

Pilot Grove Preschool and Elementary Tiger Club Handbook



Tiger Club Mission

To provide students with a fun, enriching learning experience while giving working parents peace of mind.

Our Expectations of The Tiger Club Children

7 Expectations of The Tiger Club Children

1. Treat others the way you would like to be treated!
2. Listen to the teacher the first time directions are given.
3. Respect everyone's personal space.
4. Share with others and take turns.
5. Use inside voices when inside, playground voices are for outside.
6. Use "walking" feet inside.
7. Always do your best! Do what is right, not what is easy.

Please review these expectations with your child often! If we are all on the same page we can work together to solve problems before they start

There are certain behaviors that are clearly unacceptable. Disciplinary action will be taken when a child:

- Fails to recognize the authority of an adult and is disrespectful verbally or physically
- Hurts another child or adult
- Uses inappropriate language
- Destroys toys, books, etc.
- Often harms self or others over a period of time

Parents will be notified of the unacceptable behavior. The Elementary Principal and the Tiger Club Manager will determine if the behavior can be corrected. If the behavior is consistent and not improving, the child may be dismissed from the program and a refund will not be issued.

Staffing

The Tiger Club staff serves as positive role models and provides care that is personal, nurturing, warm, and responsive to all children. Natalie Glenn is the Tiger Club Lead Teacher. Natalie is currently working on her degree at Central Methodist University in Fayette. Her email is neglenn@pilotgrove.k12.mo.us. If you need to make direct contact with Natalie you may contact her via email her cell phone, 660-888-6406 or you may contact the school at 660-834-4115. **HOWEVER, the best way to connect and share messages about your child will be through her phone by calling or texting.** You may reach out to Lindsay Leonard, the Elementary Principal if you have questions please contact Lindsay at lleonard@pilotgrove.k12.mo.us or at 660-834-4115

Fee

There will be a weekly charge of \$25 per child for after school care with a \$35 maximum fee per family. You will be billed monthly for the prior month's attendance. Payment is due within 10 days of the date listed on the bill. A late fee of \$10 will be applied for fees paid after the 10 day mark. Unpaid fees may result in dismissal from the program.

Schedule

Below we have listed an example of what to expect for the after school program routine.

- Dismissal from the school day
- Snack, downtime, play, take role
- Homework, enrichment time/tutoring
- Activity
- Physical activity- games

Curriculum

We stress a well rounded curriculum, providing lessons and activities to develop the whole child including experiences to help them discover their strengths in an exploratory learning environment. Staff receives regular feedback from students, and students are involved in the planning process and in student-led activities.

Snack

A nutritious snack will be offered to all children during the After School Program. We do not allow children to bring gum or candy to the Program. Milk and snack are provided at a fee. Milk is .40 and snack is .75. These charges will be charged to the child's lunch account. Students are also welcome to bring their own snack and drink for Tiger Club.

Outdoor Play

Children may go outside for play, weather permitting. Parents are expected to dress their children accordingly.

Accidents

Immediate treatment shall be obtained for a child who sustains a minor injury such as a scratch, scrape, or insect bites, etc. In addition, the child's parents will be notified at pick up.

If a major injury to a child occurs, the staff will notify parents immediately. If the child requires emergency medical care, the staff will follow the parent's written instructions provided on the school enrollment form. Any time a child receives a hit, fall, or bump that involves the head, then the parent will be notified.

Hours

After School Care begins at 3:05 p.m. and dismisses at 5:45 p.m. Childcare will not be provided on scheduled early out days or early release days due to inclement weather.

Late Pickup Policy

A "late pick-up" is any child who has not been picked up from the Tiger Club program by the scheduled pick-up time. A late charge of \$1.00 per minute per child will be assessed after the scheduled pick-up time. Failure to make payment or two late pick-ups within a six month period may result in dismissal from the program.

Pick-up Procedure

1. Parents or authorized individuals must sign the child out each day.
2. Children will be released from the facility ONLY to the child's custodial parent(s), guardian(s), or authorized person. Authorized persons will be listed in writing on the enrollment form by the parent(s) or guardian(s) of the child. In an emergency, you may call in a change of person authorized to pick up your child no later than 3:00, however, we understand there may be emergency situations so you will need to DOJO Ms. Bethany Powell of your change in pickup, but we prefer written notice in advance when possible.
3. In the event that a court-ordered legal custody situation develops whereby a parent or parents are not allowed to pick up the child/ren without your consent, we ask that you provide us with the original court document to verify that you have legal custody.

Please sign and return the form below.

_____ I have received a copy of the 2023-2024 Tiger Club Handbook and I understand the rules and regulations set forth therein apply to all enrolled in Tiger Club.

_____	_____	_____
Parent Signature	Child's Name	Date