

Panther Cub-House

Family Handbook

2026 Summer
2026-27 School Year



Glencoe-Silver Lake School District

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Welcome

Welcome to Panther Cub-House! 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 Cub-House 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 Cub-House



Website

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



Registration

Enrollment Policy & Qualifications

To register for Panther Cub-House, children must be at least 33 months 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.

Drop-In & Changes to Registration Information

Drop-In Registration (If applicable): Children using Panther Cub-House on a drop-in basis are required to have all completed registration forms on file. ***Drop-in is billed at the drop-in rate and can only be accommodated if space allows.***

Changes to Family Information: For the safety and security of each child, it is imperative that data is current at all times. Should a change occur to any phone number, address, employer, or any other data, program administration must be informed **IMMEDIATELY**.

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 Cub-House operates **year-round**.

Business Hours: 6:30am-5:30pm

Hours are subject to change based on program needs & attendance.

Observed Holidays

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

Note: These are PAID holidays

Late Pick-Up Policy

Out of respect for our staff and their time, late pick-ups at PCH will **not be tolerated for any reason**. If there are 3 late pick-ups in a calendar year, PCH 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.

Payments

For your convenience, PCH 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.

Assistance

County assistance is accepted for those who qualify! The parent is responsible for contacting the appropriate case managers and notifying them of attendance at Panther Cub-House.

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
Cubs	\$149/Week
PreK 4 Day	\$123/Week
PreK 5 Day	\$110/Week
Full Time Weekly Rate	\$175/Week
Full Day	\$35/Day
Half Day	\$22/Day

Drop-In Rates

Drop-In Full Day	\$45
Drop-In Half Day (4 hours or less)	\$28

Summer Fees

Summer Field Trip Fee	\$150
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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.

PCH Offers:

- Breakfast, Lunch & Snack
- Weekly Themed Activities
- Rest/Nap Time
- Field Trips
- Swimming Lessons
- In House “Camps”
- Access to all school facilities!

Absences

You MUST inform PCH staff that your child will not be attending for the day. To be able to plan our day accordingly, all absences must be reported by **9:30am**.

Program Policies

"Free" Days

Each family receives free days per how many days the child attends. EX: If your child attends 5 days/week, you will receive 5 free days per calendar year. Free Days CANNOT be used within the first 4 weeks of attendance or after a 2-week notice has been given. Free days are automatically deducted for absences. Any absences after all Free Days are used are billed at the regular rate.

Sign-In/Out Procedures

Children MUST be signed in/out daily by their parent/guardian. Only people on the child's authorized pick-up list will be able to pick-up & sign them out. If someone besides a parent is picking up a child, they will need to show ID. Please let your contacts know to have this ready.

"Holding" spots

PCH will not hold spots for any reason. Should you choose to remove your child from the program over summer months, you will either need to continue paying for their spot, or risk losing the spot completely.

Field Trip Days

If your child misses the bus for a field trip, they will not be able to attend daycare that day. A Free Day will be used or you will be invoiced at the regular rate. It is crucial to look over calendars & be diligent in checking ProCare for communication.

Illness Time Frame & Pick-Up

If a child gets sick by 12:00pm, they will need to stay home the entire next day. This is to limit exposure to others and ensure that they have got enough rest to fully recover and participate as normal.

ATTENTION

If your child gets sick and needs to go home, they must be picked up within **45 minutes.**

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 Cub-House 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 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.

Medication

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

PCH will not administer Tylenol and/or Motrin.

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

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.

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 PCH.

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, PCH 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 Cub-House 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

Panther Cub-House is open on all inclement weather days, unless notified otherwise.

Mandated Reporting

Panther Cub-House 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.

Panther Cub-House > Panther Adventure Club

Students will remain in Panther Cub-House **UNTIL** the start of Kindergarten. If before/after school care is needed, your student will transition to Panther Adventure Club.

Parent Provided Supplies

- 1-3 complete changes of clothes
- Blanket/Pillow/Stuffy for Nap/Rest time
- Sunscreen
- Outside shoes/boots/weather appropriate outerwear
- Swim Suit & Towel (summer months)

Toys & Personal Items

Children are not allowed to bring toys to Panther Cub-House. PCH is not responsible for any lost or broken items.