

MRC Cat Pack Before & Afterschool Program

Parent/Participant Handbook



MULVANE
RECREATION COMMISSION
LIVE YOUR BEST LIFE!

www.mulvanerec.com
Connie Beynon - Youth Program Director

Welcome to Cat Pack

Dear Parents,

We are delighted to welcome you and your child to MRC Cat Pack. Our program is dedicated to providing a warm, nurturing, and stimulating environment where children can explore, learn, and grow. We believe that early childhood care lays the foundation for a lifetime of curiosity, creativity, and success.

At Cat Pack, we emphasize a play-based, child-centered approach that fosters both intellectual and emotional development. Our dedicated staff works closely with families to create a supportive engaging community that nurtures each child's unique personality.

This Parent Handbook serves as a comprehensive guide to help you understand our policies, daily routines, and expectations. We encourage you to read through this handbook carefully, as it will provide valuable information on how we can work together to ensure a positive and enriching experience for your child.

If you have any questions or need further clarification, please do not hesitate to reach out to us. We look forward to building an exciting and joyful relationship with you and your child!

Warm regards,

Connie Beynon



Connie Beynon

Youth Program Director
cbeynon@mulvanerec.com
316.777.0858 x 113



Cat Pack Vision

To encourage confidence, creativity, and compassion in every child.

Cat Pack Philosophy

Children grow and succeed when allowed to be who they are. We believe in free play, opportunities for interaction with the outdoors, and screen-free environments that stimulate kids in a natural way. This helps them to decompress from the daily expectations of schooling and provides them the ability to simply be kids. Our first focus is always safety, however, beyond that we strive for fun, healthy activities that foster friendships, new experiences, and memory making!

MRC Mission

To serve the citizens of USD 263 by providing quality, affordable recreation programs that invite participation, build relationships, and enhance lives.

The Mulvane Recreation Commission Supports its Mission by:

Inviting Participation

- Meet community needs and assure quality through continual evaluation of programs, services, facilities, and mission.
- Offer programs and activities for the entire community by planning and implementing a year-round program of diverse opportunities for all ages.

Building Relationships

- Cooperate with school, city, and other agencies, both public and private, regarding planning, programming, and facilities.
- Include all citizens of USD 263 in leisure programming, eliminating any discrimination based on race, sex, religion, ability, or economic status.
- Through commission supervision, ensure that programs are conducted in a safe manner and facilities are maintained.

Enhancing Lives

- Organize opportunities for citizens to strengthen existing relationships while creating new relationships through the implementation of programs for individuals, groups and families thus promoting a stronger community bond.
 - Promote productive leisure time activities that spark interest, educate minds, and enrich lives.
- 

Disclaimer:

MRC Youth Childcare Program is licensed by the Kansas Department of Health and Environment (License # 76960) and is open to children enrolled in kindergarten through 5th grade. The MRC prohibits discrimination based on race, ethnicity, national origin, sex, religion, age, or disability in its services, programs, and activities. Anyone who believes he or she has been discriminated against may file a written complaint with the MRC Board by mail addressed to MRC Board, 632 E. Mulvane St., Mulvane, KS 67110. The MRC does not carry insurance to cover participants. Involvement in any activity is done at the participant's own risk.

About the Staff

Our directors have Bachelors' Degrees or comparable experience in recreation, education, or a related field. Many of the group leaders are teachers or paraprofessionals. The program has been planned and implemented by the full-time director, program coordinator, and group leaders. The group leaders and assistant leaders are responsible for administering the MRC Childcare Program day to day. All staff members are required to attend training each year in compliance with the Kansas Department of Health and Environment regulations, including Active Kids, Active Supervision. The training includes Mandatory Reporting, First Aid and CPR, recognizing communicable diseases and signs and symptoms of child abuse and neglect.

Registration and Payment

- Registration can be completed on our website at www.mulvanerec.com
- Tuition Fees are invoiced on a weekly basis and are due on Sunday prior to the start of the following week.
 - AM & PM CARE @ \$55/week
 - AM ONLY @ \$35/week
 - PM ONLY @ \$45/week
 - ALL DAY Programs \$25/day

Important Dates

Closures:

Aug 22-Old Settlers
Sept 1-Labor Day
Oct 10- MRC Training
Nov 26-28-Thanksgiving Break
Dec 22-Jan 2 Holiday Break
Feb 16-MRC Training
May 21- Last Day of School

All Day Cat Pack Offered: \$25/day

Oct 17
Nov 24 & 25
Jan 5
Jan 19- MLK Day
Mar 6
Mar 13
Apr 3
Apr 6

Spring Break: \$100/week
Mar 16-20

KDHE Required Paperwork



Required paperwork will be completed through Jotform via the MRC website

To be in compliance with the regulations of the Kansas Department of Health and Environment, the following forms must be completed in full and returned no later than five calendar days before attendance so that necessary corrections can be made.

•KDHE Health History for Children

- All people of interest and places of employment must include street addresses, including people authorized to pick up children, and physician's name, address, and phone number.
- If you circle any conditions on the back page, you **MUST** provide additional information in the designated box.
- If you check "yes" to both questions about immunization, you do **NOT** need to include shot records.

•KDHE Authorization for Emergency Medical Care

- List any known allergies or pertinent medical information.
- Include insurance information (at the very least, the name of the insurance)

•KDHE Off-Site Trips Permission Forms

•Participation in High-Risk Activity Waiver (If Applicable)

•Authorization to Pick-Up Child Form

- Must be 16 years or older to pick up a participant from the program.

•KDHE Authorization for Administration of Medications (If Applicable)

- For **ANY** prescription medication, OTC medication, or medicated creams/ointments
- Must see the Program Director to ensure the correct form is filled out.
- If a child comes to MRC with an inhaler and no medical form, they will not be allowed to stay.

Hours of Operation/Financial Assistance



The Cat Pack Program tuition is based on the student's enrollment, not on attendance. Fees are due the Sunday prior to the week of services.

Cat Pack is open from 6:30am–8:00am (9:00am on Wednesdays) and 3:00pm–6:00pm Monday through Friday (With exception of Federal Holidays, Old Settlers, and Thanksgiving/Christmas Breaks).

All Day Programs run from 7:00AM to 6:00PM.

Cat Pack Parent Contracts are required to be on file for every family. Contracts include payment information, student schedule and other responsibilities for parents and the Cat Pack program.

Financial Assistance:

Currently, MRC is a provider for DCF and Kaw Nation, please contact the Youth Program Director or for more information. **Our DCF EBTEdge Provider ID# is E639317.** Call the toll-free number on back of EBT card and follow instructions for payment.

Tax Information

The Federal Identification Number for MRC is 48-6091814. You will need this number if you claim the cost of MRC Childcare Programs on your income tax return.

Attendance

Cat Pack requires notice anytime a student is absent for any reason. Please message the program via the Brighwheel app to report an absence. If a student is absent for more than 1 week the option to terminate the contract is available. Should you wish to unenroll your child from the program, a 2 week notice to the Program Director in writing is required.

Drop Off and Pick Up: Participants must be signed in and out each day

KDHE requires that each participant must be signed in/out each day. Giving notice of individuals NOT on a student's Authorized Pick-Up List coming to pick up a student is required. Individuals will be asked to show a valid photo ID before the student can be released. MRC Staff cannot sign a child in or out for a parent. Pick up and drop off will be through the east doors of the MRC at the Youth Programs entrance next to our musical garden.

Late Arrivals & Early Departures:

Participants should not be dropped off at MRC if Cat Pack is on a scheduled field trip. If your child needs to arrive late or depart early, it may be necessary for you to bring and/or pick up your child at the field trip location. Should you need to arrange for a late arrival/early departure, please let Cat Pack staff know of your plans.

Late Pick-Up Policy

MRC staff will give each family one (1) warning without charging for a late pick-up. This warning will be documented and placed in the participant's file. After this initial warning, the following charges will be applied:

\$1.00 per family for every minute after program end time will be charged to the parent/guardian.

This will include all participants. If a parent/guardian has not contacted the Program Director to inform him/her of their situation, and the child is not picked up within 30 minutes of the program end, the police will be notified.

Repeat Offenders

The second time a parent/guardian does not notify the Program Director they will be late picking up their child; a meeting will be scheduled with the Program Director to address the problem.

If the problem continues after this meeting, The Program Director has permission to dismiss the child from MRC Childcare Program. Dismissal does not constitute a refund.



Shuttle Service

USD 263 offers a shuttle service for Munson Primary students to and from the MRC childcare program for a small fee. Please see your school secretary for additional information or to register for shuttle service.



Inclement Weather Days

Inclement weather closings are determined by USD 263 and do not change the tuition due for the week.

Safety Procedures

MRC has an emergency plan for fire, tornado, storm and/or flood and crisis. Emergency evacuation procedures will be posted in MRC as required by code/statutes and discussed with children. Monthly drills are conducted, and the dates and times of those drills are posted. During tornado watches and warnings, outdoor field trips may be postponed. If severe weather happens while the children are on the bus, the bus driver will locate a safe location for the children, if necessary.

Parental Involvement

Parents/Guardians are always welcome visitors. If a parent/guardian wishes to attend a field trip, he or she should contact the MRC's Program Director for details in advance. The visiting adult will be required to pay any admission and/or applicable fees. If there is room on the bus, the parent/guardian may ride along. Every attempt is made to keep parents/guardians informed of changes in schedules and plans.



Personal Property

Participants are **not** allowed to bring personal property to Cat Pack. This includes smart watches, cell phones, iPads, toys, trading cards, etc. In the event a cellphone or smart watch is brought to Cat Pack, it will be required to be in a backpack or locker. Parents can call the MRC at 777-0858 x113 if they need to talk with their child. Please do not send money with your child to the MRC. If you have any questions about this policy, please contact the Program Director.

MRC and Cat Pack are not responsible for the loss, theft or damage of technology or personal items brought to the program or onto the property.

What to Wear/What to Bring

Please ensure your child has comfortable clothing for indoor and outdoor activities. Please wear shoes designed for playing.



Hats may not be worn in the building, students who wear hats may leave them in their lockers and take them for outdoor activities.



No flip flops, sandals, open toed shoes, cowboy boots, crocs, etc. are allowed for play in the gym. Please send tennis shoes, gym shoes, running shoes, or sneakers for students to wear in the gym. Students may leave a pair of socks and shoes in their locker and change into appropriate shoes before gym.

Field Trips

Field trips are a fun part of MRC Childcare Services that provide an enriching experience. Admission charges are included in your regular tuition. Please do not send money with your child on field trips. MRC is not responsible for any lost or stolen personal items your child brings, including money. MRC will not allow children to go to gift shops or to buy drinks or snacks while on a field trip. A permission form is required for all children to go on field trips, this will be provided for you to sign. The field trip permission form will accompany the group during the trip. If you bring your child to or pick up your child from the field trip location, you **MUST** find the designated Staff Member and sign your child in or out. Please send a sack lunch with your child!



Children Walking/Biking Home

Children who are in grades 4th through 5th are permitted to walk home with written notification on file from a parent. This allows the parents to authorize the release of their child to walk home or to a designated destination. To ensure the safety of the child, the following conditions must be met in order to release the child:

1. The child must be in grades 4th through 5th. Any younger siblings that attend the Cat Pack programs will not be allowed to join their older sibling.
2. Written permission from the parent/guardian must be on file before the child can be released.
3. It is the responsibility of the parent/guardian to determine that the child has the necessary maturity to understand the safety procedures before authorizing their release.
4. MRC cannot be held accountable for any situations that occur once the child is dismissed to walk/ride bike home.

Snacks

All snacks will be provided through the MRC. **Should your child have an allergy, please note that on their health form and make sure staff are aware so that an alternative snack can be provided.** We are not a nut free facility but will take precautions as necessary.

All snacks are prepared, stored and distributed according to KDHE regulations.



Accidents & Injuries

All accident and/or incident reports will be documented at MRC and kept on file. Parents are notified of any accident and/or incident involving their child and may request a copy of the report. All accident and/or incident reports must be forwarded (copies) to the Program Director and the Executive Director within 24 hours of the occurrence for review.

In Case of Injury

When you registered your child, you provided MRC with a medical release form giving MRC staff permission to seek emergency care for that child. Procedures are as follows:

- A staff member will provide immediate First Aid.
- A staff member will notify a parent/guardian.
- If a parent/guardian cannot be contacted, or if immediate action is required, MRC staff will contact the local EMS and remain with the child until the parent/guardian arrives.
- A staff member who accompanies a child to the hospital will take along the Emergency Medical Release form and the child's medical record given at registration.



In Case of Illness

If your child has a contagious illness or a temperature above normal, please do NOT allow him/her to attend the day's activities. Children in attendance who exhibit any signs or symptoms as described in the Exclusion Policy for Sick Children will be isolated and monitored until a parent/guardian can arrive to take the child home.

If you discover your child has a contagious disease, please call the MRC immediately. The KDHE requires we notify all participants when this occurs. A note will be posted with the sign in/out sheets.

Every staff member has received training in observing the symptoms of illness, neglect and/or child abuse. Each child's physical condition will be observed and any evidence of neglect or unusual injuries including bruises, contusions, lacerations, and burns will be noted by the program leaders and reported to MRC Directors. All licensed childcare agencies are required to report any evidence of suspected child abuse or neglect. These reports are made to the Kansas Department for Children and Families.

Exclusion Policy for Sick Children from KDHE

Stay Home If:

- Auxiliary (armpit) temperature is 99.6 or higher
- Severe cough child red or blue in face; making high pitched "croupy" or "whooping" sounds
- Diarrhea (2 watery stools in a 4-hour period or 1 large volume water with mixed blood)
- Vomiting or upset stomach (2 episodes in a 4-hour period)
- Yellowish tint to skin or eyes and/or unusually dark, tea-colored urine
- Red, matted or draining eye(s)
- Infected areas of skin with crusty, yellow, gummy, dry area, or rash (i.e., impetigo, ringworm, chickenpox)
- Severe itching of body or scalp and/or constantly scratching (i.e., lice or scabies)
- Fainting seizures (other than pre-existing conditions) general signs of listlessness, weakness, drowsiness, flushed face, headache, or stiff neck
- Unusual behavior (cranky, listless, obvious general discomfort, loss of appetite)

Come Back When:

- Free from fever for 24 hours w/o reducing medications
- Symptom free or Physician's written approval to return.
- Free of diarrhea (watery stools for 24 hours)
- Free of upset stomach and vomiting for 24 hours and able to take food.
- Symptom free or Physician's written approval to return
- All discharge from eye(s) has stopped or Physician's written approval to return
- Skin sores are healed or 24 hours after treatment is started or Physician's written approval to return
- After treatment and free of lice and nits
- Symptom free or Physician's written approval to return
- Symptom free



Expected Positive Behavior

To maintain a safe, educational, and fun atmosphere for all MRC participants, staff are responsible for consistently enforcing the established rules and regulations of the program.

Please read over the following MRC Childcare Program rules **with your child** and be sure that he/she has a clear understanding of their positive behavior expectations while participating in the program.

1. Participants' cell phones may not be out during any of MRC's childcare programs. Please advise your child to keep his/her phone in their locker during MRC programs. If your child needs to call you, he/she may use MRC's landline.
2. Students are responsible for any belongings he/she brings to the MRC childcare programs. MRC strongly advises students to leave expensive electronics, toys, etc. at home. MRC is not liable for any lost or stolen items.
3. Always be courteous and respectful of the rights of others and their property.
4. Always use good manners and respectful language. No profanity.
5. When in classrooms and hallways use inside voices.
6. Be honest and fair when playing a game or participating in an activity. Booing, bullying, or other rude behaviors will not be tolerated.
7. Never approach another participant in a threatening manner. Keep your hands, feet, and mouth to yourself.
8. Hitting/kicking another participant is NEVER allowed. Keep hands and feet to yourself. Alert staff immediately if this occurs.
9. Horse play is not allowed (defined as – "rowdy, unsafe play, including but not limited to shoving, hyperactivity, negative behavior, etc.)
10. Listen and follow directions given by the staff at all times.
11. Be silent on signal by staff – (they may use a whistle, flip the light switch, raise their arm, etc.)
12. Running in any of the facility rooms except for the Gym is not allowed.
13. **NEVER LEAVE AN ACTIVITY AREA WITHOUT PERMISSION.** Always request permission to use the restroom and obtain a hall pass. Hanging out in the restroom is not allowed.
14. Always sit properly at the tables. No standing or sitting on tabletops.
15. Everyone helps clean up after using any supplies, materials, games, and after eating snacks and lunches.
16. Shoes and clothing must be worn at all times. Dress codes of USD 263 will be followed.
17. Report all problems to MRC staff as soon as possible.

Parent/Guardian Expected Positive Behavior

Any attempt by a parent/guardian for any reason to disrespect, use profanity with, berate, intimidate, or bully any Cat Pack staff member will not be tolerated. Such behavior will result in the parent being asked to immediately leave the facility, and further communication will be scheduled when the MRC Executive Director can be present.



Discipline Policy and Procedures



Participant Progressive Discipline Procedures

Procedures following behavior problems will include the following:

- 01** The Leader and child speak one on one about the behavior to ensure the child understands what went wrong.
- 02** If unacceptable behavior continues, the child will be placed in time out. This is a quiet time free from interruptions and distractions. The child or youth shall remain in time out only long enough to regain self-control. Each child or youth in time out shall remain under visual staff supervision.
- 03** Continued behavior problems can result in a loss of activities (video games, swimming, and/or field trips.)
- 04** Continued behavior problems will result in a visit to the office for further attention. At this point, the Youth Program Director may phone the parent/guardian. Visits to the office will be documented and noted in the child's file.
- 05** Persistent behavior problems may require a conference between child, parent, and staff.
- 06** When all efforts fail, and child's behavior continues to disrupt the program or threatens to harm another child physically/emotionally, he/she may be dismissed from the program. Every effort will be made to solve the problem and enlist the child's cooperation to ensure continued attendance. The MRC provides a fair, safe, and positive environment for children.
- 07** Fighting, violent physical contact, theft, and vandalism may result in suspension for a specified period as decided by the executive staff.
- 08** Weapons, drugs and/or alcohol will not be tolerated and will constitute immediate expulsion from the program.

MRC Childcare Programs support the Kansas Department of Health and Environment's definition of discipline as the on-going process of helping children develop their inner control so they can manage their own behavior in a socially approved manner. Physical handling of the child is forbidden except when necessary to protect the child's safety or self-defense. Discipline that is humiliating, frightening or harmful to the child is not allowed. Prohibited methods of discipline include:

- Corporal Discipline such as spanking, swatting, or yanking of arms.
- Verbal abuse, threats or derogatory remarks about the child or the child's family
- Binding to restrict movement or enclosing in a confined space such as a closet or box.
- Withholding or forcing food
- Placing substances which sting or burn on the child's tongue or mouth or other parts of the body.

We require all parents or guardians to review and acknowledge the policies outlined in this Parent Handbook. This ensures that families understand the expectations, procedures, and commitments necessary for a positive school experience.

Parent Handbook Agreement

I, _____, the parent/guardian of _____, have read and reviewed the Little Larana School Parent Handbook for the 2025-2026 school year. I acknowledge and agree to the following:

- ☐ I understand and agree to abide by the attendance and tardiness policies.
- ☐ I acknowledge and will follow the health and illness policies, including immunization and medication requirements.
- ☐ I will comply with the school's dress code and personal belongings policy.
- ☐ I understand the tuition, fees, and payment deadlines and agree to fulfill all financial obligations.
- ☐ I acknowledge the field trip and special activities policy and will provide permission as required.
- ☐ I agree to communicate with the school regarding any concerns, absences, or emergency situations.
- ☐ I understand that failure to comply with school policies may result in a meeting with the administration and, in severe cases, impact my child's enrollment status.

Parent/Guardian Signature

Signature: _____

Date: _____

Parent/Guardian Name: _____