

Summer Tiger Den Childcare Program

Handbook

Guidelines and Procedures for
Parents/Guardians

Welcome to the School District of Howards Grove Summer 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 during session 1 of summer school. The program is located at Howards Grove Middle 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.

All of the forms must be completed in full and the \$15 per family enrollment fee must be paid before your child will be eligible to participate in the Tiger Den program.

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 summer childcare program to engage children in an environment conducive for constructive learning and interactive play.

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 in 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 Summer School 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 \$15.00 per family 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

Summer Tiger Den is open from 6:30am - 6:00pm Mondays through Fridays with no minimum required number of 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 \$15.00 per family non-refundable one time 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.

Snacks/Lunch

Please send a nutritious snack and water bottle with your child. A lunch should be sent if they are staying in the afternoon.

For the first session of summer school, there will be a kid-friendly bagged lunch option available for \$60. This flat fee covers each day of the 19-day session, regardless of attendance, and is non-refundable.

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.