

# Leopard's Den Student Information and Pick Up Authorization Form

(Please complete a form for each child attending) **EVERYDAY** \_\_\_ **DROP-IN** \_\_\_

This is to certify that my child \_\_\_\_\_ has my permission to participate in the Leopard's Den after school program. I authorize representatives of Longfellow Elementary School to seek appropriate medical action on my behalf for emergency treatment of my child.

Child's Name \_\_\_\_\_ Grade \_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

**Parent/Guardian Name** (please print) \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Parent/Guardian Name** (please print) \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Emergency Contact Name** (please print) \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Known allergies (including medication): \_\_\_\_\_

My child has the following medical problem(s), which should be noted:

\_\_\_\_\_

Physician or clinic: \_\_\_\_\_ Phone: \_\_\_\_\_

Hospital of choice: \_\_\_\_\_

Insurance plan: \_\_\_\_\_ Insurance Carrier: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**PERSONS AUTHORIZED TO PICK UP CHILD  
AND OR EMERGENCY CONTACT, OTHER THAN PARENTS**

**Authorized Person Name** (please print) \_\_\_\_\_

Relationship to child \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Authorized Person Name** (please print) \_\_\_\_\_

Relationship to child \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Authorized Person Name** (please print) \_\_\_\_\_

Relationship to child \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Authorized Person Name** (please print) \_\_\_\_\_

Relationship to child \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Authorized Person Name** (please print) \_\_\_\_\_

Relationship to child \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

I have read and understand the Longfellow PTA Leopard's Den procedures. I give my permission for my child/ren to participate in the after school program. I understand that failure to make complete and timely payments, including late pick up fees, will result in my child being dismissed from Leopard's Den without payment being reimbursed. I understand that my child/ren must follow Longfellow conduct rules or they will be dismissed from the program without payment being reimbursed.

\_\_\_\_\_  
Parents/Guardians Printed Name

\_\_\_\_\_  
Parents/Guardians Signature

\_\_\_\_\_  
Date

## REPORT CARD ACKNOWLEDGEMENT FORM

### **\*Disclosure Statement\***

Leopard's Den staff utilizes feedback from each teacher. We also use report cards and results from standardized testing to monitor the student's progress in school and in the program. This helps us identify areas for each child and design intervention strategies with a team of staff members, educators, volunteers and parents.

I, \_\_\_\_\_ acknowledge that Report Cards and other standardized test scoring are to be received from myself or my child **upon the day of the release of academic information** that is set by HISD. I understand that photocopies of academic grades and/or test scores will be kept in my child's individual academic file. In the event that academic reporting is not received within one week of release from the school, Leopard's Den reserves the right to contact the school about my child's grades and overall conduct.

### **AUDIO/VIDEO RELEASE FORM**

I, \_\_\_\_\_ give authorization for my child to be photographed, videotaped, and or digitally recorded for all purposes toward Leopard's Den's daily operations. This includes, but is not limited to: **Annual Newsletters; Thank You Letters, Photo Albums, Volunteer Program, Fundraising & Development; Marketing & Advertising.**

### **Leopard's Den MEDICATION POLICY**

Written permission and instructions from a licensed health care provider and the child's parents/guardians are required before Longfellow Elementary/PTA Leopard's Den staff can or will administer any prescription and over-the-counter medications. Medication should be given to staff and should not be left in backpacks.

Written parental permission is required to apply any over-the-counter products such as Tylenol, Advil etc.

***By signing below, parents/guardians agree to abide by the written policies as stated in this handbook and have been provided a copy of Leopard's Den Parent Handbook.***

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Parents/Guardians Printed Name

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Parents/Guardians Signature

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Date



**Longfellow Elementary PTA**

**Leopard's Den Afterschool Program**

**Parent Handbook 2016-2017**

**Leopard's Den Phone: 713-303-4830 after 3:30pm**

**School: 713-295-5268**

*Adopted by the Longfellow PTA Executive Board August 18, 2016*

*The PTA Executive Board reserves the right to amend this handbook at any time*

## Vision

To help develop good study habits and provide direction that will ensure your child's self-determination for their lifetime.

## Mission

Parents and teachers working together to create a safe haven in which children are motivated, inspired, and equipped to realize their given talents.

## Values Statement

As leaders in our school, we are obligated to be role models in a culturally sensitive and age appropriate way.

## Program Overview

Leopard's Den provides care on the Longfellow campus until 6:00pm every school day, including some early dismissal days. Supervision is provided by Longfellow teachers and staff members. The PTA uses proceeds from this program to support and improve our school. Parents may choose from two options; *Everyday Care* or *Drop In Care*. Register a student by filling out an application form along with *the first payment*.

*The goal of the program is to serve the children from Pre-K through 5<sup>th</sup> grade by engaging and retaining family participation year after year, creating the opportunity to build trust and a sense of community through relationships.*

## Enrollment Eligibility

### Good Standing Policy

Many families have been with the Leopard's Den Program for several years and have benefited from consistent participation. **Continued participation from year to year is based on the individual family's "good standing" with Leopard's Den. All parents must:**

1. Complete the appropriate enrollment forms each year.
2. Provide academic information on child (ren) throughout the year: report cards, STAAR Results, and standardized testing scores.
3. Agree to abide and adhere to the Leopard's Den program policies.
4. Attend parent meetings scheduled throughout the year.
5. Pay program fees in a timely manner.

*The Executive board reserves the right, to immediately terminate the enrollment of any student whose family does not maintain the "good standing" requirement.*

## Rates and fees for program year 2016-2017

Thank you for choosing Leopard's Den for your child's enrichment and care. We look forward to this coming year with your child. The accounting contact for Leopard's Den can take your questions at longfellowtreasurer@gmail.com

### There are two types of enrollment: *Full-time* and *Drop-in*

**Full-time** is 5 days a week when school is in session. Full-time is \$200 a month or \$800 Fall semester and \$1000 Spring semester. There is a \$50 discount if you pay for the semester in full before Friday, September 5th.

**Drop-in** care is a **PREPAID PROGRAM** for \$12 a day or \$60 per week (5 prepaid days). *Please note: Drop in care for Early Release Days is \$125 for 5 days and pick up is at 5pm. You may not use the \$60 drop in care for any of the Early Release Days. Any unused drop in care is reimbursed at the end of the school year.*

### Payments are due the last Friday of each month.

We have several ways for you to pay for Leopard's Den:

1. Online payment If paying online, student name **MUST** be put in the "notes" section when completing your purchase. If this information is not added, your payment cannot be matched up to your child.
2. By credit card via an invoice emailed to your preferred email
3. Money Order
4. NO CASH or CHECKS please

**LATE FEES:** Payments received after Monday are charged a \$15 late fee for every late day. If payment is not received by the Friday after the Monday payment date, that child will not be allowed to continue in the program.

**Late Pick-ups Fees:** \$1 per minute late fee will be assessed. No exceptions!! If you fail to pay we reserve the right to add the additional amount to your tuition. We will follow the time on the clock in the front office. Please adjust your watch accordingly. The late fee is due when you pick up your child. Excessive late pick-ups will result in your child's dismissal from our program. **Payment is due at the time of pick-up.**

### Late Notification Policy

- 1<sup>st</sup> Notification - Late notice reminder provided to each parent
- 2<sup>nd</sup> Notification - Service termination notice will be given to each parent

*It is extremely important that all parents remain current with fees to ensure your child's continued participation in the program. Failure to stay current with the payment schedule will result in family dismissal from the program.*

## Dismissal Time

***In order to maintain the safety of all children, Leopard's Den pick up time begins at 4:00pm on regular school days.***

Our **goal** is to provide children with a **one-hour uninterrupted academic enrichment session Monday-Thursday from 4:00 p.m. to 5:00 p.m.** During this session the children receive tutoring/mentoring, assistance with their homework, and a reading skills activity. We **require** as an **enrollment policy** that parents agree to pick-up children after the academic session to help us fulfill our program goal.

### **Example of a normal activity day**

Snack time

Helping children with homework

Supervised playground time or with inclement weather days indoor activities in the multipurpose room

## Entrance to our building

When dropping off or picking up your child at anytime, you must use the entrance near the flag pole. All other doors will remain locked at all times.

## School Early Dismissal Days

Throughout the year, the school schedules early dismissal days. Leopard's Den provides extended care for children who pay our Everyday care payment fee. If your child is in Drop-In care there is additional fees on those days.

## Parent Meetings

From time to time, Leopard's Den will call a parent meeting to discuss policies, new projects or to give updates on program. In consideration of parents' work schedules most meetings will be scheduled after 5:30p.m. and kept to thirty minutes. Childcare will be provided. Attendance is highly encouraged and may count towards volunteer hours.

## Child Release Pick Up Policy

***Children are only released to parents and those persons authorized by parents listed on the program application. Please list anyone who may pick up your child during the academic year. In the event that someone not listed on the enrollment form must pick up a child, please follow this procedure:***

1. Notify Leopard's Den in writing: bring a note or fax a note to (713) 295-5257  
**Parents are responsible for making sure the staff receives the note.**
2. Proper identification will be required of each individual for any child to be released.
3. Individual must abide by the "pick-up" policy and "late pick-up" policy.

# Leopard's Den Parent Handbook

## Valuables

Students should not bring valuables, toys or excessive amounts of money to Leopard's den. When you are picking up your child please do not leave any valuables (purse, bags, etc.) visible in your car and be sure your car is locked.

## Discipline

Children will be expected to treat their classmates, teachers, and parents with respect when they are in the program. Likewise, we want the children to feel secure while in the presence of their classmates and adults. Please keep this in mind when you are interacting with your child at school. Physical punishment, yelling or failure to supervise your child will not be tolerated. If you need assistance with your child's behavior please ask our staff.

We believe that young children need many opportunities to practice being independent thinkers. We will encourage the children to solve their own problems in an appropriate manner, and to develop adequate social skills. When a child behaves inappropriately, we will observe the child and work with him/her to promote positive behavior. We will document the incident; the intervention used, and will inform you as the need arises. If the problem persists, we will call a parent conference. In the event that the behavior continues, the teacher will initiate a meeting with a PTA Executive Board member. In a collaborative effort between parent and Leopard's Den staff a recommended behavior plan will be put in writing. The recommendations may include a time frame in which completion to maintain enrollment of the child in our program. Leopard's Den discipline policy is followed in conjunction with the Discipline Code set forth by the Texas Department of Family and Protective Services (*Texas Administrative Code Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance*). In the event that a student chooses not to follow Leopard's Den's policies and displays non-respectful conduct, Leopard's Den will respond with any of the following actions:

- 1<sup>st</sup> - Verbal Warning
- 2<sup>nd</sup> - Activity privilege suspension
- 3<sup>rd</sup> - Phone call to parents
- 4<sup>th</sup> - Parent conference to develop a written behavior action plan
- 5<sup>th</sup> - Suspension Dismissal from Leopard's Den

## Leopard's Den has zero tolerance for the following:

- \*\*Fighting, hitting, biting
- \*\*Vulgarity and Disrespect to peers and staff, and volunteers
- \*\*Misuse of Longfellow Elementary School property
- \*\*Stealing

## Positive Guidance

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements; (3) Redirecting behavior using positive statements; and
3. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.



## **Items that will not occur in our program**

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;□
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.



## LONGFELLOW ELEMENTARY

### Student, Parent, Volunteer Tutoring Commitment School Year 2016 - 2017

Dear Parents,

Thank you for giving us the opportunity to work with your child. Each grading period we review report cards and other important tests to identify areas in which your child may need extra academic assistance. We have volunteers that come to the program to help with homework and offer extra support. Our volunteers are very valuable to us. We are blessed that they have made a commitment to work with your child.

**We ask that you and your student to agree to the following:**

1. Please circle **one** or **more** days he or she can receive a **full hour** of tutoring.
2. Ensure that your child attends Leopard's Den the **entire time** from **4:00 - 5:00pm**.
3. Do **not** pick your child up early on designated tutorial days.
4. Bring a copy of your child's **report card** after each grading period.
5. Show your tutor respect and appreciation for his/her time and dedication in helping you.

If you and your child cannot comply with these requirements, we will assign your child's tutor to another student.

Thank you,  
Longfellow Elementary PTA

Student Printed Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Day or days your child is able to stay for the **entire** one-hour session

Monday      Tuesday      Wednesday      Thursday



**LONGFELLOW  
ELEMENTARY**

**El Programa De Leopard's Den  
School Year 2016 - 2017**

Estimados padres de familia:

Gracias por darnos la oportunidad de trabajar con su niño. Usamos los informes escolares para identificar las áreas más débiles de su niño para así poder darle ayuda especial. Contamos con un grupo de voluntarios (los tutores) que ayudan a los estudiantes con sus tareas y dificultades escolares.

Si ustedes desean tener un "voluntario/tutor" para trabajar con su niño, será necesario cumplir con lo siguiente:

1. Marcar abajo el día o días que su niño estará para recibir **una hora completa** de ayuda especial.
2. No llevar a su hijo antes de cumplir la hora completa (4:00 pm – 5:00 pm).
3. Entregarnos una copia de las calificaciones apenas salgan los informes escolares.
4. Avisarnos con un día de anticipación si su hijo no podrá asistir a la sesión de ayuda extra.

Al no cumplir con estas reglas, su hijo perderá el privilegio de tener un tutor individual. Agradecemos su colaboración.

Atentamente,

Longfellow Elementary PTA

Nombre del niño \_\_\_\_\_ Grado \_\_\_\_\_

Firma del padre \_\_\_\_\_

Lunes

Martes

Miércoles

Jueves