

# Panther Kids After School Program Guide, Policy, and Expectations

Panther Kids is a user-funded after-school program that operates each day school is in session serving Midway ISD students in grades Pre-K through 8th grade at their respective campuses ("the Program"). Once students are accounted for, groups transition through various stations such as snack, outside playtime (weather permitting), gym time, table games, and arts & crafts activities. Program Staff facilitates the opportunity for students to do homework or read but provides no formal tutoring. Each campus has an adult Site Director and Assistant Director. Program elementary staff is comprised of high school and college-age group leads at a ratio of 1 to 12, and some adult group leads at a ratio of 1 to 24. Program middle school staff is comprised of adult staff at a ratio of 1 to 24. Staff members are first aid trained but are not skilled medical professionals.

**Program Staff does not include any nursing or specialized personnel.**

**Panther Kids after school program is separate from the regular school day, principals are not responsible for its operation on campus. If you have any concerns while your child(ren) are attending Panther Kids, please reach out to the Panther Kids director or manager.**

**Registration/Enrollment** – All Midway ISD students in pre-K through eighth grade are eligible for Panther Kids but must register each school year. Panther Kids has limited spots available, and so not all registered students will be enrolled. Students who are registered but cannot enroll because spots are not available will be put on a waitlist. Students are considered enrolled in Panther Kids only after guardians have completed the online application, paid the non-refundable family registration fee, and received a confirmation email stating enrollment for the current school year. \*NOTE: If you register, but don't receive a confirmation email, you are on the waitlist.

Although all students are eligible for enrollment in Panther Kids, the Program may not be able to serve all of a student's special needs due to the nature of the Program. If your child may need specialized care or skilled nursing services, please contact the Program Manager upon enrollment at 254-761-5610 to discuss whether reasonable modifications can be made. The Program will make reasonable modifications in the Program's policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability unless making the modifications would fundamentally alter the nature of the Program. For more information regarding the District's Nondiscrimination Policy, please refer to Board Policy GA(LEGAL).

To secure your child(ren)'s spot once enrolled, **the first tuition payment must be received on July 1; if enrolled after July 1, the first tuition payment is due 5 days after enrollment or no later than the first day of attendance, whichever comes first**. Children who are currently enrolled and in good standing are invited to priority register. Any vacancies during the school year will be filled from the waitlist. The waitlist is created from current school year's applicants who have not been enrolled to the current year's program

**Payment**—Tuition is due on the 1st of each month. The July 1 tuition payment covers August and September. Next tuition payment due October 1st with the last tuition payment May1. *Tuition is subject to change.*

## **Monthly Tuition: Elementary Pricing**

- **Tuition:** \$2,025 per year or \$225 monthly for the first child, \$130 per month for each additional sibling.
- **Qualifying free/reduced tuition:** \$900 per year for each child or \$100 monthly per child.

## **Monthly Tuition: Middle School Pricing**

- **Tuition:** \$1,125 per year for each child or \$125 monthly for each child.
- **Qualifying free/reduced tuition:** \$675 per year for each child or \$75 monthly per child.

**Methods of payment**—Monthly payments are solely made through the EZ Child Track parent portal by credit/debit card (\$2.50 fee/mo.) money order or e-check (\$.75 fee/mo.). *Fees are subject to change.* Automatic draft (Auto-pay) is also an option.

Payments exceeding your balance will show up as credit (-\$0.00) on your account. Payments will automatically deduct from credit on your account until fully paid, or it uses all remaining credit and leaves a balance.

**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 14th of the month, the account will be delinquent, and the student(s) will not be allowed to attend Panther Kids until balance is paid. Accounts that have 4 or more late payments will be considered “habitually late.” Habitually late accounts will lose enrollment priority for the next calendar school year. The student(s) may be withdrawn from the Program upon habitual late payments of tuition late fees and not be allowed to re-enroll in the Program for the remainder of the current school year. Habitually late accounts are also subject to withdrawal from the Program for the remainder of the current school year.

Monthly tuition payments made solely through [EZ Child Track](#) by credit/debit card (\$2.50 fee/mo.) money order or e-check (\$.75 fee/mo.). *Tuition and fees are subject to change.*

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. If you experience difficulties, contact Panther Kids’ central administrative office at 254-761-5610.

**Refunds** - There will be no refunds for circumstances beyond our control (i.e. weather closings, building emergencies, behavioral suspensions, student illness, quarantine, payment or pick up policy violations, withdrawing after the 1st day of the month, etc.). You may re-apply at a future time if your account is closed in good standing. Enrollment is contingent upon available space and you will be required to pay a new, non-refundable registration fee of \$25.

**Tax statements** 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: **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, complete the Google form located on the Panther Kids’ page of the MISD website. Once the form is received by the Panther Kids Manager, your account will be reviewed. The balance must be paid before the account can be closed. **Withdrawal form must be submitted by the 26th day of the month prior to when services are no longer needed in order to avoid the next month’s tuition charge.**

**Early dismissal/Emergencies** - Panther Kids begins each day when the students are dismissed from regular school and ends at 5:30 p.m. for elementary and 5:45 p.m. for middle school. Attendance is taken immediately in order to account for all students. Guardians must notify campus of absences. If your student(s) will not be attending Panther Kids, please notify the site director for your child’s campus. Student(s) **must** attend school that day to attend the after-school program.

- **PANTHER KIDS DATES** – Panther Kids begins on the first day of school, [August 14](#), and ends on [May 21](#). **No Panther Kids on the last day of school.**
- **Early Dismissal**–There will be **no** Panther Kids on early release days.
- **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, guardians will be expected to pick up their children from school immediately.
- **MEDICAL EMERGENCIES** - In the event of a medical emergency, a Panther Kids’ supervisor will attempt to contact the guardian. The supervisor will decide if professional medical attention is required immediately, and an ambulance will be called if necessary. Guardians are responsible for expenses incurred.

**Behavioral expectations** – ***All Student(s) are expected to comply with all Panther Kids expectations, rules, and procedures and 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.

- **Student(s) must be able to interact safely and positively with other student(s) in large group settings. Student(s) are expected to be respectful, stay with their group, follow safety procedures, and take direction from Panther Kids staff.**
- ***Guardians will be given notice of persistent behavior problems.*** A student may be withdrawn from the Program after just one behavior incident if the severity of misbehavior is such that the safety and security of student(s) and/or staff is compromised and/or the effectiveness of the Program is jeopardized.
- **BEHAVIORAL SUSPENSIONS** - If a student is withdrawn from the Program for disciplinary reasons, they will not be allowed to re-enroll in Panther Kids for the remainder of the current school year.

**Pick-up/Communication/Account changes** - The earliest a student can be picked up from Panther Kids is 3:45pm. If your student(s) need to be picked up before then, please contact the school and change their status to car pick-up. Student(s) must be picked up no later than 5:30 pm for elementary and 5:45 pm for middle school each day. A late pick-up fee of \$10 will be charged at the start of each 15-minute interval that the student is picked up late. The late charge will be automatically posted to the *Primary Account Holder's* EZ Child Track account. **Habitual late pick-up can result in the withdrawal of your child(ren) from the Panther Kids.**

**Late pick-up fees are due 7 days after they are issued.** Non-payment of these fees can result in withdrawal from the Program.

- **Student(s) will be released to anyone listed on your EZ Child Track account**, which includes emergency contacts. **Pertinent information will be communicated to the pick-up person**; please communicate with your pick-up person(s) so that you, in turn, are aware of timely information. This communication may include billing, incidents, or behavior reports. This same information may, on occasion, be communicated via phone or email. Alerts will be given in a timely manner to guardians through email and/or Parent Square.
- Anyone picking up a student(s) from Panther Kids must show their personalized PIN (Personal Identification Number) Card. Account holders must assign each contact their own PIN and request a PIN Card from the Site Director for those contacts.
- Anyone attempting to pick up a student(s) must be prepared to provide proper personal identification.
- Students(s) will not be released to persons not listed as a contact in your EZ Child Track account.
- To **add or delete contacts, address or phone number** changes are made through the parent portal in EZ Child Track by clicking on "My Account" for your child's pick-up list after you have registered. Be sure you assign a PIN to each of your contacts and let them know.

**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 call campus, select Panther Kids option and leave a message.**

### **Parent/Guardian Acknowledgement and Agreement:**

**Parent/Guardian Initials hereby indicate acknowledgement and agreement that:**

- (1) Program Staff does not include nurses or specialized personnel.
- (2) Most Program Staff is comprised of high school students for group leads with a 1-12 ratio and adult supervision.
- (3) In the event of a medical emergency, a Panther Kids' supervisor will attempt to contact the guardian at the number provided upon enrollment. The supervisor will decide if professional medical attention is required immediately, and an ambulance will be called if necessary. Guardians are responsible for all expenses incurred, including ambulance and specialized services.
- (4) Panther Kids will make reasonable accommodations for students to be successful while enrolled in Panther Kids.
- (5) All student(s) are expected to comply with all expectations, rules, and procedures set forth by the Panther Kids program, 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.
- (6) Student(s) must be able to interact safely and positively with other student(s) in large group settings. Student(s) are expected to be respectful, stay with their group, follow safety procedures, and take direction from all Panther Kids staff members.

(7) Guardians will be given notice of persistent behavior problems. A student may be withdrawn from Panther Kids after just one behavior incident if the severity of misbehavior is such that the safety and security of student(s) and/or staff is compromised and/or the effectiveness of the Program is jeopardized.

(8) Midway ISD will take all precautions necessary for the safety of students and staff and for the safety and prevention of injury to persons, including Program staff and students, but nothing in this Program Guide is to be construed to waive or relinquish any governmental, sovereign immunity or defense to which Midway ISD is entitled as a matter of law.

**Questions, concerns, and feedback should be directed to the campus Panther Kids' Site Director or the Panther Kids Manager.**

*Midway Independent School District does not discriminate due to race, color, religion, sex, national origin, age, disability, military status or on any other basis prohibited by law. The Title IX Coordinator for Midway ISD students is Dr. Aaron Peña, Assistant Superintendent for Administrative Services. The ADA/Section 504 Coordinator responsible for coordinating compliance with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973 is Lisa Cochran, Director of Special Populations. Both can be reached at 13885 Woodway Drive, Woodway, Texas, 76712 or at 254-761-5610.*