TIGER CARE PROGRAM

Ozark School District

Mission

To provide high-quality education for each student's future-readiness

Vision

An innovative school district preparing students to use their talents for success

Dear Parents/Guardians,

Welcome to Tiger Care Before and After School Care! We are excited to have the opportunity to work alongside you to provide care for your child outside of normal school hours.

We have developed this handbook to outline important information concerning the program. Clear expectations will keep us all on the same page and working together to care for your student(s).

First, please remember that the majority of our staff are high school and college age students. They will be providing the same level of care as you would experience if you hired a babysitter for a date night.

Second, we have high expectations for student and parent behavior.

Student Responsibilities

1. Respect Others: I will treat other students and Tiger Care staff with kindness and respect.
2. Be Responsible: I will take care of school property.
3. Be safe: I will act in a way that ensures my safety and the safety of others.
4. Follow Instructions: I will listen to and follow the directions given by staff.

Guardian Responsibilities

1. Communicate: I will communicate respectfully with Tiger Care staff.
2. Be Responsible: I will pick my student(s) up on time. I will take care of payments in a timely manner.
3. Promote Positive Behavior: I will encourage my child to follow Tiger Care rules and behave respectfully towards others.
4. Be Safe: I will maintain my entrance badge and use it to enter the building.

We look forward to another successful year of Tiger Care!

Sincerely,

Shelby Brentlinger
Tiger Care Coordinator

Kent Sappington
Executive Director of Elementary Learning

Tiger Paw Early Childhood Center, 202 N. Fourth Ave., Ozark, MO 65721

Site Lead: Alexa Matthews, 417-582-5990

North Elementary. 3608 North Hwy NN, Ozark, MO 65721

Site Lead: Jaclyn Lamb, 417-582-4785

South Elementary, 1250 W South Street, Ozark, MO 65721

Site Lead: Noelle Pearcy, 417-582-4885

East Elementary, 2449 E Hartley Street, Ozark, MO 65721

Site Lead: Lily Kern, 417-582-5784

West Elementary, 3105 State Hwy CC, Ozark, MO 65721

Site Lead: Daniela Moreno, 417-582-5760

Admission:

Our Tiger Care program is available at all Ozark Elementary Schools Monday through Friday. The hours of operation will be from 6:15 AM until school starts and after school until 6PM.

Tiger Care will not be available on any days that school is not in session, including snow days.

➔ Pre-K and K-4th grade students will attend Tiger Care at their home building

Tiger Care is not responsible for any loss, stolen or damage of personal technology devices. Refer to the Ozark School Board Policy and Handbook. The Acceptable Use Policy (AUP) applies to usage of technology devices used during the Tiger Care Program.

2024-2025 Tiger Care Tuition and Fee Structure

- All students will pay a $50.00 enrollment fee before attending care. This is NONREFUNDABLE.
- Failure to pick up your child(ren) by 6:00PM will result in a late fee being applied to your account – If late pick ups become frequent, service may be discontinued at the program's discretion.
- All check in/out, student and pick up information, billing, and payment information etc. will be housed in our Procare system.

Billing

- The account is only charged when the childcare service is used.
- Billing is processed the week after attendance.

For Example:

Monday	Tuesday	Wednesday	Thursday	Friday
27	28	29	30	31
PM Session	PM Session	PM Session	PM Session	PM Session
3	4	5	6	7
Billing is Posted: **6/3 AM & PM Charges** (These charges are for sessions attended the week prior 27th-31st)				

Payment Policy

- Payment is due the week prior to attending - Plan to your best ability what days your child(ren) will attend. If you overpay for the week after not attending as frequently as expected, the balance will remain on the account for the next week. The credit will appear as a credit on the account.
- If you have unpaid fees from the regular school year, your child(ren) are unable to attend the Summer Tiger Care Program until fees are paid in full.
- Cash/Check will only be accepted Monday-Wednesday each week

Checks are to made payable to: TIGER CARE PROGRAM

Rates may vary if qualified for Free or Reduced Lunch.

Fill out required form to see if you qualify:

https://www.ozarktigers.org/departments/nutrition-and-food-services/free-reduced-meal-info

Rates:			
Per Session	**Full Rate**	**Reduced Lunch Rate**	**Free Lunch Rate**
Morning Session	$7.50	$6.00	$4.00
Afternoon Session	$7.50	$6.00	$4.00

	1 Student	**2+ Students**
Ozark Staff Rate	$95	$190

Check in/out Procedures:

- Every student must be signed-in and signed-out of the program daily.
- Students can only be picked up by someone authorized on the enrollment forms.
  - Pickup person must be of 16 years of age or older
- Pickup person must have a valid Driver's License

Children must be picked up by 6PM. The school's clock will serve as the "official clock." If not picked up by 6pm, you will be charged a late pick up fee.

Inclement Weather:

- Snow Day: Tiger Care is closed, no care available.
- Early Release due to Inclement Weather: Tiger Care will work with administration to declare whether care will open. The decision to open for a shorter two-hour period or not to open will be communicated by the district following the announcement regarding the Early Out. Accommodations will need to be made to ensure all students are picked up in a timely manner!

Ill Children

Children who are suspected of having a contagious illness shall not be accepted into care. If a child becomes ill while in the school-age childcare program, parents/guardians are requested to come for their child at once. The ill child having a fever of 100 degrees Fahrenheit or above, or visible symptoms of an illness such as a rash, vomiting, diarrhea, pink eye, or head lice, shall be isolated from the other children and will be monitored by staff until the parent/guardian arrives. Your child must be symptom free for at least 24 hours without the aid of Tylenol/Motrin before returning to Tiger Care.

Tiger Care Staff are not permitted to administer <u>any</u> form of medication in any way.

Medications should be taken at home or at school prior to attending Tiger Care. The school nurse is not available during Tiger Care hours. If prescription medications need to be delivered to the nurse, contact the Site Coordinator. As per school policy medications must be kept in the nurse's office.

Tiger Care Discipline Structure

Tiger Care has the discretion to skip over any consequences and go to a suspension and/or dismissal from the program at any time.

Removal from the program occurs when: A student demonstrates an inability to benefit from the care offered by the childcare provider or whose behavior is detrimental to the other children.

**Parents/guardians and/or Drop-off /pickup individuals are ALSO expected to behave in a respectful and professional manner when addressing and interacting with Tiger Care Staff. If the individual is aggressive, violent, yells, makes inappropriate comments/actions, or threatens Tiger Care staff, the student will be dismissed from the program.

Level One Behaviors

- Defiance-statements that show blatant disobedience to staff. Examples include but are not limited to "I'm not doing this", and "You can't make me". Includes yelling, crying, and screaming with an increased volume as behaviors increase.
- Property Destruction-VALUE each item or total replacement value not to exceed $10 (greater value will result in higher Behavior Level): damaging property through misuse; tearing apart items; drawing on walls or other parts of the school; using items for purposes other than their intended use (i.e. throwing items, hitting items, etc.); excludes throwing items at others.
- Disruptive Conduct- riotous, intimidating, disrespectful, rowdy, disruptive, or unruly conduct that is physical in nature but does not meet the definition of fighting or assault (no intent to harm).
- Disrespectful Speech-any disrespect given to staff and/or authoritative figures including profanity and arguing.
- Theft- VALUE each item or total replacement value not to exceed$10.

Offense	Consequence
1st	Conference with student & inform parent/guardian
2nd	Conference with student & break, & inform parent/guardian
3rd	Conference with student & inform parent/guardian. Discuss solutions
4th	Conference with student & parent/guardian. 1-3 day suspension from Tiger Care. (may be implemented multiple times at the discretion of the Before and After School Coordinator)
5th	Persistent offenses without resolution. Conference with student & parent/guardian. Removal from the program.

Tiger Care Discipline Structure

Level Two Behaviors

- Assaultive Behavior- Intentional or reckless behavior towards a person who doesn't indicate a desire to fight and does not engage in such conduct. Behaviors such as, but not limited to (i.e., pinching, pushing, slapping, kicking, scratching, pulling hair, head-butting, tackling, throwing items directed at others) or otherwise harming another person, resulting in no visible bodily damage.
- Attempted Elopement- leaving the designated area without prior permission, but returns within 5 minutes with verbal prompts from staff (staff is following and maintaining line of sight).
- Verbal threats- vocal statements threatening to harm others or to elope unaccompanied by actions. Threats such as but not limited to, "I'm going to hit you.", "I'm going to leave if you don't give me that.'
- Property Destruction- VALUE each item or total replacement value not to exceed $100 (greater value will result in higher Behavior Level): damaging property through misuse; tearing apart items; drawing on walls or other parts of the school; using items for purposes other than their intended use (i.e. throwing items, hitting items, etc.); excludes throwing items at others.
- Theft- VALUE each item or total replacement value of items stolen, not to exceed $100.
- Inappropriate Non-Physical harassment- harassment which is inappropriate verbal, written, or nonverbal, non-physical conduct such as demeaning comments or jokes concerning a person.

Offense	Consequence
1st	Conference with student & inform parent/guardian. (pay for any damages if applicable)
2nd	Conference with student & break, & inform parent/guardian
3rd	Conference with student & parent/guardian. 1-3 day suspension from Tiger Care. (may be implemented multiple times at the discretion of the Before and After School Coordinator)
4th	Persistent offenses without resolution. Conference with student & parent/guardian. Removal from the program.

Tiger Care Discipline Structure

Level Three Behaviors

- Assaultive Behavior- intentional or reckless behavior towards a person who does not indicate a desire to fight and does not engage in such conduct. Behavior such as but not limited to (i.e biting, pushing, punching, kicking, scratching, choking, pulling hair, head-butting, throwing items directed at others, or otherwise harming another person resulting in visible bodily damage such as bleeding or bruising or first aid required.)
- Elopement- leaving the school building (or other designated area) without both prior permission or supervision from staff, returning only with assistance from staff.
- Property destruction- VALUE each item or total replacement value exceeds $100; damaging property through misuse; tearing apart items; drawing on walls or other parts of the school; using items for purposes other than their intended use (i.e throwing items, hitting items, etc.); excludes throwing items at others.
- Theft- VALUE each item or total replacement value of items stolen exceeds $100
- Inappropriate Physical Harassment- harassment which is physical in nature including physical tormenting of a person, which causes a reasonable student to fear for his or her own safety or property.

Offense	Consequence
1st	Conference with student & inform parent/guardian Parent/Guardian sign off understanding the scope and consequences
2nd	Conference with student & inform parent/guardian. Out one - five full days of program.
3rd	Conference with student & inform parent/guardian and removal from program.

Tiger Care has the discretion to skip over any consequences and go to a suspension and/or dismissal from the program at any time.

Removal from the program occurs when: A student demonstrates an inability to benefit from the care offered by the childcare provider or whose behavior is detrimental to the other children.

**Parents/guardians and/or Drop-off /pickup individuals are ALSO expected to behave in a respectful and professional manner when addressing and interacting with Tiger Care Staff. If the individual is aggressive, violent, yells, makes inappropriate comments/actions, or threatens Tiger Care staff, the student will be dismissed from the program.