

TigerSide Intergenerational Preschool

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Welcome to TigerSide Intergenerational Preschool! TigerSide IGP is a preschool in which the children, ages 2-12 years, enrolled in the facility will have the unique opportunity to interact with and enrich the lives of the residents of the skilled nursing facility, The Neighborhoods, by TigerPlace. TigerSide IGP is a desirable preschool choice for your family because of its exceptional facilities and its community approach to learning.

The staff at TigerSide Preschool is trained in Project Construct curriculum, one of the four early childhood curricula sanctioned by the Missouri Department of Elementary and Secondary Education. Project Construct is based upon the cognitive development theories of psychologists Jean Piaget and Lev Vygotsky. The philosophy of Project Construct is to create a learning environment rich in opportunities for exploration, thereby fostering curiosity about the world around us. The curriculum is tailored to meet each child's individual learning style and is meant to build on a child's existing knowledge by offering interesting and engaging activities which are mostly child-centered, and teacher facilitated. We utilize many different avenues for curriculum development, including in-service workshops, the internet, and several teaching curricula books and magazines.

The small enrollment size of the center (24 students) ensures a personal experience for your family and creates a learning environment like no other in the city of Columbia and surrounding areas. TigerSide IGP has three full-time employees (CPR/first-aid certified) and several well-qualified substitute teachers. As a parent, you will get to know and trust the staff, thereby helping you feel secure in the quality of your choice for childcare and preschool.

As your child grows and learns, he will surprise you with his big ideas! It is our goal to prepare your child to be a lifelong learner by teaching him social/emotional self-regulation, self-reliance, critical thinking, and problem-solving skills. Thank you for allowing TigerSide to be an integral part of the education of your child!

Policies:

Drop off and Pick up: TigerSide IGP is open for the care of your child at 6:40 am, and your child should be picked up no later than 5:30 pm. The code to get in the playground gate is **1234***, and the back door is simply **1234**. This code is for adults only! It is very important that you do not share this information with your child(ren). This prevents them from opening the playground gate, which could be very dangerous for our children on the playground. If anyone other than a parent or guardian will be picking your child up from the center, his teacher needs to be notified prior to pick-up, and TigerSide IGP requires a picture ID in order to release the child. This is for the safety of your child! Please make sure that you sign your child IN and OUT every day. State licensing also requires us to keep a detailed record of attendance.

Please call or text us by 8:00 am at the latest if your child will not be coming to preschool or arriving later than normal! We must make sure that we staff enough people for the expected number of children for the day. If you would like your child to eat breakfast, please have him/her at the preschool no later than 8:15 am. We will serve breakfast promptly at 8:00 am, and over promptly at 8:30am. To avoid your child(ren)missing out on their rich classroom learning time, please have them here before their morning meeting (8:45am). When your child consistently misses out on morning meeting, he misses out on a major portion of our teaching time. Please take that into consideration when arriving late in the morning.

Late pick up: We are licensed from 6:40am-5:30pm. The preschool closes at 5:30pm sharp. Anything before or after hours could be a liability. After 5:30pm, we may be waiting in the back hall for you. Your child will have been changed or to the restroom prior to 5:30pm. Once the door is locked, it will not be opened till the following business day. If you are going to be late picking your child up from TigerSide, please call or text the director, Stephanie (573-424-8795), as early as you can to let us know in order for us to make necessary arrangements. The first incidence of late pick up will be excused if less than 10 minutes. The subsequent times will be assessed a fee of **$2 per minute** in addition to the employee time and a half for overtime. A willingness to simply pay late pick-up fees in not tolerable either. It is understandable that some circumstances arise which are unavoidable, but please show us and our families courtesy by calling or texting. Consistent late pick-up regardless of notifications, fees paid, etc. can be grounds for discontinued services. If a parent has not arrived to pick up their child and cannot be reached by phone within 15 minutes of closing time, we will call the emergency contact(s) listed in their enrollment forms. The Department of Social Services and/or the Columbia Police Department will be contacted if the child is not picked up within 30 minutes of closing time, and this will discontinue childcare services immediately with TigerSide Intergenerational Preschool.

What to Bring on the First Day: Prior to enrollment, Parents will be given a series of forms that must be filled out before the child may attend class! These forms include an **enrollment form**, a **medical examination report** (signed by a physician), **signed preschool contract**, a **copy of your child's current vaccinations,** and **any information integral to the care and education of**

your child. Please make sure your child's vaccinations are up to date! If a child is missing a vaccination, he/she will not be able to start care until up to date. If you are unsure about what additional vaccinations your child may need, TigerSide can provide a copy of what we have listed in your child's file.

Each child will be assigned a line spot down the hallway to hold his lunchbox and coats and a classroom cubby for take-home items and extra clothing. Parents should bring a weather appropriate change of clothing for their child to keep in his cubby. Children who are potty training may need several changes of bottoms, underwear, socks and one pair of shoes. Please check his cubby for soiled clothing daily. Please remember to provide outerwear that is appropriate for the climate, including hats and gloves, because we will go outside unless the temperature (including wind-chill) is below 20 degrees Fahrenheit or above 90 degrees Fahrenheit (including heat-index). Children may bring a small blanket, small pillow, and/or soft toy for rest time. These rest items will be stored in the child's cubby or on his/her cot. Every Friday, you will be responsible for taking home your child's blanket and pillow for laundering. These items will be in the hallway along with anything else that may need to be sent home (i.e. lunch boxes, artwork, toys). Please return them Monday upon arrival to ensure that your child has something on his cot at rest time.

Fees: TigerSide IGP tuition is two-hundred and twenty dollars ($220.00) per week for childcare ages 2-12yrs. Americare families receive a tuition discount. Rates for Americare employees are one hundred ten dollars ($110.00) per week. Drop-in rates are forty dollars ($40.00) a day. Drop-in care is only available if there is an opening in enrollment. Drop-in children are required to fill out all enrollment paper work, **and** payment **before** care will be provided. Four days per week is considered full-time and standard weekly tuition rates apply. Rates are subject to change no more than once in a year as needed, and parents will be given one month notice in which to agree to the new rates or find alternative care.

Payment Due Date: Payments can be made on a weekly, bi-weekly, or monthly basis. Tuition is due by Tuesday of the week for which payment is being made. Monthly payments must be made by the 5th of the month for which care is needed (i.e. pay *by* the 5th of May *for* the month of May). Drop-ins pay on a daily basis. Payments can be made in the form of cash, check, or money order. Checks and money orders should be made out to **TigerSide LLC**. Parents are responsible for returned check fees issued by the bank. Payment schedules should be consistent with the choice a family agrees to upon enrollment. The term "payment schedule" refers to the increments in which you pay for your child's tuition (i.e. weekly, bi-weekly, and monthly). If you need to change the frequency in which you will be paying your child's tuition, you will need to fill out another payment agreement form. Payments made outside of the payment agreement may be charged a late fee unless otherwise authorized by the director. If you choose to terminate your care, a two-week notice is required so that your child's spot may be given to another family. If you have an existing balance when your child is discharged/graduates, you may be subject to collection if you do not provide full payment to the director.

Late fees for overdue payments: There will be no late fees for overdue payments unless the director deems it necessary, at which time will be at the rate of twenty-five percent (25%) of the weekly tuition rate. However, the first week a payment is late, you are required to make payment arrangements in writing with the director. If, after the second week, arrangements

have not been made to catch up on overdue tuition, you are subject to a loss in your child's enrollment.

Paid Holidays: TigerSide observes the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas Day. In addition to these holidays, there may be scheduled teacher days, extended holiday dates, and Graduation Day. A Calendar of Events will be given in December for the following year to allow families a chance to plan ahead. Each **CLOSED** day listed on the Calendar of Events are paid holidays/teacher work days and you are **required** to pay for these days even though the center is closed. If the center closes abruptly, you **are not** required to pay with the exception of a weather emergency unless otherwise stated by the owner/director.

Child Sick Days: In the event that your child is ill, you are still required to pay for the days your child would have been at TigerSide. Exceptions may be made for prolonged sickness and drop-in children. In the event of a prolonged sickness, the director will make a written agreement with the parent(s)/guardian(s).

If your child exhibits any of the symptoms listed below, you **must keep him/her home until he/she has been symptom free without medication (which could mask symptoms i.e. ibuprofen) for 24 hours with the exception of COVID-19 or COVID-19 exposure in which CDC return to school guidelines have been met.** These are state guidelines set up by the Department of Health and Human Services, the Health Department, and these guidelines are observed by Columbia Public Schools.

Any of these symptoms are cause for your child to be sent home. Every effort will be made to keep your child comfortable while you arrange pick up for your child. Pick up within one hour of calling is appreciated! Please keep in mind the safety of the residents of the Neighborhoods by Tiger Place and their potential tender immune systems.

Fever over 100.0 orally or 99.00 under the arm (exceptions for teething and ear infections- note from a doctor required)

Two or more episodes of vomiting or diarrhea

Bark-like persistent cough

Excessive green or yellow mucus coming from the nose

Pink eye

COVID-19 or COVID-19 exposure

Head lice or nits

Severe rash or crusty yellowish patches on the skin (like impetigo) etc.

Hand, Foot and Mouth Disease or Chicken Pox (until blisters are crusted over or with a doctor's note)

General Malaise (falling asleep off and on all morning, consistent crying from discomfort, complaining of something hurting-signs that your child is obviously not feeling well)

A staff member from TigerSide will call you at the first onset of illness so you have plenty of time to arrange pick-up. **Please let your child's teacher know if your child has been sick on the weekend so we can be alert for those symptoms in the other children in the center**. If anyone in your child's household is ill, please keep your child home. This will avoid bringing the same illness into our school.

Medication: TigerSide IGP will only administer prescription medication to a child if the medicine is in the original bottle and the parent has filled out a **prescription medication form**. The staff of TigerSide cannot give over-the-counter medication such as allergy medicine, cough syrup, or pain reliever. Over-the-counter medication will need to be administered by the parent.

Emergencies: TigerSide IGP staff will make every effort to reach a parent in case of an accident or other major emergency. We request that the names of two emergency contacts be given in the event you cannot be reached. These people should also be authorized to take your child from the center. If you will be away from your regular phone all day, please leave contact instructions with a staff member. In some cases, if you are not immediately available, emergency medical help will be sought as instructed on your Enrollment Form. If, during an event requiring emergency care, your child is not authorized to be transported by a staff member of TigerSide, we will call an ambulance. Please be sure your phone numbers and those of your emergency contacts are always current. All TigerSide staff is CPR/First-Aid certified. TigerSide also has a disaster/emergency plan which is available to any parent who wishes to view it. We review the policies at least twice a year or more frequently if needed. The plan includes intruder, fire, tornado, and other disaster preparedness procedures and contact information for each family. Fire drills are practiced at least once a month and tornado drills practiced at least every three months. Please note: The Neighborhoods is a "fire-proof" building equipped with sprinklers and fire-rated doors and windows.

Head Injuries: If your child receives a head injury during preschool operating hours, a parent or guardian will be notified immediately by phone and text. The parent/guardian will need to arrange pick up of the child within an hour of the call. This is for the safety of the child and for liability purposes for the staff of TigerSide. An incident report will be filled out and the parent(s)/guardian(s) must sign both copies, keeping one for him/herself and one for the child's file.

Weather Emergencies: The safety of your children is a top priority. In the event that the severe weather sirens sound, we will immediately begin moving to the lowest interior room in the building which will be the small classroom or the service stairs hallway. We will be monitoring the storm via TV/radio/internet. Please try not to call during the time the sirens are sounding, as we will be trying to keep the children calm. When the children are settled, the director or lead teacher will return all phone calls received from parents during this time.

Closings Due to Excessive Snow or Unsafe Travel Conditions: We understand that you as a parent(s)/guardian(s) are dependent on the preschool's ability to remain open during the year. In the event that the forecast calls for excessive amounts of snow, ice, or any other kind of unsafe travel conditions, the center reserves the right to close early, delay opening, or close for the entire day. Every effort will be made to accommodate parent(s)/guardian(s) with as much advance notice as possible of any change in the normal hours of operation. Payment will still be required on the days we close due to the weather unless otherwise stated by the director/owner. In the event that we close early, we will make several attempts to contact you, but if we cannot, we ***will*** call the emergency contact on your child(ren)'s enrollment form. Please keep your personal, work, and emergency contact numbers up to date. As always, the safety of your family and our staff is of the utmost importance. We are not on the Columbia Public School's weather schedule. However, it is a red flag to start making backup plans. Always have a backup person available during the winter in the event that these times can, and most likely, will happen.

Field Trips: TigerSide may go on field trips as a group. Parent(s)/guardian(s) are encouraged to come along with their child whenever possible. A Walking Field Trip Form should be signed to give us permission to take your child on walks, to the Rock Pit, etc. that are close to the premise of TigerSide. Off premise field trips will require a separate permission slip. You may be asked to contribute money to pay for your child's admission to places that charge a fee.

Birthdays and Special Holidays: Birthdays are special days for your child. Parent(s)/ guardian(s) are welcome to bring treats in celebration. We ask that you bring enough treats for all of the children (24).

If there are special holidays deriving from your cultural heritage that you would like to share with the other children, please let a staff member know. We reserve the right to discuss the historical roots of common holidays, although TigerSide IGP will not promote the belief in any particular religion.

Behavior Management: It is the belief of TigerSide IGP that if we provide interesting, age-appropriate activities, discipline problems are minimal. We try to encourage independence by helping each child be responsible for his/her own property and his/her own behavior. An all-encompassing rule TigerSide emphasizes is to treat others the way you wish to be treated. We try to encourage appropriate behavior through positive reinforcement and equipping the children with strategies to help self-regulate. When inappropriate behavior occurs, the child is redirected to use appropriate behavior. If the inappropriate behavior continues, the child may be moved to a "safe place" of his teacher's choosing, 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 child's teacher will review what happened, what choices would be better next time, and encourage apologies to anyone harmed. Then we help the child to rejoin the others at play. If harmful behavior continues to occur, we reserve the right to terminate enrollment for the safety of the other children and/or staff in the same manner as the Biting Policy stated below.

Biting Policy: Biting can be a very traumatizing occurrence for the victim, the biter, and the parents of the children involved. Biting generally occurs when a child is unable to express himself verbally and becomes frustrated. It is very common for children to use this kind of behavior to get a desired result from a situation; whether it be to express anger, to make another child leave the biting child alone, or to gain attention from others around him. It is the policy of TigerSide IGP to inform the parent(s)/guardian(s) of both the biting child and the child who is bitten of the occurrence, and to fill out an accident report. The teachers will use language and behavior modeling to help the frustrated child voice his emotions or needs. The teachers also use anecdotal documentation to help assess in what situations the biting occurs and with which children. These techniques generally prevent the biting behaviors from reoccurring. In the event that a child is still biting other children after parent/ teacher intervention, and the teaching staff feels that the other children are in harms way, the child may be asked to leave TigerSide preschool.

Contract Termination: In the event that a family's need for care changes, a two-week notice **is required** to allow for that child's preschool spot to be filled. Care may be terminated by the owner or director of TigerSide due to conflicts of interest beyond resolution, like failure to adhere to the rate agreement, aggressive or violent behavior, excessive non-compliance with directives in the parent policy, or inability of TigerSide staff to meet a child/family's specific needs.

Questions and Concerns: The staff at TigerSide IGP hopes that all parent(s)/guardian(s) feel comfortable approaching their child's teacher with any concerns or questions regarding their child or his/her education. Parent/teacher conferences will be scheduled around March and November each year and can also be requested by parents at any time. Being childcare professionals, the staff of TigerSide has many resources at hand to help any family with concerns that arise regarding child development and behavior. Stop by the office for more information on the wide variety of services offered by the city of Columbia and the state of Missouri. In addition, we are open to suggestions because after all, you are your child's best teacher!

Daily Schedule

6:40-7:30am	Arrival/Opening
7:30-8:00am	Directed Choice Time
8:00-8:30am	Breakfast
8:30-8:45am	Hand washing/Bathroom
8:45-11:15am	Class time/Outside

Jelly Bean Team	8:45-9:15am Recess
Cubs	8:45-9:15am Recess
Pre-K	9:15-9:45am Recess

11:15-11:30am	Lunch Prep/Handwashing/Bathroom
11:30-12:00pm	Serve Lunch
12:00pm-12:15pm	Clean up Lunch
12:15-12:45pm	Class time/Outside
12:45-1:00pm	Nap prep
1:00-3:00pm	Naptime
3:00-3:30pm	Clean up
3:30-4:00pm	Snack/Shoes
4:00-5:30pm	Directed Choice Time

(All times are flexible and may be lengthened or shortened at teacher's discretion.)



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I have read and understand the guidelines listed in the parent policy. Having done so, I agree to follow these guidelines without reservation.

Parent(s)/Guardian(s) signature(s)

_____
Date

This is to certify that my child(ren)_____,
(name)
will attend this childcare center starting on _____
(start date)
at a rate of _____ per day/week.

I will pay this amount on a **weekly/biweelkly/monthly** (circle one) basis.

Signature of parent(s)/guardian(s) date

Signature of Director/Owner date