



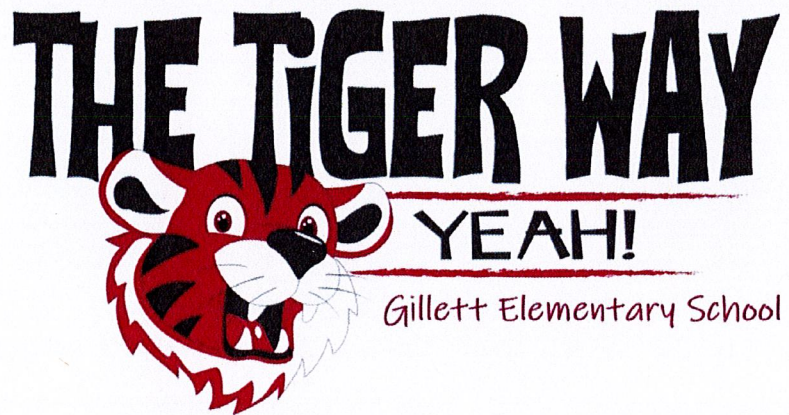
LITTLE TIGERS FULL DAY 3K & CHILD CARE

Parent Handbook 2023-24

Gillett Elementary School
208 W Main St.
Gillett, WI 54124

Contact: (920) 855-2119

Email: cangeli@gillett.k12.wi.us



This handbook is subject to change based on Gillett School District Board approval

Welcome to Little Tigers! It's a GREAT day to be a Tiger!

OUR MISSION

The mission of Little Tigers is to provide a loving, safe, stimulating environment for your child.

Effective 9-2023

**This handbook is subject to change based on Gillett School District Board approval.*

CHILD'S NAME _____ BIRTHDATE _____

CHILD'S NAME _____ BIRTHDATE _____

CHILD'S NAME _____ BIRTHDATE _____

PARENT'S NAME _____ PARENT'S NAME _____

ADDRESS _____ CITY _____ ZIP _____

STARTING DATE OF CARE _____

The following is a list of rules and regulations governing our child care agreement. Please read this handbook thoroughly as it contains many important policies and procedures that pertain to the care of your child. If you have any questions or need clarification, please ask prior to signing! The contents of this contract and all forms required for enrollment are non-negotiable. A copy of the handbook can be found on the Little Tigers page at <http://www.gillett/k12.wi.us>.

NON-DISCRIMINATION STATEMENT

It is the policy of GSD that no person shall be subjected to discrimination because of race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, disabled, or Vietnam Era Veteran status, American with Disabilities Act or the presence of any physical, mental, or sensory disabilities. This policy applies to every aspect of GSD's programs, practices, policies, and activities, including childcare services and employment practices. GSD complies with the requirements of the Americans with Disabilities Act.

PROGRAM AND AGE SERVED

The 3K program and the Wrap around childcare is provided at Gillett Elementary School. We serve children enrolled in Gillett Elementary School ages 3 -12.

DAYS AND HOURS OF OPERATION

Little Tigers is licensed to operate Monday - Friday from 6:00 AM to 6:00PM. If your family needs a DAILY earlier drop-off time, please see contact Gillett Elementary School's Main Office.

Childcare will also be provided on days indicated on the [Gillett Little Tigers School Calendar 2023](#).

Summer rates will be available in March.

We will follow the [Gillett Little Tigers School Calendar 2023](#). A copy can be found on the district's webpage (www.gillett.k12.wi.us). Please keep in mind that spots on these days will be limited. It is very important that you turn in a schedule of days you will need childcare. Availability will be first come, first serve.

WEAPON/TOBACCO/ALCOHOL POLICY

No persons may carry weapons, smoke or consume alcohol on the School District of Gillett property or in the building.

Cigarettes and smokeless tobacco products are prohibited on Gillett School Districts premises, including parking lots and outdoor play areas. This includes electronic cigarettes.

CONFIDENTIALITY

To protect each family's confidentiality, Little Tigers 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 child care provider and substitute 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).

HOLIDAYS

Little Tigers is closed for all major holidays included on our [Gillett Little Tigers School Calendar 2023](#). The following are observed holidays: You will not be charged for these holidays.

- *New Years Day
- *Memorial Day
- *July 4th
- *Labor Day
- *Thanksgiving Day
- *Day after Thanksgiving
- *Christmas Day
- *Friday before New Years (December 29th)
- *New Years Day

Note: Christmas Eve and New Years Eve fall on weekend days

CHILDCARE RATES

Tuition/fees are due every Tuesday, unless other arrangements have been made with our finance department. You may pay weekly fees by cash, check, debit or credit card. You may pay online or in person. Your balance (amount owed) can be found in your online account. If at any time you need a receipt or end of the month/year statement you can easily print it from home. Please see the director if you have any questions on setting up your account.

Summer 2024 rates will be released in March.

ADDITIONAL FEES

You will be required to indicate your specific drop-off and pick-up times/ days in which you will need care for your child on the SmartCare App **the Sunday PRIOR to the week of care.**

Additional hours that are scheduled during the week will be charged at a \$0.20 higher rate which will be added on to your SmartCare account and invoice.

Children attending the center for more than 10 hours per day will be charged \$.20 per hour higher than the rate during the day. Regular school attendance in 3K-5th grade or summer school hours do not count towards total hours in the day.

Each attendance record over 10 hours will be rounded up to the next 1/4 hour.

ENROLLMENT FEE

A non-refundable, annual fee of \$50.00 per child or \$80.00 per family will be charged to cover the cost of materials. The materials fee will be applied to September 5th, 2023 - August 31st, 2024.

WAITING LIST

There is not a charge to have your name on the waiting list until a spot becomes available.

When a spot becomes available GSD/Little Tigers will start with the first person on our waiting list for that age. It will be first come, first serve.

REFUNDS

Refunds shall only be given if the two week notice is given and tuition has been paid for that period. No refunds will be given for any Wisconsin Shares payments.

ENROLLMENT PROCEDURES

All necessary forms must be completed and returned to Little Tiger's before your child's first day of attendance. No Exceptions! All forms must be reviewed and updated yearly or as needed. Enrollment forms should be updated at the center every year or according to need. Please inform us immediately of any changes.

Listed below you will find the forms that you need to **return** to Little Tigers 3K and Childcare **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
- Parent Handbook (signature page only)
- Wrap-around Child Care Application
- Schedule of days your child will be attending. Please include drop off and pick up time. (Wrap around care only)

ABSENCES/LATE ARRIVAL

If your child will be absent or late, please call Gillett Elementary School at 920-855-2119. This will help us plan our day and is especially helpful in planning meals.

ALTERNATIVE PICK UP PLAN

In the event that you use a backup person to pick up your child, please call us in advance. Instruct this person to show their photo identification upon arrival. **It is strongly recommended that you set up your backup people as emergency contacts in Infinite Campus, or within the SmartCare application process.** In the event that you are unable to pick up your child as scheduled, this will prevent undue stress on your child as well as on you.

ARRIVAL / DEPARTURE PROCEDURE NO SHOW/ NO CALL POLICY

All parents are required to download the SmartCare app on their phone or computer, or access their account information at Each child will be assigned a PIN number that will be used to record the hours/minutes the child is in attendance. Using your child's PIN number please punch them in at arrival and out when you depart. Center staff will clock students out when they transition to school and clock them in after school. It's important that this is done in order to keep track of who is at the center and accurate billing.. Only persons listed on the enrollment sheet will be allowed to pick up your child. In the event that someone new will be picking up your child please send along a note authorizing us to release your child.

If a child is signed up to attend and has not arrived by the scheduled time , we are required to make contact with the family to insure the child is safe. We will first call the parent/guardian using your daytime phone number. If we are unable to make contact we will call your emergency contacts. The date, time, phone number called and person we spoke to will be recorded in the telephone log.

EXCEPTIONS: EARLY/ LATE

If families require an earlier drop-off or a later pick up time, you must call the Gillett Elementary Office in advance to authorize the change and ensure that we have proper staff coverage. An extra fee will be charged. Late fees will also be charged for pick-ups past 6:00 PM. The amount of the extra charge can be found on your rate sheet. Individual conversations will occur if a late pick up becomes a consistent occurrence.

DISMISSAL OF ENROLLED CHILDREN

If circumstances allow, we ask that parents give 2 weeks written notice of the intent to withdraw their child/children.

If circumstances allow Little Tigers will provide a 2 week written and/or verbal notice if we are unable to meet the needs of the child. Every child deserves to be in a safe and friendly environment, be treated with respect and receive the help and support of caring adults. Every effort will be given to avoid dismissal. Including the following, parent/teacher conversations about your child at drop off or pick up, daily behavior notes, phone calls to parents, face to face meetings with parents, incentives and written 2 week trail plans. Please feel free to call and check in on your child.

Other reasons a child may be dismissed are, lack of parent communication or cooperation, failure to complete paperwork, and an account with a past due balance.

VISITORS

Little Tigers believes in an open door policy. Parents are welcome to visit at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, a copy of the order needs to be provided to the School District of Gillett.. We invite you to visit and want you to feel free to ask questions. We also encourage you to attend family events. However, schedules are in place, so before visiting, contact your child's teacher to make arrangements.

FAMILY STATUS/COURT ORDER

When changes in the family status occur; (i.e. moves, job changes, separations, divorce, marriage, emergency contacts, ect.) Please notify the daycare director 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.

TOOLS OF THE MIND 3K/WRAP-AROUND CARE PROGRAMMING CURRICULUM

Little Tigers is proud to offer a 3K program September to June each year. 3- and 4-year olds participating in our wrap-around childcare will be working with the Tools of the Mind programming as well, including summer and days in which school is not in session.

Our School-Aged Wraparound programming will follow programming each day based on the Wisconsin Model Early Learning Standards and implemented by qualified staff.

OUR DAILY SCHEDULE / 3K/4K & SCHOOL AGED WRAP-AROUND CARE

Here is a sample programming schedule for students in **3K/4K** from 6:00 AM to 6:00 PM:

6:00 AM - 7:30 AM

Arrival times, free (*quiet*) play, center activities, homework help

7:30 AM

Transition to breakfast, playground (3K will go to breakfast) or movie

7:45 AM

School day begins

8:00 AM - 10:45 AM

Tools of the Mind Curriculum Instruction

10:45 AM

Lunch (3K)

11:15 AM

Nap

12:30 PM

Complete morning activities

2:45 PM

Pack up/ students walked to parent pick up circle/ Wrap around students will transition to after school programs

Wrap Around Care 3K-5

3:30 PM - 5:00 PM

Snack/Meeting/Outside planned activities/ Inside choice of planned activities/ homework help

5:00 PM

Snack/ Question of the Day/Club Meetings

5:00 PM - 6:00 PM

Outdoor/Indoor play-based activities

This schedule is just an example of our day, and is followed as closely as possible while maintaining flexibility based on the number of students in the facility for the day. In the event that your 3K/4K child needs to be picked up or dropped off at rest time, please make arrangements beforehand so we do not disturb the other children.

OUR DAILY SCHEDULE / 3K- 5 WRAP-AROUND CARE (Full days)

Here is a sample programming schedule for students in **kindergarten through fifth grade** from 6:00 AM to 6:00 PM:

6:00 AM - 11:30 AM

Morning arrival/ **breakfast 7:30**

Free play/ Morning Meeting/Outside large motor activities

Circle time/ Special Events/ Stations

11:30 /Lunch

12:00-1:00/ Quiet time (3K/4K- Nap)

1:00-2:00/ Outside/ Student choice

2:00/ Snack

2:30-3:30 /Reading Buddy/ Science Activity/ Map work/Academics

3:30-5:00/ Choice of planned activities

5:00- Snack

5:00-6:00/ Small group activities/ board games/reading

This schedule is just an example of our day, and is flexible based on the number of students present in the facility that day. In the event that your child needs to be picked up or dropped off at rest time, please make arrangements beforehand so we do not disturb the other children.

REST TIME

We have rest time each afternoon for our 3K and 4K programs following lunch. 3K and 4K students will have a mat provided for them. Parents may send a blanket or a pillow, if they wish. 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 that wake early from rest time. All questions pertaining to 3K or 4K nap-time should be directed to your child's teacher.

Students in our school-aged child care programming will have quiet time following lunch on days where school is not in session. This time can be used to rest, read quietly, or other quiet activities.

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 to choose from.. 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.

Little Tigers recognizes that no single technique will work with children every time. If a child exhibits unacceptable behavior, a conference will be requested with parents to consider how to deal with the behavior and how similar situations are handled at home. If the behavior continues, the next steps may include referrals to appropriate community resources and/or discharge of the child from care.

Gillett School District and Little Tigers Childcare is committed to each student's success in learning within a caring, responsive and safe environment that is free of discrimination, violence and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful relationship and bond with people within the school community. Bullying includes three criteria: repeated, targeted and using power to control/hurt others. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally and excluding someone from a group on purpose. Bullying should be reported to the adult on duty or the principal.

SNOW DAYS/ 2 HOUR DELAY/ OTHER EMERGENCY CLOSING

The Gillett School District will make every effort to keep Little Tigers Childcare Program open on days in which the Gillett School District cancels school due to weather or weather related emergencies. The exception would include when school is canceled the day prior, allowing families time to plan for care. Families will be notified by **phone, text message, or email** if the center is closing for any reason. Please make sure all your contact information is current. School closing information will be listed on the websites of WBAY, WFRV, WLUK, WGBA, our district homepage at www.gillett.k12.wi.us, and our District social media pages.

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 with your child, you will be called, and if necessary the child will be transported by ambulance to the nearest hospital. You will be responsible for all medical treatment necessary for your child's well being. This is not limited to emergency room care, ambulance transportation, and co-pays to your insurance company.

ILLNESS AND SICK CARE

The health and well-being of all of the children here are of utmost importance to Little Tigers. 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 childcare. 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 childcare.

There are also some illnesses that by law exclude the child from attending childcare. 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 over 24 months with a temp of 100 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. We ask that if your child did not attend school due to illness they should not attend daycare.

MEDICATIONS

If your child is on medication and it must be administered while at childcare, 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. 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 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.

Provider'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 blood containing body fluids and 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, wash with soap and water.

MEALTIMES

Breakfast 7:15 - 8:30 AM

Lunch 10:45 AM - 11:15 AM

Snack 3:30 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. Boots 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 shirt, pants, undergarments, and socks in ziploc labeled bags. If your child has an accident, clothes will be sent home and a new set should be sent for the next scheduled day.

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.

AGREEMENT

I have read and fully understand this Little Tigers Parent Handbook. I now agree to enter into this agreement with Little Tigers . I have received an exact copy of this Parent Handbook for my own records.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Provider Signature _____ Date _____



**Opportunities, for Every Child, Every Day.
"It's the Tiger Way!"**



Gillett School District

208 West Main Street P.O. Box 227 Gillett, WI 54124-0227



**LITTLE TIGERS
FULL DAY 3K
& CHILD CARE**

Gillett Elementary School District is proud to offer Wraparound Care for our elementary-aged students. All students must be enrolled as Gillett Elementary School students to be eligible for before- and after-school care.

Child care will not be provided when school is in session: students will be in their classes and parents/guardians will not be charged for the 7.5 hours. Thus, only students formally enrolled in our 3K program are eligible for before- and after-school care.

Child care will be offered on all days school is not in session, with the exception of holidays and any other days as indicated on our child care calendar. Parents will be alerted if child care is canceled due to inclement weather or other emergencies.

Students who enroll in Little Tigers Childcare over the summer will be required to sign up for summer school classes, as child care will not be provided during the hours summer school is in session. Parents/Guardians will not be charged for the four hours daily of summer school. Official 3K and 4K classes will be offered all six weeks of summer school.

Breakfast, lunch, and afternoon snacks will be provided each day for students in wraparound care.

Enrollment Fee: \$50.00 for first child, \$80.00 total for multi-child.

Rates: All rates will be hourly at \$3.80/hour, rounded up to the next 15 minutes. This rate will remain consistent regardless of scheduled or drop-in. However, space is limited and may not be available for drop-in, so parents/guardians are advised to set their schedule each week. We do have overflow space and supervision available if we know in advance we will be over our allotted ratios.

A 10% discount will be applied to families with multiple children in attendance each day.

Rates will increase to \$4.00/hour if children are in child care for more than 10 hours in a day. The hours students are in school (7.5 hours) or summer school (4.0 hours) do not count towards that daily total.

Hours: 6:00 AM to 6:00 PM daily (please see calendar for accompanying information on child care hours by day).

If you have any questions, please contact Gillett Elementary School at (920) 855-2119, or email at cangeli@gillett.k12.wi.us.

Gillett Elementary Little Tigers 3K and Child Care

2023 - 2024 School Calendar

August '23						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September '23						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '23						
Su	M	Tu	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '23						
Su	M	Tu	W	Th	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December '23						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February '24						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March '24						
Su	M	Tu	W	Th	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May '24						
Su	M	Tu	W	Th	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June '24						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	

- School Day with Wraparound Care
- Non-School Day with Full-Day Wraparound Care
- No Child Care Provided
- Summer School Day with Wraparound Care