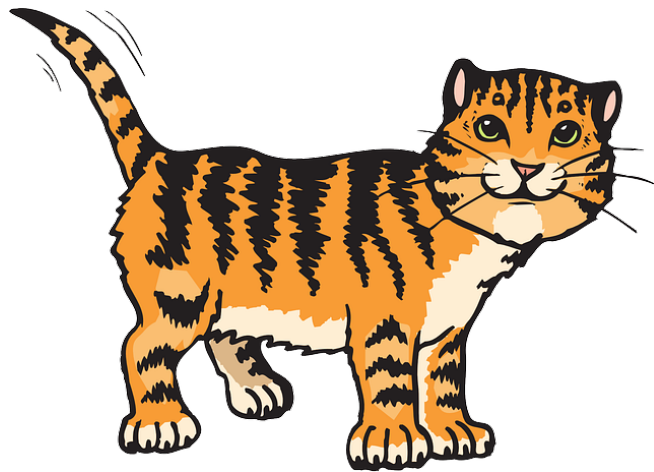


St. John Lutheran School
Tigers' Den Christian Childcare
Parent Handbook



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Welcome to The Tigers' Den Christian Childcare Center

The Tigers' Den CCC has been established as an outreach ministry to the community of Defiance. Our main purpose is to offer quality Christian educational childcare for working parents.

The building and its facilities have been inspected and found in accordance with the standards set by the State of Ohio Department of Education, state and local health departments, and the State Fire Marshall. There is no smoking in the building at any time. Carry-on and use of firearms are prohibited.

The Tigers' Den CCC operates under the auspices of the Board of Christian Day School and has been placed under the general supervision of the early childhood director and the school administrator/principal. In addition, the program operates within the Ohio State guidelines for pre-school and school-age childcare programs, Chapter 3301-32. Reports and copies of these regulations are available to any parent. Any concerns or complaints can be addressed to the Ohio Department of Education Ombudsmen: (614) 446-0224.

The Tigers' Den CCC is licensed through the State of Ohio Department of Education. We are capable of providing care for pre-school-age and school-age children at one time. Our license is posted in the hallway next to the parent information board. State laws and regulations that govern childcare are available at The Tigers' Den CCC from the Early Childhood Director.

The administrator and each employee of the facility, under Section 2151.421 of the Ohio Revised Code, are required to report their suspicions of child abuse or neglect to the local children's services agency.

Any parent, custodial parent, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall sign in at the receptionist desk.

Contact information (a roster) for parents or guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

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It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

Our promise to each family is to work diligently to provide the highest quality childcare within an atmosphere where Christ is prevalent and Christian faith is evident by all who come in contact with your child.

May the Lord Jesus Christ bless your family as you provide your child with childcare that will build friendships in a positive, learning environment!

Mrs. Debbie Wagner – Early Childhood Director

Statement of Purpose

It is The Tigers' Den CCC's aim to help your child develop spiritually, intellectually, physically, creatively, socially and emotionally for school and life adjustment in a safe and wholesome setting. We believe that each child is unique and special!

Your child will be provided many opportunities and a variety of enriching learning experiences promoting development in areas of social and emotional, language arts, problem solving, science and mathematics, fine motor ability, physical fitness, music and movement, creativity, and self-help skills. Your child will be supported to learn and explore in these areas in order to achieve sound growth during this period of rapid development. The Tigers' Den CCC is a support for your child's first teacher, you, the parent. We want to help you in your quest to encourage your child to have fun learning and become excited about school. The Tigers' Den CCC staff will encourage your child to be inquisitive and willing learners.

We seek to provide an appropriate atmosphere and optimal learning environment for your child, allowing them to grow at their own rate. We want each child to:

- * Enjoy many experiences of being loved, understood, accepted, and successful; to out that he/she is a person valued for his unique being – a child of God.
- * Develop a good self-image.
- * Be involved in developmentally appropriate activities that nurture their curiosity and support their learning.

The Tigers' Den CCC gives your child an opportunity to grow independently and to accept responsibility for his/her own behavior. Trained teachers and teacher assistants implement the childcare program. All staff has experience working with preschool-age and school-age children. It is our desire to introduce school readiness in a developmentally appropriate way so children will have a positive introduction to the world of learning.

The Tigers' Den CCC Program Hours

The TIGERS' DEN CCC is a year-round program; we open at 6:30 AM and close at 5:30 PM Monday through Friday. Our program will operate as a Childcare Program for preschoolers and school-agers when St. John Lutheran School is in session. We will be open when the school is closed for certain holidays depending upon the number of students needing childcare. A current school calendar may be obtained from the school office. For days when SCHOOL CLOSES due to EXTREME BAD WEATHER, (a Defiance County Snow Emergency Level 2 or Level 3), the Tigers' Den CCC will be open at the discretion of the Early Childhood Director. If there is a two-hour weather delay that eventually moves to a closure, the parent must pack their child's lunch as the school cafeteria is not open on closure days. Our staff will provide a light breakfast and snacks on those days. The Tiger's Den CCC will offer a "Summer Camp" childcare session when school closes in May and spots may be limited due to Covid 19 and the maintaining of ratios at this time.

STAFF CHILD RATIOS & MAXIMUM GROUP SIZE

The Tigers' Den Christian Childcare Program will not exceed the following state required ratios:

- 1:12 Preschool-age (3 years old)
- 1:14 Preschool-age (4 years old - until eligible for kindergarten)
- 1:18 School age (eligible for school)

The current maximum group capacity in our classrooms (based on 35 square feet per child) are as follows: Preschool-age room: 16 School Age Room: 18

PRESCHOOL-AGE & SCHOOL-AGE POLICY

"Preschool child" means a child who has not entered kindergarten and is not of compulsory school age as defined in section 3321.01 of the Revised Code. "School-age child" means a person who is in kindergarten or age six and of compulsory school age according to the entry date determined by the school district in section 3321.01 of the Revised Code.

The Tigers' Den CCC policy is to have preschool students that are age 5 and entering kindergarten in the fall to participate in the preschool-age program during the summer. If a parent would prefer their child attend the school-age program it is up to the discretion of the early childhood director to make this decision after a conference with the parent.

Requirements for Admission

The Tigers' Den CCC, like St. John Lutheran School, will follow a non-discrimination practice in delivery of service to children and staff. "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

Enrollment is on a first come, first serve basis for children ages 3 years through eighth grade. When maximum group size is reached, a waiting list will be made according to date/time of application and receipt of registration fee.

If a child is not yet 3, but enrolled in the St. John Lutheran Preschool Program, and will turn 3 on or before September 30, they are eligible to use the Tigers' Den the first day of the school year.

Preschool-age children MUST be potty trained. All registering children are expected to be toilet trained before the preschool-age program. Parents or guardians will be contacted and requested to visit the school for immediate assistance with situations involving soiled clothing. The staff will attempt to make the child comfortable in the interim. Repeated occurrences of soiled clothing may result in a request for the child to be withdrawn from the Tigers' Den CCC. Pull-ups are not acceptable underwear for an enrolled child.

The following forms need to be completed and on file at our center before your child will be admitted to our program

- A. Child Enrollment and Health Information
- B. Custody Papers (if applicable)
- C. Emergency Medical Card
- D. Medical/Physical Care Plan or a Request for Administration of Medication
- E. Child's Medical Statement (Preschool Only)
- F. Dental Exam Form (Recommendation for Preschool Only)
- G. Special Permissions Form/Handbook Agreement

Dress Code

Tennis shoes must be worn at all times. Flip-flops, sandals, and combination tennis shoe/roller blades are NOT allowed in the Tigers' Den for safety reasons. The teacher or aide may limit your child's participation in activities if they feel the child's shoes are unsafe for the activity.

Outdoor Play

Outdoor play shall take place on a daily basis in suitable weather. The children will not play outside during heavy rain, sleet, ozone action day, or other threatening weather. Please make sure your child dresses appropriately for the weather and playground safety. When the weather is 25 degrees or above, the children will be going outdoors! Clothing should be comfortable for outdoor play and easy to remove for going to the bathroom. Sandals may be worn inside but may not be worn on the playground. Flip flops are NOT allowed for safety reasons. Please have TENNIS shoes available for the playground or gym time. If outside weather is not suitable, we will go to the gym.

Food Service

Breakfast, and an afternoon snack are served each day. All snacks are planned to give your child a well-balanced diet, in accordance with guidelines offered by the Ohio Department of Human Services and the Federal Food Program. If your child has a food allergy, please make sure it is noted on the enrollment form and accompanied by a signed note from your family doctor. A special diet form must be completed and kept on file. Your child may pack a lunch. The lunch will need to include foods from the basic groups. to supplement the lunch. Breakfast is served between 7:00 am - 8:00 am. Lunch is served at 11:30 am. Snacks will be served after school at approximately 3:30-4:00 pm.

All families will have to pack or buy a school lunch directly from the cafeteria. Families will set up a lunch account on Fast Direct. Payment for lunches should be made on a weekly or monthly basis, separate from Tigers' Den payment. A monthly menu will be distributed to families at the beginning of each month. Students without lunch money may charge for the day's lunch, which is to be repaid the following day. You will not be able to charge two days in a row. A notice of the charge will be sent home that day.

Summer Lunch Program

Families will need to pack a lunch for their children who are using the Summer Camp program. Milk will be provided for all students along with a light breakfast and afternoon snack.

Parent/Guardian Participation

Parents may visit The Tigers' Den CCC to see their child anytime. There is an open-door policy. Parents are welcome to participate in parties and class activities. Parents may join the Parent Teacher League. Parents may also join the A+ team. The team performs such tasks as duplicating and collating papers for teachers, newsletters and mailings; recording daily attendance and conducting absenteeism phone contacts, assisting in the library, constructing bulletin boards. If you would like more information, please contact the school office. Memos are sent home periodically. These memos will keep you informed of any changes in policies and of any center wide events. Teachers will also send notes periodically to keep you informed of activities and special events they have planned in the classroom.

The following procedure will be followed for any questions or concerns you may have:

- * Discuss the situation with the teacher involved
- * Call the Tigers' Den CCC for an appointment with the Early Childhood Director
- * If still unsatisfied, call the Ohio Department of Education Ombudsmen

Management of Illness

The entire staff is certified to recognize the signs of communicable diseases and other common childhood illnesses. They are also trained in proper hand washing and disinfecting through the American Red Cross, by an R.N. or the Defiance County Health Department. The teacher will perform a visual health check daily before the child enters the group. **Children that are ill, must be free of fever (without fever-reducing medicine), diarrhea, or vomiting for 24 hours before returning to school.** Each child will receive 5 sick days for a 6-month period. After you use your 5 sick days, you will be charged a daily rate for missed days, unless you give us a 24-hour notice.

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parents or guardians.

- A. Diarrhea (1 or more abnormally loose stool within a 24-hour period).
- B. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- C. Difficult or rapid breathing.
- D. Yellowish skin or eyes.
- E. Redness of the eye, obvious discharge, matted eyelashes, burning, itching.
- F. Temperature of 100 degrees taken by the oral/auxiliary method when in combination with other symptoms will require a student to be sent home
- G. Untreated infected skin patches, unusual spots or rashes.
- H. Unusually dark urine and/or gray or white stools
- I. Stiff neck, with elevated temperature.
- J. Evidence of untreated lice, scabies, or other parasitic infestations.
- K. No live lice or nits. Must be nit-free/lice-free to return to the center. Child must be checked 2 times after treatment.
- L. Sore throat or difficulty in swallowing.
- M. Vomiting more than 1 time IN A 24 HOUR PERIOD, or when accompanied by any other sign or symptom of illness
- N. Excessive Lethargy (Adopted 8.9.18)

An ill child will be isolated in the office or in an area away from the other children with supervision and the parent will be contacted. The child will be made comfortable in a warm, safe environment and observed carefully for worsening conditions until a parent arrives. After a contagious disease, children may return when they are no longer contagious. In some cases, a doctor's release form may be required for re- admittance. All linen and blankets used by an ill child shall be laundered before being used by another child, and cots if used, shall be disinfected.

Parents are requested to notify The Tigers' Den CCC staff or school office if their child has been exposed to or contracted any contagious disease. The Tigers' Den CCC will notify parents by phone when we are aware that their child has been exposed to a contagious disease.

The following procedure is used at The Tigers' Den CCC for those children who are mildly ill (child complains of not feeling well and doesn't want to participate in class activity).

1. Child will be allowed to rest away from the other children, but still under the supervision of the teacher or the early childhood director.
2. The parent will be called if the child's condition does not improve, if the condition worsens, or the symptoms described above appear.

It is not the Tigers' Den policy to administer medication, either prescription or non-prescription, and food supplements. Most physicians feel that if the parent gives medication in the morning, and as soon as they get home and at bed-time that it would be sufficient to cure the illness. However, if it is a Health Condition, we will follow the written physician and parent's plan and a form will need to be filled out by the parent and physician. We will apply sunscreen and/or insect repellent, after the parent fills out an Administration of Medication form (ODHS 1217).

Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubby or book bag. The only exception to this requirement is for school age children that require the immediate use of an inhaler for a medical condition. School-agers only, will be permitted to maintain control of their inhalers. Parents must sign a release form stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler on his person at all times, it may not be stored in a cubby or book bag. Anytime the child is able to maintain control of the inhaler it must be handed directly to the staff member responsible for the child. **No lip balm or any lotions of any type can be in book bags. Please be aware of what is in your child's book bag.**

The communicable disease chart is posted on the door in the Preschool-age room kitchen door and in the school-age room.

A Request for Administration of Medication (JFS 01217) obtained from a staff member must be completed before The Tigers' Den CCC can administer ointments, lotions, sunscreens, or lip balm.

All staff members are certified to administer first aid for minor injuries. An incident report will be completed when an accident or injury occurs. The supervising teacher or assistant will complete a report and a copy will be given to the parent or guardian the day of the incident.

In case of an extreme emergency or accident, the Defiance Emergency Medical Squad will transport your child to the nearest hospital emergency room. You will be immediately contacted. In the event you cannot be reached, we have your signed emergency authorization release form.

Accidents/Emergencies

All parents must completely fill out the medical emergency card and emergency medical care authorization form. Copies are placed in the child's file. Please list people who can be contacted to pick up your child in the event of illness or emergency. No child will be admitted to the childcare without all the names, addresses, and phone numbers of the child's physician, and dentist, and parental signatures on these forms. **ALL FORMS MUST BE TURNED IN PRIOR TO THE FIRST DAY OF ATTENDANCE!**

The center had devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat or water to the center, the emergency destination is the youth room in the basement for weather, and the playground for a fire. Lock-down drills are also rehearsed. If we need to evacuate to another location a sign will be posted on the door indicating what we have been evacuated and the location

where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts listed on your child's enrollment information form. In the unlikely event there would be an environmental threat or a threat of violence, the staff will: secure the children in safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

All staff members have received training in First Aid/CPR, Communicable Diseases, and Child Abuse Recognition & Prevention. In the case of a minor accident/injury, staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident injury report will be completed, and given to the person picking up the child, on the day of the incident injury, if any of the following occur: The child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; their child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available with twenty-four hours after the incident occurs. The center shall also verbally contact licensing personnel from the appropriate ODE office within 24 hours when there is a "general emergency" or "serious incident, injury or illness". The report will be provided to licensing staff within 3 business days of the incident.

Supervision of Children

An adult must accompany all preschool-age children to and from The Tigers' Den CCC. Each child must be signed in and out by the parent or guardian on the clipboard by the door. Children may not be dropped off at the entrance of the building or be sent inside alone, Staff must be made aware of each child's presence before the parent departs. At the time of pick up, parents are asked to make contact with their child's teacher to ensure that staffs are aware that the child had been picked up. Parents are responsible for the supervision of their child before sign-in and after signing them out. If parent/guardian does not sign the child in or out the parent will be billed for a full day of childcare. Any special messages, medications, special pickup notes, etc. are to be given to the teacher.

Release of a Child: Staff will release children only to persons on the release form provided by the parent. If an emergency arises the parent must provide a written, signed note giving the person permission to pick-up their child. Staff will ID of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary. A child shall only be released to persons eighteen years of age or older except when parent permission is on file. An Authorization for Pickup form must be signed and dated by the parent.

Custody Agreements

If there is a custody issue involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

Supervision of Preschool-Age Children

At no time will a child be left unattended. Staff will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in the office or a section of the room not in use, but within the sight and hearing of a staff member.

Supervision of School-age Children

At no time will a child be left unattended. Staff will supervise children at all times. A school-age child may use the restroom in the Tigers' Den area, but will not be allowed to leave downstairs. If a child becomes ill, they may be isolated in the office or a section of the room not in use, but within the sight and hearing of a staff member.

Discipline Policy

According to the Ohio state guidelines 3301-37-10, behavior management & discipline shall apply to all persons on the premises and shall be restricted as follows:

There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, and spanking or biting. No discipline shall be delegated to any other child. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or similar cubicle. No child shall be subjected to profane language, threats, and derogatory remarks about himself or his family, or any other verbal abuse.

Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents. Techniques of discipline shall not humiliate, shame, or frighten a child. Discipline shall not include withholding food, rest, or toilet use. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space. The preschool staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Acceptable behavior is encouraged here at The Tigers' Den CCC by giving positive verbal rewards. This reinforces a child's good feeling about his/ her behavior and serves as an example to the other children. Asking a child to stop and think about his unpleasant behavior enables a child to work at self-control, which is our ultimate goal. When a child chooses not to cooperate in a group listening situation, the child is seated with the caregiver and discusses other better choices. Removal from the group for a period of time to "think it through" is another tactic we use for a child who continually demonstrates unacceptable behavior. A special "recovery or chill zone" will be created by the classroom teachers. This time away is not a punishment, but rather a time when the child may calm down, remember what behavior the caregiver is asking for, and decide for him/herself when they are ready to rejoin the group with appropriate behavior. This time away is always for a short period of time and is within complete supervision of the teacher or director.

If behavior problems persist, the parents will be asked to a conference with the Early Childhood Director to discuss what may be helpful in motivating their child to behave in an acceptable way. It may be suggested that the child be involved in the process as well. If improvement is seen, the strategies will continue to be utilized to ensure continued successful involvement in The Tigers' Den CCC.

If, after meeting with the parents and the early childhood director, the misconduct continues, a suspension from the program of up to 2 weeks can be imposed at the director's discretion. When the

student returns, the behavior modification program will be continued with a daily report going home to the parents. If no progress toward development of acceptable behavior is seen, the Early Childhood Director, with the approval of the Board of Christian Day School, can dismiss the child from The Tigers' Den CCC.

Parents need to turn in a weekly/monthly schedule to the Early Childhood Director. If the child is absent for more than 2 absences (not illness-related), the parent will be charged for the child's time that was on their schedule. This is in place as the director must staff for the appropriate ratios!

Parents need to turn in a weekly/monthly schedule to the Early Childhood Director. If the child is absent for more than 2 absences (not illness-related), the parent will be charged for the child's time that was on their schedule for the day of their absence. This is in place as the director must staff for the appropriate ratios including nap-room coverage.

Daily Schedule

This schedule is flexible and is to be conducted at the teacher's discretion. Children are permitted to use the restroom as needed. Teachers strive to give each child individual attention during the day.

Summer Camp Schedule (Subject to change):

| | |
|---------------------|---------------------------------------|
| 06:30 AM - 07:00 AM | Welcoming |
| 07:00 AM - 08:00 AM | Breakfast |
| 08:00 AM - 09:00 AM | Free Choice |
| 09:00 AM - 09:30 AM | Jesus Time |
| 09:30 AM - 10:00 AM | Restroom Break/Large Motor |
| 10:00 AM - 10:30 AM | Instruction Time Art/Science |
| 10:30 AM - 11:20 AM | Free Choice |
| 11:20 AM - 11:30 AM | Restroom Break/Prepare for Lunch |
| 11:30 AM - 12:00 PM | Lunch |
| 12:00 PM - 12:15 PM | Library Time/Book Nook |
| 12:15 PM - 01:00 PM | Recess/Gym |
| 01:00 PM - 02:00 PM | Nap/Quiet Time/Movie for School Ageds |
| 02:00 PM - 03:00 PM | Project Time/Free Choice |
| 03:00 PM - 03:30 PM | Restroom Break/Snack Time |
| 03:30 PM - 04:00 PM | Large Motor Outside/Gym |
| 04:00 PM - 04:40 PM | Project Time |
| 04:30 PM - 05:00 PM | Game Choice |
| 05:00 PM - 05:30 PM | Free Choice |
| 05:30 PM | Departure |

Schedule Before & After School

| | |
|---------------------|--------------------------|
| 06:30 AM - 08:00 AM | Breakfast Free Choice |
| 08:00 AM - 08:15 AM | Clean Up |
| 08:15 AM - 08:30 AM | Upstairs/Outside Recess |
| 08:30 AM - 03:20 PM | School In Session |
| 03:20 AM - 04:00 PM | Snack/Creative Art |
| 04:00 PM - 04:30 PM | Gym/Outside |
| 04:30 PM - 05:00 PM | Homework/Library Time |
| 05:00 PM - 05:30 PM | Project Time/Free Choice |
| 05:30 PM | Departure |

Fee Schedule

Rates are subject to change as the Board of Christian Day School deems necessary. Current rates are posted in the center. A current rate sheet will be sent home as updated.

You must fill out a schedule form every Wednesday for the following week. If parents do not give a 24 hour notice, you will be charged a daily rate if the child misses more than two days. Most importantly, this is how we determine number of staff needed for our classrooms to be in compliance for the following week. The centers tax ID number is available upon request. Children have 5 sick days in a 6-month period. After the 5th day you will be charged a daily rate. A \$10 late fee will be charged if payment is 30 days late. Hourly rates apply when a child is here 5 hours or less per day. Daily rates will occur after 5 hours. Weekly rates will occur after the child attends 5 days of more than 5 hours.

Registration Fee/School Year

An annual non-refundable registration fee will be charged.
\$40.00/per St. John Family \$60/per Non-St. John Family

Registration Fee & Summer Camp

A non-refundable registration fee of \$25 per family for St. John students and \$50 per family for non-St. John Lutheran students is due at time of enrollment. **The child must be enrolled for the next school year to be considered a St. John student at the time of enrollment for Summer Camp. If a child is scheduled to attend in any given week, and a spot for that child is being held, the child must be in attendance or his/her spot could be eliminated! After 2 days of grace, parents will be charged for the day(s) that they are absent.**

Breakfast, Snacks & Lunch

Breakfast and snacks are included in the above fees. During the school year, if St. John Lutheran School is closed, please pack a lunch for your child. During the Summer, please pack a lunch for your child. We will provide milk for the children.

Returned Check Fee

A \$30.00 charge will be applied for having checks returned by the bank. The bank can possibly run the check again for processing. If this happens two times, then a cash only policy will apply for childcare services. A

Late Pick Up Fee

There will be a \$1.00 per minute past 5:30 (\$10.00 minimum charge). This policy will be strictly enforced unless special arrangements have been made with the center.

Sign-Out Policy

All children must be signed in and out on a daily basis. If a parent continues to disregard the sign-out procedure when picking up their child, the child will be signed out at the Tigers' Den CCC closing time of 5:30 pm.

Payment Policy

Payments are due when the invoice is received. If your bill is 30 days past due, you will receive a letter and charged at \$10.00 late fee. The balance will need to be paid within 15 days, if not Tigers' Den will not be able to provide service until the balance is paid. After 90 days, the account will be sent to collection.

PLEASE RETURN THIS PAGE TO THE TIGERS' DEN OFFICE. THANK YOU.

I _____ have read the Tigers' Den CCC Handbook and have discussed with my child or children.

Parent Signature _____ Date _____

I _____ have read the Tigers' Den CCC Handbook and have discussed with my child or children.

Parent Signature _____ Date _____

