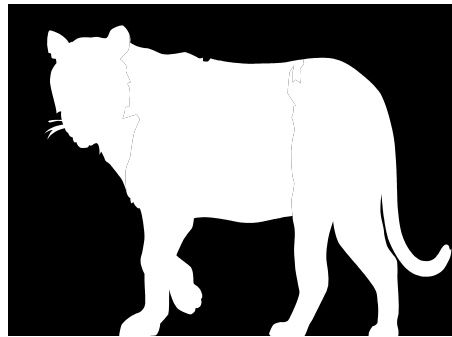


# TIGER CLUB

PARENT HANDBOOK  
2009-2010



Kirksville R-III Schools

Grades K-5

660-665-2834 – RME

660-665-5691 - KP

Tiger Club Phone

### **TIGER CLUB BACKGROUND**

Tiger Club is an exciting, educational, fun and rewarding program that enables students to attain higher levels of confidence and performance in all academic areas in school. Kirksville R-III Schools have partnered with Newton Learning to provide children with extra help in reading and math free of charge to parents.

### **AFTER-SCHOOL PROGRAM HOURS**

The **Tiger Club** after school program is free of charge to families and follows the Kirksville School District master calendar. The program will be available on school days from 3:00pm to 4:45p.m. Monday through Friday and will run on a quarterly basis. Tiger Club Students need to be picked up by 5:00p.m. All students who have not been picked up by 5:00 p.m. will be lead by their homeroom teacher to a Tiger Club Plus classroom where the homeroom teacher will sign them in for after-school-care. (*See Late Pick-up*)

The **Tiger Club Plus** program offers working parents an additional hour of childcare Monday through Friday. The program immediately follows Tiger Club and has a fee of 15 per week. (*See Fee's*) You may choose your billing preference upon signing up for Tiger Club Plus. Failure to make payment may jeopardize your child's eligibility for attendance incentives.

### **FEES**

Tiger Club is free (3:00p.m. – 4:45p.m.). The cost for Tiger Club Plus (5:00p.m. – 6:00p.m.) is \$3.00 per day or \$15.00 per week. Parents/guardians are able to make payments weekly, biweekly or monthly; however payments still need to be made in advance. For more information, please contact **Rose Graber at 626-1467**.

### **LATE PICK-UP**

If a child is picked up after 5:00 pm, the student will be enrolled in Tiger Club Plus and a late fee of \$3.00 per day will be charged. Prior arrangement of a late pick-up does not waive late fees.

### **TYPICAL ACTIVITIES**

Daily activities may include Gym/Outdoor playground games, homework and study time, projects and board games, and access to reading and math enrichment.

### **STAFF**

The staff to student ratio will be one paid certified staff member to every 20 students. Truman State University students may also be onsite to assist with the program.

### **ATTENDANCE**

Please realize that we will keep your child after school for Tiger Club on his/her scheduled days unless we receive notification that he/she should not stay. Please call the Ray Miller Elementary Office at 665-2834 by 2:00 if you need to notify us that your child needs to go home after the regular school day. At Kirksville Primary call 665-5691. Students must attend school in order to attend after-school programs.

**SNACK**

Students will be offered a light snack and drink each day. Please let us know if there are any food allergies that we need to be aware of. Students may bring their own snack.

**SCHOOL DISMISSAL**

Tiger Club will be in session all regular days of the school year. If school is cancelled or dismissed early due to inclement weather, Tiger Club and Tiger Club Plus will not be in session that afternoon.

**CHANGE OF ADDRESS**

It is important that the office be notified immediately when a family changes address or telephone number. This is particularly important in case your child should have an accident or become ill while attending Tiger Club.

**TELEPHONE INFORMATION**

The telephone number at Ray Miller Elementary School is 665-2834 and at Kirksville Primary School 665-5691. Please call this number if you have questions regarding Tiger Club during the regular school day. Questions regarding Tiger Club Plus should be directed to Rose Graber at 660-626-1467.

**VOLUNTEERS**

Volunteers can perform a variety of services, such as working with students, helping teachers, etc. If you have an interesting hobby, are skilled in a craft, can talk about your job or share information of your travels, we would welcome your help. Please contact the site coordinator if you are interested in helping!

**STUDENT DISCIPLINE CODE**

We encourage good student behavior during the Tiger Club, just as we do during the school day. You will be asked to pick your child up from Tiger Club if inappropriate behavior is demonstrated. If you are called to pick up your child more than two times, your child will be suspended from Tiger Club for a week. Consistent misbehavior is grounds for removal from Tiger Club.

**CARE OF SCHOOL PROPERTY**

If a student loses/destroys books, materials and/or equipment belonging to or in use by the school district, parents are requested to pay for fines, charges and/or replacement costs for said losses.

**LOST AND FOUND**

Articles found in and around the school should be turned into the Lost and Found box in the office.

**MEDICAL SERVICES**

There will be no nurse on duty during the hours of Tiger Club. All staff members have had first aid training, but we will call parents or emergency contacts in case of illness or an accident. If a student leaves during the school day due to illness, he/she may not return that afternoon for Tiger Club.

**EMERGENCY DRILLS**

We will practice drills and procedures for the following emergencies:

- Fire
- Tornado
- Earthquake
- Intruder Alert

**OUTDOORS RECESS POLICY**

Students will go outside for recess everyday, weather permitting. Please dress your child appropriately.

**VALUABLE ITEMS**

Students are not to bring valuable items such as walkmans, CD players, GameBoys, etc. to school. Kirksville R-III School District is not responsible for lost, stolen, or misplaced items.

**TRANSPORTATION**

Parents are responsible for arrangement of their child's transportation needs in the afternoon for pick-up. Bussing will not be provided.

**PARENTAL CONCERNS**

In order to address concerns and suggestions at the most appropriate and effective level, we suggest the following steps:

- Direct concerns to the on site staff. Please plan to talk to staff members when he/she is not supervising children. Staff members will have contact information posted.
- If concerns persist, please contact the Mike Bartig, Tiger Club Director at 660-626-1440.
- Finally if concerns still persist, or discussing the issue with staff members and Director proves to be insufficient please contact the primary or elementary principal.