



Family Handbook

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Welcome to Rockin' Tiger Club!

Working together, where school-age children are our priority. The Rockin' Tiger Club team provides a safe, enjoyable, and appealing environment for students which includes interacting, problem-solving, and making choices to facilitate the development of life skills.

Examples of some of the activities your child might participate in while at Rockin' Tiger Club:

IMAGINATION AREAS-Designed to create a world for their imagination. The child who loves to role play, maneuver puppets, and practice future careers while experiencing an adventure of their own.

CREATION AREAS-Designed for children to have an opportunity to explore, examine, and create art. Children are encouraged to express their creativity using the various arts and craft materials readily available.

EXPLORATION AREA-Designed for children to explore their world and beyond through nature, geography, science, and math.

RECREATION TIME-Designed to focus on gross motor skills, sportsmanship, and social development with peers on an individual and group basis.

CONSTRUCTION AREAS-Designed for opportunities to develop fine motor skills with a variety of building materials from blocks to building straws with connectors. Children who love to work with their hands can construct entire cities, build a world, or explore space.

STUDY AREA-Designed to promote curriculum and academic skills; reading, math, spelling, and classroom homework.

Children also have the opportunity to take part in planned activities; crafts, science... Be part of the Youth Advisory Board that plans our monthly challenges, community service, and the activities offered in centers. 4th-older can join Jr. Staff.

You can be confident that the needs and interests of your child are our top priority at Rockin' Tiger Club.

Eisha Dale, Program Coordinator

Dr. Katie Andreasen, Administrator

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ROCKIN' TIGER CLUB MISSION STATEMENT

Our mission is to provide quality care to children who might otherwise be home alone. Provide a safe, caring, and relaxed environment where children's physical, social, and emotional needs are met.

ROCKIN' TIGER CLUB GOALS & OBJECTIVES

To ensure a safe environment

- Require photo ID and verify the authorization of adults picking up your child.
- Any adult picking up your child must be listed on your enrollment form and KinderConnect.
- Daily schedules are required for each child and updated as needed.
- All children will be signed in and out daily by an authorized sponsor through KinderConnect or KinderSmart app.
- Practice monthly safety drills; tornado, fire, intruder, and earthquake.
- All staff is required to be fingerprinted, pass a criminal/child abuse background check, and be registered with the DESE Office of Childhood.
- Staff is required to be CPR and First Aid Certified.
- RTC follows ESSD Policies, DESE Office of Childhood policies and procedures, Clay County Health Department & CDC guidelines.

To promote the development of life skills and support student achievement

- Plan activities and provide materials that promote creativity, literacy, problem-solving and social skills.
- Planned health and safety programs.
- Planned, but limited iPad time.
- Homework time.

To provide quality child care

- Maintain best practices set forth by DESE Office of Childhood.
- Develop, conduct and analyze surveys for parents, children, and staff
- Provide opportunities for staff development.
- Provide healthy snacks.
- Maintain a safe staff/child ratio of 1:16.

HOURS OF OPERATION

AM Session: 6:00 am. until school begins / **PM Session:** School dismissal until 6:00 pm

Early Dismissal: AM session- 6:00 am until school begins / when school is dismissed until 6:00 pm

All-Day Care: 6:00 am to 6:00 pm There is an additional fee for All-Day Care.

Business Office/Program Location: 1901 Wornall Rd, Excelsior Springs MO 64024

Business Number: 816.630.9262

Fax: 816.630.9265

Program Coordinator's Email: edale@ga.essd40.com

Facebook: [essdrockintiger](https://www.facebook.com/essdrockintiger)

Website: <http://www.essd40.com>

ENROLLMENT

Rockin' Tiger Club is a fee-based program that provides care for Excelsior Springs School District students, kindergarten through 5th grade. Service is available to students in the summer who will be entering kindergarten the next school year.

Rockin' Tiger Club is **not** a mandated program and participation is considered voluntary.

Before a child may attend, an enrollment form must be completed and returned. The enrollment form is located on the ESSD website at www.essd40.com. A copy can also be emailed or picked up in person.

Families are also required to register on DESE required attendance website, KinderConnect. Instruction will be provided.

FEES & ENROLLMENT OPTIONS

New family enrollment fee for the school year is \$50.00. For the summer it is \$25.00.

Fees are charged weekly. A 10% discount is given when fees are paid quarterly, by semester, or yearly. All fees are non-refundable, non-transferable, and subject to change.

School Year & Summer School

- Full-Time/ 6-10 session/ \$65.00 per week. \$55.00 per week for each additional child in the same household.
- Part-Time/1-5 session/\$50.00 per week. \$45.00 per week for each additional child in the same household.
- There is an additional charge to use RTC all day when school is closed.

Summer / All-Day Care

- Full-time weekly fee is \$100.00 for 1 child and \$75.00 per week for each additional child in the same household.
- Part-time weekly fee (includes 1-3 pre-scheduled days) is \$70.00 for 1 child and \$60.00 for each additional child in the same household.

SCHEDULE/PERSONAL INFORMATION CHANGES

- Please email the director if there are changes to parent/guardian phone numbers (cell, home, work), address, and place of employment. Also update sponsors (persons authorized to pick up your child), and their phone numbers.
- A week's notice is required for schedule changes or enrollment status. Families will be responsible for payment during the notification period.

LIMITATIONS OF SERVICES

Rockin' Tiger Club participants must be capable of full inclusion in program activities and of self-managing toileting needs. RTC will delay and/or deny entry when operations would have to be fundamentally altered to provide services. The same applies to situations in which a participant's presence poses a direct threat to his/her health or the safety of others. Failure to fully disclose all special needs when applying may delay entry and/or result in exclusion from the program. RTC will work cooperatively with families and school faculty to educate our staff to accommodate student needs within the scope and capability of RTC staff.

SIGN IN/OUT PROCEDURE

- DESE Office of Childhood requires attendance to be taken through the KinderConnect. Parents/Guardians will be required to register at <https://ccbis.mo.gov/KinderConnect>. Instructions will be provided. *Registration must be completed using a laptop or desktop computer.*
- After registration is completed, all sponsors can download the KinderSmart (Missouri) app. RTC will provide the QR Code to complete the registration of your smartphone the first time you bring or pick up your child.
- Authorized persons (referred to as “Sponsors”) must be listed on your child’s enrollment form and then will be entered into the KinderConnect program by RTC staff.
- **It is a requirement of the state that all RTC children are signed in/out daily by an authorized person/sponsor.**
- When bringing and picking up your child to speed up the process, you can call 816.630.9262 when you arrive or when you are on your way. This will save time, so staff gets to the door quickly and your child picks up their activity. We will do our best to keep an eye out for you, but situations may arise that need our staff’s attention. In the morning, please do not leave until RTC staff is at the door, and you know they have eyes on your child. When picking up your child, it is helpful if you walk partway to the door so staff can quickly ID you if necessary. You are always welcome to come inside to the waiting area. New families and sponsors will be required to come to the door to register your phone and/or show ID.
- Sponsors must be listed as authorized persons to pick up before children will be released. If a sponsor does not have identification or refuses to show it, your child will **NOT** be released until approval is given by the parent/guardian.
- Any circumstances regarding custody of children should be brought to the Rockin’ Tiger Club Director’s attention. Legal documentation must be provided before staff can prevent the release of a child to a parent.
- Failure to comply with the sign-in/out procedure may result in dismissal or termination from RTC.

PAYMENT POLICY

Child care fees are due weekly unless other arrangements have been made with the director. If a parent/guardian requests to pay bi-weekly or monthly, payments must be made for the current week and the week(s) ahead.

A 10% discount is available if child care fees are paid quarterly, semester, or annually. To qualify for the discount, payment must be received no later than the first week.

Your regular weekly fee is due whether your child attends or not. This includes suspension from school or Rockin’ Tiger Club, and illness. Exceptions are if your child is quarantined, hospitalized, there is a death in the family, and loss of a job. Contact the Director if you have questions.

If an account is past due, you will receive a notice via email. The past due amount should be paid with the following week’s fee. If your account remains past due for the third week, arrangements must be made with the director, or child care services may be suspended until paid. Two late payments may result in termination of care services.

All fees are non-refundable and non-transferable.

Payment may be made by:

- Checks (made out to ESSD), money orders, or cash.
- Payments can be given to the staff or put in the payment box that is provided.
- Payments may be mailed to Rockin’ Tiger Club, 1901 Wornall Rd, Excelsior Springs, MO 64024.

FINANCIAL ASSISTANCE

Subsidized child care is available for families who qualify. Contact the Department of Social Services for information go to <http://dss.mo.gov> child care

Our Provider Number is 000465983

RECEIPTS/TAX INFORMATION

Receipts will be available on Thursdays.

If a signature is required for your reimbursement plan, fax or email the director: vgoetz@ga.essd40.com

The only record we provide for your taxes is your receipts. Our Tax ID number is 44-6001389.

CHECK WRITING

Checks should be made out to Excelsior Springs School District (ESSD). Checks will not be accepted if they are post-dated or altered. Your driver's license number and date of birth are required on your enrollment form.

INSUFFICIENT FUNDS

You will be charged a \$30.00 service fee. Payment must be in the form of a cashier's check, cash, or money order. Failure to make restitution within one week of notification will result in the matter being turned over to the prosecuting attorney, and childcare services being suspended until payment is received. If a second insufficient check is received, payment will only be accepted in cash, cashier's check, or money order.

LATE PICKUP POLICY

Rockin' Tiger Club closes promptly at 6:00 pm. Late fee charges will begin to accrue at 6:05, our time, at \$3.00 per minute. Late fees are due when you pick up your child and paid to the staff on duty, not the program. Payment cannot be included in your weekly fee. We understand that sometimes unavoidable things can happen, please notify us when you are going to be late. Three late pick-ups may result in termination of care.

ABSENCES/SCHEDULES CHANGES

- A schedule is required of the days your child will attend Rockin' Tiger Club.
- If there is a schedule change, parents/guardians are required to notify both Rockin' Tiger Club and the school they attend, before the school ends.
- If we do not receive notification of a change in attendance, we will make every effort to contact you, their teacher, school, before calling the District Safety Coordinator.
- Please keep in mind that changes made in your child's afternoon routine can be confusing to your child, their teacher, and the Rockin' Tiger staff. If instructions are not clear and/or if staff members are in doubt about releasing your child, we will keep them at Rockin' Tiger Club until we receive confirmation from you.

ACCESSIBLE TO LEGAL GUARDIANS

- Your child's records
- Child Abuse and Neglect records on staff
- Criminal background checks on staff
- State license exemption letter

EARLY DISMISSAL

When school is scheduled for early dismissal, Rockin' Tiger Club opens at the time school is dismissed. Lunch is provided at your child's school before they are dismissed.

When school is dismissed early *due to weather*, Rockin' Tiger Club will open at the time of dismissal. We ask that you pick up your child as quickly as possible so everyone can get home safely. If road conditions cause you to be unable to pick up your child on time, please make arrangements for one of your sponsors to pick them up.

ALL-DAY CARE (School is Closed)

Rockin' Tiger Club will remain open all day (6:00 am-6:00 pm) on teacher workdays, in-service days, and parent-teacher conferences. There are also other scheduled days that will be listed in the welcome letter, and in your monthly up-dates. A reminder will be sent through the school messenger the week prior to these dates. Breakfast and lunch are not provided on days we remain open all day but snack is provided. There is an extra cost for all-day services.

SCHOOL CANCELLATION FOR INCLEMENT WEATHER

When school is closed due to inclement weather, RTC will be closed. This is subject to change by ESSD40 Central Office.

Whenever our normal schedule is altered, you will receive notification through the School Messenger. Inclement weather announcements will also be made over the major Kansas City radio stations, television stations, district website, and Facebook.

FIELD TRIPS

Parents/guardians will be notified in advance of any field trips and special guests. Please send your child in the appropriate clothing & shoes for the day. If for any reason you do not want your child to attend the field trip, or take part, you will need to make other childcare arrangements for the day.

Transportation is provided by the Excelsior Springs School District contracted bus company when necessary.

COMMUNICATION

Communication between families and RTC is very important. You can contact the program coordinator by calling 816-630-9262, emailing edale@ga.essd40.com, or can set up an in-person meeting.

Parent/family concerns can be discussed with the Program Coordinator. The Program Coordinator will determine if the RTC Administrator needs to address the situation further.

EMERGENCY EVACUATION

- In case of an emergency evacuation, children and staff will walk or if possible, be transported by school bus to the Middle School.
- Every attempt will be made to notify the parent/guardian through email or school messenger of our location.

If school is canceled due to unforeseen circumstances, i.e., flood, tornado, fire, families will be notified through the school messenger if child care can be provided and our location.

In case of a natural disaster, staff will move children into the gym (storm shelter) at Cornerstone.

- Weather will be monitored by the district administration and the proper precautions will be taken for the safety of your child.
- Parents/guardians will be notified if the need arises for children to be picked up from the school before normal closing time.

SUMMER ENROLLMENT

Information on the Rockin' Tiger Club summer program will be available in the spring. A completed enrollment form and the \$25.00 enrollment fee for new families will be required to ensure your child's spot in our summer program.

SUMMER SCHOOL

Summer school hours are from 8:00 am until 2:30 pm. RTC will be open before and after summer school. If your child attends Middle School, transportation will be provided by Apple Bus Company. Breakfast and lunch are provided to children attending.

SUMMER ALL-DAY CARE

Rockin' Tiger Club is open for all-day care from 6:00 am until 6:00 pm. The summer program begins the next business day after the school year ends. We are closed on Memorial Day and for one week around July 4th for cleaning. You will be notified of the dates in the spring. Breakfast and lunch are not provided on days RTC stays open all day. Snacks are provided daily. Special guests will be invited to the program, field trips if approved, and lots of fun activities are planned throughout the summer.

WHAT TO BRING TO SUMMER ALL-DAY CARE

- sunscreen (with your child's name on it) to be left at the program all summer
- refillable water bottle, with your child's name on it
- On swimming days: swimsuit, pool towels, pool shoes/flip flops (goggles, earplugs, life jacket, or floaties are optional).
- breakfast, if not eaten at home
- lunch & drink
- bag to carry items & project home
- Remember, toys from home are not allowed. This includes toys for the pool, except for what is listed above.

BREAKFAST/LUNCH/SNACK

Breakfast and lunch are not provided by Rockin' Tiger Club when we are open all day. During the school year and summer school children can take advantage of the district's food program. Contact your child's school for more information. When Rockin' Tiger club is open for all-day care, children need to bring breakfast (if needed), lunch, and drink daily. If your child does not have lunch, the staff will attempt to contact you. If you cannot be reached, we will provide a Lunchable, and your account will be charged \$5.00 or you have the option to replace it.

Children are offered a healthy, nutritious snack daily. The snack menu will be sent to you through email. Snacks cannot be sent from home unless there is a medical reason, documented with a physician's note.

Rockin' Tiger Club does not serve items that directly contain nuts. If there is a possibility of "cross-contamination" listed on the label, an alternate ingredient will be used.

Please list all food and other allergies on your child's enrollment form.

HOMEWORK POLICY

Rockin' Tiger Club staff offers children homework assistance, not tutoring, as time and ratios allow. A+ students may also be available to assist children with homework. Please let staff know if you want your child to work on homework while at Rockin' Tiger Club.

A+ SCHOOLS PROGRAM /VOLUNTEERS

A+ student volunteers from Excelsior Springs High School receive training with the Program Coordinator before beginning to work with our children. Student volunteers are always under staff supervision.

PERSONAL ITEMS

Personal items such as toys, balls, games, trading cards, etc. need to remain at home. Rockin' Tiger Club is not responsible for any personal property, including loss or damage. Any approved items should be clearly labeled with your child's name. Items brought without permission will remain in your child's backpack. This includes cell phones. They are to be kept in your child's bag and turned off while at RTC.

TRANSPORTATION

Parents/guardians/sponsors are responsible for the transportation of their child to Rockin' Tiger Club in the mornings and home in the afternoon. Any transportation provided by Rockin' Tiger Club is through the School District's contracted bus company.

Rockin' Tiger Club staff is NOT allowed to transport children in their vehicles.

VACATION POLICY

There will be no charge for 1 week during the summer and 1 week during the school year for vacation. A week is defined as five consecutive days. Normal weekly fees will be due for any days that exceed one week.

GUM/TREATS/PETS

- Because of varying rules in the different schools, no gum, candy, or treats are allowed on a regular basis unless given by program staff.
- If you wish to provide treats for your child's birthday, you may arrange to do so with the Program Coordinator. All treats must be prepackaged and nut-free.
- Because of allergies, family pets are not allowed.

HEALTH CARE PROCEDURES

Rockin' Tiger Club staff are CPR and First Aid certified but are not registered nurses and there are no registered nurses on-site during our hours. We can only administer oral medication. Staff is not trained to perform medical procedures such as injections (except for an Epi-Pen), feeding tubes, catheterizations, calculating insulin dosage, or other procedures that are normally administered by a registered nurse.

Parents/guardians will be asked to state any health concerns, behavior, allergies, and/or medication on the enrollment form. Medical care will be given according to the instructions provided by the parent/guardian or physician within Excelsior Springs School District guidelines.

If your child is ill, please **DO NOT** bring him/her to Rockin' Tiger Club. If your child becomes ill while in the program, you will need to make arrangements for them to be picked up within 45 minutes.

The following outlines symptoms of illness that would require your child to stay at home.

- If your child has a fever of **100.0 or higher** without medication.
- If your child vomits or has diarrhea.
- If your child shows signs of upper respiratory infection.
- If your child complains of severe, persistent pain.
- If there are signs of conjunctivitis ("pink eye") such as matter coming from one or both eyes, itching, and/or crust on eyelids. Children will need to be evaluated by a physician.
- If your child has a questionable skin condition that has not been evaluated by a physician.
- If there are signs of "HEAD LICE" infestation (live louse in hair, nits), the school should be notified and your child treated with Pediculicide medication. If sent home by the school, they will not be able to return to school or RTC until they are cleared by the health room.
- If your child soils themselves with urine or stool the parent/guardian will be notified to come to take care of their child's toilet needs if they cannot take care of their needs themselves.

FIRST AID

- Immediate first aid will be provided for a child who sustains a minor injury (scratch, scrape, insect bite, etc.). The child's parent/guardian will be informed upon arrival.
- In the case of a more serious accident or injury, parents/guardians will be notified immediately.
- If you cannot be reached to make necessary arrangements or your child is in a critical emergency requiring immediate medical care, Rockin' Tiger Club staff will call an ambulance service to transport the child.
- Parents/legal guardians are responsible for all costs in case of emergencies; ambulance service, medical care, and/or treatment provided to their child.

MEDICATION

RTC follows the school district procedures for administering medication. If it is necessary to administer medication while at RTC, parents/guardians are required to bring the medication in its original container and complete a medical authorization form. Medication **cannot** be sent with the child or put in their bags. Medication will only be administered by designated staff within district guidelines. RTC does not have access to the school nurse's office for medication, including inhalers and epi-pens.

Behavior Management Plan

Rockin' Tiger Club staff is trained in PBIS and follows district policies. This concept includes setting limits, giving guidance in solving problems, redirecting behavior, and recognizing misbehavior as an opportunity to teach children acceptable behavior and develop self-control.

Many choices and a variety of activities are offered in Rockin' Tiger Club to eliminate boredom-related discipline problems. Rockin' Tiger Club staff will **NOT** use corporal punishment or threaten or withhold meals/snacks as a discipline.

A situation may happen at home that affects your child's behavior. Please feel free to discuss these matters with staff if you think awareness of home issues may be helpful.

RTC Rules:

1. Listen and follow directions
2. Ask before leaving the room or playground
3. Respect other students and your teachers
4. Keep your hands, feet, and object to yourself

Children who are challenged will:

1st consequence: your child will be redirected. Staff will state the rule broken and what your child did.

2nd consequence: your child will go to the safe seat. Staff will state the rule broken and what your child did.

3rd consequence: your child will return to a safe seat. Staff will state the rule broken and what your child did.

Staff will write a note informing and your child will give to you about their struggles that day.

If rules continue to be a challenge in the same session, they will continue to be sent back to the safe seat.

Children can be suspended in-program/out of the program or removed from the program for the following:

- Harassment (sexual or racial)
- Leaving the designated area without permission
- Verbal or physical acts of violence to self or others (hitting, biting, throwing objects, etc.)
- Use of crude or profane language or gestures
- Destruction of property

Rockin' Tiger Club is not a mandated program and attendance is considered a privilege.

SUSPENSION FROM SCHOOL

- If a student is suspended from school, they may not attend Rockin' Tiger Club and you will still be charged your weekly fee.

RESPECT

The cooperation and support from our parents/guardians are essential. Staff and parents/guardians are expected to demonstrate mutual respect. Parents/guardians who are uncooperative and disrespectful to the staff may be asked to make other childcare arrangements until a meeting can be arranged with the parents/guardians, Program Coordinator, and Director. Children will be removed from our program if parents/guardians are verbally or physically abusive to Rockin' Tiger staff or children within the RTC program.

DAILY SCHEDULE-SCHOOL YEAR

6:00-8:35 Centers/greet families

7:00-8:00 Gym/computers/centers

7:50-8:15 Elkhorn & Lewis breakfast/get on bus

8:15-8:35 Westview breakfast/dismiss

3:35-4:30 Check-in/snack/centers/homework

4:30-5:30 Planned activities/outside/gym/centers

5:30-6:00 Game/reading/clean up

CHILDREN'S AND PARENTS/GUARDIANS RIGHTS AND RESPONSIBILITIES

Children's Rights Include:

To be respected

To have a choice of activities and ample supplies

To have a safe and reliable environment

To have equipment in working order

To express their creativity

To express emotions in an appropriate manner

To have staff who care and respect them

Children's Responsibilities Include:

Take care of supplies, equipment, your belongings

Clean up after themselves

Include other children in activities

Keep their hand, feet, and objects to themselves

Use appropriate language

Treat staff, and other children with respect

Come to Rockin' Tiger Club directly after school

Parent's Rights Include:

To be respected

To voice concerns about the program
and activities offered

To be notified of field trip and guests

To know your children are safe

To have open communication with the staff

Parent's Responsibilities Include:

Sign your child in and out daily

Pick your child up on time

Treat staff and children with respect

Paying child care fees on time

Notify RTC of schedule changes and keep records
records updated

Inform RTC of your child's health concerns

Staff's Rights Include:

To be respected

To give input into the program

To have a safe work environment

To have open communication with other staff,
families, and children

Staff's Responsibilities Include:

Treat students and families with respect

Provide a safe, fun, and learning environment

Keep accurate records

Be a good role model for children and other staff

Keep open communication with families

Follow safety procedures and guidelines

Follow safety guidelines and procedures

ELEMENTARY HANDBOOK

Rockin' Tiger Club follows the guidelines established by the policies of the school board and elementary handbook.

PROGRAM CHANGES

The Excelsior Springs School District reserves the right to cancel, change dates, times, fees, staff or make any other revisions in the program which may become necessary.

