

Panther Adventure Club

Family Handbook

2026 Summer
2026-27 School Year



Glencoe-Silver Lake School District

Director: Matt Muenchow | 320.864.2696 | MMuenchow@gsl.k12.mn.us

Coordinator: Kristen Grack | 320.864.2627 | KGrack@gsl.k12.mn.us

1621 16th St. E Glencoe, MN 55336

Welcome

Welcome to Panther Adventure Club! Thank you for choosing our program to care for your child. This handbook includes all of our program information. It is important to read through and familiarize yourself with our program policies and standards.

Mission

Panther Adventure Club will strive to provide a clean, safe and healthy environment where every child can develop emotionally, physically, intellectually and socially. We are dedicated to providing safety and security for all children. We will promote learning growth through play in an age-appropriate environment for your child(ren). Our families will feel supported and nurtured by our staff. Parents and staff will work together to ensure each child will reach their goals and full potential.

Philosophy

Children learn best through play and self-exploration of their environment. Our staff promotes and encourages this belief through daily activities and interactions with our children.

Core Values & Goals

-  SAFETY
-  Continuous Improvement
-  Family Relationships
-  Kindness
-  FUN!



Follow us on
Social Media!

Panther Adventure Club



Website

www.gsl.k12.mn.us
Community Ed > Childcare



Registration

Enrollment Policy & Qualifications

To register for Panther Adventure Club, children must be of school age and must be able to meet these expectations consistently:

- Be able to independently participate in developmentally appropriate group settings with children of similar age
- Be able to independently follow simple directions appropriate to their age
- Have the ability to play and work cooperatively with similar age peers **without adult facilitation**
- Be able to transition safely and successfully between activities appropriate to their age
- Must be successful in a group setting that is consistent with the DHS staff-to-student ratios for child care.
- *Be fully potty trained and able to use the toilet independently*

Registration

All registration is done online through ProCare. Registration fees and any activity fees (if applicable) are due at the time of registration. Families are not considered fully registered until they receive an email confirmation of administrative approval.

Scheduling & Schedule Changes

Schedules must be communicated to program administration at least two weeks in advance. Any notice outside of a two week period will be invoiced at the drop-in rate.

In an emergency situation, you can request to add a drop-in day to your schedule. Approval will be at the discretion of the coordinators. If it is an immediate need, please contact the coordinator to approve the schedule change.

Termination of Care

Termination of childcare may be made at anytime. There is a two-week notice required to terminate care and you will be billed for those two weeks.

Program Hours, Rates & Fees

Days & Hours of Operation

Panther Adventure Club operates year round.

September-May

6:30am-8:00am & 3:00pm-5:30pm

June-August

6:30am-5:30pm

Non-School Days & Breaks are optional care days and **REQUIRE** sign-up in advance. Panther Adventure Club will be open these days as attendance allows.

If you register for a break day and do not attend, you will still be invoiced.

Hours are subject to change based on program needs.

Late Pick-Up Policy

Out of respect for our staff and their time, late pick-ups at PAC will **not be tolerated for any reason.** If there are 3 late pick-ups in a calendar year, PAC reserves the right to terminate enrollment immediately.

There will be a \$3 per minute late fee for every minute late for pick-up. In the event we cannot get ahold of a parent or emergency contact within 30 minutes, authorities will be contacted.

Observed Holidays

- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Day
- Memorial Day
- Juneteenth
- July 4th
- Labor Day

Payments

For your convenience, PAC offers many different payment options. We accept payment by cash, check, credit card, or money order. You can make your payment online, or drop-off with a staff member.

Late Payments

Families must maintain accounts with reliable payment history. A delinquent account is grounds for immediate termination. A late fee of \$10 will be charged for **each late invoice, each day** a payment is not received.

Program Hours, Rates & Fees

Regular Rates

Registration Fee	\$25.00
Before & After School	\$75.00/Week
Before School	\$6/Day
After School	\$10/Day
Full-Day (Non-School Day)	\$35
Early Release Day	\$19
Weekly Rate (June-August)	\$175

Drop-In Rates

Drop-In Before School	\$10
Drop-In After School	\$18
Drop-In Full Day	\$42

Summer Fees

Summer Field Trip Fee	\$200
-----------------------	--------------

Due by June 1st. The summer field trip fee will not be prorated. This amount is due in full even if your child will only be attending certain days.

PAC Offers:

- Breakfast & Snack (September-May)
- Breakfast, Lunch & Snack (June-August)
- Educational Time
- Field Trips
- Swimming Lessons
- In House "Camps"
- Access to all school facilities!

Absences

You MUST inform PAC staff that your child will not be attending for the day. Failure to communicate this will result in a "No Call No Show" and you will be charged the regular rate for that day.

Illness & Medication

Illness

General Rule of Thumb

If your child is not feeling well and is not their usual self, it is best to keep them home. It is impossible for us to give a sick child all the care he/she should need and still give the other children their due care and attention.

Children may not attend Panther Adventure Club if they have the following:

- Fever of 100.4 degrees or greater (must be 24 hours fever free without fever reducing medication before returning)
- Vomiting and/or Diarrhea within the last 24 hours
- Strep Throat (child can return after 24 hours fever free and antibiotics)
- Pink Eye (can return after 24 hours after eye drops). If it is viral, eyes need to be cleared up without any drainage
- Hand Foot Mouth (24 hours fever free and no open sores)
- Any other contagious illness. Please follow your physicians guidelines.

Immunizations

Minnesota law requires children enrolled in childcare to be immunized or have a conscientiously opposed statement on file. Before we can accept your child for care, we **MUST** have these records on file.

Medication

Panther Adventure Club will administer doctor prescribed medications for severe allergies or disabilities (EX: ADHD, Anaphylaxis reactions, Seizures, Diabetes, etc.)

PAC will not administer Tylenol and/or Motrin.

If this accomodation is needed for your child, please reach out to program administration to make sure we have everything on file as needed.

What To Expect

We encourage & provide an atmosphere which:

- Accepts each child as a unique and special individual
- Sets realistic expectations for each child
- Provides children with responsibilities and opportunities to succeed with expectations
- Builds on a child's strengths
- Provides security, limits and boundaries promoting trust in self and others
- Provides many opportunities for positive encouragement, promoting confidence
- Encourages children to make decisions and handle situations on their own
- Provides support so that children know staff care about them and their well-being

Respect for Self, Others and the Environment

- Children have the right to work alone or with others
- Children have the right to choose an allowed activity that interests them
- Children have the right to request and receive adult assistance when needed
- Children must respect the rights of others
- Children must conduct themselves in a way that does not disturb the work or activities of their peers

Behavior

IEP/504 Plans

If your child is on an IEP or has a 504 plan, please share this information with us! The documents can be sent to program administration.

Staff Commitment

We are committed to providing a positive, enriching environment for all children who participate in PAC.

Our Staff Will:

- Establish clear and consistent limits and expectations for behavior
- Encourage children to understand their behavior and its related consequences. We strive to help children develop safe and appropriate ways of interacting with others and expressing their feelings in appropriate, constructive ways.
- Take every opportunity to acknowledge and reward good behavior
- Praise children with phrases of positive reinforcement

Unacceptable Behaviors Include:

- Physical encounters that hurt other children or staff members
- Inappropriate language, songs, or jokes including swearing, teasing, reference to drugs/alcohol, abuse, race, gender, etc.
- Eloping from the group or program
- Vandalism to school or personal property
- Invading, using, or taking other peoples property without permission

Any of these behaviors may result in the student needing to be picked up immediately.

If there are 3 or more incidents involving these behaviors, PAC reserves the right to terminate enrollment.

Behavior

The following procedures are used when children display unacceptable behavior:

Warning: A verbal reminder of what is expected at that time or what the appropriate behavior should be

Redirection: Children may be directed to leave an area if they display inappropriate behaviors or the behaviors do not change after a verbal warning.

Thinking Time: If a child's behavior continues or does not meet program expectations, they will be asked to sit away from the group. If their behavior poses a safety risk, they will be separated from the group immediately, without any prior warnings. The child will be allowed to return to the large group when they are emotionally regulated and ready to rejoin their peers.

Cooperative Behavior Management: Children will discuss with staff members or program administrators what happened, acceptable alternatives to their behavior, what they could do differently next time, and why it is important to make better choices. Children will return to their activity or group after concluding the discussion.

Parent Notification: When warranted, parents will be informed of the behavior or concerns via phone call, email, incident report, or conversation at pick-up.

Parent Conference: A formal conference may be set up if behaviors persist or are severe in nature. The goal in this conference will be to establish a plan of action to resolve concerns.

At any time, a parent or guardian may be contacted to pick-up their child immediately. If called, the child must be picked up within 30 minutes.

If behavioral issues persist despite previous interventions, the student may be suspended from the program for a specified period.

Termination: Panther Adventure Club will make every effort to meet the needs of each child. Continued or severe misconduct may lead to termination from the program. Termination decisions will be made after careful consideration of the best interests of the child, other students, and staff members.

Miscellaneous

Weather Closures

If school is closed:

Panther Adventure Club is closed for the day

If school is delayed (2 hours):

Panther Adventure Club will be closed before school and open after school

Mandated Reporting

Panther Adventure Club personnel are required by law to report any suspected abuse or neglect to the proper authorities, and will not hesitate to do so. Retaliation against the program and staff members is not prohibited.

Clothing & Parent Provided Supplies

Parents are encouraged to dress their children in clothing that is washable and comfortable. When children are hard at work and play, they will get dirty. This is a healthy part of growth and development. Parents are asked to bring 1-3 changes of clothing for their children in the case of accidents and spills.

Parent Provided Supplies

- 1-3 complete changes of clothes
- Sunscreen
- Outside shoes/boots/weather appropriate outerwear
- Swim Suit & Towel (summer months)

Toys & Personal Items

Children are not allowed to bring toys, Pokemon cards, cell phones, tablets, smart watches, etc. to PAC.

PAC is not responsible for any lost or broken items. We reserve the right to confiscate cell phones, tablets, watches, or any other devices if they are misused. The device will be returned to the parent at pick-up.