

INTRODUCTION

Welcome to Tiger Tots! On the following pages you will find information regarding the excellent program your child will be a part of upon successful completion of the enrollment process.

Tiger Tots is licensed through the State of Missouri Department of Health and Senior Services Section for Child Care Regulation. A booklet containing the licensing rules for the Center will be available for your convenience. We encourage you to read this book. Tiger Tots is inspected frequently throughout the year, both announced and unannounced, through the Department of Health Sanitation, Missouri Division of Fire Safety, and the Bureau of Child Care Regulation.

In the following pages, these policies will be covered:

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PHILOSOPHY and PROGRAM GOALS

At Tiger Tots we believe children learn best in a safe, friendly, family-like environment that challenges their creativity and thinking. We follow five core values while interacting with children:

Tiger Tot's Core Values

1. Love (Patience)
2. Structure
3. Wisdom/Knowledge
4. Involvement
5. Fun!

We will use play time as the vehicle to teach the concepts of social/emotional development, science and math exploration, language, problem solving, and fine and gross motor skills. Each child will be treated as a special individual and will be taught to respect others. The teachers will use the Missouri Early Learning Standards to create educational and engaging lesson plans and find each child's individual learning style to build on the skills the child already possesses. The teachers will connect these learning experiences to real world situations using hands-on activities. Teachers will utilize open-ended questions (when appropriate) to help develop critical thinking in these young minds. Most of all we want Tiger Tots to provide a home away from home for the children, so they can flourish in a comforting environment that fosters a positive self image and develops successful self help skills. We want your child to look forward to coming to Tiger Tots each and every day!

DAYS and HOURS OF OPERATION

Tiger Tots is open Monday through Friday, with hours of operation from 6:30 a.m. to 6:00 p.m. Parents should plan to drop off each day by 9:30am so your child can participate in the structured learning portion of Tiger Tot's preschool program. **Parents wishing to drop off later than 10:30am should call and notify the office.** Upon arrival and departure, a sign-in and sign-out sheet will be available for parents to complete. Sign-in and sign-out of children is a mandatory requirement per state licensing regulations and must be completed each day.

LATE PICKUP:

If you are late picking up your child past 6:00pm, there will be a \$10.00 late fee assessed for the first ten minutes and \$1.00 for every minute thereafter. This fee will be assessed per child and will be collected at the time of arrival or billed at the next Autopay date. Tiger Tots feels that the fee is fair, because our employees have to stay late and take time away from their families. There will be no exceptions or warnings. If you are late for whatever reason (flat tire, stuck in traffic, miscommunication regarding who is picking up, etc.) a charge will be issued. The NO EXCEPTIONS POLICY makes it fair to everyone without showing special treatment or favors.

HOLIDAYS

Tiger Tots will be closed for the following holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Eve, and Christmas Day. **These holidays are built into your weekly rate and will require full payment.**

RATES

The tuition rate for Infant/Toddler care is \$210 per week with Autopay, and \$215 per week without Autopay. Preschool tuition is \$145.00 per week with Autopay, and \$150 per week without Autopay. These rates are guaranteed until the end of each school year and include full pay for all holidays and absent days.

Before and after school care is provided at a tuition rate of \$70 per week and includes full-day care for all school out days except Christmas Break, Spring Break and Summer Break when our weekly preschool tuition rate above is charged. School age transportation can be provided to select schools for a transportation fee of \$15 per week. Additional options for before or after school are available with rates provided on the first page of Tiger Tot's school age enrollment packet.

If your child is not present on his/her regularly scheduled day due to sickness or for other reasons, tuition is still charged in order to hold a reserved position for the child. Tuition will be prorated for those enrolling in the middle of a week. **A non-refundable deposit equal to one week of care is required at the time of enrollment.** The deposit ensures that your child will have a spot at Tiger Tots. The deposit will be then be applied to the last week of tuition if a two-week notice is given prior to withdrawal. Less than two weeks notice will result in forfeiture of the deposit.

PAYMENT

Payment for your child's care is due at least **one week in advance** per our Childcare Agreement form. Automatic account debit is the preferred method of payment, however other forms of payment are accepted. Automatic account debit will be made on Friday of each week for the following week of care. Should you wish to pay for more than 1 week at a time (bi-weekly, monthly, etc.) please see the director about making arrangements to do so.

LATE PAYMENTS:

Payments made after the end of the week (Friday at 6:00pm) in which care was provided are considered late. In this way a full five day grace period is granted. A \$10 late fee will be assessed for each late payment. **Accounts that fall more than two weeks behind will forfeit their child's position at Tiger Tots and may be asked to keep their child at home until full payment is made.**

RETURNED PAYMENTS:

If an automatic account debit is returned for insufficient funds, a fee of \$15 will be assessed and an effort will be made to re-debit the account the following week. If the automatic account debit is returned for insufficient funds a second time, an additional \$15 fee will be assessed and a request for payment by cash or money order will be made. Deposited checks returned for insufficient funds will result in a charge of \$30.00

CONTRACT TERMINATION

Parents who choose to terminate their contract for childcare must provide either two weeks **written** notice or a two-week advance payment upon withdrawal. If a two-week written notice is provided, the deposit will be returned to you or applied to the last week's tuition. If a two-week written notice is provided, the deposit will be returned to you or applied to the last week's tuition. Tiger Tots will terminate the contract for childcare due to non-payment as outlined above. Tiger

Tots also reserves the right to terminate the contract for childcare due to other reasons, such as repeated unsafe behaviors demonstrated by a student. Warnings will be given whenever possible before this action is taken.

VACATION

After being enrolled six full months, one week of vacation will be allotted per year in which payment will not be required. The week should fall as Monday through Friday on the calendar. **This will be a week in which your child is not at Tiger Tots.** Once you have used a vacation week, your family will be eligible for their next free week at approximately the same time the following year. **We require a one-month request notice of the use of your vacation or payment will be charged. The vacation week benefit may be lost if your account is not kept in good standing. Only one free week is allowed every 12 months.**

FAMILY & CHILD ORIENTATION PROCESS

Families interested in enrolling at Tiger Tots will be invited for a pre-enrollment visit where they can tour the facility, meet teachers and staff and have questions answered about the program. A Parent Handbook and Enrollment Packet will be provided during the visit. Upon completion of the enrollment process families may request an additional visit so their student can be shown where their cubby, coat hook, etc. will be located and help familiarize the student with the classroom environment prior to their first day of attendance. **Families are also encouraged to like our Facebook page, Tiger Tots CDC & Tiger Tots Academy** where we often post photos of classroom activities. These photos are a nice way for students and families to share in the excitement of attending Tiger Tots and talk about the fun learning activities taking place.

HEALTH POLICY

Your child must be healthy every day he/she attends Tiger Tots. The following list of symptoms has been provided for licensed child care centers by the Division of Health and Senior Services and the City of Columbia Health Department. If your child has any of these symptoms, he/she will need to be symptom free for 24 hours before returning to Tiger Tots. State regulations prevent us from providing care for children who are ill. By honoring this regulation, you will deter other children from getting sick.

TICKS AND SPLINTERS: Teachers cannot remove ticks or splinters.

FEVER: Any elevated temperature over 100 degrees orally or 99 degrees under the arm.

SEVERE COUGHING: If the child gets red or blue in the face or has high-pitched croup or whooping sound after coughing.

PINKEYE: Tears, redness in eyelid lining, irritation followed by swelling and discharge of pus.

DIARRHEA: more than one abnormally loose stool.

VOMITING: more than one loss of stomach content.

YELLOWISH SKIN OR EYES: Unusual spots or rashes.

AN INFECTED SKIN PATCH: crusty, bright yellow, dry or gummy area of the skin.

UNUSUALLY DARK, TEA-COLORED URINE

GRAY OR WHITE STOOL

HEADACHE AND STIFF NECK

SORE THROAT OR TROUBLE SWALLOWING

SEVERE ITCHING OF BODY OR SCALP, SCRATCHING OF THE SCALP OR SIGNS OF

NITS OR VISIBLE INSECTS: These may be signs of lice or scabies.

If any of these symptoms of illness should occur while at childcare, we will contact you immediately. He/she will be kept isolated until picked up by you or someone designated by you. It is imperative that children be picked up promptly under these circumstances.

If you are called to pick your child up due to fever over 100 degrees, they may not return to Tiger Tots the following day. If children are given medications to reduce fever before being dropped off at Tiger Tots, you will be asked to take your child home until they are well, or called to pick your child up. Unfortunately this medication wears off and then exposes the other children, causing the illness to spread and cycle. Your child may return after he/she is free of fever and other symptoms for at least 24 hours.

If your child exhibits behavior not normal for him/her such as increased irritability or fatigue or complains of pain or discomfort, we may call you to discuss the situation. We may require that the child be picked up. Please remember that if your child is healthy enough to be school, they are considered to be healthy enough to participate in each activity including being outside.

IMMUNIZATIONS

Immunization records are required for each student prior to the first day of attendance. Missouri law requires that information on whether there are children currently enrolled in or attending the facility for which a partial or full immunization exemption has been filed must be provided to parents upon request. Current information regarding the number of full or partial immunization exemptions on file for students attending Tiger Tots will be posted near the licensing document in the main entry of the facility.

MEDICATION AUTHORIZATION

When your child needs to receive medication administered by our staff during childcare hours, please provide the medicine with the prescription labeled from the doctor and fill out a medication authorization form. A beginning and ending date must be stated and time. All medications must be in their original container.

ACCIDENTS

In the event of a non-emergency accident the following procedure is followed: Comfort and first-aid is given to the child. An accident form is filled out, copied and signed by the teacher present and the Director/Asst. Director. When you pick up your child, you will be asked to read and sign the report. You may keep a copy and the original will stay on file with Tiger Tots.

EMERGENCIES

Every effort is made to reach a parent in case of an accident or other major emergency. The enrollment form requests the names of two individuals we might contact if we cannot reach you. These individuals will also be authorized to pick up your child. If you will be away from your regular phone all day, it is wise to leave contact instructions with the Director or Asst. Director. In some cases, if you are not immediately available, emergency medical help will be sought as authorized on the back of your enrollment form. **Please be sure your phone numbers and those of your emergency contacts are always kept current.**

MEALS & SNACKS

Tiger Tots provides breakfast, lunch, and an afternoon snack for all children. **No outside food should be brought to Tiger Tots.** Snacks and lunches are nutritious and meet the USDA Child Care Food Program Standards. All meals will be served at the designated times and will only be served to the children who are present. Please notify us of any food allergies or special diet restrictions, both permanent and temporary.

CLOTHING

Many of the daily activities are messy. Please send your child in comfortable washable play clothes to avoid ruining nice clothes. If you have something special scheduled after school, please plan to take a few minutes to change when you pick your child up rather than expect him/her to keep special clothes clean all day. Each child will be outside (as weather permits) at least one hour per day so please bring your child appropriately dressed for the weather conditions. A jacket is required until the temperature reaches 65 degrees. Even if the weather forecast is predicting warm weather, please send a jacket for the coolness of the morning or late afternoon. You may be called to bring a coat for your child if one is needed and they do not have one available.

Please provide a complete change of clothing making sure to label each piece with the child's initials. This includes shirt, pants, underwear, and socks. If we use the extra set of clothes, please be sure to bring a replacement the next day. Tiger Tots has a limited supply of extra clothing. If your child has an accident in their clothing and a change of clothing is not in your child's cubby we may call you to bring a change of clothes for your child. During the cold months, please bring an extra set of gloves/mittens and hat for your child to keep at Tiger Tots. These items also need to be labeled with the child's initials. For girls wearing dresses please include a pair of pants to put on when we are outside during the winter months. Please remember cubbies are for clothing and storing naptime soft animals/dolls. Please leave all other toys at home unless it is show and tell day.

SAFE ENVIRONMENT

Tiger Tots is inspected by the State of Missouri Department of Health and Senior Services Section for Child Care Regulation, Missouri Department of Health Sanitation and the Missouri Division of Fire Safety. The facility is cleaned on a daily basis. Tiger Tots keeps all cleaning supplies, poisons, and medicines stored away from the children. We practice emergency drills on a regular basis. The outdoor playground is fenced and is connected to the main structure. The playground areas are covered with a soft surface to help eliminate accidents that might occur as a result of falling. The outdoor equipment is safely built and has been inspected by our state inspector. Our most important concern is the safety of the children and the environment that surrounds them.

PICK UP/RELEASE

Tiger Tots will only release children to parents with custody, guardianship, or persons who have been authorized by parents. Individuals picking up must produce a photo ID to ensure they are in fact authorized to pick up. If Tiger Tots staff has suspicion that any individual picking up is under the influence of alcohol or drugs, no children will be released to their care until it can be verified by law enforcement authorities that they are not under the influence.

Part of ensuring a safe environment for the children in our care is ensuring that authorized individuals picking up have proper care seats. Tiger Tots staff will not release any child without proper car restraints. Tiger Tots has car and booster seats that may be borrowed if necessary.

SEVERE WEATHER

Tiger Tots is open whenever possible during periods of severe weather. **Even if the public schools are closed, we understand that most parents must still be able to go to work.** In the event a severe weather issue arises during the day, the safety of your children is our top priority. When severe weather sirens sound, the staff will immediately begin moving all the children to the lowest interior room in the building. This requires every staff member to be focused on helping the children. It also includes settling the children, taking roll, and making a sweep of the entire center. The Director will be monitoring the storm via TV/radio/internet and observing it first hand. Please DO NOT call during the time the sirens are sounding, it is distracting and may keep us from performing our duties adequately. We ask that you please wait at least 10 minutes after the sirens stop. This will allow the staff to have adequate time to calm the children who are upset by the storms and sirens, and we will be able to communicate better and reassure you of your child's safety.

OUTDOOR/PHYSICAL ACTIVITY

As a MOve Smart certified center Tiger Tots is committed to providing at least 90 minutes of physical activity each day including outdoor playtime. It is a state licensing requirement that all children will spend a least one-hour outdoor every day (weather permitting). If the weather including wind chill is 13 degrees or above, or if the weather including heat index is at or below 100 degrees. In extreme cold and hot weather, the children will only be outside for 10-15 minutes at a time and the teachers will make sure they are dressed accordingly. In the event of inclement weather each class will substitute a variety of indoor gross motor activities that can take place indoors. An outdoor weather guide detailing how much time may be spent outside during periods of cold and hot weather is posted in each classroom. We will supply plenty of water for the children to drink during outdoor play times and indoor movement activities.

It is our goal to use outdoor time as an extension of the classroom. Teachers are responsible to interact with students on the playground, role modeling movement activities and encouraging participation in a variety of movement activities. Our facility does not withhold outdoor playtime from children for misbehavior as we believe this time is critical to their growth and well being. Please remember if your child is healthy enough to be at Tiger Tots, they are able to participate in all activities including going outdoors. If your child has a medical condition that is susceptible to cold or hot weather, please relay to your child's teacher (appropriate doctor documentation must be provided).

BIRTHDAYS AND OTHER HOLIDAYS

The staff may from time to time plan the celebration of a special holiday. If there are special holidays deriving from your cultural heritage that you would like to share with the children, please notify the Director or Asst. Director. We reserve the right to discuss the historical roots of common holidays, although we will not promote the belief in any particular religion. Parents are welcome to bring birthday treats for their child's classroom. Please let the Director or classroom teacher know by the week prior. If more than one birthday is during a week, we may ask the parents to bring healthier snacks on a coordinating day to eliminate excessive sweets and promote healthy eating habits for your children.

SHARING TIME

Some classrooms may have a time for "sharing" during their scheduled program. Sharing time is the **only time** children should bring an outside toy or something from home that they wish to show to the other children. If a parent feels their child has an item that they would like to share with the class outside of sharing time, please request permission from your child's teacher. Items brought for sharing time should not be violent in nature i.e. weapons or violent toys. Please use this as a time to help your child learn to distinguish between toys and other special treasures.

Tiger Tots will not be responsible for items that are shared.

PERSONNEL QUALIFICATIONS

Tiger Tot's employees are well qualified and also meet the requirements of the State. Our first priority when hiring employees is that they will give needed love and support to the children. Children will respond best when their emotional needs have been met. We feel that when we employ quality teachers, the children will enjoy coming to Tiger Tots and will also look forward to returning to every morning. Each employee is CPR and First Aid certified so that they can perform any necessary action if the need arises. Before hiring, each potential employee is screened for Child Abuse and Neglect as well as a criminal background check by the Missouri Department of Health Family Care Safety Registry.

SUBSTITUTES

There will be times that a regular teacher will be absent due to training, planned vacation time or illness. Qualified substitutes will fill in during those times. We will not put the children with someone with whom they are not familiar. Substitutes come to Tiger Tots to play and interact with the children before he/she is eligible to substitute. We feel it is important to the children to stay in a regular routine. Therefore, the substitute will be able to come in and perform the daily activities in a manner similar to the employee for whom they are covering.

BEHAVIOR MANAGEMENT

At Tiger Tots we believe that if you have interesting age-appropriate activities available, discipline problems are minimal. The teachers consistently reward appropriate behavior in many different ways. We try to encourage independence by making each child responsible for their own property and their own behavior. An all-encompassing rule we try to establish is to treat others the way you wish to be treated.

At Tiger Tots we try to encourage appropriate behavior through positive reinforcement. When inappropriate behavior occurs, the child is redirected to use appropriate behavior. If the inappropriate behavior continues the teacher moves the child to a "safe place" of the teacher's

choice, generally a chair or mat away from the other children. After an age-appropriate amount of time (usually one minute per year i.e. 2 min. for a two yr old) the teacher then reviews what happened and what choices would be better next time with the child. The teacher should also help the child to re-enter the class.

If the child is not able to be safe in the “safe place,” they are accompanied to another teacher’s room where they are given another “safe place” to sit. After an age-appropriate amount of time the child returns to the safe spot in their room, processes with their teacher and returns to their class. In all cases the child is spoken with and has it clearly explained why a given behavior is not acceptable and helped to problem-solve finding an appropriate behavior. If the child is not able to be safe in the second room or their behavior is potentially dangerous or could result in injury to another child, they are removed to the Director’s office and their parents may be notified and required to pick up.

Depending on the seriousness of the unsafe behavior(s) parents may be required to attend a parent-teacher conference to discuss behavior concerns and develop a behavior plan. Tiger Tots reserves the right to terminate the childcare contract for repeated unsafe behaviors demonstrated by a student. Warnings will be given whenever possible before this action is taken.

BITING POLICY

First Offense:

1. Assist in first aid of victim
2. Automatic safe spot
3. Encourage child to apologize
4. Make parents aware

Second Offense:

1. Assist in first aid of victim
2. Automatic safe spot
3. Encourage child to apologize
4. Remove from classroom to Director’s office
5. May call to talk to parents if the child is biting on a regular basis

Third Offense:

1. Assist in first aid of victim
2. Automatic safe spot
3. Encourage child to apologize
4. Remove from classroom to Director’s office
5. Parents called to take child home for the day

***The child may be sent home before the Third Offense if the bite is severe.

DAILY SCHEDULES

The following daily schedules are meant to serve as a guideline and are not set in stone. Classroom teachers may make alterations to the daily schedule as necessary to meet the changing needs of the class, weather concerns or other situations that may arise.

BIRTH THROUGH TWO YEARS

6:30 AM OPEN/ARRIVAL (FREE PLAY UNTIL BREAKFAST)
7:30 CLEAN UP/ DIAPERS/WASH FOR BREAKFAST
8:00-8:30 BREAKFAST SERVED
8:30-8:45 WASH UP/CLEAN UP
8:45 CIRCLE TIME (SING SONGS, READ STORIES, FINGER PLAYS)
9:15 BEGIN CURRICULUM AS SET FORTH BY TEACHERS
10:00 DIAPERS/POTTY/SWITCH TO CENTERS (MORNING NAP FOR INFANTS)
10:15-10:45 OUTSIDE PLAYTIME
10:45-11:00 WASH FOR LUNCH
11:00-11:30 LUNCH
11:30 CLEAN UP
11:45-12:30 DIAPERS/ SETUP FOR TODDLER NAPTIME
12:30-2:30 NAPTIME
2:30-2:50 WAKE UP/ DIAPERS/GET READY FOR SNACK
2:50-3:20 SNACKTIME
3:20-3:30 CLEAN UP / (AFTERNOON NAPTIME FOR INFANTS)
3:30-5:30 OUTSIDE/FREE PLAY(DEPENDING ON WEATHER)/DIAPERS
5:30 CLEAN UP PLAYGROUND/COME INSIDE/BOOKS & SONGS UNTIL CLOSE
6:00 CLOSE CENTER

TWOS AND THREES

6:30 AM OPEN/ARRIVAL (FREE PLAY UNTIL BREAKFAST)
7:30 CLEAN UP/ POTTY OR DIAPERS/WASH FOR BREAKFAST
8:00-8:30 BREAKFAST SERVED
8:30-8:45 WASH UP/CLEAN UP
8:45 CIRCLE TIME (SING SONGS, READ STORIES, FINGER PLAYS)
9:15 BEGIN CURRICULUM AS SET FORTH BY TEACHERS
10:00 DIAPERS/POTTY/SWITCH TO CENTERS
10:15 CLEAN UP
10:20-11:00 OUTSIDE PLAYTIME
11:00-11:15 WASH FOR LUNCH
11:15-11:45 LUNCH
11:45 CLEAN UP
11:45-12:00 OUTSIDE TIME/POTTY AND DIAPERS FOR NAPTIME/COT SET UP
12:00-2:30 NAPTIME
2:30-2:50 WAKE UP/POTTY AND DIAPERS/GET READY FOR SNACK
2:50-3:20 SNACKTIME
3:20-3:30 CLEAN UP
3:30-5:30 OUTSIDE/FREE PLAY(DEPENDING ON WEATHER)/DIAPER AND POTTY
5:30 CLEAN UP PLAYGROUND/COME INSIDE/BOOKS OR SONGS UNTIL CLOSE
6:00 CLOSE CENTER

FOURS AND FIVES

6:30 AM OPEN/ARRIVAL (FREE PLAY UNTIL BREAKFAST)
7:30 CLEAN UP/ POTTY/ WASH FOR BREAKFAST
8:00-8:30 BREAKFAST SERVED
8:30-8:45 WASH UP/CLEAN UP
8:45 CIRCLE TIME (SING SONGS, READ STORIES, FINGER PLAYS)
9:15 BEGIN CURRICULUM AS SET FORTH BY TEACHERS
10:15 CLEAN UP/POTTY
10:30-11:20 OUTSIDE PLAYTIME
11:30-11:45 WASH FOR LUNCH/POTTY
11:45-12:15 LUNCH
12:15 CLEAN UP
12:15-12:30 OUTSIDE TIME/ POTTY FOR NAPTIME/ COT SET UP
12:30-2:30 NAPTIME
2:30-2:50 WAKE UP/ POTTY/ GET READY FOR SNACK
2:50-3:20 SNACKTIME
3:20-3:30 CLEAN UP
3:30-5:30 OUTSIDE/ FREE PLAY (DEPENDING ON THE WEATHER)
5:30 CLEAN UP PLAYGROUND/COME INSIDE/BOOKS OR SONGS UNTIL CLOSE
6:00 CLOSE CENTER

SCHOOL AGE

Morning/Before School:

6:30 AM OPEN/ARRIVAL (FREE PLAY UNTIL BREAKFAST)
7:10 CLEAN UP/ WASH FOR BREAKFAST
7:15-7:45 BREAKFAST SERVED
7:45-8:00 CLEAN UP/BATHROOM TIME/ PREPARE FOR TRANSPORT TO SCHOOL

Full Day: (When Elementary School is not in Session)

8:45 CIRCLE TIME (GROUP DISCUSSION, READ STORY BASED ON THEME)
9:15 BEGIN CURRICULUM AS SET FORTH BY TEACHERS
10:30-11:00 OUTSIDE PLAYTIME
11:00-11:15 WASH FOR LUNCH/ BATHROOM TIME
11:15-11:45 LUNCH
11:45-12:30 OUTSIDE PLAYTIME
12:30-3:00 ART/QUIET ACTIVITIES/FIELD TRIP
3:00-3:15 CLEAN UP/ BATHROOM TIME/ GET READY FOR SNACK
3:15-3:30 SNACKTIME
3:30-4:00 OUTSIDE PLAYTIME
4:00-5:00 GROUP GAMES AND ACTIVITIES
5:00-5:30 BOOK/PUZZLES/COMPUTER TIME
6:00 CLOSE CENTER

Afternoon/After School:

4:00-4:15 SNACKTIME
4:15-4:45 HOMEWORK HELP/ORGANIZED ACTIVITIES
4:45-5:30 OUTSIDE/ FREE PLAY (DEPENDING ON THE WEATHER)
5:30 CLEAN UP PLAYGROUND/COME INSIDE/BOOKS OR GAMES UNTIL CLOSE

PROGRAM AREAS

The curriculum at Tiger Tots focuses on the following interest areas to support children's development:

- | | |
|------------------|----------------------|
| * Blocks | * Library |
| * Dramatic Play | * Music and Movement |
| * Table Toys | * Cooking |
| * Art | * Computers |
| * Sand and Water | * Outdoors |

The **curriculum** fosters creativity in both children and teachers. Being creative means thinking of new ideas, obtaining information by asking questions, learning through trial and error, and benefiting from mistakes. Children's creativity is supported by an environment that encourages them to try out ideas and to risk making mistakes. Teachers' creativity is supported by a curriculum framework that encourages them to be innovative and responsive to children. By focusing on both teacher and child, the curriculum provides a blueprint for developing an educational setting in which young children can thrive.

- **Circle Time:** This is the time a child is allowed to share and interact with the teacher and the other children in a group setting. Activities can include calendar, theme introduction, interactive games, shown-n-share, sharing a big book, etc.
- **Story Time:** This is the time a child can enjoy books, flannel stories, puppet stories, books on tapes, etc.
- **Music:** This is the time a child can express themselves through rhythm and song. Activities can include songs, finger plays, musical instruments, rhythm sticks, etc.
- **Movement:** This is the time a child develops strength in the large muscles of the body, builds self-confidence and learns good sportsmanship. Activities can include parachute play, movement tapes, ball games, beanbags, relays, games including running and jumping, etc.
- **Creative Arts:** This is the time a child is allowed to create with a variety of mediums. Activities can include painting, cutting, gluing, coloring, play dough and shaving cream play, etc.
- **Science and Math:** This is the area where children can go to find and examine new materials and explore familiar materials in new ways. Activities can include sensory experiences (water, beans, rice, sand, etc.), learning box, collections of materials (rocks, feathers, leaves, etc.), examining materials with magnifying glasses, colored paddles or mirrors, experimenting with magnets, gears, wheels, etc., weighing or measuring objects, sketching objects such as leaves, fish, shells, etc.
- **Dramatic Play:** This is the area where children exercise their imaginations, role-play and interact with other children. Some ideas for dramatic play include bakery, doctor's office, fire station, camping, etc.
- **Blocks:** This area is arranged for children to build and construct their environment. Props can be added to this area to add interest, such as hats, a road for cars to drive on made out of masking tape, pictures of buildings, etc.
- **Manipulatives:** This area allows the child to practice fine motor and manipulative skills as well as eye-hand coordination. Activities can include stringing beads, pegboards, lacing cards, Legos and other connectors, etc.
- **Other:** This area can include other learning centers, such as matching games, math activities, writing centers, fish pond, cooking activities, etc.

- **Computers:** This area allows the child to experiment with technology, learn keyboarding and mouse skills, explore educational software, and play computer games.

VISITS, OBSERVATION AND PARENT-STAFF COMMUNICATIONS

Parents are welcome to observe at anytime. However, we encourage you to wait a few weeks before your first visit to allow your child to adjust and come to think of Tiger Tots as a special place for him/herself. Then your child will be more able to share it with you without feeling unsettled and expecting you to stay in the future. You are always welcome to call and check in on your child at any time.

Please try not to interrupt the staff while they are involved with the children. If you have something important you need to discuss with one of them, let them know and then wait until they are free. Our first priority is the children, but we also want to stay in close touch with our parents.

Your child's classroom teacher will communicate with you about your child quite frequently. It is our practice to distribute a daily activity sheet noting how your child ate, slept, etc, and mentioning activities your child enjoyed. Anytime you have special concerns or interests, we will be glad to set up an appointment for a conference. We may also request a conference occasionally. Please inform us of any change at home that may affect your child in any way. Some examples might be absence of a parent for more than a day or two, illness or death in the family, special visitors, or finding out a new sibling is on the way. All information will be regarded as confidential.

STAFF RESPONSIBILITIES

- Treat children and parents with respect
- Provide a safe, warm environment
- Provide a variety of interesting activities
- Keep parents informed
- Keep accurate records
- Be a good role model for the children
- Discourage any play with toy weapons as well as discourage children from making replicas of weapons

PARENT RESPONSIBILITIES

- Maintain open communication with the teaching staff and volunteer any information that might contribute to your child's growth and development.
- Stay involved in your child's activities and functions.
- Notify Tiger Tots if your child is sick or will not be here for any other reason.
- Pick up your child on time. It is important to the child to be picked up on time so that they feel secure and safe.
- Sign in and sign out when you arrive and depart from Tiger Tots. This is required and ensures your child's safety in the event of an emergency.
- Make payments on time.

- Call if someone else is picking up your child and be sure that this person is named on the enrollment form and that we have met this person. They should also know that we will ask for identification to verify who they are.
- **Do not allow your child to bring food, candy, gum, money, or toys with them to Tiger Tots.** If you would like to send a treat for a special occasion, please notify the Director. It is much easier for children to learn to share community property than their own special belongings. We cannot take responsibility for items brought to school that will be explored by other children.
- Address any staff problems with the Owner or Director. We will then discuss the problem with the staff member.
- Check your child's cubby daily. Make sure your child has clean, dry clothes appropriate for the season. Soiled clothing will be placed in a plastic bag inside your child's cubby. Check your child's cubby daily for artwork, papers, and receipts. It is important to your child that these papers go home.
- Parents will provide diapers, wipes, and diaper rash ointment. The parents should begin the process of potty training. We will help you with this process when you feel the child is ready. We will stop this process if we feel that a parent is leaving this responsibility up to Tiger Tots and not participating in the process.