

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 copy of Tiger Tots' current license along with a booklet containing the state licensing rules is available in the entryway of the Main Office Building. Tiger Tots is inspected frequently throughout the year, both announced and unannounced, by the Missouri Department of Health Sanitation, Missouri Division of Fire Safety, and the Missouri Department and Health and Senior Services section for Child Care Regulation.

In the following pages, these policies will be covered:

Purpose, Philosophy and Program Goals, Days and Hours of Operation.....	Page 2
Tuition Rates, Payment.....	Page 3
Holidays, FSD Child Care Subsidy, Termination, Vacation.....	Page 4
Family Orientation, Health Policy.....	Page 5
Special Needs/Disabilities, Immunizations Medication, Accidents, Emergencies.....	Page 6
Emergencies, Meals & Snacks Clothing,	Page 7
Safe Environment, Pick Up & Release, Severe Weather.....	Page 8
Outdoor/Physical Activity, Holiday & Birthday Celebrations Sharing Items from Home....	Page 9
Personnel, Substitutes, Behavior Management	Pages 10-11
Biting Policy and Procedures.....	Page 11
Daily Schedules.....	Page 12-13
Program Areas and Curriculum Guide.....	Page 13-14
Visits, Communication, Staff & Parent Responsabilités.....	Pages 14-15
Child and Adult Care Food Program Brochure.....	Addendum

STATEMENT OF PURPOSE

Tiger Tots exists to provide excellence in early childhood education by fostering a hunger for knowledge in each of the young minds we touch. To accomplish this purpose we will work as a team with the parents/guardians to provide a well-rounded, developmentally appropriate and individual learning experience for each child.

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. Teachers and staff follow five core values while interacting with children:

Tiger Tots' Core Values

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

Teachers will use Missouri's 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. We will use play time as a 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. Tiger Tots will seek 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. At Tiger Tots we consider the early education of each child one of our top priorities! Students should be dropped off each day by 9:30am so they can participate in the structured learning portion of Tiger Tot's program. The cutoff time for drop off is 10:30am. The only exception is for medical appointments. Parents wishing to drop off later than 10:30am should notify the office their student will be late and bring a doctor's note indicating a medical appointment that has affected their drop off time. Upon arrival and departure, electronic sign-in and sign-out is utilized to document student attendance. 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.

TUITION RATES – 2020/2021 School Year

The tuition rate for Infant/Toddler care is \$250 per week with Autopay, and \$255 per week without Autopay. Preschool tuition is \$170 per week with Autopay, and \$175 per week without Autopay. Full Time Kindergarten is \$155 per week with Autopay, and \$160 per week without Autopay. These rates include full payment for holidays and absent days. Before and after school care is provided at a tuition rate of \$75 per week. School age transportation can be provided to select schools for a transportation fee of \$15 per week. For additional school age rate information please see our current Before & After School Fee Schedule in our enrollment packet or online.

If your student is not present on his/her regularly scheduled day due to illness or for other reasons, tuition is still charged in order for their position to remain reserved. 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 applied to the last week of tuition if a two-week written notice is given prior to withdrawal. Less than two weeks notice will result in forfeiture of the deposit.

PAYMENTS

Tuition payments are due at least **one week in advance** per our Childcare Agreement form. Autopay through a bank account is the preferred method of payment. An Autopay discount of \$5 per week per student is offered to encourage this method. Cash, check, money order and Venmo (@TigerTots-Academy) are other forms of payment accepted. Autopay payments are scheduled for Friday of each week. Should you wish to pay for more than one week at a time (bi-weekly, monthly, etc.) arrangements can be made with the Director/Owner to accommodate alternative pay schedules.

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 per student will be assessed for each late payment. **Tiger Tots reserves the right to terminate the Admission Contract for accounts that fall more than two weeks behind in payment.** Delinquent accounts for non-current students will be sent to a collection attorney as outlined in the Admission Contract.

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

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 require full payment. If a holiday falls on the weekend, Tiger Tots reserves the right to observe the day before or after that holiday weekend.

FSD CHILD CARE SUBSIDY PROGRAM

Tiger Tots has a contract with the Missouri Department of Social Services to receive Child Care Subsidy payments. Parent co-payments for full time students receiving child care subsidy typically range between \$75 and \$110 per week. **Only five absent days per month are paid under this program. Families will be billed, and responsible to pay, Tiger Tots' full daily tuition rate beginning the sixth day in any month a student is absent. Absences for a full time student include days in which the student is in attendance less than 5 hours as this is what FSD considers a full day. Absences for school age students include days in which the student is in attendance less than ½ hour as this is what FSD considers a minimum level of attendance.**

CONTRACT TERMINATION

Parents who choose to terminate their Admission Contract 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 applied to the last week's tuition or returned to you. Tiger Tots reserves the right to terminate the Admission Contract due to non-payment as outlined above. Tiger Tots also reserves the right to terminate the Admission Contract due to other reasons such as repeated unsafe behaviors demonstrated by a parent or 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 Child Development Center. 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. A two week advance notice requesting the use of your vacation week must be received 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 and follow 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.

SPECIAL NEEDS/DISABILITIES

Students who have a diagnosed special need or disability are encouraged to complete a full trial day prior to enrollment. During the trial day, staff will determine if Tiger Tots can provide an environment in which the student can successfully meet learning goals. For currently enrolled students who have been identified as potentially having a special need, Tiger Tots will hold a parent meeting to compare student's habits and behaviors at home relating to the identified need. During the parent meeting, there will be a determination if a referral to an outside agency for additional resources or testing would be beneficial for the student.

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 next to our current state license in the entryway of the Main Office Building.

MEDICATION AUTHORIZATION

When your child needs to receive medication administered by Tiger Tots' staff during childcare hours, please provide the medicine in its original container with the prescription label or original over-the-counter packaging. For prescription medications a time the medication should be administered as well as a beginning and ending date must be listed on the label. A Medication Authorization form must be filled out and signed by the parent/guardian prior to the administration of any medication.

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 report is filled out and signed by the teacher and Director or Assistant Director in charge. When you pick up your child, you will be asked to read and sign the report. The original is kept in the child's file at the center. A copy of the report can be made upon request.

EMERGENCIES

Tiger Tots has an Emergency Plan on file in accordance with the Missouri Department of Health and Senior Services Bureau of Childcare Regulation. In the case of an emergency every effort is made to reach a parent. The enrollment form requests the names of two individuals we might contact if we cannot reach you. These individuals are automatically 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. In the event of a lock-down parents may pick up at their own discretion. Tiger Tots will not restrict parent's access to their children during a lock-down.

MEALS & SNACKS

Tiger Tots provides breakfast, lunch, and an afternoon snack for all children. Please - **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 car 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 needed.

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). Students will be kept indoors if the weather including wind chill is 13 degrees or above, or if the weather including heat index is at or above 100 degrees. In extreme cold and hot weather, the children will only be outside for 10-15 minutes at a time and teachers will make sure they are dressed accordingly. In the event of inclement weather each class will substitute a variety of 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. Water will be supplied for children to drink during outdoor play 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. Tiger Tots does not withhold outdoor time 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 documentation from a doctor must be provided to alter Tiger Tots' regular outdoor schedule for your child.

HOLIDAY & BIRTHDAY CELEBRATIONS

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 ITEMS FROM HOME

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 brought from home for sharing time.**

PERSONNEL QUALIFICATIONS

Tiger Tots' employees are well qualified and meet all the requirements of the State of Missouri. 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 quality teachers are employed, your child will enjoy their time at Tiger Tots and look forward to returning to every morning. Each employee is screened through a national FBI criminal background check and for Child Abuse and Neglect through the Missouri Department of Health Family Care Safety Registry. Each employee is also provided with CPR and First Aid certification training.

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. Independence is encouraged by making each child responsible for their own property and their own choices. Tiger Tots' two school rules are posted in each classroom: 1) Listen to Teachers, 2) Be Nice to Friends. An all-encompassing rule Tiger Tots' tries 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 positively redirected by a teacher. Choices are offered to the child whenever possible so they have the opportunity to make a positive choice for themselves. If the inappropriate behavior continues, the teacher moves the child to a designated "safe place" or "think spot," generally a chair or mat away from the other children. After an age-appropriate amount of time (not more than one minute per year of age, i.e. two minutes for a two year old) the teacher then reviews with the child what happened and what choices would be better next time. The teacher will then help the child to re-enter the class.

If the child is not able to be safe in the "safe or think spot," they are accompanied to another classroom where they are given another "safe or think spot" to sit. After an age-appropriate amount of time the child returns to their classroom to process with their teacher.

If the child is not able to be safe in the second classroom or their behavior is potentially dangerous and could result in injury to themselves or another child, they are removed to the Director's office and their parents may be notified. Depending on the seriousness of the behavior the parent may be called to talk with the Director or teacher about the concern. If your child has repeated unsafe behaviors occurring in the same day, the Director may ask you to come and pick up your child early. In all cases the child is spoken to with a loving tone, given clear explanation

why a given behavior is not acceptable and helped to problem-solve to choose an appropriate behavior.

Tiger Tots reserves the right to terminate the contract for childcare due to repeated unsafe behaviors demonstrated by a student. Warnings and opportunities for referrals to outside agencies for assistance with behavioral health 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 with written incident report

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. Written incident report. Call to talk to parents warning of second offense

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. Written incident report, 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 learning opportunities that may arise.

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 (GAMES AND FREE PLAY UNTIL BREAKFAST)
7:10 CLEAN UP/ WASH FOR BREAKFAST
7:15-7:40 BREAKFAST SERVED
7:40-7:45 CLEAN UP/BATHROOM TIME/ PREPARE FOR TRANSPORT TO SCHOOL

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

8:45 CIRCLE TIME (SING SONGS, READ STORIES, FINGER PLAYS)
9:15 BEGIN CURRICULUM AS SET FORTH BY TEACHERS
10:15 CLEAN UP/
10:30-11:00 OUTSIDE PLAYTIME
11:00-11:15 WASH FOR LUNCH/ BATHROOM TIME
11:15-11:45 LUNCH
11:45 CLEAN UP
11:45-12:30 OUTSIDE TIME/ BATHROOM TIME/ COT SET UP
12:30-2:30 NAPTIME
2:30-2:50 WAKE UP/ BATHROOM TIME/ GET READY FOR SNACK
2:50-3:20 SNACKTIME
3:20-3:30 CLEAN UP

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
6:00 CLOSE CENTER

PROGRAM AREAS & CURRICULUM

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

- * Blocks
- * Dramatic Play
- * Manipulatives
- * Art
- * Sensory Play
- * Library
- * Music and Movement
- * Transportation
- * Computers
- * Outdoor Activities

Teachers use Missouri's 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 connect these learning experiences to real world situations using hands-on activities. Teachers utilize open-ended questions (when appropriate) to help develop critical thinking in these young minds. Play time is used as a vehicle to teach the concepts of social/emotional development, science and math exploration, language, problem solving, and fine and gross motor skills. 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, learn and interact with the teacher and the other children in a group setting. Activities can include learning to recognize shapes, colors, numbers, calendar time, theme introduction, interactive songs and games, show-n-share, etc.
- **Language & Literacy:** This is the time a child can enjoy a special theme-related story, flannel stories, puppet stories, books on CD, etc. This also allows opportunity to explore the meaning of a new vocabulary word or exposure to an entirely different language such as Spanish, American Sign Language, 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 songs, ball games, beanbags, relays, games including running, 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, modeling dough, 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 restaurant, 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.
- **Afternoon Discovery:** This area includes an intentional hands-on learning center, such as matching games, math activities, writing centers, fish pond, cooking activities, etc.
- **Computers/Tablets:** This area allows the child to experiment with technology, learn keyboarding and mouse skills, explore educational software, and play learning games.

VISITS, OBSERVATION AND PARENT-STAFF COMMUNICATIONS

Parents are welcome to observe at anytime. A good way to observe your child is through Tiger Tots' closed circuit camera system. This can be arranged with the Director/Owner. If you would like to spend time in your child's classroom we ask 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. At that point your child will be more able to share their classroom experience with you without feeling unsettled and expecting you to stay in the future. You are always welcome to call and check on your child at any time. If we have concerns about your child that need to be addressed outside the classroom we may request a parent conference.

Your child's classroom teacher will communicate with you about your child frequently. It is our practice to distribute a Daily Activity Report noting how your child ate, slept, etc, and mentioning activities your child enjoyed.

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, moving to a new home, 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. Any time you have a special concern, please address your child's teacher. 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 they will call another staff member to take their place. Concerns should not be discussed in front of your child. If you feel your concern has not been addressed after speaking with your child's teacher, please contact the Director/Owner. They will then address the concern with your child's teacher or set up an appointment for a conference as needed.

STAFF RESPONSIBILITIES

- Treat children and parents with respect
- Provide a safe, warm environment
- Provide a variety of age-appropriate learning activities
- Discourage any play with toy weapons as well as discourage children from making replicas of weapons
- Keep accurate records
- Be a good role model for the children
- Maintain positive written and verbal communication with parents

PARENT RESPONSIBILITIES

- Maintain open and respectful communication with the teachers and 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 in attendance for any reason.
- Pick up your child on time.
- Sign in and sign out when you arrive and depart from Tiger Tots. This is required by the state and ensures your child's safety in the event of an emergency.
- Make payments on time.
- Notify Tiger Tots if someone else is picking up your child. Be sure that this person is named on the enrollment forms and is prepared to present photo identification.
- **Please do not allow your child to bring food, candy, gum, money, or toys to Tiger Tots.** Tiger Tots cannot take responsibility for items brought to school that will be explored by other children.
- Address any concerns with your child's teacher. If you feel your concerns have not been resolved please discuss with the Owner/Director.
- Provide diapers, wipes, and diaper rash ointment (as needed). Parents should begin the process of potty training. Tiger Tots will help you with this process when you feel your 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.
- Check your child's cubby daily for artwork, papers, reports and receipts. Make sure your child has an extra set of clean, dry clothes appropriate for the season. Soiled clothing will be labeled and placed in a plastic bag inside your child's cubby.