**Tigers’ Den Handbook**

 Welcome to “The Tigers’ Den!” This after-school program provides a safe learning environment with structured academic activities between the hours of 2:00-5:30 p.m. The activities will consist of homework help, computer instruction, silent reading, games, some physical activities, Educational Television programs, and occasional crafts. Snacks will be provided as well. This program is a self-supporting program, which means it will count on the financial support of the families to pay for the adult supervision and lessons. Without this support, there will be no program.

**Expectations**

As a parent you can expect the following from **The Tigers’ Den**:

1. Monitoring of your child’s academics from a friendly, supportive adult team.
2. Supervision – for your child’s safety.
3. Fair treatment of your child.
4. We will assist your child with homework.
5. Your child **will not be released** to persons not included on their PowerSchool Emergency Contact List without prior written approval.

As a parent or guardian of a child enrolled in **The Tigers’ Den** you will be expected to:

1. **Pay required fees on time.**
2. **Keep your child’s records current.**
3. **Pick up your child at the designated time; late fees will be charged.**
4. **Follow the health policy.**
5. **Support the staff in attempts to improve inappropriate behavior.**
6. **Discuss concerns.**

**Fees and Payments**

1. **Registration fee is a one time non-refundable** **$30.00** fee per child.
2. The weekly rate is **$50.00** per week for a single child, **$70.00** per week for two children and **$90.00** for three or more.
3. **Payments are due every week. NO checks – Online Payment or Cash Only.** A child may be refused attendance if payment or payment arrangements have not been made until all fees are collected.
4. **Receipts will be given for all payments for book keeping and your tax records.**
5. If your child holds a full-time slot and will be absent from care over one week, you must notify the staff or risk losing your slot. **$15.00 per week will hold the slot during periods of excessive absences.**
6. Any child participating **three or more days per week is considered full time**, and the normal weekly rate will be paid.
7. No monetary refunds will be issued.
8. A conference with the Tigers Den Administrator will be required for students who are **late (after 5:30)** being picked up after the second late pick-up. If this problem continues, the student/s will be dropped from the program.
9. If payment is not rendered at the time of service, your child is in danger of being dropped from the program.

**IRS Statements**

**The Tigers’ Den** does not accept responsibility to provide itemized statements for the program. Please keep all receipts for this purpose.

**Registration and Enrollment**

The Tigers’ Den encourages attendance for all and does not discriminate on the basis of sex, color, creed, national origin, ethnic background, or religious preference.

1. A child may be registered for the program during regular school hours or anytime during program hours. A child cannot begin until all required fees and forms are provided.
2. Required forms:
	1. Completed registration form via Google Docs

**Withdrawal From Program**

It is requested that any parent wishing to withdraw their child from the program provide in writing their intention to discontinue service with a brief explanation. We welcome your comments, positive and negative, so that we can provide better service to all of our children. If we do not receive the withdrawal in writing, weekly fees will be continue to be charged.

**Hours of Operation**

Normal Operating Hours 2:00 p.m. – 5:30 p.m.

**Please note: Tigers Den will not be available on early release days. Please make arrangements for your child, as all students will be sent home.**

**Tigers Den only operates on full scheduled school days.**

**Sign-In and Sign-Out Procedures**

Due to Covid-19, the Tigers Den Administrator will handle all student sign outs electronically.

**Release of Children**

Children will not be permitted to leave with anyone not listed on their PowerSchool Emergency Contact List. The parent/guardian must notify us **in writing** of any person that they are authorizing to pick up their child who was not previously listed. Phone calls are not an acceptable means of granting permission for a child to leave with an unauthorized adult, due to the fact that we may not be able to verify the caller’s voice.

**Scheduled and Unscheduled No School, School Opening Delays and School Closing**

1. Scheduled no school days-There will be no program on these days.
2. Unscheduled no-school days-There will be no program on days that school is canceled due to weather problems. If bad weather forces early dismissal of students during school hours, the program will not operate.

**Health and Safety**

Due to Covid-19, students will remain in their “family” as much as possible. Students will be required to wear a mask at all times during Tigers Den, with the exception of snack time. Students will be asked to social distance 6-8 feet apart at all times. Family groups will be limited in number. No student will be allowed to share any materials with others and computers will be sanitized before each class enters the computer lab.

If your child has a known medical condition, please notify the Tigers Den Administrator on proper procedures for handling any crisis that might arise. Please be sure to provide in writing any activity that your child may not participate in that may aggravate his/her condition. You must provide all special food requirements for your child.

In case of an accident or illness, the parent/guardian of a child will be called immediately. In serious cases, the child will be transported to the nearest hospital by emergency vehicle for treatment and the parent will be notified as soon as possible.

**Minimum Enrollment**

**The Tigers’ Den** is a self-supported program. The program needs a minimum of 25 students to run cost efficiently. If this becomes a problem, parents will be notified immediately.

**The Tigers’ Den Discipline Policy**



Parent/Guardian Agreement

I understand that my child will be expected to adhere to the following program rules.

1. I am responsible for my words and actions.
2. I will be respectful of staff and other students.
3. I will take care of the school.
4. I will follow directions.
5. I will be my personal best.

I understand that the following procedures will be followed to correct inappropriate behavior.

1. The child will be verbally warned.
2. The child will be given a time-out.
3. The child will be given a second time-out and a formal slip to be signed by the parent/guardian.
4. The parent/guardian will be called to pick up the student.
5. After three formal write-ups a child will be suspended from the program for a period of time not to exceed one week.
6. Any further behavioral problems will result in immediate expulsion of the child from the program.

\*\*In the case of extreme inappropriate behavior where a child has endangered the well-being of self or others, intentionally left the supervision of the group, or cause extensive damage to school or program property, the child may be immediately expelled from the program. The Director has the authority to determine the severity of an offense.

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tigers Den Revised Fee Chart**



|  |  |  |  |
| --- | --- | --- | --- |
|  | **0-1 Day** | **2 Days** | **3 or More Days** |
| **1 Child** | **$15** | **$35** | **$50** |
| **2 Children** | **$30** | **$55** | **$70** |
| **3 or More Children** | **$45** | **$70** | **$90** |

**Tigers Den statements will be give out at least once per month, but please pay the applicable fee each week and obtain a receipt from the front desk.**

**If you ever have questions about your statement, please contact Jami Kirby or Jessica Morningstar for assistance.**