

Percy Priest Extended Day Program, Inc.
also known as
“Tiger Club” and “Tiger Camp”

Parent Handbook

2018-19

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Welcome

We welcome each child and his or her parents, guardians and families into our PPEDP family. The health, safety, wellbeing, and happiness of the children are our primary concerns at PPEDP. We strive to provide an atmosphere that promotes positive social interaction and opportunities for cognitive development. We hope that you and your family enjoy your time at Percy Priest Elementary School and PPEDP.

Please let our staff know how we can serve you better, or of any concerns, questions, or comments that you might have regarding our programs.

Liz Whiting, Director

Overview

History of Percy Priest Extended Day Program

Percy Priest Extended Day Program, Inc. ("PPEDP") is a 501(c)3 non-profit organization which was established in 1982 by the Percy Priest PTA and approved by the Metropolitan Board of Education. PPEDP is a school-based before and after school program with a full day summer program. Locally, the program is known as "Tiger Club".

PPEDP strives to find a balance between structured and child-directed activities. A diverse curriculum of games, arts & crafts, homework assistance, and more is offered without losing the freedom to be a child at play.

Mission Statement and Program Philosophies

PPEDP was established by parents to meet the childcare needs of Percy Priest Elementary School families.

At PPEDP, we recognize that children are individuals with differing needs, interests, and abilities. We accommodate these differences by offering a variety of activities with a balance between adult-directed activities and child-directed free play.

Children at PPEDP have a right to:

- *a relaxed, friendly and safe environment where they feel comfortable expressing their feelings and ideas while being challenged by new experiences*
- *a caring staff who respects each child as an individual with his or her own abilities, interests, and needs*
- *a cheerful, attractive, and orderly environment that offers a variety of equipment and materials*

Parents at PPEDP have a right to:

- *know that their children are safe and in an environment that does not expose their children to negative influences*
- *know that their children are being guided, supported, and directed in a positive manner to enhance their educational and personal development*
- *active communication regarding their children's activities at PPEDP*
- *an open and informative relationship with the PPEDP staff.*

Employees at PPEDP have a right to:

- *direction and guidance on job requirements and performance*
- *work in a fair and cooperative team environment*

Employees of PPEDP are critical to each child's safety and development and are expected to execute the program as outlined in a manner which will achieve the following objectives:

- health and safety of each child
- fostering of cooperation and individualism
- providing an environment in which children can reach their maximum personal and educational potential
- continuing to foster the goals and objective of Percy Priest Elementary School

Core Policies

Percy Priest Extended Day Program is committed to providing a quality child-centered program and excellent care for children. In doing so, it is important to provide a safe, productive, and quality-conscious work environment, and so we have established the following core policies:

Non-Discrimination: PPEDP has a policy of non-discrimination on the basis of race, sex, color, ethnic origin, age, religion, or physical capabilities. PPEDP is also committed to providing equal employment opportunities in all areas of the employer - employee relationship. This policy extends to all persons including our students, families, guardians, employees, and school staff members.

Alcohol and Drug Free Environment: PPEDP is committed to maintaining an alcohol and drug-free work environment.

Bullying / Harassment / Sexual Harassment / Physical Harm: PPEDP has a policy of zero tolerance for any bullying or mistreatment of children or any staff member.

Weapons and Dangerous Instruments: PPEDP has a policy of zero tolerance for the possession or use of any weapon or dangerous instrument on premises.

MNPS and DHS Policies: PPEDP follows the policies and guidelines of Metro Nashville Public Schools ("MNPS") and the Department of Human Services ("DHS"). If any parent or guardian wishes to have a copy of these guidelines, they should contact the Director or Assistant Director to request a copy.

Unlawful or Inappropriate Behaviors: PPEDP is committed to modeling positive examples and behaviors for its children, and therefore will not tolerate unlawful or inappropriate behaviors.

PPEDP Oversight

- PPEDP Staff

Our staff meets the requirements set forth by the Tennessee Department of Human Services Child Care Division. Prior to employment, all staff members have had 3 reference checks and have submitted fingerprints for TBI and FBI criminal background checks. Each staff member will be Infant/Child and Adult CPR and First Aid certified by the American Red Cross within 60 days of employment with PPEDP. Further, each staff member is asked to attend an additional 18 hours of child care training each year on topics such as: communication, developmentally appropriate practice, and behavior management.

- PPEDP Board of Directors

The PPEDP Board of Directors is a group of volunteers who work with the program director to promote and enhance a quality child care program. The PPEDP Board is composed of parents of enrolled children and the Percy Priest school principal. Monthly meetings are held at the school during the school year. Board members serve two-year terms and may be called upon to serve as officers on the Board. Board members may serve consecutive terms. Board meetings are open to anyone who wishes to observe. We welcome any PPEDP parent that has an interest in supporting and bettering our program to join the Board of Directors. If you would like to serve on the PPEDP Board of Directors, please contact the director or assistant Director, or any current board member.

PPEDP Tiger Club/Tiger Summer Camp Operations

Overview

PPEDP operates year-round child care services. "Tiger Club" is a before and after school program which serves the children of Percy Priest Elementary School. Child care is provided on most school holidays and professional days, as well as snow days whenever possible. "Tiger Camp" is a full day summer camp program providing care for children that are rising

Kindergarteners through rising 5th Graders. Our program currently has a maximum capacity of 99 children and both programs have enrollment procedures that must be completed prior to attendance.

Requirement

Any child attending Tiger Club or Tiger Camp must be independent in their personal hygiene care, such as toileting and dressing, and understand when it is appropriate to ask for help (such as a stuck button)

–unless the child has a condition (documented by a physician’s statement) whereby toileting and independent personal hygiene is not developmentally or physically appropriate for the child.

Activities

Each child is allowed to participate in structured activities as well as free play activities. The everyday free play activities include sports and outside play, arts and crafts, board games, computer games, reading, and homework room. Structured activities are pre-planned and are posted on our weekly activity plan. These activities may include science, games, guest visitors or special directed activities such as music, dance, sports, or crafts. On occasion (rainy days, special occasions, etc), we will have a movie day. All movies shown have a rating of G or PG. Any parent who wishes to know the movie selection in advance should contact the director or assistant director. It is the parents’ responsibility to inform the director or assistant Director if they do not want their child to watch the movie.

Kindergarten Children

PPEDP makes every attempt to include all children in developmentally appropriate activities and Kindergarten children are invited to participate in all activities as appropriate. Our daily schedule makes provisions for Kindergarten and 1st Grade children to have separate play time indoors and also outside at the beginning of our afternoon. They have the opportunity for mixed age play after snack time each day. Please refer to our daily schedule for details.

Hours of Operation

PPEDP begins it’s Before/ After School Care operations on the first day of school and continues its quality childcare through the last day of the school year. The program operates from 7:00 am until start of school and from dismissal until 6:00 pm. PPEDP generally begins its Summer Camp operations the first week of June continuing through the last week of July. Specific summer camp schedules will be published each spring. Tiger Camp programs operate weekdays from 7:00 am until 6:00 pm. PPEDP is closed on New Year’s Eve, New Year’s Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, the Day After Thanksgiving, Christmas Eve, and Christmas Day. PPEDP will be open on snow days provided transportation is possible and safe. We will always attempt to make separate announcements about potential snow days, and PPEDP may have a later start time or be closed if warranted. Parents should contact PPEDP to confirm hours of operation on snow days.

No child may be dropped off before 7:00 am or at any time if a PPEDP staff member is not present. Should a child remain past 6:00 pm, a late fee will be assessed at the rate of

\$1.00 per minute after 6:00 pm. Three late charges or more for non emergencies may constitute your child's removal from the PPEDP program.

Daily Schedules

Daily activity schedules for both Tiger Club and Tiger Camp Summer Camp programs are set in accordance with PPEDP's philosophy to provide a mix of child-directed and adult-directed activities and in accordance with DHS guidelines. Activities are planned on a weekly basis. Weekly activity plans and daily schedules are posted on the Parent Bulletin Board for easy reference at the beginning of each week. Specific schedules may also be obtained from the Director or Assistant Director.

School Year Programs, Fees and Enrollment

Programs

All Tiger Club programs require enrollment. Programs available are:

Before / After School Programs

AM Only (M-F AM care)

PM Only (M-F PM care), Full Time (M-F AM & PM care)

Selected Days PM Care (2 or 3 days PM care)

Drop – In Programs

Daily Drop-In (occasional care plans (AM&PM care)- when space is available

Parents must re-apply each school year to maintain enrollment in PPEDP's Before / After School programs. Applications will be available March 1 for the upcoming school year. Enrollment applications are taken on a first-come first-served basis.

We strongly encourage families to complete the application and submit it as soon as they are made available. Spots fill quickly and once the maximum enrollment has been reached (99), applicants may at their request be placed on a waiting list. Openings will be filled according to the date of completed application. All applications for enrollment require a \$35(one child)/\$50(family) non-refundable registration fee to be considered complete.

Program Fees

Fees for Before / After School programs are based on a monthly tuition. *Reduced rates are not available for unused hours or days.* Fees are due by the 11th of each month. Drop-In and Extended Day fees are all due the day of attendance. A \$10 late fee will be charged after the 11th of each month that payment has not been received. Monthly statements are placed in Parent Folders on the sign-in/out desk the beginning of each month. Tuition checks may be placed in the box on the sign-in/out desk or mailed to PPEDP. *Please do not leave cash in the payment box.*

Any family for whom fees are in arrears of more than ten days from the due date will be asked to remove their child from the program until fees are paid and their account is

made current. The Board of Directors reserves the right to remove any child from the program if late payment of fees is continual. To recover past due fees PPEDP may employ a collection agency. Parents will be held responsible for any legal or agency fees that are due and any fees incurred by PPEDP during the collection process. A \$25 service charge will be assessed for any returned check. Please make checks payable to PPEDP or Tiger Club.

We are happy to offer an additional payment option that we hope will provide convenience and ease with your Tiger Club fees. We will provide an **automatic draft option from your checking or savings account**. If you are interested in this option, please read the fact sheet at the end of the handbook and complete the authorization form.

Scholarships may be available in certain cases where the school year plan fees pose a financial hardship. Scholarship availability is not promised, but the PPEDP will do its best to provide up to 5 scholarships each school year. Please see the Director or Assistant Director for additional information and scholarship application requirements.

Refunds will not be given on an individual basis. However, in rare cases of natural disaster or unusual circumstances, the Board of Directors may approve refunds. **Regular monthly tuition will be charged for all months the program is in operation, even if school is not in operation for the full month.**

Registration Fees

- Application Fee required for all plans: \$35/year; \$50/year family.
- **Activity Fee for all plans: \$45/year-due September 1**
- Students *must* be registered with Tiger Club to attend under any of the Enrollment Plans, Drop-In Plans, or Extended Day Plans as listed below.

Plan Fees

1. Enrollment Plans

- Tiger Club Full Time AM Only (M-F before school care): \$53/month.
- Tiger Club Full Time PM Only - 5 Days / Week (M-F after school care): \$170/month.
- Tiger Club Full Time AM & PM (M-F before school and after school care): \$185/month.
- Selected Days PM – 3 Days / Week (3 days per week after school care): \$120/month.
- Selected Days PM – 2 Days / Week (2 days per week after school care): \$90/month.
- Half School Days: The afternoons on half school days are included in the enrollment plans at no extra charge.
- All Enrollment Plans: Fees are based on a monthly tuition. *Reduced rates are not available for unused hours or days.* One week notice must be given to change your plan.

2. Drop-In Plans

- Drop-In AM Only (before school care): \$7/day.
- Drop-In PM Only (after school care): \$17/day.
- Half School Days: The afternoons on half school days are charged as if they are a PM only (after school care) drop in day under the drop-in programs
- All Drop In Plans: *Reduced rates are not available for unused hours or days.* One week notice must be given to change your plan.

3. Extended Day Plans

Tiger Club is open from 7am-6pm on most days when school is not in session. These include Intersession, Fall, Winter, Spring Breaks and snow days. In order to provide adequate staffing, it is required that you sign your child up **1 week** in advance for Extended Days (except snow days). We will have a sign up sheet available for each extended day. Also, cancellations must be made 1 week prior to the extended day. All families signed up will be charged the extended day fee. **We must have 10 children in order to be open for an extended day. If we do not have 10 children we will notify families by the cut off date so you can make alternate arrangements. If you sign your child up you are required to pay the daily fee whether your child attends or not.**

- Extended Day Fee: \$29/day.
- **All Extended Day Plans: Fees are due the day of use. Students must be currently registered with Tiger Club to attend on Extended Days.**

Withdrawal Procedure

One month's notice must be given to the director or assistant director before a child is withdrawn from the program. If notice is not given, fees will be due in full even if the child has not attended. Accounts must be cleared before a parent may reapply.

Summer Camp Programs, Fees and Enrollment

Program

Currently, Tiger Club offers a full day summer camp. Fees are based on full week's tuition. *Reduced rates are not available for partial weeks or partial days.* All fees are Non-Refundable.

Tiger Club Summer Camp requires enrollment. Parents must reapply each year for enrollment in PPEDP's Tiger Camp programs. Applications will generally be available by February of each year with a priority enrollment period generally offered through April. Specific enrollment dates and details will be published in February of each year or are available upon request from the director or assistant director.

During the enrollment period, priority is given to current Tiger Club members and PPEDP students, ranging from rising Kindergarteners to rising 5th graders. After the priority enrollment period, enrollment may be opened to neighboring families. Enrollment is limited to 30 students per week during camp sessions. Once the maximum enrollment has been reached, applicants may at their request be placed on a waiting list. Openings will be filled according to the date of completed application. All applications for enrollment in Tiger Camp require a \$35 (one

child)/\$50(Family) non-refundable registration fee (separate from the enrollment fee for Before / After School programs).

Registration Fees

- Application Fee required Tiger Camp program: \$35/year \$50/year family.
- The Application Fee covers all Tiger Camp sessions for a given year.
- Students must be registered with Tiger Club to attend any Tiger Camp sessions.

Tiger Camp Program Fees

All Summer Camp fees must be paid in advance and are non-refundable. Any child whose fees have not been paid will not be allowed to attend their summer camp session. To recover past due fees PPEDP may employ a collection agency. Parents will be held responsible for any legal or agency fees that are due and any fees incurred by PPEDP during the collection process. A \$25 service charge will be assessed for any returned check. Please make checks payable to PPEDP or Tiger Club. *Please do not leave cash in the payment box when paying your summer camp fees.*

Summer Tiger Camp Fees

Session Fees

- Tiger Camp fees are charged for full week sessions.
- Fees for Summer Tiger Camp are set during the winter semester for the coming camp program and should be available by the February preceding the camp season.
- Payment for Tiger Camp sessions is due with the application.
- **Cancellations:** Unfortunately, we are not able to refund Tiger Camp fees.

Snacks and Extended Day / Tiger Camp Lunch Requirements

The children are served two snacks a day during Extended Days and during Tiger Camp, one in the morning and one in the afternoon. Tiger Club after school care will serve one snack in the afternoon. Snacks are nutritious and include at least two food groups, with a variety of choices offered. The snack may include fresh fruit, veggies, cheese and 100% fruit juice and 2% milk, with very little prepackaged food offered.

On Extended Days or during Summer Tiger Camp, each child needs to bring a nutritionally balanced meal from home **with milk or 100% fruit juice** and a cold pack to keep it cool. **No soft drinks will be allowed.** This is a requirement of DHS. **Please note that PPEDP staff cannot heat any lunch items.** Lunches and/or drinks cannot be kept in the PPEDP refrigerator, which is reserved for our fresh snack foods. You may ask the director or assistant director for a menu of nutritious lunches recommended by DHS.

All allergies must be reported to the Director prior to attendance.

Tiger Club Policies and Procedures

Health, Sickness, and Safety Policy

The Tiger Club or Tiger Camp Application contains health and contact information related to your child. This is necessary in case of an emergency. The parent or guardian must fill out the Tiger Club or Tiger Camp health section of the application completely. Parents are responsible for updating this information as necessary.

If a child becomes sick while at Tiger Club or Tiger Camp, parents or guardians will be called and expected to pick up their child immediately and no later than 1 hour from receiving the call.

Basic first aid will be a bandage or ice if needed. We are not able to administer any major medical attention.

PPEDP will write an accident report for minor injuries. This report will inform parents of the injury received while in the program, how the injury occurred and the first aid given.

Children with communicable or contagious diseases may not attend Tiger Club or Tiger Camp. Any child showing signs of, or developing symptoms of, fever, cold, sore throat, diarrhea, vomiting, head lice, etc. will have a call made to the parent or guardian and sent home. **PPEDP expects parents or guardians to pick up their sick child within one hour of the call. Children must be free of illness for 24 hours before being readmitted to Tiger Club or Tiger Camp.**

Medication and Medication forms:

If your child requires medication to be administered during Tiger Club hours, we must have a medication form on file. Please ask the director for a form. All medication must be in the original container and labeled. All medication must be out of the reach of children. **If your child has any type of medicine (oral, topical, etc) it must be given to a Tiger Club employee by an adult and never left in a backpack. All medications will be stored in the school clinic.**

In the case of an emergency, PPEDP will contact the parents first, and then your designated emergency contact second. In the case of an extreme emergency, or if a parent cannot be reached, PPEDP will contact the child's physician as listed on their Tiger Club or Tiger Camp application and/or provide transportation to the EMR at Vanderbilt Children's Hospital. Emergency 911 will be called for life threatening situations.

All children enrolled in the program must be covered by a personal or family health and hospitalization insurance policy. Information regarding this policy must be provided on the application form at the time of enrollment. Low cost student insurance policies are available through the school system. For more information regarding this insurance, please contact the school office.

Child Arrival and Departure Policy

All children attending must be accompanied to the Tiger Club or Tiger Camp sign-in desk and signed in by a parent or guardian. Children cannot be dropped off at the front door or back parking lot of the school. **Parents must come inside and sign-out their child upon pick up.** Children must be left with a staff member and never on their own in the school building.

No child may be dropped off before 7:00 am or until a PPEDP staff member is present. Should a child remain past 6:00 pm, late charges will be assessed at the rate of \$1.00 per minute after 6:00pm. Three (3) late charges or more for non emergencies may constitute your child's removal from the PPEDP program.

If someone other than the parent or designated person per the application will pick up your child, a signed and dated note from the parent or guardian must give the Director or Assistant Director indicating who that person will be. Children will not be released to anyone not listed on the application form without express written permission.

Please inform all other adults authorized to pick up or drop off your child about our sign-in/sign-out policies and to have proper identification. In cases of emergency where advance notification of a change in pick up is not possible, a telephone call from the parent is acceptable.

Parking for drop off and pick up is available in the side parking lot and front circle of the school near the kindergarten classrooms. Please park in designated spaces only. For morning drop off and afternoon pickup, please enter the school building through the west side door (not the main front door) of the school to sign your child in/out. All school doors are locked at all times. Please ring the doorbell and a staff member will let you in.

The following pick-up procedures are in place to assure the safety of each child and adult entering the school building.

- When you ring the Tiger Club doorbell- a staff member will greet you over the intercom- please identify yourself and who you are here to pick up. If someone other than yourself is picking up your child- please make sure they know this as well.
- If multiple families arrive at the same time, all families need to identify themselves before entering the building.
- If someone is arriving when you are leaving the building- please do not open the door for them- allow us to unlock the door.
-
- Entrance into the building from the glass doors at the gym is not permitted at anytime (this includes families playing on the playground, Tiger Club parents, basketball teams or parents here for after school clubs). All Tiger Club families need to enter through the Tiger Club door.
- Please share this information with all family members and friends that pick up your child (older siblings, grandparents, nannies, etc) as they are not on our email list!

Please be patient if staff members ask for identification or take a few extra minutes to check a child's file for confirmation of authorization to pick up. All of these policies are for your child's safety and protection.

If a staff member believes that your child is in danger or harm by leaving with a parent, guardian, family friend, family member, or other designated person, we cannot, by law, release him/her. The well being of your child is always our highest priority.

Please do not allow your child to leave the building without you. No child should be left alone in a car or allowed to play in the parking lot after sign-out. Please do not leave other children unattended in your vehicle during drop off or pick up. These rules are for every child's safety.

We ask that any change in your child's daily schedule –including enrollment in afternoon clubs, lessons, etc- should be communicated to us. You may do this through e-mail to pptigerclub@yahoo.com or by a note or phone call. We take roll every day, and need to account for the whereabouts of every child.

Please allow a few minutes at pick up time for your child to clean up their activity before they leave each day. Cleaning up is encouraged before leaving one activity for another.

PPEDP is happy to offer Express Pick-Up. If you would like to call ahead 10 minutes prior to your arrival we will try to have your child waiting and ready to go when you arrive. Please call 390-3167 to request Express Pick-Up.

Parent Communications Policy

We provide a Parent Bulletin Board and information table located near the sign-in area for easy reference. Here you will find information about our weekly activities, daily schedules, snack menus, and parent handouts. Weekly activities and daily schedules will be posted for the current week at the beginning of the week.

Monthly newsletters and periodic notes are sent electronically. We provide specific information regarding activities, important announcements and fee reminders, It is the parent's responsibility to stay current with announcements and respond to correspondence as necessary. It is very important we have your current email address. Our e-mail address is pptigerclub@yahoo.com

Parents needing to reach us my call 615-390-3167. This is the PPEDP cell phone number. It is also equipped with voice mail. Staff may not always be available to answer the phone immediately, so please leave messages as necessary. If you have an emergency and cannot contact staff, please phone us through the school at 298-8416 ext. 1801

Communication with PPEDP is vital to understanding your child's behavior. If there is a behavioral topic affecting your child, we would like to know so that our staff will be equipped to meet your child's needs. Please inform us of any changes your child may be experiencing and how we can help the transition to be a positive one.

To maintain good communication between staff and parents, child development conferences are offered in January and parent education classes are offered at various times throughout the school year. The director and / or assistant director are available, however, at any time during regular business hours for a scheduled conference.

PPEDP's e-mail list and or photos are to be used for PPEDP use and communication ONLY. It is the responsibility of the parent to inform us if there is a change of address, phone numbers, e-mail addresses, etc.

Guidance and Discipline Policy

Discipline issues are opportunities to teach. Staff members want to help children develop self-discipline and a sense of responsibility for their actions. Rather than just stopping unsafe or inappropriate behavior, we use teachable moments to help children understand why it is unacceptable. We suggest alternative behaviors and positively reinforce the repetition of appropriate behavior. We believe that a positive, respectful, and loving demeanor on our part is the best way to keep inappropriate behavior from becoming an issue.

Each child is expected to show respect for the rights and property of others. Children who do not follow our safety and conduct rules will receive redirection, reprimands, and/or the withdrawal of privileges. Parents will be informed of a child's inappropriate behavior using an "Incident Report," which explains what occurred, what the consequences were, and any staff comments. These reports are sent home.

In the case of a child that has continued to disregard staff redirection in a serious situation, or may have exhibited any of these behaviors: bullied other children, "hit to hurt", or deliberately damaged property, they may fall subject to PPEDP's "3 strike" policy:

- 1st strike - the child is suspended from Tiger Club / Tiger Camp for one (1) day.
- 2nd strike - the child is suspended from Tiger Club / Tiger Camp for one (1) week.
- 3rd strike - the child will be dismissed permanently from Tiger Club / Tiger Camp.
- Any student who is suspended from Percy Priest Elementary School is also suspended from Tiger Club.

These policies are to protect every child that attends Tiger Club and Tiger Camp. Your monthly tuition will not be refunded if your child is suspended or dismissed from Tiger Club or Summer Tiger Camp. **PPEDP reserves the right to prohibit attendance by any child who is perceived to threaten the safety or well being of any child, family member, or staff member of PPEDP.**

Dress Code Policy

Children attending Tiger Club or Tiger Camp are expected to be dressed and groomed neatly and appropriately. Please see the director for further details on appropriate dress if desired.

Toys / Personal Items from Home Policy

Tiger Club and Tiger Camp do not allow children to bring toys from home. This includes any hand held electronic device such as Nintendo DS's, game-boys, I-pods, cell phones, etc. Tiger Club and Tiger Camp do not allow bikes or scooters on premises during Extended Days or during Tiger Camp, unless specifically authorized as a program activity by the director or associate director. PPEDP staff will not be responsible for toys or other personal items brought

from home and if they see toys or personal items from home, they will ask the child to put them away until the child is picked up.

Emergency Procedures

PPEDP will mirror to every extent possible the emergency procedures and protocols of Percy Priest Elementary School. Please note that while we do not expect any of these situations, we believe that it is vital to plan for them. We conduct periodic drills for emergency situations such as tornadoes, fire, evacuations, and lock-down. In the event of an emergency situation, our first priority is the safety and well being of our children and our staff members will contact all parents as soon as they are able. Parents may obtain more information about our procedures from the Director or Assistant Director at any time.

Snow Policy

On announced snow days PPEDP will make every effort to open no later than 9:00am and close at regular time unless hazardous road conditions are apparent. The PPEDP administrative staff will have the discretion to close at 4:00 pm or earlier in case of worsening conditions and each parent will be contacted. If the school closes during the school day, PPEDP will remain open until 4:30pm. We ask that parents make plans to have their child picked up by the specified time so PPEDP staff can get home safely. **We will post closures due to weather on the local news channels 2 & 4 and we will send an email with our plans for the day.**

PPEDP employees

PPEDP employees are our most important assets. If you hire one of our employees (or someone who was our employee within the prior six months of hire) to work for you, you agree to pay a placement fee of \$2,000. Checks should be made payable to Percy Priest Extended Day Program and given to the program director. In an effort to maintain the professional status of our employees and prevent any potential conflict of interest, if you should hire any of our staff for "sitting" purposes, it must be outside of Tiger Club and with the understanding that such arrangements and payments for services are solely between you and the staff member. The arrangements are not sanctioned by PPEDP and you agree to hold PPEDP harmless for any such arrangement.

HANDBOOK UNDERSTANDING/ACCEPTANCE SLIP

Please sign and return this statement to PPEDP Tiger Club / Tiger Camp.

A copy will be placed in each child's file.

- I have read and understand the policies and procedures of the Percy Priest Extended Care Parent Handbook.
- I will abide by the rules and regulations stated in this handbook.

1. Student's Name _____

Age _____

Grade _____

2. Student's Name _____

Age _____

Grade _____

3. Student's Name _____

Age _____

Grade _____

Parent's / Guardian's Name Printed

Parent's / Guardian's Signature

Date

NATURE WALK PERMISSION SLIP

Please sign and return this statement to PPEDP Tiger Club / Tiger Camp.

I give / do not give (circle one) my permission for my child

_____ to attend supervised nature walks on

neighboring grounds during Extended Days and / or Tiger Camp.

Parent's / Guardian's Name Printed

Parent's / Guardian's Signature

Date

SPECIAL ACTIVITY SIGN-IN/OUT PERMISSION SLIP

Please sign and return this statement to PPEDP Tiger Club / Tiger Camp.

I give my permission for my child _____ to be signed in and /or out of Tiger Club or Tiger Camp by a before/after school club, Scouts, teacher, tutor, sports etc.

Name of activity:

1.

2.

3.

Parent's / Guardian's Name Printed

Parent's / Guardian's Signature

Date

USE OF CHILDREN'S PHOTOGRAPHS

Please sign and return this statement to PPEDP Tiger Club / Tiger Camp.

I give / do not give (circle one) my permission for my child

_____ to be photographed during PPEDP activities

I give / do not give (circle one) my permission for my child's

_____ photograph(s) to be used in PPEDP marketing brochures and to be posted on our PPEDP websites and within the school grounds.

Parent's / Guardian's Name Printed

Parent's / Guardian's Signature

Date