

Gillett School District Little Tigers 3K Parent/Student Handbook



GILLETT TIGERS

Be SAFE  Be RESPECTFUL  Be RESPONSIBLE
and be PROUD to be a TIGER!

A
Leader in Me™
School

208 West Main Street
Gillett, WI 54124
Phone – (920) 855-2119
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Little Tigers 3K is provided at Gillett Elementary School. The days of school follow the Gillett School District calendar, which can be found at www.gillett.k12.wi.us.

NONDISCRIMINATION STATEMENT

The Gillett School District does not discriminate on the basis of race, gender, age, religion, handicap, or national origin.

The Gillett School District has Board Policies on Nondiscrimination, Complaint Procedures, and Equal Educational Opportunities. All District policies can be found on the School District webpage.

WEAPON/TOBACCO/ALCOHOL POLICY

No persons may carry weapons, smoke, or consume alcohol on Gillett School District property. Cigarettes and smokeless tobacco products are prohibited on school grounds including parking lots and outdoor play areas. This includes electronic cigarettes.

ENROLLMENT IN 3K

Enrollment will be taken on a first-come, first-served basis. All necessary forms must be completed and returned to Little Tiger's 3K before your child's first day of attendance. No Exceptions! All forms must be reviewed and updated yearly or as needed. Please inform us immediately of any changes.

Listed below you will find the forms that you need to return to Little Tigers 3K before your child's first day.

Forms and information needed:

- Child Health Report (Physician Signature Required)
- Health History and Emergency Care Plan
- Student Immunization Record
- Copy of Child's Birth Certificate
- Free and Reduced Lunch Form

WAITING LIST

In the event that enrollment is full, the student will be put on a waiting list until a spot becomes available. When a spot becomes available, GSD will start with the first person on our waiting list. It will be first come, first serve.

CURRICULUM

Little Tigers 3K will be using the Tools of the Mind curriculum throughout the school year.

DAILY SCHEDULE

7:30 - 7:50 am- Arrival

7:50 - 8:30 am Breakfast/Bathroom Break

8:30 am - Transition to the classroom

8:30 - 10:45 am- Tools of the Mind Curriculum Instruction/AM Recess

10:45 - 11:30 am- Lunch/Bathroom Break

11:30 - 1:30 pm - Rest time/Bathroom Break

1:30 - 2:30 pm Afternoon Activities/PM Recess

2:30-2:45 pm - Snack

2:45 pm - Pack up and get ready to go home

REST TIME

We have rest time each afternoon for our 3K program following lunch. 3K students will have a cot provided for them. Parents must send a blanket and a fitted crib sheet. Children are not required to fall asleep, but many do. Please understand that no child is allowed to be excluded from rest time. Children awaken early and have a very active day. Quiet activities are provided for those who wake early from rest time. All questions pertaining to 3K rest time should be directed to your child's teacher.

TOYS AND PERSONAL ARTICLES FROM HOME

No toys should be brought from home. They create problems with sharing, as well as broken hearts when that toy gets lost or broken. If there are any special circumstances with sending an item from home, please contact your child's teacher.

CONFIDENTIALITY

To protect each family's confidentiality, Little Tigers 3K will not disclose personal information regarding a child or facts learned about a child or a child's family to anyone who is not authorized to receive this information.

All employees of GSD are mandated reporters of suspected child abuse or neglect. If an employee suspects a child has been abused or neglected, the provider is required to report the abuse or neglect to the proper authorities. Each adult will receive training in child abuse and neglect laws; how to identify children who have been abused or neglected; and the procedure for ensuring that all known or suspected cases of child abuse and neglect are immediately reported to the proper authorities.

Each child's file is confidential and stored in a filing cabinet in the office. Each room will also have a file containing important information and observations taken on the child.

ACCESS TO CHILDREN'S RECORDS

A parent/guardian has access to any report or record that is maintained on his/her child(ren).

FAMILY STATUS/COURT ORDER

When changes in the family status occur (i.e. moves, job changes, separations, divorce, marriage, emergency contacts, etc.) please notify the school to update the child's information. This will enable us to help meet the needs of your child and maintain accurate records. In the case of a divorce, we may ask for verification of custodial arrangements. Without a legal document, we cannot presume one parent has more or less rights than the child's other parent. If there is a court order keeping one parent or guardian away from the child(ren), we must have a copy of that court order on file. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

CHILD GUIDANCE

Children's behavior will be guided by setting clear limits or rules. Children will be given the expected behaviors and staff will model those behaviors consistently. Statements will be given in a positive way as to the expectations using specific terms. Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities from which to choose. Behavior management will be for the purpose of helping children develop self-control, self-esteem, and respect for the rights of others.

The type of discipline administered will follow the concept of what is reasonable under the circumstances. This means consideration will be given to the age of the

child, the nature of the offense, and the number of times the child may have engaged in similar or other offenses. This may include removal from the room, suspension, or dismissal from the program.

SAFETY

Gillett Elementary School has written plans for taking appropriate action in the event of an emergency, including fire, tornado, flood, extreme heat or cold, loss of building services including heat, water, electricity, or telephone, human-caused events such as threats to the building or its occupants, allergic reactions, lost or missing children, vehicle accidents, or other circumstances requiring immediate attention.

The classroom has posted routes and shelter areas, including evacuation routes, posted in the classrooms. Fire evacuation drills are practiced monthly. Tornado drills are practiced twice a year. All staff are formally trained in all emergency procedures.

EMERGENCIES

In the event of an emergency or injury with your child in gym class, the classroom, corridors, or somewhere else on campus, parents will be called to determine what the next steps will be for their student.

ILLNESS AND SICK CARE

The health and well-being of all of the children here are of utmost importance to the Gillett School District. It is for the protection of the children that we must insist on strict adherence to Gillett School District Health Procedures. Some contagious illnesses are no longer contagious after the child has been on medication for 24 hours.

There are a number of immunizations required before your child may attend Little Tigers 3K. Upon application for enrollment, you will be asked to bring your child's immunization record. You will be informed of any immunizations that will be needed before your child starts Little Tigers 3K.

There are also some illnesses that by law exclude the child from attending Little Tigers 3K. Some of those illnesses are, but not limited to:

- Infectious Conjunctivitis
- Infectious Diarrhea
- Impetigo
- Chicken Pox
- Hepatitis A
- Scarlet Fever
- Scabies
- Lice
- Ringworm
- Strep throat

FEVER

A fever is a sign that the body is fighting some problem. There are certain times when a fever means a child should stay home. These include: A child with a temp of 100.3 degrees or higher. In the event of this type of temperature, the child should not return until the temperature has been gone for 24 hours without the aid of fever-reducing medications such as Tylenol. If your child awakes with a high temp and you administer a fever reducer, this generally only lasts a few hours and we will have to call you when you arrive at work to come pick up your child. In the meantime, the other children have possibly been exposed to an undiagnosed illness.

MEDICATIONS

If your child is on medication and it must be administered while at school, the medicine must be in the original container and labeled with the child's name, doctor, name of medication, dosage, and when it is to be taken. We require a form for you to sign giving us permission to administer the medication to your child. For prescription medication, a doctor must sign the form giving us permission to administer it to your child. Medication will be given at the time or with the meal you specify and a written record kept. Medication will only be given for the indicated time provided on the bottle.

HAND WASHING

Children will wash their hands:

- Before eating.
- After use of a toilet.
- When coming in from outside play.
- After coming in contact with a sick child and/or runny nose.
- After completing messy crafts or projects.

Adult's hands are washed:

- Before preparing food.
- Before and after giving medications.
- After assisting a child using the toilet.
- After touching body secretions.
- Hands are always dried with single-use paper towels.

UNIVERSAL PRECAUTIONS

Anyone exposed to blood or body fluids or tissue discharges needs to wash their hands immediately with soap and water and place them for one minute in bleach and water solution. Single-use disposable gloves shall be worn if time is available for them to be on before contact with body fluids including but not limited to vomit, urine, stool, and blood. Gloves need to be discarded in a separate plastic bag. When cleaning all spills of vomit, urine, stool, blood or other body fluids, staff shall clean and disinfect the area using gloves. When children are bitten and the skin is broken, universal precautions will be followed. If skin has not been broken, the area will be washed with soap and water.

MEALTIMES

Breakfast - 7:50-8:15 AM 7:30-8:00 AM

Lunch - 10:45-11:15 AM

Snack -2:30-2:45 PM

These times are approximate.

All meals are nutritious and are served according to federal nutrition guidelines. If your child has any allergies please inform us. At no time should your child bring food from home unless enough is brought for all. If your child has special needs or

meal-time considerations, please contact your child's teacher. If your child wishes to bring an occasional treat or Birthday treat, please ask your child's teacher to verify the quantity and approved foods. **All treats etc, must arrive in sealed packages.** Menus are posted on the bulletin board weekly.

PROPER ATTIRE

Child's play is messy work. Your child will be cooking, painting, playing on the grass and sand, and various other activities. The children will participate in all activities regardless of their dress.

All children should also be dressed appropriately for the weather. We will play outside every chance we get. Jackets are required when the temperature is below 55 degrees. A winter jacket, snow pants, boots, hat and mittens are required if students are going to play in the snow. We **highly** recommend parents label any snow attire.

All families are required to provide an extra change of clothes including a shirt, pants, undergarments, and socks in ziploc-labeled bags (This bag will be provided at Summer Splash). If your child has an accident, clothes will be sent home and a new set should be sent for the next scheduled day.