

Tiger Den  
School Childcare Program

Handbook

Guidelines and Procedures for  
Parents/Guardians

Welcome Children and Parents,

Welcome to the School District of Howards Grove Tiger Den. The Tiger Den offers a safe environment that encourages children to interact with each other through creative play, develop character building skills, and physical activity. This program is offered to families in the School District of Howards Grove for children in grades junior kindergarten through fourth grade. The program is located at Northview Elementary School.

The parent handbook has been designed to assist you with understanding the purpose, procedures, and goals of the Tiger Den Childcare Program. Please read it thoroughly for detailed program information. As the school year progresses the Tiger Den staff will grow to understand the specific needs and differences in each child, which will assist them in planning for future programs and activities.

All of the forms must be completed in full and the \$75.00 per child or \$100.00 per family enrollment fee must be paid before your child will be eligible to participate in the Morning Grovers before school care program. The one time registration fee will be accepted after July 1 in the Northview office.

Tiger Den  
Northview Elementary School  
902 Tyler Rd.  
Howards Grove, WI 53083

If you have any questions regarding any information in this handbook, please contact Northview Elementary School at 565-4457.

## **Program Purpose**

The purpose of the Tiger Den is to provide a safe and nurturing space for our students when families have childcare needs. Tiger Den is a self-funded before and after school care program to engage children in an environment conducive for constructive learning and interactive play.

## **Program Goals**

The primary goal of Tiger Den is to offer an option for Northview families to use as a means for before and after school care. The before and after school care program will be a safe and inviting place for children to interact, play, study, and/or relax before and after their school day.

## **Staff**

Fully qualified and supportive staff will provide strong leadership and an enriching environment promoting the uniqueness of the child. The staff's goal is for each child to feel appreciated and welcomed.

## **Tiger Den Eligibility**

The program is open to children who attend Northview Elementary junior kindergarten through fourth grade. Tiger Den provides a child to staff ratio (approximately 15:1) that is conducive to providing learning opportunities to children that allow the child to complete the tasks independently and minimally support from staff.

## **Enrollment Procedures**

Registration packets are available on the Northview webpage or may be picked up in the office at Northview Elementary School.

Registration forms will be accepted on **March 10**. Forms need to be turned in to the office. The registration fee of \$75.00 (single), or \$100.00 (family) will be accepted after July 1st and needs to be paid before the students first day of attendance.

## **Nondiscrimination/ADA Policy**

The Tiger Den program admits all children into its program without regard to race, color, religion, national origin, ancestry, sex, age, handicap, or political persuasion.

**No qualified individuals as defined under the Americans with Disabilities Act shall, by reason of their disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the Tiger Den before and after school care program or be subjected to discrimination by the program.**

## **Hours of Operation**

Tiger Den before school care program is open from 6:30am - 8:30am Mondays through Fridays. Tiger Den after school care will run from 4:00pm - 6:00pm. Tiger Den follows the Howards Grove School District's calendar. The program will not be open on snow days. If school is delayed due to weather, there is no morning Tiger Den. If school has an early dismissal due to weather, there is no after school Tiger Den. We will be sending out a separate sign-up for childcare for our district professional development days.

## **Confidentiality**

All staff having access to the children's records will not discuss or disclose any personal information regarding the children or their family, unless authorized in writing by the parent.

## **Tuition and fees**

Tiger Den is self-funded and self-sustaining. There is a \$75.00 single child or \$100.00 per family non-refundable one time yearly registration fee (begins the 1st day the student attends Tiger Den). This holds the child's place and will be used to benefit the program. The first 75 students will be accepted. If there should be any students after 75, we will start a waiting list. If you are on the waiting list, registration forms and fees will be collected at the time of acceptance into the Tiger Den.

The cost to attend Tiger Den before and/or after school program is \$5.00 per hour. There is no minimum number of days that need to be attended. You will receive a Brightwheel account for payments. All payments will be posted and paid through Brightwheel.

### **Breakfast/Snacks**

A free breakfast and light snack is included for children attending the Tiger Den program. This may include: granola, bars, cereal, pop tarts, and fruit. Parents may send nutritious snack items with their child to eat at Tiger Den.

### **Arrival/Dismissal**

An authorized adult must bring and pick up your child to check in/out of Tiger Den. You will use your Brightwheel pin to check your child in and out.

### **Illness**

For the protection of all children, we cannot allow a child to remain at the program if they show any of the follow symptoms:

- Fever above 100.0 degrees
- Diarrhea or vomiting
- Rashes
- Discharges from eyes or ears
- Sore throat
- Communicable diseases

If your child has been exposed to a contagious disease such as chicken pox, flu, pink eye, head lice, etc., please report this information to the staff. (Staff shall notify parents of enrolled children of the potential exposure to a contagious disease.)

If your child becomes ill while at the program, the child will be cared for in an isolated area and the parent will be contacted with the request to take the child home. If staff is unable to reach the parents the first person on the emergency contact form will be called.

### **Supplies Needed**

If you would like your child to have a change of clothing for those unexpected spills, etc., please clearly label it and place it in a labeled clear plastic bag to keep at the program.

Toys, computer games, tablets, and other personal belongings need to remain at home. Tiger Den program provides the necessary materials for the children to engage in meaningful learning activities.

Please dress your child comfortably and in weather appropriate clothes.

## **Program Rules**

Tiger Den follows the same rules and expectations that are in place at Northview Elementary School. Some examples of program rules include, but not limited to:

- Walking feet
- Children are encouraged to use indoor voices (levels 1 and/or 2)
- Take pride in ensuring our areas are clear
- Weapon play and physical aggression between children is not allowed.

## **Voluntary Withdrawal from Tiger Den**

Parents may choose to withdraw their child(ren) from the program at any time. Two weeks advance notice is required. Registration fees are not refundable.

## **Emergency Response Procedures**

Emergency response procedures will be the same as outlined in the Howards Grove School District Emergency Response manual. Staff will routinely run drills (e.g. fire and tornado drills) to familiarize the children to the appropriate response in these situations. In the event of a missing child the parents, principal, and police will be notified as quickly as possible.