

TigerTime Preschool

2019-2020 HANDBOOK



Gobles Elementary School

TigerTime Location/Billing Office (269) 628-9440
Room 201 Gobles Elementary School
409 N. State St
P.O. Box 412
Gobles, MI 49055
tigertime@gobles.org

TigerTime handbook is online
at www.Gobles.org (Elementary Page)

Terry Breen, TigerTime Program Director

Families with children attending the TigerTime program may qualify for Child Care Assistance. Applications with DHHS are available at the elementary school or by calling the Department of Human Services (DHS) at (269) 621-2800 for Van Buren County residents.
TigerTime Qualifies for Child Care Tax Credit

TABLE OF CONTENTS

Welcome Statement.....	2
Philosophy and Goals	
Changes to Handbook	
Eligibility and Enrollment	
Enrollment Procedures	
Exclusion Policy.....	3
Withdrawal Policy	
Hours and Schedule Of Operation and Closings	
General Information.....	3, 4
Health Matters.....	5, 6, 7
Health & Safety	
Illness & Injury	
Medication & Medical Information	
Community Resources for Health	
Hand Washing Procedures	
Handling of Bodily Fluids	
Cleaning and Sanitizing of Toys	
Controlling Infection	
Medical Emergency Procedures	
Food/Nutrition.....	7
Breakfast	
Snack	
Lunches	
Food Allergies	
Rules/Discipline	7, 8
General Rules	
Discipline	
Billing and Financial Matters.....	8, 9
TigerTime Fees and Schedule	
Payment Procedures	
Withdrawals	
Late Payments	
Late Pick-Up	
Child Care Assistance Information.....	10
Enrollment Application.....	11, 12 & 13

Welcome to TigerTime Preschool Program!

Dear TigerTime Families,

TigerTime is a licensed, family-funded program providing your child with a safe, fun and educational environment for 3 & 4 year old children. In order to familiarize yourself with our program, we created this handbook to provide information and registration forms for easy reference.

PHILOSOPHY

TigerTime will provide safe, quality care with stimulating and creative activities. The program is designed to enhance self-esteem, encourage individual talents, seek out personal interests, and provide opportunities to prepare your child for success in kindergarten.

GOALS

- _ To prepare children for a successful education.
- _ To provide quality, safe care for children.
- _ To provide a preschool program at a reasonable cost in a convenient location.
- _ To provide structured curriculum with abundant opportunities to develop cognitive, physical, and social skills while having fun.
- _ To recognize and encourage individual interests and talents.

CHANGES TO HANDBOOK

TigerTime reserves the right to add, delete, or amend the policies and procedures provided for in this handbook. Written notice of changes will be provided.

Eligibility and Enrollment

ELIGIBILITY

Space is filled on a first come - first served basis. To be eligible for enrollment, a child must be 3 years old on or before September 1, 2019 and may not turn 5 years old on or before September 1, 2019. Children must be toilet trained prior to attending (no pull-ups or diapers). Every child must be fully enrolled and accepted before they attend TigerTime. Your Child's immunizations must be up-to-date, a health appraisal form must be completed by your doctor and the TigerTime preschool contract must be signed prior to your start date. Any child who completes one school year in TigerTime and is eligible to attend a second year, will be given priority for enrollment the second year. Upon second year enrollment, the application fee will be waived, but a one-time \$25 supply fee will be added to your first bill.

ENROLLMENT PROCEDURES

Program capacity is limited and may fill up quickly. All enrollment applications and \$50 enrollment fee must be physically brought to Gobles Elementary School. Enrollment forms are available online (www.gobles.org) or at the Elementary Office, or you may call 269-628-9440 to request forms. Enrollment applications will be processed in the order in

which they are received. The enrollment fee will only be refunded to families of children who, after applying to TigerTime preschool, are accepted into Gobles Head Start or Gobles GSRP classrooms.

EXCLUSION POLICY

No child shall be excluded from participation in, be denied benefits of, or be subject to discrimination on the basis of race, color, national origin, gender, weight, height, or physical handicap. A child may be excluded, however, due to the guidelines listed under the illness policy.

WITHDRAWAL POLICY

If your child needs to be withdrawn from the program, please provide the TigerTime program Supervisor with a minimum of two week notice in writing.

HOURS

TigerTime is open from 7:50 AM and closes at 3:15 PM. Children should not be dropped-off after 8:30 AM to reduce disruptions in the classroom routine.

TigerTime will be open a full day whenever Gobles K-12 students are in session. When K-12 students have a ½ day or an Early Release schedule, TigerTime will remain open for a full day.

*A fine of \$5.00 for every 5 minutes or increment thereof will be assessed for any child who is picked-up after 3:25 PM.

SCHEDULE OF OPERATIONS AND CLOSINGS

TigerTime will follow the same school district calendar as K-12 students, except TigerTime will operate a full day when school is in session. TigerTime is closed major holidays including Labor Day, Thanksgiving Break, Christmas Break, Spring Break, and Memorial Day.

TigerTime is not open on cancelled school days such as snow days or power outage days.

GENERAL INFORMATION

PHYSICAL SETTING - The TigerTime program is housed in room 201 in Gobles Elementary School.

SCHOOL RELATED EVENTS - TigerTime has access to the preschool playground and gym when available. We offer planned physical activities both in the morning and the afternoon.

RECREATIONAL ACTIVITIES - Children will use the gym for games and sports. When the weather permits we will offer outside activities, so make sure your child has outside clothing for all types of weather.

PARENT ADVISORY - Your ideas are always welcome to improve and enhance our program.

CLOTHING AND PERSONAL BELONGINGS - Please mark with your child's name.

ITEMS FROM HOME - Unfortunately, bringing toys from home is at your own risk of damage or theft. If it is not allowed in school, it is not allowed at TigerTime Preschool .

DONATIONS – Families are welcome to donate craft items, toys, or games that may be of interest for use by the children.

VOLUNTEERS – Volunteers are always welcome; however, they must be cleared via a central registry clearance by submitting a “Volunteer Background Check Form.” Volunteers must also be aware of and acknowledge our policy on child abuse and neglect of children signing and dating our statement which will be kept on file in the classroom. Volunteers may not have unsupervised contact with the children unless they have received clearance.

STAFF – All staff have had criminal background checks and have been given a clearance to work with children.

TRANSPORTATION

Parents or an authorized person will be responsible for bringing their children to and from TigerTime in room 201.

Licensing Information

A licensing binder is located in the Elementary School main office. If you have any questions regarding our licensing process please ask the building principal or TigerTime supervisor. A licensing rules handbook is located outside the classroom and available for use should you have any licensing questions.

Grievance Policy

If there are any concerns please first discuss them with the TigerTime lead caregiver by scheduling a meeting, sending an email or making a phone call. If issues are not able to be resolved in this way, please then schedule a conference with the principal. Our goal is to provide a positive experience for you and your child.

Severe Weather Policy

Whenever a tornado watch or warning is issued, all students and staff will remain in the building. If a warning is issued, students and staff will take shelter in the designated area. Tornado drills, fire drills and other safety drills are held periodically according to the licensing requirements to prepare students and staff. If school needs to close early due to inclement weather or other reason, parents/guardians will be notified by phone. Depending on the circumstances of the closing, parents/guardians may be required to pick up their child from school. Children will be kept in the classroom if safe or in a designated shelter area. If there is inclement weather, please refer to Channel 3, Channel 8 or the Gobles Public School website for cancellation/delay news. When

Gobles Public Schools is closed due to inclement weather, Gobles TigerTime Preschool will be closed.

HEALTH MATTERS

HEALTH AND SAFETY

1. All children must have a state health form completed by your doctor and submitted to TigerTime before attending.
2. A copy of your child's immunizations must be submitted to TigerTime staff before attending and immunization records should be updated periodically.
3. Children, staff or volunteers who are ill should not attend TigerTime. Families are asked to notify TigerTime on the days a child is sick.
4. If a child becomes ill while at TigerTime, the parent will be notified.
5. **In case of injury**, staff will attempt to contact the parent. First aid will be given. A written accident report will be submitted.

Illness

If a child, staff member or volunteer becomes ill while at TigerTime or has a fever of 100 degrees, vomiting, diarrhea, or other contagious symptoms the family will be notified for an early pick-up. Children, staff, and volunteers should be symptom free for 24 hours before returning.

Diarrhea: Please keep your child home if he/she experiences more than 2 episodes in one day.

Vomiting: Whether caused from something they ate or a virus, please make sure they have gone 24 hours symptom free before returning.

Pink Eye: If your child is suffering from a yellow-green discharge, itchy, or swollen red eyes, it could be conjunctivitis which is extremely contagious. Your child will need to be treated with a medication for this bacterial infection for 24 hours before returning to TigerTime.

Rashes: If your child exhibits a rash, staff will notify the family and a medical opinion may be requested before a child returns.

Fever: If your child has a fever of 100 degrees, we ask that she/he remains home until they are fever free for 24 hours without the aid of fever reducing medications. If your child becomes ill while at school, we will contact the family by phone.

Medication

Medication can only be administered at school if:

1. It is prescribed by a physician and an Authorization Form signed by the physician and the parent/guardian is given to the preschool staff.
2. Medication is in the original container from the pharmacy with directions.

3. Written permission from the parent or guardian is on file (forms are available in the office).

Medical information - It is very important that we know if your child has an allergy or a special medical need.

Community Resources for Health

Van Buren County Health Department (269) 621-3142
Van Buren County Community Mental Health Authority (269) 655-3300
Hospitals: Bronson Lakeview Hospital (269) 657-1429
Poison Control 1 800-222-1222
Child Protective Services (855) 444-3911

Hand Washing Procedure

Have clean paper towel available.
Turn on the water to a comfortable temperature between 60 F to 120 F.
Moisten hands with water and apply soap.
Rub hands together until a soapy lather appears and continue for at least 10 seconds.
Rub areas between fingers, around nail beds, under fingernails, jewelry and the back of hands.
Rinse hands under running water until they are free of soap and dirt. Turn water off with the back of your hands.
Dry hands with a clean, disposable paper towel.
Dispose of paper towel in a lined trash container.
Hands of children and staff shall be thoroughly washed prior to handling food and before eating. Hands must also be washed after restroom facilities use.

Handling of children's bodily fluids

We use precautions when handling potential exposure to blood, including blood - containing body fluids and tissue discharges, and when handling other potentially infectious fluids. Latex gloves are available and cleaning/sanitizing will be done. Soiled clothing and/or personal belongings will be placed in a plastic bag and returned to parents.

Cleaning and sanitizing of all equipment, toys, and other surfaces

The following steps are to be followed for cleaning and sanitizing:
Wash the surface or article with warm water and detergent.
Rinse the surface with clean water.
Submerge, wipe or spray the surface or the article with a sanitizing solution.
Let the article or surface air dry.
Toys are cleaned seasonally.
Tabletops are cleaned after each use.

Controlling infection, including universal precautions

Children need to be able to blow and wipe their own nose, cover their mouth and nose when coughing or sneezing, and able to use the bathroom without help. They must be toilet trained. We ask that parents use discretion when your child is not feeling well and needs to be kept home from school, i.e.: fever, diarrhea, vomiting, lice, etc. The staff will call the parent(s) when the child indicates that he/she is not feeling well. Medication may be given to a child by school staff only when parents follow school medication procedure(s).

Serious Injury

If TigerTime preschool staff determine that a child is seriously injured or needs immediate medical attention 911 will be called first.

First Aid measures will be applied as appropriate.

Custodial parent or emergency contact will be called.

An incident/injury report will be completed by preschool staff.

Building administrator/principal will be contacted.

FOOD AND NUTRITION

TigerTime preschool students will be able to participate in the breakfast and lunch program provided by Gobles Food Services. Students who qualify for Free breakfast and lunch program will not be charged for meals. Children who qualify for Reduced rates will be charged accordingly. If a family would like their child to purchase breakfast or lunch at school, they must create a **pre-paid** account with Gobles Food Services Department. The cost of school breakfast and lunch is separate from your TigerTime tuition and will not be billed by TigerTime.

BREAKFAST – Families may send their child with a prepared breakfast or the child may eat breakfast provided by Gobles Food Services. All breakfast will be eaten in the classroom.

SNACK – A morning and afternoon snack and drink will be offered if provided by families. TigerTime staff will develop a monthly snack calendar and we ask that all families participate by providing a snack for all children according to the calendar.

LUNCHES - Families may choose to bring a lunch from home or to purchase from Gobles Food Services. If a lunch is provided from home, know that we will not be able to refrigerate or heat up lunches from home. Your child's lunch box is required to have his/her first and last name, either on the inside or outside. We are required to store your child's lunch in our "Community" bins in the classroom.

FOOD ALLERGIES - If your child is **allergic** to anything, please send a note. It may be safest for you to provide food for your child. Please be sure to note all allergies.

RULES AND DISCIPLINE

GENERAL RULES

1. Children are required to remain with their supervisors during program hours.
2. School rules and policies will be followed at all times.
3. Children are expected to take care of equipment and supplies.
4. Families are responsible to ensure that TigerTime staff are aware that their children are arriving or departing from the program. Staff will sign them in and out.

DISCIPLINE

Discipline does not mean punishment. Discipline is teaching a child how to be safe, how to behave on his/her own and how to know the difference between right and wrong. TigerTime staff will use positive ways to channel the child's emotions and use the following methods when handling misbehavior:

1. Redirect negative behavior to an acceptable activity by gently encouraging the child to change activities.
2. Help children understand consequences of behavior.
3. Limit choices.
4. Time out will be used as a last resort giving the child time to regain control of his/her actions and feelings. Time out will not exceed 3 minutes for 3 year-old's and 4 minutes for 4 year-old's.

We will make every effort to work with families of children having difficulties in our program. Behavior of children which disrupts normal classroom group activities on a frequent or extended basis will result in removal of the child from group activities until behavior is corrected by the child. Children displaying chronic disruptive behavior which is upsetting to the physical or emotional well-being of children may require the following actions:

1. Parents of the child will be called in for a conference. We will discuss the issue(s) and identify some possible solutions. A plan of action will be developed and agreed upon by the parents and staff.
2. If the plan of action is not working, the parents will be called in for another meeting. We will discuss what is not working and develop another plan of action.
3. If no progress has been made towards solving the problematic behavior, the child may be suspended from care. This suspension may range in length from the rest of the day to indefinitely.

Parents will be kept informed of discipline problems in TigerTime and will be asked for support. If staff feel unable to meet the child's needs, TigerTime reserves the right to terminate the attendance of the child. It is important that the well-being of all children in our care be taken into consideration. Should we feel that one child's behavior jeopardizes the safety of others, then the parent will be asked to find an alternative program.

In the case of uncontrolled behavior such as biting, hitting, fighting, spitting or any other forms of violent or uncontrolled behavior, parents will be called and expected to pick up the child immediately. Should the parents not come, the child will not be allowed to return to the program until a conference is held. Continual, extreme misbehavior may result in eventual dis-enrollment.

We realize that we do not and cannot meet the needs of every single child. Your child is special to us and we are concerned about them. Please let us know if we can help.

BILLING PROCEDURES

Fees to attend TigerTime are on a weekly rate of \$140 for five days per week or \$125 for four days per week. Payments are due in advance every two weeks. Your account

must stay current and in good standing in order for TigerTime to continue to offer the program to your child. You will receive a statement twice a month to show your charges and payments received. Personal checks or money orders should be made payable to Gobles Public Schools. **NO CASH!** Checks can be mailed to: Gobles TigerTime, 409 N. State Street, PO Box 412, Gobles, MI 49055. **A \$25 fee will be charged for checks with insufficient funds.**

1. **Late Payment** - If payment has not been received and paid in full each statement period, you will be charged a \$25.00 late fee. If your bill is not paid in full without making special arrangements, you will be asked to find other preschool services.
2. **Absences** - Parents are required to pay for the entire time that the child is scheduled to attend the program as stated in their contract regardless of whether or not the child attends on those days. This policy includes days missed for illness, funerals, doctor appointments, etc. For special issues, call TigerTime to inquire.
3. **Withdrawals** - A two week notice must be given for withdrawal. All unpaid fees must be paid at that time.
4. **Snow Days** - Families will not be charged for up to 6 snow days or other school cancellations during the school year.

Tax Credit

TigerTime Preschool qualifies for the child Care Tax Credit.

Phone Numbers

TigerTime classroom (269) 628-9411
TigerTime email address: tigertime@gobles.org
Gobles Elementary School (269) 628-9440

YOU MAY QUALIFY FOR CHILD CARE ASSISTANCE IF YOU ARE:

1. A family that meets the income requirement. – see CDC Income Eligibility Scale and Provider Rates below.
2. A licensed foster parents requesting care for foster children.
3. A recipient of a protective services case participating in a treatment plan.
4. A recipient of Family Independence Program (FIP) or Supplemental Security Income (SSI).
5. A FIP applicant doing a required work participation program activity.
6. A Migrant farmworker.
7. Homeless.

CDC Family Contribution (FC) and Income Eligibility Scale

FAMILY/ GROUP SIZE	Family Contribution \$0	Family Contribution \$15 (Family Limit \$45)	Family Contribution \$30 (Family Limit \$83)	Family Contribution \$45 (Family Limit \$121)	Family Contribution \$60 (Family Limit \$159)	Family Contribution \$75 (Family Limit \$197)	Family Contribution \$90 (Family Limit \$235)
	1	\$0-1005	\$1006-1307	\$1308-1628	\$1629-1949	\$1950-2271	\$2272-2592
2	\$0-1353	\$1354-1759	\$1760-2169	\$2170-2579	\$2580-2989	\$2990-3399	\$3400-3809
3	\$0-1702	\$1703-2213	\$2214-2711	\$2712-3210	\$3211-3708	\$3709-4207	\$4208-4705
4	\$0-2050	\$2051-2665	\$2666-3252	\$3253-3839	\$3840-4427	\$4428-5014	\$5015-5601
5	\$0-2398	\$2399-3117	\$3118-3793	\$3794-4469	\$4470-5145	\$5146-5821	\$5822-6497
6	\$0-2747	\$2748-3571	\$3572-4336	\$4337-5100	\$5101-5865	\$5866-6629	\$6630-7394
7	\$0-3095	\$3096-4024	\$4025-4732	\$4733-5439	\$5440-6147	\$6148-6854	\$6855-7562
8	\$0-3443	\$3444-4476	\$4477-5127	\$5128-5778	\$5779-6428	\$6429-7079	\$7080-7730
9	\$0-3791	\$3792-4928	\$4929-5522	\$5523-6116	\$6117-6710	\$6711-7304	\$7305-7898
10	\$0-4139	\$4140-5381	\$5382-5918	\$5919-6455	\$6456-6992	\$6993-7529	\$7530-8066

* To be initially eligible for the CDC program, a family's gross monthly income cannot exceed the income limit by family size in the \$15.00 Family Contribution column. Ongoing eligibility for assistance ends if income exceeds the income limit per family size in the \$90.00 Family Contribution column. Family Contribution amounts are per child, per two-week pay period, not to exceed the family limit amount.

Please contact the school office to discuss Child Care Assistance. DHHS State of Michigan Applications are available at the main office.

TigerTime Preschool Enrollment Application



CHILD INFORMATION:

First Name: _____ Middle Name: _____
 Last Name: _____ Male _____ Female Date of Birth: _____

PRESCHOOL PREFERENCE: (Circle one)

Four Days per week: Monday through Thursday or

Five Days per week: Monday through Friday

APPLICATION FEE:

____ Enclosed is my non-refundable \$50 application fee (due at time of enrollment)

Note: Application fee will be refunded if the child is accepted into the Gobles GSRP program or Gobles Head Start classroom subsequent to completing the Enrollment Application for TigerTime Preschool.

Make checks payable to Gobles Public Schools

FAMILY INFORMATION:

Child lives with:

____ Mother & Father ____ Mother & Stepfather ____ Mother & Other ____ Mother only
 ____ Guardian ____ Father & Stepmother ____ Father & Other ____ Father only
 ____ Relative Other _____

Mother/Legal Guardian's Name (First,Last) _____

Cell # : _____ Home #: _____

Email: _____

Home Address: _____ City: _____ Zip: _____

Employer: _____ Employer Phone: _____

Father/Legal Guardian's Name (First,Last) _____

Cell # : _____ Home #: _____

Email: _____

Home Address: _____ City: _____ Zip: _____

Employer: _____ Employer Phone: _____

Siblings living in the same household:

<u>Name</u>	<u>Gender</u>	<u>Birthdate</u>	<u>School</u>	<u>Grade</u>
_____	_____	____/____/____	_____	_____
_____	_____	____/____/____	_____	_____
_____	_____	____/____/____	_____	_____
_____	_____	____/____/____	_____	_____

EMERGENCY CONTACT:

Name: _____ Phone: _____
Relationship to child: _____

Names of Persons other than parents to whom the child may be released (list names and relationship to child).

- | | |
|-----------------|---------------|
| 1. Name: _____ | Phone: _____ |
| Relation: _____ | Cell #: _____ |
| 2. Name: _____ | Phone: _____ |
| Relation: _____ | Cell #: _____ |

ADDITIONAL INFORMATION:

Does your child have an IEP? (Circle one) Yes No

Is there anything else about your child that would be particularly helpful for the teacher to know? (Allergies, etc.) _____

Family Physician or Health Clinic: _____
Phone: _____

PICTURE PERMISSION FOR OUTSIDE PUBLICATION:

I give consent to have my child's picture and name to be used in school/community publications as deemed appropriate by the school.

Please check one: Yes _____ No _____

STATEMENT OF CONSENT:

I hereby give permission for Gobles Public Schools to seek emergency care at _____ if the family physician is not available.

My child meets the program age requirements. I agree to pay the tuition as outlined in the Gobles TigerTime Preschool Handbook, at the rate of \$125 per week for the four day (Monday - Thursday) program, and \$140 per week for the five day (Monday - Friday) program.

I certify that all information is true and valid and that I am authorized to enroll this student, and further that my child's immunization information will be shared with the Van Buren/Cass District Health Department and Gobles Elementary School as needed.

I understand that completion of this document does not constitute enrollment in TigerTime Preschool. Upon receipt of this enrollment application, Gobles Elementary School will send a written notice of acceptance or wait-listing to each family. With the written notice of acceptance, other documents will be sent which must be completed and returned before the student is fully registered in the program.

Parent/Guardian Signature: _____ Date: _____

Return completed form to:
Gobles Public Schools
Elementary School Office
409 North State Street
Gobles, Michigan 49055
Elementary Phone: 269-628-9440

Applications will be accepted beginning Monday, April 22, 2019. Regular Elementary office hours are Monday-Friday, 7:30 AM - 3:30 PM

Office Use Only

_____ Returning Family

_____ New Family

Payment received by

_____ Cash

_____ Check # _____