



**After - School Program
Parent Information Package
2016 – 2017**

**UPEI Chi-Wan Young Sports Centre
550 University Avenue
Charlottetown, PE
C1A 4P3**

www.upei.ca

www.gopanthersgo.ca

www.upei.ca/ar/panther-academy

Welcome to the UPEI Panther Academy After-School Program!

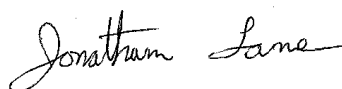
At Panther Academy, we are dedicated to providing our after-school children with opportunities for learning in a safe and fun environment. The psychological and physical well-being of each of the participating children is our utmost priority and their safety and enjoyment in our programs is our number one concern. We encourage participation in all activities to better enhance the child's overall experience and are excited to offer a large selection of age-appropriate games, activities and play-centered sports to help develop the social, physical, intellectual, creative and emotional needs of children.

“We believe that individual and group play through physical activity enhances a child’s ability to learn and improve intellectually as well as develop their ability to cooperate, learn individual responsibility and foster caring and sharing relationships”

This information package includes information about daily routines, expectations, and how to complete the registration process to ensure we are aware of all needs of your child. We encourage you to contact any of our staff at any time to discuss how your child is doing and to inform us of any changes in your child's after-school care requirements, including any illnesses, changes in school attendance, or other aspects of your child's well-being that we should know of. Thank you for choosing Panther Academy...you will glad you did!



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Please be sure to read and complete in full the following forms, including a signature:

- Registration Form
- Emergency Medical Treatment Form
- Administration of Medication Consent Form (if necessary)
- Code of Conduct / Discipline Policy

OUR STAFF

Our Coordinator, Jonathan Lane, has been working with the UPEI Panther Academy Summer Day Camps and PD Day camps since 2012 and has continued to improve upon the services and offerings to school-aged children throughout his tenure. He received his Bachelor of Arts in Psychology in 2006 from the University of New Brunswick, Saint John and his Bachelor of Education Degree with a specialization in Elementary Education from UPEI in 2012. He was heavily involved in camp activities as a varsity basketball player in Saint John and continues his passion for sport and physical activity today as an Assistant Coach with the UPEI Varsity Men's Basketball team. Jonathan's child-centred approach to learning and play has increased attendance in all the Panther Academy programs since 2012. He maintains a high standard of leadership and professionalism for all staff who work under his guidance.

Panther Academy After-school staff also includes university students chosen for their maturity, ability to relate to children, and leadership skills. All staff participate and complete the **High-Five** training along with CPR/First Aid/AED training and a mandatory extensive learning process led by our Programming Coordinator to prepare them for the after-school program. Each staff person has completed, and most continue to enroll in and study, university-level course work in education, psychology, and sociology.

The PA After-school staff will be chosen also for their experience, work ethic, and positive outcomes previously demonstrated and achieved as a child-care staff person working with the Summer Camps, PD day camps and March Break day Camps. If the need arises to provide care for a child with special needs, and, depending on what those needs are, we will approach each case on an individual basis and secure the proper Educational Assistant staff person as required.

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DAILY ROUTINES

2:30pm – 2:45pm	PICK-UP/DROP-OFF students at UPEI Chi-Wan Young Sports Centre facility or designated BUS DROP-OFF LOCATION at the entrance of the UPEI campus and University Avenue.
2:45pm – 3:15pm	SNACK TIME – As a large group divided into smaller-age groups at individual tables, staff will prepare and serve healthy snacks including cheese and crackers, vegetables such as carrot sticks/celery and provide juice and/or water for drinks. Weekly menu items may differ depending on fresh produce available but will almost always include: Cheese, crackers, carrot sticks, celery, apples, oranges, juice and nut-free granola bars. Parents are also welcome to provide their child's own snacks.
3:15pm – 3:45pm	HOMEWORK period for those students who require time. GYM ACTIVITY and GAMES for those who do not require homework time.
3:45pm – 4:15pm	GYM ACTIVITY for OLDER AGE GROUP. Low-impact board games/Art activities for younger group.
4:15pm – 4:45pm	SWITCH LOCATIONS for above groups.
4:45pm – 5:30pm	FREE TIME in gym and classroom location for those who have not been picked up.

FOOD SERVICE will commence as soon as students arrive and unpack as a group. All children will visit the washroom with guidance from their teacher prior to snack and use the facilities and wash hands. The PA staff will prepare the snacks and serve them from our kitchen area. Any student who requires a special diet will have been identified through our registration process by parents and will bring their own snack food as needed.

- For safety reasons, we request that parents/guardians **DO NOT include nuts or peanut butter in snacks or lunches as a growing number of children have life threatening allergies to nuts.** Due to the size and diversity of the University, there is no guarantee that peanuts and other nut products will not be on or around the locations of the UPEI Panther Camps.

Activities and theme-oriented events/games will be developed, organized and taught depending on the time of the school year. We expect the themes of the program will differ week-to-week and/or month-to-month. All planned activities will be coordinated and produced by the Lead staff person in accordance with calendar observances, such as Hallowe'en or Christmas, as well as other global themes such as Earth day and Mother's Day. We expect to utilize both indoor and outdoor green space for after-school activities and will develop these around a theme as well.

HOURS OF OPERATION AND HOLIDAYS

Our program operates **2:30pm – 5:30pm Monday to Friday during the school year for children ages five to 12 years**. We do not operate on holidays but do operate on school Professional Development Days. Children who are registered full-time in our Panther Academy After-School program receive a \$20.00 discount per PD day and can attend for \$13.00. Children registered in the After-School program for two or three-days per week can attend the PD Days for \$33.00 per day.

SAFE ARRIVAL SYSTEM

Parents/Guardians are asked to **contact the Panther Central Desk at 902-566-0368 before 12:00pm of that day if their child is going to be absent from the After-School program** for any reason that was not already planned for or communicated. If a child is absent and PA Staff have not been notified, we will contact parents/guardians/additional contacts until we reach someone to inform us of the child's absence.

SIGN-IN and SIGN-OUT and PICK UP PROCEDURES

Each child will be checked in daily upon pick-up/drop-off at the Chi-Wan Young Sports Centre. PA staff will have a check-in list and perform a roll-call. In addition, at the end of each day, parents/guardians must also check their child out upon pick-up. Attendance forms are generated weekly based on our Microsoft Access system.

- If a child will be dropped off and entering the facility by themselves, they will be instructed to check in at the Panther Central desk and the PA staff will be informed and come to pick the child up.
- If parents know that their child will be absent or late on any particular day, they are required to inform the PA staff in charge or PA Coordinator.

We ask all parents and guardians to ensure that everyone who has permission to pick-up their child has been added to the registration form. Only those listed on the registration form will be permitted to pick that child up from the program. As well, those picking up a child will be asked to show photo ID to verify their identity. Parents/guardians are asked to make sure that everyone with permission to pick up their child brings photo ID with them daily. Those picking up will also be required to physically sign a child out in front of their designate PA Staff. Without photo ID, those picking up children will have to have their identity verified by the PA Coordinator before they are permitted to take the child home.

- If parents/guardians would like to pick up a child early, they must let the PA Staff OR PA Coordinator know in the morning. In the event of an unscheduled early pick up, parents/guardians must call the PA Coordinator 902-566-0636 to arrange this. It is best to

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arrange early pickups in advance since your child may be at a different location with within the building or surrounding green space area outside.

- If a child has permission to leave on their own at the end of the day, parents/guardians must indicate this under the Check-Out Authorization section of the registration form. Children should be a minimum of 12 years old to be permitted to leave the building on their own.
- Any changes to the authorized pick-up list must be submitted in writing to the PA Coordinator prior to it being implemented, and must indicate if the person's name pertains to a specific day or should be added permanently.

We encourage parents and guardians to visit our location to view the classroom and large play areas including our gymnasium. We are available to meet parents for a guided tour so you can be familiar with the space your child will be learning and playing in.