

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



**Parent Handbook**

Point Pleasant School District  
2100 Panther Path  
Point Pleasant, NJ 08742  
(732) 701-1900 ext. 5206

# Table of Contents

Welcome Letter..... 2

Contact Information and Hours of Operation ..... 3

Registration and Rates..... 4

Schedules and Payment, Eligible Discounts, and Snacks..... 5

Homework Club, Items Not Permitted in Daycare, and Arrival and Departure.... 6

Discipline Policy..... 7

Late Pick ups and Non-Sufficient Funds..... 8

Termination of Services, Calling Procedures, and Emergency Information..... 9

School Closings and Parent Questions and Concerns..... 10



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2100 Panther Path  
Point Pleasant, NJ 08742

Dear Parents and Guardians,

Welcome to Panther Place Child Care! We look forward to serving you and your child. This handbook has been created to serve as an introduction to our child care program, and to function as a reference for questions that may arise throughout the school year.

The mission of our program is to provide safe, affordable, high quality, child care for the elementary students of Point Pleasant. We support our families by offering a convenient and cost effective option to childcare needs in both morning and afternoon childcare sessions.

Our goal is to make Panther Place Child Care a place that your child enjoys spending time. Please be assured that your child will be treated with kindness, respect, and patience throughout their time at child care. We pride ourselves on providing a fun, flexible, and safe place for your child to be when you cannot be with them.

Please read through information in this handbook carefully. Our policies and procedures are outlined in the handbook and have been designed to ensure the safety and well-being of the children who attend our child care program.

The success of Panther Place Child Care centers on the partnership between staff and families. This handbook should serve as an essential tool to enhance communication for the betterment of all who utilize the Panther Place Child Care Program.

If you have any ideas that can help improve our services, please feel free to contact the daycare office at any time throughout the year. I am always open to suggestions. Thank you for trusting Panther Place Child Care with your child. I am happy to be a part of the Panther Place Child Care program and look forward to working with you.

Sincerely,

Lauren Rohmeyer  
Supervisor

Panther Place Child Care  
732-701-1900 ext. 5206

## **Contact Information**

- Panther Place Child Care Program Supervisor:  
Mrs. Lauren Rohmeyer  
(732) 701-1900 ext. 4111
  
- Panther Place Child Care Secretary:  
Mrs. Jeannine Holloway  
(732) 701-1900 ext. 5206
  
- Ocean Road Elementary School  
Benedict St.  
Point Pleasant, NJ 08742

**Site Supervisor: Miss Nichole Letts**  
(732) 701-1900 ext. 4111

**Ocean Road School Daycare Cell Phone:**  
(732) 552-5441 from 3:30 p.m. until 6:00-p.m.

- Nellie F. Bennett Elementary School  
2000 Riviera Parkway  
Point Pleasant, NJ 08742

**Site Supervisor: Mrs. Jill Hammell**  
(732) 701-1900 ext. 5206

**Nellie F. Bennett School Daycare Cell Phone:**  
(732) 600-2793 from 3:30 p.m. until 6:00-p.m.

## **Hours of Operation**

During the regular school year, the Panther Place Child Care will operate Monday thru Friday, beginning on the first day of school and ending on the day prior to the last day of the school year at both Nellie F. Bennett School and Ocean Road School. **Child Care is only available on days when school is in session.**

Please note there will be no afternoon childcare services on the half days prior to Thanksgiving Recess, Winter Recess, President's Weekend, Spring Recess and the 'last day of school in June. All students will be dismissed according to the half-day schedule.

The district calendar is subject to change due to emergency closings. Additional days with no childcare services may be added as necessary.

Panther Place Child Care Program operates daily from 7:00 A.M. until the start of the school day, and from dismissal until 6:00 P.M. at both Nellie F. Bennett School and Ocean Road School.

## **Registration for Child Care Services**

Registration forms are available for parents in the main offices of both Nellie F. Bennett School and Ocean Road School. There is a \$50.00 non-refundable registration fee per family for the program that must be paid each school year.

To complete registration you will need:

- Your primary pick-up person
- Parent's work number, cell number
- 2 emergency contact names and phone numbers (other than parents)

## **Rates**

### **Registration - \$50.00 per family**

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

Morning care:

7:00am – start of school \$7.00 per morning

After care:

End of school – 4:00pm \$7.00 per afternoon

End of school – 5:00pm \$10.00 per afternoon

End of school – 6:00pm \$13.00 per afternoon

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

Morning care:

7:00am – start of school \$6.00 per morning

After care:

End of school – 4:00pm \$8.00 per afternoon

End of school – 5:00pm \$11.00 per afternoon

End of school – 6:00pm \$14.00 per afternoon

\*Rates are subject to change

## **Schedules and Payment**

It is required that parents fill out a monthly schedule per child. This will be done one month in advance and a payment (check or money order) must be submitted at this time. The due date is printed on each calendar and a \$30.00 fee will be applied to any schedules received after the due date. All checks will be deposited within 48 hours of receipt. Please note we will not accept checks that are past date.

Master schedules are prepared and distributed to the teaching staff and daycare workers for the safety and protection of your child. This task is not achieved unless all of the schedules are returned to the daycare office by the date requested.

**Any necessary changes needed to your child's monthly schedule require 48-hour notice. Please submit a hand written note to your child's teacher addressed to "Child Care" and call our Child Care office at 732-701-1900 ext. 5206 to notify our staff of any changes.**

Credits will **not** be issued for days purchased and not used except in cases of 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 your child is at Voyager, Think Tank, Chorus, or Academic Bowl from your daycare payment.

All checks and money orders should be made out to Point Pleasant Board of Education (PPBOE). Please include your child's full name on the memo line.

## **Eligible Discounts**

A discount will be given to families with multiple children enrolled in the Panther Place Child Care Program. The discount will be 20% off the eldest child's fee. A 25% discount is given for children qualifying for the free or reduced lunch program. These students must be approved by the school district. A family with multiple children who also receives free or reduced lunch is only eligible for one discount.

## **Snacks**

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

## **Homework Club**

Homework Club is available to all of our daycare students Monday through Thursday for the first hour immediately after the school day. This service allows students time to complete homework and receive extra assistance from a certified teacher on staff.

If students are unable to finish their homework during the allotted time, they may continue to work on their own or complete the remaining assignments at home. Please note, this is not a tutoring session but rather an allotment of time set aside for students to complete homework assignments while still at school.

## **Items Not Permitted in Daycare**

Pupils should leave their cell phones, iPods, iPads, tablets, electronic hand held games, toys, trading cards, or sports equipment (such as basketballs, footballs, etc.) at home. Panther Place Child Care provides everything students need for a creative and fun morning and afternoon.

Chewing gum, carbonated drinks, and other similar items are not permitted. Also, any items that can be construed as dangerous (items with sharp points, such as penknives, toy weapons, etc.) are not permitted in school at any time.

## **Arrival and Departure**

Safe arrival of children is of utmost importance. **Parents or guardians must escort their child(ren) into the building each morning.** The parent or guardian must sign their child(ren) in on the sign-in sheet leaving them in our care daily. Sign-in sheets are located in the All-Purpose room at the Nellie F. Bennett School and in the Catherine Street Lobby at Ocean Road School.

Only parents or authorized adults who are 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. Parents of Ocean Road School children will enter through the Catherine Street doors. Proper I.D. is required to enter all buildings.

\*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.*

## **Discipline Policy**

In order to ensure that Panther Place is a fun and safe place for all students and staff members, the following discipline policy has been put into place.

### **Behavior Expectations**

1. Speak appropriately to teachers and fellow students
2. Listen and follow directions
3. Keep hands, feet and objects to yourself
4. Respect other people's differences and feelings

### **Consequences**

- 1<sup>st</sup> Offense - Verbal Warning
- 2<sup>nd</sup> Offense - Time-out appropriate for age of child and parent notification
- 3<sup>rd</sup> Offense - Parent Conference

\*If a student repeatedly misbehaves, consequences may result in a one-day or multiple-day suspension from Panther Place Child Care. If behavior then continues, a suspension for the remainder of the school year will be considered.

Panther Place Child Care reserves the right to immediately and permanently suspend a student due to severe disruptive behavior. These types of behaviors include but are not limited to fighting, threatening violence, injuring oneself or another child, leaving a designated area without permission, and any behavior that can be categorized as harassment, intimidation, or bullying.

### **Additional Information**

This discipline policy is intended to outline behavior expectations and consequences, but it is not a comprehensive list. The failure of a particular act to appear in this policy does not mean it cannot be considered unacceptable behavior that results in said consequences.

No refunds or credits are given to families for students that have been suspended or terminated from the child care program. Suspensions begin on the same day of incident upon contact with the parent or guardian. Total days of suspension begin the day after the infraction occurs. If a parent or guardian is unable to be contacted the suspension will still begin the following day.



## **Late Pick-ups**

Children should be picked up promptly at/or before the time you have indicated on the monthly schedule. If your child is scheduled to attend until 4:00 or 5:00 P.M. and you are delayed; payment for the additional hour/s is due that same day upon pick up of 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 on page 3). Chronic late pick-ups will result in schedule modifications and the appropriate fees will be applied. Site Supervisors will be responsible for recording the official time of pick up.

If an emergency should arise that causes you to be late (after 6:00pm), please make arrangements to have your child picked up by the emergency pick-up person. Panther Place Child Care Program is responsible to pay additional staff members to remain later when you are late. The cost is then passed along to the individual family in the form of a late pick up fee. This fee is \$30.00 until 6:10P.M., and \$1.00 per minute after 6:10P.M. will be added to the \$30.00 fee.

## **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 Non-Sufficient Fund check.
2. Re-payment for the Non-Sufficient Fund check must be received as soon as the parent is notified of the NSF check, either by their bank or a staff member.
3. A \$25 Non-Sufficient Fund fee must be paid.
4. When Non-Sufficient Fund checks are written to the program, the parent/guardian will be notified that all future payments must be made using money orders only or Panther Place Child Care will terminate services.
5. If payment is not made on returned checks in a timely manner, the bill will be sent to a collection agency. You are responsible for all costs related to collection including collection fees, court costs, and attorney fees which are all allowed by law and child care services will be terminated.

## **Termination of Services**

Our Panther Place Child Care Program strives to be flexible and work with parents if unique situations arise. There may however be times when services can be terminated due to the following circumstances:

- The parent/guardian fails to complete all required enrollment papers.
- The parent/guardian fails to pay child care fees in advance.
- Returned checks are not honored and/or Non-Sufficient Fund fees are not paid.
- Parents/guardians continually pick up their child past the 6:00P.M. closing time.
- There is a habitual abuse of any of the program's policies discussed in this handbook.
- Parents or guardians fail to provide updated information on family status, address, and phone numbers.
- Parents and students do not to comply with the Panther Place Child Care Discipline Policy.

## **Calling Procedures**

All schedule and/or pick up changes must be reported promptly to ensure the safety of the children. Please notify the daycare offices according to the following schedule:

- Call (732) 701-1900 Ext. 5206 from 7:00 A.M. until 3:30 P.M.
- **Nellie F. Bennett School:**  
Call (732) 600-2793 from 3:30 p.m. until 6:00-p.m.
- **Ocean Road School:**  
Call (732) 552-5441 from 3:30 p.m. until 6:00-p.m.

## **Emergency Information**

Parents or guardians will be notified immediately in the event a serious injury occurs to their child during the child care hours of operation according to the information written on the registration form.

Parents or guardians must provide the necessary information to have their child treated in an emergency and are responsible for keeping the most up-to-date contact information available to Panther Place Child Care. Any changes in contact information including but not limited to phone numbers and addresses needs to be made known to the Site Supervisor immediately.

## **School Closings**

In the event school should school close early due to inclement weather, etc., please make arrangements to pick up your child at the school's early dismissal time. Panther Place Child Care will also be closing at that same early dismissal time.

In the event of 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. We advise that you visit the district website for the most current updates. Parents/guardians should also be sure to sign up for our ***Honeywell Emergency Alert System*** via our district website to receive notifications from the Point Pleasant Borough School District. Please list all essential phone numbers and contact information.

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

## **Parent Questions and Concerns**

At any time, parents and guardians are encouraged to share and questions or concerns about the Panther Place Child Care Program. Please notify the Panther Place Child Care Program Site Supervisor about specific concerns as soon as possible. If this discussion does not resolve the issue, please feel free to contact Mrs. Rohmeyer at any time.