

Our Panther Place Child Care Program operates daily from 7:00am until the start of the school day, and from dismissal until 6:00pm.



## **Registration for Child Care Services**

Registration forms are available for interested parents from each child care site.

There is a \$25.00 non-refundable registration fee per family for the Program.

To complete the registration form you will need to bring:

- Your child
- Your primary pick-up person
- Parent's work number, cell number
- Doctor's name and phone number
- Emergency contact names and phone numbers (at least 2 other than parents)



## **Rates**

### **Ocean Road Elementary School:**

Morning care:

7:00am – start of school \$4.00 per morning

After care:

End of school – 4:00pm \$6.00 per afternoon

End of school – 5:00pm \$9.00 per afternoon

End of school – 6:00pm \$12.00 per afternoon

### **Nellie F. Bennett Elementary School:**

Morning care:

7:00am – start of school \$5.00 per morning

After care:

End of school – 4:00pm \$5.00 per afternoon

End of school – 5:00pm \$8.00 per afternoon

End of school – 6:00pm \$11.00 per afternoon

It is required that parents fill out each month's schedule one month in advance and submit payment (check or money order). The due date is printed on each calendar and a \$20.00 fee will be applied to any schedules received after the due date. Master schedules are prepared and distributed to the teaching staff as well as to the bus drivers for the safety and protection of your child. This task is not achieved unless all of the schedules are returned by the date requested. **Any changes in your child's monthly schedule require 48-hour notice. Please submit a note to your child's teacher addressed to "Child Care" and call our Child Care office at ext. 5206.**

Credits will **not** be issued for days purchased and not used except in cases of family emergencies or extended illness (10 days or more).

If your child participates in Enrichment or Chorus programs, list these on your child's daycare schedule. You may deduct \$5.00 for the hour at Nellie Bennett; or \$7.00 for Voyager or \$5.00 for Think Tank and Chorus at Ocean Road from your daycare payment.



### **Eligible Discounts**

A discount will be given to families with multiple children enrolled in the daycare program. The discount will be 20% off the eldest child's fee. A 25% discount is given for children qualifying for the free and reduced lunch program. These students must be approved by the school district. Children whose tuition is paid for by DYFS/CHS/CCC do not receive this deduction.



### **Snacks**

Snacks for the children in the PM Daycare program are not provided by our program. Please pack a nutritious snack for your child to eat after school dismisses. You may send this snack to school with your child in a bag labeled "Child Care Snack" so his/her teacher is aware.



### **Termination of Services**

Our Panther Place Child Care Program strives to work with parents and situations that may arise throughout the school year. However, there may be times when services are terminated due to the following circumstances:

- The parent fails to complete all required enrollment papers.
- Failure to pay child care fees in advance.
- Returned checks are not honored and NSF fees are not paid (see below).
- Parents/guardians continually pick up their child past the 6:00pm closing time.
- Habitual abuse of any of the program's policies discussed in this handbook.
- Failure to provide updated information on family status, address, and phone numbers.
- Failure to comply with the Panther Place Child Care Discipline Policy.



### **Non-sufficient Funds (NSF)**

Panther Place Child Care Program accepts personal checks, however in the event your check is returned, the following procedure will be followed:

1. The parent will be notified of the NSF check.
2. Re-payment for the NSF check must be received when the parent is notified of the NSF check, either by their bank or our Supervisor.
3. A \$25 NSF fee must be paid.
4. After two NSF checks are written to the program, the parent/guardian will be notified that future payments must be money orders only or child care services will be terminated.

5. If payment is not made on returned checks and it is sent to a collection agency you are responsible for all costs related to collection including collection fees, courts costs, and attorney fees which are all allowed by law and child care services will be terminated.



### **Arrival and Departure**

Safe arrival of children is very important. Parents or guardians must escort their children into the building each morning. The parent or guardian must also sign their children in on the sign-in sheet leaving them in our care. Sign-in sheets are located in the all-purpose room at the Nellie F. Bennett School and in the main lobby outside the office at the Ocean Road School.

Only parents or authorized adults (listed on the application form) may sign children out. When picking your child(ren) up, please enter the Nellie F. Bennett School via the all-purpose room doors on Riviera Parkway. Ocean Road parents will enter through the Catherine Street doors. *\*If parental custody is or should become an issue, it is necessary for a copy of the official custody papers to be kept on file at the site. Without the proper paperwork the Child Care Staff must legally release children to either parent.*



### **Personal Items**

We do not encourage children to bring in their favorite toys/games from home, as we are not responsible for them if they are lost or damaged. If you allow your child to do so, please label all personal items clearly.



### **Calling Procedures**

All schedule and/or pick up changes must be reported promptly to ensure the safety of the children.

7:00 a.m. -5:00-p.m. Call (732) 701-1900 Ext. 5206

Nellie Bennett School: 3:30 p.m.-6:00-p.m. Call (732) 600-2793

Ocean Road School: 3:00-6:00-p.m. Call (732) 552-5441



### **Late Pick-ups**

We ask that you pick up your children promptly at/or before the scheduled time. If your child is scheduled to attend until 4:00 or 5:00pm and you are delayed, please pay for the additional hour/s when you pick up your child. If you are going to be later than your scheduled pick-up time, please call the appropriate school's cell phone number (listed above). Chronic late pick-ups will result in a schedule modification and appropriate fee. The clock in the all-purpose room will be used as the official time.

Should an emergency arise causing you to be late (after 6:00pm), please make arrangements to have your child picked up by the emergency pick-up person. In as much as we must pay staff to remain later when you are late, we must pass this cost along to the individual family in the form of a late pick up fee. This fee is \$20.00 until 6:10pm, and \$1.00/minute after 6:10pm will be added to the \$20.00 fee.



### **Parent Complaints**

Any parent/guardian that has a complaint about the program should first speak to the person the complaint is with, or see the Site Supervisor. This should be done with another staff member present, at an appropriate time and in an appropriate manner. If this discussion does not resolve the issue, the next step after the Site Supervisor has been contacted, will be to address the situation with Mr. Hulse.



### **Emergency Information**

Parents/guardians will be notified immediately if a serious injury occurs to their child during the child care operating hours. Parents/guardians must provide the proper information needed to have their child treated in an emergency. The parent/guardian is responsible for keeping the most up-to-date information on how to get in touch with them. Any changes in phone numbers or addresses need to be made known to the Site Supervisor immediately.



## **School Closings**

Should school close early due to bad weather, etc., please attempt to pick up your child as soon as possible from daycare. Listen to the local radio stations for updates. Should we have a delayed opening, **all morning daycare programs will be delayed 2 hours**. Doors will open at 9:00 a.m. instead of 7:00 a.m. If school is closed for any reason, there will be no daycare. Please be sure to list all phone numbers with the *Honeywell instant Alert System*.

**We advise that you listen to the local radio stations:**

- **WJLK-AM 1310**
- **WJLK-FM 94.3**
- **WOBM-FM 92.7**

**PLEASE NOTE: Aftercare will not be available on the half days directly before the Thanksgiving Break, the Winter Recess and the last day of school in June.**

\*Parents/guardians will also have the opportunity to sign up for our *Honeywell Emergency Notification System* via our district website to receive notification from the Point Pleasant School District. Please list all essential phone numbers. Any questions regarding this procedure please call the Extended Day Office at ext. 5206.