



WillardPublicSchools

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**Tiger T.A.L.E.S./PAWS
Handbook 2017-2018**

Together **A**chievement **L**aunches **E**xcellent **S**tudents

***Willard R-II
Before/After School Extended Learning Program
2017-2018***

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Willard R-II Tiger T.A.L.E.S. Information Sheet

What exactly is Tiger T.A.L.E.S.?

Tiger T.A.L.E.S. stands for Together Achievement Launches Excellent Students. Tiger T.A.L.E.S. is an extended learning/child care program offered at all five elementary schools and the intermediate school. The program offered before school is available from 6:15-8:15 AM (strictly geared toward child care). The after school program is available from 3:30-6:00 PM. Each Monday, the program will begin at 3:00 PM and end at 6:00 PM. The after-school program will consist of homework time, hands-on and problem-solving activities, and community partners assisting in delivering skills and programs to students.

What are the purposes and focus of Tiger T.A.L.E.S.?

One of the purposes of the program will be to offer an extension of the elementary curriculum with help/tutoring in Math, Communication Arts, Social Studies, and Science. Another purpose will be to expand and enrich, rather than duplicate the learning of the school day. Reading, writing, and math are the focus in the after school program. These skills are essential to be successful in other classes in school. The program will include these skills in a real-life authentic way.

How is Tiger T.A.L.E.S. different from the regular school day?

It will:

- ✓ Offers a wide variety of activities
- ✓ Tailor activities to the learning levels of the children
- ✓ Use fun, hands-on approaches to learning
- ✓ Offers activities to expand and enrich, not duplicate, the school-day curriculum
- ✓ Use real-life situations to learn essential skills in reading, writing, and math
- ✓ Provide practice on test-taking skills, especially on the state mandated MAP test
- ✓ Features a caring and consistent relationship between students and teachers

Enrollment information will be available at New Student Registration and Meet the Teacher Night. See our ONLINE site to register

<https://www.ezchildtrack.com/willardtt/parent>

These are general policies that will apply to the Tiger T.A.L.E.S./PAWS programs. These can vary at each school, at the discretion of the school principal, Site Director and Tiger T.A.L.E.S. Coordinator

Sign-in/Sign-out

- ❖ Every child must be signed-in and signed-out of the program. We use personal PIN numbers at each site. Please go into your parent portal to assign EACH authorized person a PIN AT LEAST SIX DIGITS LONG.
- ❖ Children will be released only to the parent or person designated by the parent with a written note with the parent's signature.
- ❖ Parent or designated person may be asked to show a picture I.D. before the child is released from the program. You can upload pictures in our system.

Drop-off/Pick-up

- ❖ Drop-off for programs will be allowed only five minutes prior to the designated start time of the program.

LATE FEES:

- ❖ Pick-up after programs must occur by the designated end time of the program. Late fees will be imposed as follows: (\$5.00 per child for each period of 1-10 minutes a parent is late and \$5.00 every 5 minutes after the first 10 minutes. Late fee must be paid the day of the late arrival.)
- ❖ After 3 late arrivals the student will be dismissed from the program.

Medication

- ❖ Medicine will not be given during the time in which Tiger T.A.L.E.S./PAWS is in session. All medicine should be given to your child before or after Tiger T.A.L.E.S./PAWS., or during the school day, by the school nurse.
- ❖ A first aid kit will be available for treating minor injuries.

Tuition/Collection Procedures

- ❖ Students will be enrolled as AM only, PM only, or Both AM and PM.
- ❖ Students will be enrolled as either a part time student (3 days or less) or a full time student (4 days or full week), **If this needs to be changed, the designated site director needs to be notified in writing 2 weeks in advance to adjust tuition records.**
- ❖ You will be able to see your balance by logging into your parent portal.
- ❖ You may request a hard copy of your statement. Please let your site director know.
- ❖ Faculty and staff who enroll their child will pay a one time fee of \$25 per child.
- ❖ Parents should make sure that they ask the site director for tuition payment procedures.
- ❖ All tuition should be collected on the dates scheduled.
- ❖ If payment is not received the student is not allowed to attend the program until payment is received in full.
- ❖ A receipt will be given after tuition has been collected and deposited. A tax report will be prepared in January.
- ❖ **NO credits will be given for absenteeism.**
- ❖ There will be no refund of fees due to expulsion.
- ❖ Enrollment fees and tuition fees will not be reimbursed.

Credit Card Payments/ACH Check Withdrawal

Both these options are available to parents through the parent portal.

Tiger T.A.L.E.S. Information

Willard Central Tiger T.A.L.E.S.

TT Phone: 417-761-1738

School phone: 831-4440

Site Director: Trudy Puckett

Email: trudypuckett@willardschools.net

Willard East Tiger T.A.L.E.S.

TT Phone: 417-761-1742

School Phone: 417-742-4639

Site Director: Maddie Keil

Email: maddiekeil@willardschools.net

Willard Intermediate Tiger PAWS

TT Phone: 417-761-1743

School Phone: 417-742-4242

Site Director: Malynne Atkinson

Email: malynneatkinson@willardschools.net

Willard North Tiger T.A.L.E.S.

TT Phone: 417-761-1736

School Phone: 417-742-2597

Site Director: Becky Nielsen

Email: beckynielsen@willardschools.net

Willard Orchard Hills Tiger T.A.L.E.S.

TT Phone: 417-761-1735

School Phone: 417-869-0600

Site Director: Brice Turner

Email: briceturner@willardschools.net

Willard South Tiger T.A.L.E.S.

TT Phone: 417-761-1734

School Phone: 417-862-6308

Site Director: Yvonne Galloway

Email: yvonnegalloway@willardschools.net

Phone Policy

- ❖ Phone calls pertaining to Tiger T.A.L.E.S./PAWS will not be answered during the school day. A message for the Site Director will be taken at the school location and will be returned during program hours.

Cell Phone Policy for students

Students are required to keep their cell phones in their backpacks during the time they are attending Tiger T.A.L.E.S./PAWS. If phones are out, the site director will ask that the student give them the phone until the child is picked up.

Payment Assistance

Tiger T.A.L.E.S./PAWS accepts child care subsidies from the Greene County Family Support Division and the Missouri Division of Social Services Children's Division (DFS). If you are already approved for child care assistance, you will need to contact your caseworker and let her/him know your student will be part of Tiger T.A.L.E.S./PAWS and what site they will attend. We will need you to provide proof of eligibility.

DVN Numbers for each site:

Willard North-001619369

Willard East-001619350

Willard Orchard Hills-002196298

Willard Intermediate/PAWS-002077201

Willard South-001619378

Willard Central-001619396

Tiger T.A.L.E.S./PAWS RESPONSIBILITIES

STUDENT'S RESPONSIBILITIES INCLUDE:

1. Coming to Tiger T.A.L.E.S./PAWS directly after school.
2. Being responsible for all personal belongings.
3. Putting personal items in a laundry basket.
4. Treating staff and other students with respect.
5. Keeping their hands to themselves.
6. Using appropriate language.
7. Taking care of equipment and supplies.
8. Sharing equipment and supplies with others.
9. Cleaning up after themselves.
10. Keeping snack off of the floor.

PARENT'S RESPONSIBILITIES INCLUDE:

1. Signing your child in and/or out of the program.
2. Picking your child up on time.
3. Treating staff with respect.
4. Paying fees on time.
5. Notifying site director 2 weeks in advance if your child needs to be switched to part time/full time.
6. Notifying site director 2 weeks in advance if your child needs to be dropped from the program and will not be returning.
7. Notify the office and leave a message for the site director if the child will be absent from the program.
8. Voicing concerns or compliments to the staff/site director
9. Reviewing the Tiger T.A.L.E.S./PAWS handbook and being aware of procedures and policies.
10. Informing staff of child's contagious illness.
11. Keeping your child's file up to date.

STAFF'S RESPONSIBILITIES INCLUDE:

1. Greeting all students and parents with a smile and a friendly hello.
2. Treat all students, parents, and staff with respect.
3. Provide a variety of interesting lessons and activities.
4. Keeping parents informed.
5. Keeping accurate records.
6. Being a good role model for the students.

Tiger T.A.L.E.S. Tuition Chart 2017-2018

BI-WEEKLY RATE	Regular Lunch Full Time Enrollment Fee \$25.00 per child	Reduced Rate & PT Rate (50%) Enrollment Fee \$25.00 per child	Free Lunch Rate (70%) Enrollment Fee \$25.00 per child
AM only 1st student	\$44.00	\$22.00	\$13.20
AM only additional students	Add \$22.00 per child	Add \$11.00 per child	Add \$6.60 per child
PM only 1st student	\$58.00	\$29.00	\$17.40
PM only additional students	Add \$32.00 per child	Add \$16.00 per child	Add \$9.60 per child
Both AM & PM 1st student	\$86.00	\$43.00	\$25.80
Both AM & PM additional students	Add \$50.00 per child	Add \$25.00 per child	Add \$15.00 per child
DROP-IN Fee* Enrollment fee charged after three drop-ins	\$5.00 per day*	\$5.00 per day*	\$5.00 per day*

Tiger Tales 2017-2018 Tuition Schedule

Start Date	End Date	Billing Date	Payment Due Date	Late Payment Fee Date
08/20/2017	09/01/2017	08/18/2017	08/25/2017	09/01/2017
09/03/2017	09/15/2017	09/01/2017	09/08/2017	09/15/2017
09/17/2017	09/29/2017	09/15/2017	09/22/2017	09/29/2017
10/01/2017	10/13/2017	09/29/2017	10/06/2017	10/13/2017
10/15/2017	10/27/2017	10/13/2017	10/20/2017	10/27/2017
10/29/2017	11/10/2017	10/27/2017	11/03/2017	11/10/2017
11/12/2017	11/24/2017	11/10/2017	11/17/2017	11/24/2017
11/26/2017	12/08/2017	11/24/2017	12/01/2017	12/08/2017
12/10/2017	12/22/2017	12/08/2017	12/15/2017	12/22/2017
12/31/2017	01/12/2018	12/29/2017	01/05/2018	01/12/2018
01/14/2017	01/26/2018	01/12/2018	01/19/2018	01/26/2018
01/28/2017	02/09/2018	01/26/2018	02/02/2018	02/09/2018
02/11/2017	02/23/2018	02/09/2018	02/16/2018	02/23/2018
02/25/2017	03/09/2018	02/23/2018	03/02/2018	03/09/2018
03/18/2017	03/30/2018	03/16/2018	03/23/2018	03/30/2018
04/01/2017	04/13/2018	03/30/2018	04/06/2018	04/13/2018
04/15/2017	04/27/2018	04/13/2018	04/20/2018	04/27/2018
04/29/2017	05/11/2018	04/27/2018	05/04/2018	05/11/2018
05/13/2017	05/23/2018	05/11/2018	05/18/2018	05/23/2018



Tiger T.A.L.E.S./PAWS Discipline Policy

General Rules

- 1. Follow Directions**
- 2. Keep hands, feet, and objects to yourself**
- 3. Be respectful**
- 4. Use “inside voice” when inside the building**
- 5. Walk inside**
- 6. Play fair and share with others**
- 7. Clean up after yourself**
- 8. Ask permission to leave Tiger T.A.L.E.S./PAWS area**

Consequences

First Offense- Warning

Second Offense- Time Out

Third Offense- Unable to participate in activities

Fourth Offense- Conference with parent/disciplinary form may be filled out

Fifth Offense/Severe Behavior- Suspended from Tiger

T.A.L.E.S./PAWS

Disciplinary Forms (write- Ups) may be filled out if needed.

1st form= warning

2nd form-suspension from the program for 3 days

3rd form- suspension from the program for the remainder of the semester.

*** SEVERE BEHAVIOR concerns or repeated occurrences of poor behavior could result in your child being suspended from the Tiger T.A.L.E.S./PAWS Program indefinitely.**

***The program administrator has the right to evaluate individual behavior situations and determine if the severity of the situation warrants a program suspension and/or expulsion.**

Tiger T.A.L.E.S./PAWS Discipline Referral

Student _____

Date _____

Reason for Referral:

- | Minor | Major |
|---|---|
| <input type="checkbox"/> Disruptive | <input type="checkbox"/> Fighting |
| <input type="checkbox"/> Inappropriate Noise Level | <input type="checkbox"/> Assault |
| <input type="checkbox"/> Off task behaviors | <input type="checkbox"/> Disrespect |
| <input type="checkbox"/> Not following directions | <input type="checkbox"/> Defiance of rules/authority |
| <input type="checkbox"/> Out of seat without permission | <input type="checkbox"/> Inappropriate language |
| <input type="checkbox"/> Gum/Candy without permission | <input type="checkbox"/> Lack of responsibility |
| <input type="checkbox"/> Abuse of hall/restroom privilege | <input type="checkbox"/> Cheating/Lying |
| <input type="checkbox"/> Throwing items (minor) | <input type="checkbox"/> Harassment |
| <input type="checkbox"/> Pushing/Shoving/Scuffling | <input type="checkbox"/> Throwing items (major) |
| | <input type="checkbox"/> Theft/Vandalism |
| | <input type="checkbox"/> Drugs/Tobacco/Alcohol and/or related items |
| <input type="checkbox"/> Repeated occurrences of Type I | <input type="checkbox"/> Gang related behaviors |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Possession of a weapon |

Description: _____

Number of Referrals _____

Consequences: Warning _____ Time Out _____ Parent Conference _____

Program Suspension _____ Program Expulsion _____

Site Director Signature _____

Parent Signature _____ Date _____