

Ozark School District Tiger Paw Early Childhood Center Handbook



2019-2020

**Ozark School District
Tiger Paw Early Childhood Center
202 N. 4th Avenue; PO Box 166
Ozark, MO 65721
(417) 582- 5992
www.ozarktigers.org**

Laura Eakins, Ed. S.
Principal/Director

Elizabeth Dawson, Ed. S.
Assistant Principal/Assistant Director

Ozark School District Mission Statement

Table of Contents

Welcome	2	Parent Involvement	11
Calendar	3	Parent-Teacher Conferences	11
Daily Sign-In	3	Class Schedule	11
Safety Precautions	3	Attendance	11
Discipline Policy	4	Withdrawing from School	12
Bullying	4	Transportation	12
Acceptable Use Policy	5	Bus Transportation Policy	12
Early Dismissal/Inclement Weather	5	Childcare	13
Emergency Procedures	6	Open Door Policy	13
Health & Emergency Policies	6	Child's Supplies	13
Student Security	8	Tuition & Fees	14
Cleaning Procedures	8	Center Closings	15
Dress/Clothing	9	Nutrition	15
Personal Property/Supplies	9	Policies/Procedures	16
Snack	10	Notices	16
Birthdays	10	Technology Resources	17
Parent & Child Information	10		

Welcome

Welcome to Tiger Paw Early Childhood Center. We believe that all of us – the school and the community – must work together in an extended-family environment to ensure success for all our students. We believe it is everyone's responsibility to empower children with the creative, intellectual, and decision-making skills necessary for them to become academically, socially, physically, and emotionally successful and responsible. The Tiger Paw Early Childhood Center is comprised of the Early Childhood Special Education (ECSE), Tiger Paw Preschool and Parents as Teachers.

This handbook has been designed to provide information to our Ozark School District families and to communicate our goals of Tiger Paw Early Childhood Center and the Ozark School District. Please review and refer to this document as a reference when have you questions throughout the year. We look forward to having a wonderful school year.

Sincerely,

*Laura Eakins
Principal/Director
of Early Childhood*

*Elizabeth Dawson
Assistant Principal/Assistant Director
of Early Childhood*

Ozark School 2019-2020 Calendar

August 15:	FIRST DAY FOR STUDENTS
September 2:	Labor Day (No School)
October 11:	End of First Quarter
October 18:	No School
November 5:	Election Day – No School/Teacher PD Day
November 27-29:	Thanksgiving Break (No School)
December 19:	End of First Semester
December 20:	Teacher Work Day (No School)
Dec. 23 – Jan. 3:	Christmas Vacation (No School)
January 6:	First Day Second Semester
January 20:	Martin Luther King, Jr. Day (No School)
February 17:	President’s Day (No School)
March 13:	End of 3 rd Quarter
March 16-20:	Spring Break (No School)
April 10 – April 13:	Easter Break (No School)
May TBA:	Graduation
May 22:	Last Day for Students (1/2 Day)

MAKE-UP DAYS: Make up days: 1 - Built In, 2 - Built In, 3 - Jan. 20, 4 - Feb. 17, 5 - May 26, 6 - May 27, 7 - May 28, 8 - No Make Up, 9 - May 29, 10 - No Make Up, 11 - April 13, 12 - No Make Up, 13 - April 10, 14 + - No Make Up

Daily Sign-in

For parents/guardians who bring children to school: If the supervised drop off personnel are not outside, parents must bring children into the Tiger Paw office and sign them in. A tardy will be assigned to children if they arrive after the start of class. Late is defined as 5 minutes after the start time.

When visiting or picking up children, parents must also sign in, and may be asked to present a photo ID.

Safety Precautions

The Ozark School District has developed a safety precaution that requires all outside doors to be locked during the school hours with the exception of the west and north doors. Parents and visitors may enter and exit through the front doors (west side of the building), and north side doors, which is handicap accessible.

- All parents and visitors must check-in at the office. For the safety of the children, parents/visitors may be required to show proof of identity.
- If arriving to school at the start of a session, please remain with the student until the child’s teacher is present. Do not leave children unsupervised in the building at any time.
- Parents who come into school to pick up children at the end of a session should wait for students to be dismissed by their teacher.

- Children are expected to walk in the building at all times. For safety reasons, please do not allow children to climb on the railings inside or outside of the school building.
- Parents should notify the teacher and/or office in advance through written notification or a phone call if another person will be picking up their child. *The teacher and office staff will ask for photo identification.*
- All teachers are mandated reporters for child abuse/neglect. If a teacher feels a child may be in danger, he/she is required by law to notify Division of Family Services.

Discipline Policy

General School-Wide Discipline Plan

Each elementary and early childhood building practices **Positive Behavior Intervention Support. PBIS** is a program for creating safer and more effective schools by structuring the learning environment to support the academic and social success of all students. The process supports the adoption and long-term implementation of efficient and effective discipline throughout the school environment. PBIS methods are research-based, proven to significantly reduce the occurrence of problem behaviors in schools, and supported by a three-tiered model. Tiger Paw Early Childhood Center believes all students can behave appropriately while at school. Tiger Paw will allow no student to prevent the teacher from teaching, or to prevent other students from learning. Classroom rules, rewards, and consequences are established. There are also guidelines for out-of-class behavior in the hallway, restroom, cafeteria, playground, and bus. Behavior choices are made by the student. District policies on discipline and consequences apply. Please refer to the OZARK SCHOOL DISTRICT DISCIPLINE POLICY located on the District website. ([Board Policy JG](#)) ([Board Policy JG-R](#))

Bullying

In order to promote a safe learning environment for all students, the Ozark School District prohibits all forms of bullying. The District also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: Physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The District has jurisdiction over cyberbullying that uses the District's technology resources or that originates on District property, at a District activity or on District transportation. Even when cyberbullying does not involve District property, activities or

technology resources, the District may impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the District is otherwise allowed by law to address the behavior.

Designated Officials

The principal or his/her designee of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal or designee's absence or at the principal or designee's discretion.

The District compliance officer appointed in policy AC will serve as the Districtwide anti-bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the District's anti-discrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

Any school employee, substitute, or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

Please refer to the OZARK SCHOOL DISTRICT DISCIPLINE POLICY located on the District website. ([Board Policy JFCF](#))

Acceptable Use Policy

Click on the following link to access the acceptable use policy.
([AUP Policy](#))

Early Dismissal/Inclement Weather

School Closing Due To Severe Weather

In case of severe weather, many factors are involved in the decision to close school. The primary consideration is always the safety of the students. The decision, once made, is given immediately to the radio and television stations. If school is closed, Tiger Paw Early Childhood Center childcare will be closed.

School Closing/Weather & Emergency Information Number

If the Ozark School District's two-hour late start weather policy is in effect, the following steps will be taken for Tiger Paw students:

- AM Early Childhood Special Education Classes will be canceled.
- PM Early Childhood Special Education Classes will be in session.
- Tiger Paw Preschool Classes will follow late start schedule.
- Childcare Program will be in session during its normal hours.

If the Ozark School District has an early dismissal, the following steps will be taken for Tiger Paw students:

- PM Early Childhood Special Education Classes will be dismissed early.
- Tiger Paw Preschool Classes will be dismissed early.
- Childcare Program will be in session during its normal hours.

Emergency Procedures

Fire, tornado, earthquake, and intruder drills are held at regular intervals during the year. Each student should learn the instructions posted in each classroom for proper procedures to use during these drills.

Health & Emergency Policies

Children’s health is important. Preschool children are very social, so to prevent the spread of disease, please carefully read the letter from the nurse. It is very important that children have used the bathroom and washed hands prior to bringing them to school.

If a child is running a fever of 100 degrees or more, vomiting, coughing, sneezing, has had diarrhea in 24 hours, or has a rash, please keep him/her home. Children must be fever free or illness free for 24 hours before returning to school. Please notify the school office of a child’s absence.

The Tiger Paw health care procedures adhere to the Ozark School District policies as defined in the District Comprehensive Health Plan. School nurses provide health services. It is the responsibility of parents to provide complete and accurate health records (including allergies, asthma, seizures, and other special considerations) of their children to school personnel. If a child has a temporary injury or condition, please notify his/her teacher.

Immunizations

The Missouri State Law for students to be enrolled in and attend school *requires that every child have a current immunization record on file*. The parents or guardians of each student entering the preschool shall furnish satisfactory proof that the student has been adequately immunized.

Illness or Emergencies

PARENTS MUST PROVIDE ACCURATE EMERGENCY CONTACT INFORMATION.

Medications

A parent/guardian must bring ALL medications into the school.

Administering medications to students during school hours shall be discouraged and restricted to necessary medication that cannot be given at home. If the physician's orders indicate it must be given during school hours, the instructions below must be followed:

Prescription Medications

- The parent or guardian must provide the medication in the original prescription bottle (the pharmacist will provide additional containers which are properly labeled).
- The parent/guardian must provide written permission to administer the medicine which includes the student's name, date, name of the medication, dosage and time of administration and the parent's signature.
- Provide no more than one week's supply at a time.
- Long-term medication (longer than two weeks) must be accompanied by a physician's request form.

Non-prescription Medications

- The parent/guardian provides the medication in original containers which are properly marked.
- The parent/guardian provides written permission to administer medication including the student's name, date, purpose of medication, dosage, and time medication is to be given.
- No more than one week's supply at a time.

If a child becomes ill or injured after arriving at the center, the parent/guardian will be notified. Parents should pick up their child within one hour of notification. If a child needs immediate medical attention, the parents will be called immediately. Children will be monitored until they are picked up. If the parent does not respond, the center may be obligated to notify 911 emergency systems and have the child sent for medical attention. The teacher will notify the parent/guardian of all known minor injuries or possible symptoms of illness. The teacher will complete an injury or illness report. Both the teacher and the parent will sign the report and the center will retain a copy for their records. A copy will be sent home at the parent's request.

Children will be observed for signs of contagious disease or illness, not only upon arrival, but throughout the day. Children who are suspected of being ill will not be accepted for care that day.

If children exhibit any of the following symptoms, they may be sent home:

- Diarrhea – more than one abnormally loose stool
- Severe coughing – if the child gets red or blue in the face or makes high-pitched croup or whooping sounds after coughing
- Headache and/or stiff neck
- Difficulty breathing or rapid breathing
- Yellow skin or eyes
- Pinkeye – tears, redness of eyelid lining, irritation followed by swelling or discharge of pus
- Unusual spots or rashes
- Sore throat or difficulty swallowing
- An infected skin patch – crusty, bright yellow, dry or gummy areas of the skin

- Fever over 100 degrees Fahrenheit by mouth or 99 degrees Fahrenheit under the arm. Fever-reducing medications will not be administered so a child can remain at the center while ill
- Vomiting
- Severe itching of the body or scalp, or scratching of the scalp. These may be symptoms of head lice or scabies. If a child is sent home due to the presence of head lice, the child must be checked by the school nurse to be readmitted
- Any other medical concerns at the discretion of the center staff and/or listed by the Missouri Department of Health

In order to return to the center after illness, the child must be symptom free for 24 hours without the aid of Tylenol or Ibuprofen. If questionable symptoms are present, a note must be obtained from a licensed physician stating the child is free from contagion and able to participate in center activities.

Parents must notify the center if their child has any allergies, especially food allergies. If the child is well enough to come to preschool, the center must assume the child is well enough to participate in all regular activities, both inside and outside.

Parents must notify the center if their child has been exposed to any communicable disease so that the other parents may be informed and in order to observe children for symptoms.

Student Security

If someone other than a custodial parent is picking up a child, he/she must be listed as an authorized pick-up person on the child's enrollment form/Student Information System. If not listed, parents must inform the center beforehand. Any person other than the parents picking up a child should be reminded that the teacher will ask for photo identification to ensure the child's safety. **If there are any restrictions of a child's non-custodial parent, the school must have court documentation on file. No one under the age of 18 will be permitted to pick up a child.**

Cleaning Procedures

It is very important to the Ozark School District to create not only a loving atmosphere, but one that is safe and healthy, as well. Teachers incorporate hand washing into their daily routine. Toys are sanitized with a bleach water solution throughout the day. This is an especially important step with the younger age groups who explore their world with their mouths. After a toy has been in a child's mouth, it is collected into a separate container to be disinfected. Toys are cleaned and sanitized midday and again at the end of each day. Classrooms, hallways, and bathrooms are cleaned daily and maintained by a full-time custodian.

Dress/Clothing

On the first day of attendance, parents should bring a complete change of clothing (including socks) in a Ziploc bag to be kept at Tiger Paw. All clothing should be labeled with the child's name. Spills and accidents happen. Dirty clothes will be sent home in a plastic bag to be washed

with a new set of clothes to be sent the following day. Limited supplies of clothes are kept on hand at the center. If an accident occurs and no clothes are available, parents will be called to bring a change of clothing or pick the child up.

Reminder: Clothing kept at school may need to be changed as the seasons change.

Children should be dressed in comfortable play clothing that allows freedom of movement. Children play outdoors each day, except in cases of extreme cold, hot, or rainy weather. Children will play and work on the floor, and with some art materials that may stain. Children play and work best in clothes they do not have to worry about getting dirty. Please dress children appropriately for the weather, including: Jackets/coats, mittens, and hats. Children should wear safe, playground-friendly shoes that will allow him/her to run, climb and play without worrying about slipping or falling.

Children should wear clothing that he/she can manage independently in the bathroom.

Shoes and shirts must be worn during program hours.

To facilitate the learning process and safety for activities at Tiger Paw, the District asks the following:

- No belly shirts, spaghetti straps, or halters
- No bracelets, chains, or jewelry, including watches
- Shorts should be worn under dresses due to play
- No hats or bandanas
- No belts, unless the child can independently manage it
- For children who are sensitive to smells, please avoid putting perfume/cologne on children.

Children will play outside if the temperature is between 40 and 90 degrees, including wind chill and heat index. Outside play is an important part of the Tiger Paw program.

Personal Property/Supplies

The school is not responsible for the loss of personal property. Personal belongings should be clearly marked with the student's name. The student should not bring items to school that are not required for the instructional program.

Ensure these items are not brought to school:

- Toys from home including toy guns
- Snacks/drinks in the backpack
- Coins or money in the backpack unless it's for a specific school need
- Gum
- Make-up

Children will need a regular-sized backpack to hold folders and books. Please help children become independent by reminding them to bring the backpack and take-home folder to school each day. *For safety purposes, please no backpacks with rollers or wheels.*

Parents will be provided a supply list. These are suggested items and not a requirement. Parents may be asked periodically to donate items for parties. Parents should contact their child's teacher with any comments or concerns.

Snack

A milk break is provided in both the morning and afternoon sessions. If for any reason a child cannot eat a certain food due to allergies, please let the child's teacher know immediately. Please do not send food or drink in the child's backpack.

Birthdays

Because of concerns regarding health hazards, no home-cooked food can be allowed. Any food item sent must be in unopened store-bought packages. Below is a list of recommended snacks or treats for birthdays. Tiger Paw does not have birthday parties at school. Birthday invites will only be handed out if provided to all students in the class. If a parent plans to send snacks/treats, please make arrangements with the child's teacher at least one day prior to the birthday.

Birthday Snack Suggestions

- Pouches of fruit snacks
- Little bags of chips
- Little Debbie snack cakes
- Mini-cupcakes
- Cookies
- Pop-Tarts
- Popsicles
- Yogurt
- Individual servings of applesauce
- 100 calorie snack packs
- Granola bars
- Individual Rice Krispies Treats
- Individual servings of Chex Mix
- Individual servings of Cheez-Its, Goldfish, etc.

Parent & Child Information – Change of address/phone numbers

Parent and child information should be kept up to date. Please notify the office of any address or phone number changes for the child's family and individuals identified as emergency pick-up. If a family moves, Tiger Paw needs a new proof of residency form. During parent orientation the teacher will provide a medical emergency form. Please complete this form completely. The information is vital in case an emergency arises. In cases of determining custody rights, current legal documents MUST be on file in the office.

Parent Involvement

Tiger Paw's primary goal is to provide children with the best early childhood experience. In order to achieve this goal, parental involvement is actively encouraged. Tiger Paw recognizes

and appreciates the trust and confidence parents have placed in the school, and offers parents the opportunity to share in the joys of learning to play and work in a school setting. Teachers will provide communication to parents through notes, newsletters, phone calls, and parent/teacher conferences. Tiger Paw encourages parents to allow time to visit with the teachers on a regular basis. Tiger Paw encourages parents to join the *Parents as Teachers* program. Parent involvement strengthens the Tiger Paw experience for children. Please feel free to contact teachers for suggestions about how parents might assist children with their first educational experience.

Parent-Teacher Conferences

The administration and faculty are available to meet with parents for a conference whenever the parent or school staff member feels it would be beneficial. Tiger Paw teachers will schedule conferences once during the calendar year and additionally as needed.

Class Schedule

Tiger Paw Preschool

Morning Session	8:30-11:30 a.m. (Monday-Thursday)
Afternoon Session	12:30- 3:30 p.m. (Monday-Thursday)
Full Day Session	8:15 a.m. – 3:15 p.m. (Monday-Thursday)
	8:15 a.m. – 2:15 p.m. (Friday)

ESCE

Morning Session	8:30-11:30 a.m. (Monday-Thursday)
Afternoon Session	12:30-3:30 p.m. (Monday-Thursday)

All children MUST be picked up promptly. Please be respectful of the teachers' and paraprofessionals' time between the morning and afternoon sessions as they must transition the classroom and eat their lunches in the time between the sessions.

The Tiger Paw program follows the same calendar as the District, with the exception of opening day: **Monday, August 19** for Tiger Paw ECSE.

Attendance

In order for a child to benefit from the school program, he/she should arrive on time and attend school each day as scheduled. If a child misses school frequently, or is chronically tardy, the preschool personnel will contact the parent/guardian. The Tiger Paw Preschool Program has a waiting list. This program offers spots to children who attend regularly. Regular attendance is a very important part of educational success. Frequent absences from regular classroom learning experiences disrupt the continuity of the instructional process.

If a child will be absent from school, please call the Tiger Paw Early Childhood office at (417) 582-5992.

Withdrawing from School

If it becomes necessary for a student to withdraw from school, the parent/guardian should contact the school office. If transferring to a new school, the new school will request school records once the child is enrolled.

Transportation

Parents are responsible for providing transportation to and from the Tiger Paw Early Childhood Center (Tiger Paw Preschool only) unless she/he is eligible for transportation in the Special Education Program. Parents should use the west entrance on Fourth Avenue. Teachers and paraprofessionals are available at curbside to receive students at the appropriate starting time and will load students into cars curbside at the appropriate dismissal time. When parents arrive, ensure the child is ready to exit the car with his/her shoes, coat, etc. in order to not delay the drop-off process. The child's teachers or paraprofessionals will assist the child as she/he exits. PLEASE REMEMBER TO DISPLAY YOUR CAR TAG IN YOUR FRONT WINDOW DAILY, this will speed up the pick-up process.

Parents should remain in their vehicles when using the drop-off/pick-up lane.

If parents wish to have a conversation with their child's teacher at drop-off or pick-up, please park the car and come inside.

Bus Transportation Policy for Eligible Students (ECSE students only)

ECSE bussing is arranged for students who require transportation according to their Individual Education Program (IEP).

It is the District's intention that children have a positive bus experience; therefore, parents need to provide a consistent address where children may be picked up and delivered. An adult MUST be present to receive the child at the bus stop. For safety purposes, parents may be required to show proof of identity when getting their child off the bus. In case of emergency and someone other than the parent is getting the child off the bus, the parent will need to notify the office, (417) 582-5992, and inform this adult that she/he will be required to show identification. To safely transport children, Tiger Paw asks that parents keep the school office informed of any changes.

All transportation changes must be made through the Tiger Paw Office. Permanent address changes will always take effect on the following Monday after the Tiger Paw Office has been notified of the change. If a child is not going to be picked up/delivered to his/her regular address, then parents must make arrangements to have the child picked up that day.

As a courtesy, it is requested that parents notify the Transportation Center at (417) 582-4735 if the child is not attending.

Childcare

The Birth-2-year-old program is for District employees and runs according to the teacher's schedule. If school is not in session and teachers are not required to work, the center is closed to this age group.

Enrollment

To enroll a child in the program, Tiger Paw encourages a visit to the center to receive a tour and the necessary forms. Enrollment is based on availability.

The following enrollment forms must be completed and returned prior to admission to the program:

- Enrollment Form – Completed thoroughly front and back including full addresses and complete phone numbers.
- Immunization Records – An updated immunization record must accompany forms at the time child is enrolled. Updates are required when new immunizations are given.
- Medical – A current medical examination form must be completed and signed by the child's physician.
- Deposit – Non-refundable \$50 deposit is due at the time of enrollment.

End of Enrollment

A 2-week notice is required if a parent chooses to end a child's enrollment.

Hours of Operation

Monday-Friday 6:45 a.m. - 6 p.m.

Parents will let staff know of estimated drop-off and pick-up time on a daily basis.

This will help the center with appropriate staffing.

State licensing does not allow the center to be opened any earlier or later than the designated times.

Beginning at 6:01p.m. a late fee of \$7 will be charged per child. An additional \$7 will be charged for every five minutes a child is picked up late from the program.

Open Door Policy

It is Tiger Paw's policy to encourage parents/guardians to visit the center at any time. Visitation is limited to persons listed on the child's enrollment form. If visitation interferes with the operation of the center, or upsets the child, visitation may be limited.

Child's Supplies

All items belonging to the child must be labeled with his/her name

Infant/Toddlers

The center has the following items for each child:

- Equate Formula
- Baby food, including two vegetable choices and two fruit choices
- Rice/Oatmeal Cereal

The following items will be provided by the parent/guardian:

- Diapers
- Wipes
- Ointment
- Formula (if not utilizing center food)
- Bottles
- Baby food (if not utilizing center food)
- Blanket
- Changes of clothes
- Sunscreen (if not utilizing the center's sunscreen)

2-year-olds

The following items will be provided by the parent/guardian:

- Diapers or pull-ups
- Wipes
- Ointment
- Blanket
- Sunscreen (if not utilizing the center's sunscreen)
- Change of clothes

3- to 5-year-olds

The following items will be provided by the parent/guardian:

- Any Diapers or Pull-ups (if not potty-trained)
- Wipes
- Ointment
- Sunscreen (if not utilizing the center's sunscreen)
- Blanket
- Change of clothes to be kept at school

*Please do not bring toys from home

Tuition & Fees

A non-refundable \$50 deposit is due at the time of enrollment. Tuition is charged according to a child's enrollment regardless of daily attendance. All accounts must be in good standing. If a balance of one week goes unpaid, the child will not be able to attend the following week until payment is made in full. Failure to pay tuition will result in loss of enrollment in the childcare program. Tuition will NOT be charged when school is not in session. However, tuition is charged when school is in session and the child does not attend. All tuition will be due on the first day of each week. Checks, money orders, and online payment through the District's account are accepted for payment.

Ozark School District has contracted with Envision Payment Solutions to facilitate the District with a check recovery plan.

Please note returned checks are presented to the bank electronically; additional fees are applied for returned checks. No credits are given to absenteeism.

Business and Finance / Policies and Procedures

***A late fee of \$7 will be charged per child after 6:01 p.m. for every five minutes a child is picked up late from the program.**

Rates and Fees:

- 6 weeks-24 mos. \$170/week (\$34/day)
- 2 year-olds \$140/week (\$28/day)
- 3 years-PreK \$115/week (\$23/day)
- If not potty-trained \$120/week (\$24/day)
- Pre-K program only- Mon-Thurs., 8:30-11 a.m. \$65

A holding fee of \$550 will be required for children of Ozark School District employees with children age 3-5 to secure their spot for the fall. This fee includes the option of having the child attend 22 days throughout the summer. These days must be scheduled in advance and must align with the current summer schedule.

Center Closings

Tiger Paw Early Childhood Center will be closed on the following dates:

Cleaning/Maintenance	July 1-5, 2019
Labor Day	September 2, 2019
Thanksgiving Break	November 27-29, 2019
Christmas Break	December 23, 2019-January 3, 2020
Martin Luther King Jr.	January 20, 2020
President’s Day	February 17, 2020
Good Friday	April 10, 2020
Memorial Day	May 25, 2020

If Ozark Schools are closed or cancelled due to inclement weather or reasons beyond the District’s control, the center will be closed. Parents should listen to public announcements concerning emergency closings. Parents should check their program calendars for scheduled closings. In the case of an emergency closing, the children should be picked up from the center within one hour of notification. A “Text Alert” and/or automated cell phone message will also be made.

Nutrition

The center will serve a morning snack, lunch, and afternoon snack. Snacks and meals are included in the cost of tuition. The menu plans follow state guidelines and will be delivered through the Ozark School Program. Tiger Paw Child Care follows the regulations of the Federal Food Program as well as State Licensing regulations for child care centers. Outside food and meals may not be brought in unless a doctor provides documentation for medical dietary needs. All meals and snacks served will be **peanut-free**.

Monthly menus will be sent home each month via email and will be available on the school’s website.

Parents of infants who provide formula/breast milk and/or food must provide a menu sheet and feeding schedule.

Special treats for birthdays and other occasions must be store-bought and in the original package. Due to health regulations, Tiger Paw cannot serve homemade food. Birthday candles or items with flames will not be permitted.

Policies/Procedures

Go to ozarktigers.org for updated notifications and more information on the items listed below.

[Asbestos Annual Report](#)

[NCLBA Right to Know](#)

[Nondiscrimination Policy and Grievance Procedure](#)

Notice of Nondiscrimination

Please refer to the school board policy. - [Policy AC](#)

Commitment to Compliance under the Americans with Disabilities Act

Public Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the Ozark School District (“District”) does not discriminate on the basis of disability against qualified individuals with a disability with respect to the District’s services, programs, or activities.

Compliance Coordinator
Jeff Simpson
Director of Special Services
PO Box 166
302 N. 4th Avenue
Ozark, MO 65721
Phone: (417) 582-5900
Fax: (417) 582-5960

The Ozark School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency’s policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency’s assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be

reviewed at the District Office located at 302 N. 4th Avenue between the hours of 8 a.m. and 4 p.m.

Notification of Asbestos Reinspection & Surveillance

August, 2008

In compliance with the U.S. Environmental Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA) in June of 1988 the District performed inspections of each of its school buildings for asbestos containing building material. The inspection findings and asbestos management plans have been on file in each school administrative office since that time.

The EPA requires the District to perform reinspection of the asbestos materials every three years. During the month of June 2007, accredited asbestos inspectors performed these reinspections. An Accredited management planner reviewed the results of the reinspections and recommended actions the District should take to safely manage each asbestos material in buildings.

The results of the reinspection are on file in the management plan in the school's administrative office. Everyone is welcome to view these anytime during normal school hours (Monday-Friday 8 a.m.-4 p.m.). The Asbestos Program Manager is available to answer any questions about asbestos in District buildings.

All areas that contain Asbestos either friable or non-friable are monitored constantly and are checked by an accredited AHERA Inspector every six (6) months to assure no deterioration of their condition to assure proper health and safety conditions for all employees and constituents of the school system.

Technology Resources

Philosophy

It is the policy of the Ozark School District to maintain an environment that enhances the educational opportunities and achievement of District students. The District recognizes the educational and professional value of instructional technology, both as a means of access to enriching information and as a tool to develop skills that students need. Use of the Ozark School District Wide Area Network (OSDWAN), the internet, or campus technology is a privilege, increasingly essential to learning that offers new freedoms and demands new responsibilities. Use of instructional technology will be for or in support of education, research, and enrichment of class assignments. Student, Parent, Guardian Acceptable Usage Policy Agreement.

[Policy EHB Technology Usage](#)

Technology Usage Agreement: Student

The proper use of the Ozark School District network, the internet, and the educational value to be gained from the proper use of these are the joint responsibility of students, parents, and employees of the District. The Acceptable Usage Policy form must be read and signed by the user and the parent or guardian. The form must be filed with the school.

Use of the District's system is at the user's risk. The system is provided on an "as is, as available" basis. The District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on District media, delays, or changes in or interruptions of service, information or materials. The District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the District's system. The District will not be responsible for financial obligations arising from unauthorized use of the District's system or the internet.

I have read, or had read to me, the Ozark School District Technology Usage Policy and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to District technology, and suspension or expulsion from school.

I understand that my use of the District's technology is not private and that the District may monitor my use of District technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to District interception of or access to all communications I send, receive, or store using the District's technology resources, under state and federal law, even if the District's technology resources are accessed remotely.

As the parent or legal guardian of the student signing below, I have read the Ozark School District Technology Usage Policy. I understand that violation of these provisions may result in disciplinary action taken against my child, ward, or child within my care, in accordance to School Board Policies [JG](#) and [JG-R](#).

I understand that my child's or ward's technology usage is not private and that the District will monitor my child's or ward's use of District technology, including but not limited to accessing browser logs, email logs, and any other history of use. I consent to District interception of or access to all communications sent, received or stored by my child or ward using the District's technology resources, under state and federal law, even if the District's technology resources are accessed remotely. I recognize it is impossible to restrict access to all controversial materials, and I will not hold the District, its employees or its agents responsible for materials acquired on the internet. I accept responsibility for guidance of internet use and setting and conveying standards for my child to follow when selecting, sharing or exploring information and media.

I agree to be responsible for any unauthorized costs arising from my child's, ward's, or child within my care's use of the District's technology resources. I

agree to be responsible for any damages incurred by my child, ward or child within my care.

I give permission for my child or ward to utilize the District's technology resources.

Date:

Student Name:

Student Signature:

Tiger Paw Early Childhood Center...is achieving early success...one tiger at a time.

