

# **Tiger Cubs Early Childhood Handbook**



**2025-2026**

**302 Myrtle Street**

**Taneyville, MO 65759**

**417-546-5803**

**Adopted: June 19, 2025**

## **Mantra**

Learn Lead Succeed

## **Mission Statement**

Empowering each student to learn, lead, and succeed.

## **Vision Statement**

Our Taneyville family is inspiring a community of excellence by developing extraordinary student leaders who are discovering their talents and abilities.

### **We commit to empower students to:**

#### **Learn by:**

Seeking knowledge through self discovery  
Cultivating a growth mindset  
Innovating and engaging  
Setting rigorous expectations

#### **Lead by:**

Modeling respect and responsibility  
Taking ownership of successes and failures  
Exhibiting proactive behaviors  
Achieving goals

#### **Succeed by:**

Utilizing talents  
Developing invincible grit  
Working cooperatively with others  
Demonstrating preparedness, confidence, and healthy behavior

## **Providers**

Our Early Childhood Education Department is a private license-exempt program within the district of Taneyville R-II School District. We will implement an Early Childhood Handbook just as our other departments within the district.

Our early childhood teachers are Vicky Blair, Loren Derby, Brittanie Corcoran, and Becky Forrest. They are certified in Infant/Child CPR and first aid, and are experienced child care workers. Our Early Childhood Education Department's philosophy is as follows;

Our child care facility is open to support families within our community, and the teachers of our district with a warm and loving environment. Our goal is to provide excellent child care, and introduce and support fundamental social emotional, educational, and self care habits and standards. Our hope is for all our students to transition into our early childhood programs with confidence, and proficient fundamentals to support their learning and social skills. We want to provide;

1. A safe and nurturing environment.
2. A learning environment. Learning is not necessarily the ABC's and 123's, but is also the learning of values. The learning of honesty, respect, self-reliance, and potential, self-discipline, and moderation, the values of being; dependable, loving, sensitivity to others, kindness, friendliness and fairness are the values of giving.
3. A proper approach to discipline. Since children occasionally need discipline, it is important that we all share a similar philosophy so that your child is not confused as to where the boundaries are and what is expected of him/her. Children are taught which behaviors are inappropriate, and why, and given alternatives that are acceptable. In this way, the behavior is being changed, without making the child feel "bad" or unloved. This helps develop their self-esteem, and teaches them how to handle difficult situations themselves in the future. We can express disapproval (without attaching character). We state our expectations and show your child how to make amends. We give choices, and in extreme situations a child may be given a "time out"; because at times a child may be having trouble making choices of their own and just need a couple of minutes to calm down, and think about their choices.
4. Foster unconditional love. This kind of love is very important to us because children should not grow up feeling that in order to be loved and cared for they must meet numerous conditions.
5. Communication. Communication is key to a successful child care arrangement. The parent and provider need to have a good working relationship so they can communicate and work together. Parents and providers need to exchange pertinent information in the child's life such as changes in routine, special events, or activities, as well as changes such as death, divorce, separation, moving, visitors, etc. All this information can be important in understanding the child's feelings, behavior, and well being on any given day.

We invite you to share with us in writing, by telephone, or schedule an appointment to talk about your concerns and we will do our best to improve in that area.

## **Enrollment**

We offer two early childhood programs including; Daycare for children through 2 years, and a Preschool for children ages 3-5 years. Children will qualify to attend specific early childhood programs based on their birthday falling on or before July 31st. Priority is given to those families who reside in the Taneyville School District.

The following documentation must be on file before your child will be allowed to attend:

1. Completed enrollment form

2. Updated Immunization record or an Immunization Waiver from the Taney County Health Department - kept on file in the Nurse's Office.
3. Copy of birth certificate

**Changes may be made to your child's schedule, either to add or change days of attendance, with a 14-day prior written notice to the Principal, providing there is availability for those days.**

### **Withdrawal from Daycare by Parent**

If parents choose to withdraw their child from a program during the year, at least a 14-day notice is appreciated. This will allow the next child on the waiting list to be contacted to enroll. All fees including tuition for the scheduled days of any week or partial week attended, payment for meals and any late fees due must be paid prior to the child's last day.

### **Dismissal from the Program**

**The child will be dismissed from the program if tuition has not been paid for two weeks. Parents will be notified and given one week to pay outstanding fees before their child is dismissed from the program.**

Other reasons for dismissal are behavior and safety issues. The first warning will be given through a parent/teacher conversation. The second warning will be a letter from the principal. If the misbehavior continues after these steps, then the child will be dismissed from the program.

### **Chain of Command**

If a problem occurs, the line for parents to report should be followed in this order: Teacher, Principal, Superintendent, and School Board.

Please do not hesitate to contact the teacher if there are any questions or concerns regarding your child.

### **Discipline Policy**

Discipline is defined as an activity, exercise, or a regimen that develops or improves a skill. We use positive discipline as a way to help each child learn and develop. The Taneyville early childhood teachers will use prevention techniques to deter any behavior problems. The teachers will use positive guidance, intervention, and redirection to help the child learn self-discipline and independence. If redirection doesn't work, the use of a "Timeout" will be implemented. When it is used, the child will sit in a designated area one minute for every year of their age. As with any concern, please follow the chain of command speaking first with the teacher(s), then principal, superintendent, and finally the Taneyville Board of Education. Dismissal from the program may occur if a student's behavior is determined unsafe. The first warning will be given through a parent/teacher conversation. The second warning will be a letter from the Principal. If severe behavior remains after these steps then the child will be dismissed from the program. ***No physical discipline will be used in the daycare.***

### **Gross Misconduct**

We will communicate to you immediately if your child is frequently and deliberately causing harm to others and/or is frequently and deliberately destructive. This behavior is unsafe and will not be allowed – immediate termination will ensue if the behavior persists.

### **Pick-up**

Children will be released only to those designated on the enrollment form. Parents should call ahead of time if other arrangements need to be made. Please call the front office at 417-546-5803, to make alternative pick-up arrangements.

### **Attendance**

Regular attendance is required. Due to the demand for services, excessive absences may result in your child

being dismissed from the program. Parents must notify the school by phone of the reason for their child's absence, before 8:00 a.m. Prior notification of planned absences (i.e. vacation, doctor's appointment, etc.) is appreciated. You are responsible to pay for all days that your child is signed up for, even if not in attendance.

## School Hours

School hours are 7:30-3:45 Tuesday through Friday. Our Early Childhood programs will be open each day that school is in session, beginning on the first day of school. Tuition will be billed on days of attendance including the Mondays we are in session. Our Early Childhood Programs will close after the last day of school, and remain closed throughout the summer. If school is canceled due to inclement weather, all early childhood programs will also be closed.

## Typical Daily Schedule

### Daycare

Daycare 2025-2026					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:25-8:00		Breakfast	Breakfast	Breakfast	Breakfast
8:00-8:30		Story Time/Reading			
8:30-9:30		Outside Play	Outside Play	Outside Play	Outside Play
9:00-9:30		Plan	Plan	Plan	Plan
9:30-10:00		Sensory Play/Tummy Time			
10:00-10:30					
10:30-11:00		Lunch	Lunch	Lunch	Lunch
11:00-12:00		Rest Time/Teacher Lunches-11:00-12:00			
11:40-12:10					
12:10-1:30					
1:30-2:00		Snack			
2:00-2:30		Sensory Play			
2:30-3:00		Large Motor Development			
3:00-3:30		StoryTime			
3:30-4:00		Pack up- Student Check Out			

### PK 3/4

## PK 3/4 Years 2025-26

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:35-8:15		Breakfast/MW	Breakfast/MW	Breakfast/MW	Breakfast/MW
8:15-8:30		Task Boxes/Centers			
8:30-9:00		Morning Meeting /Story Time			
9:00-9:30		Recess/BB			
9:30-10:25		Reading/Math			
10:25-11:00		BB/Lunch	BB/Lunch	BB/Lunch	BB/Lunch
11:00-11:40		Recess			
11:40-12:10		Heggerty/Phonics			
12:10-12:40		SG/Centers	SG/Centers	Art	Library
12:30-1:00		Music	PE	Rest	Rest
1:15-1:40		Rest			
1:40-2:15					
2:30-3:00		Writing			
3:00-3:33		Task Boxes			
3:30-3:45		Enrichment	Enrichment	Enrichment	Enrichment

## Dismissal

The administrator may dismiss school due to weather, mechanical failure, or other emergencies that may arise. As in the past, as soon as the decision to cancel school is made, all Springfield television stations will be notified. School cancellation notification will also be included on our local radio stations: KRZK (106.3 FM), KOMC (100.1 FM), KHOZ (102.9 FM) and KLFC (88.1 FM). In addition to these radio stations, school cancellations are included on the Branson WeatherFone at 336-5000. If you would like to receive a text about school cancellations, you may sign up for our Textcaster Alert System on our school website [www.taneyville.k12.mo.us](http://www.taneyville.k12.mo.us) . Click on the parent link and then TigerCast.

## School Visitors

The exterior doors to the school remain locked during the day. If you are visiting and want to enter the school building you will need to enter through the front office, sign-in, and get a name badge.

## Fees

Fees will vary among ages All payments are due in advance. Two weeks worth of tuition is due the first day of attendance. If tuition is not paid in advance, your child will not be able to attend our program until full payment has been made. Tuition is due even if your child is not in attendance on their scheduled day due to illness, vacation, or any other circumstances. You will not be charged if school is closed on your scheduled day. If we have to dismiss due to inclement weather or an emergency you will be credited for that day on your next bill.

## 2024-2025 Early Childhood Fees

4 Years	\$25 per day
3 Years	\$25 per day
2 Years and under	\$35 per day

\*Four day tuition rate discounts are subject to change based on grant availability.

\*\* Additional days based on availability will be a daily rate of \$30.00.

### Returning Students

If your child was enrolled in the daycare program the prior year, all balances must be paid and/or arrangements made before enrolling your child in the current year.

### Late Fees

Your child must be picked up at 3:45 pm. There will be an additional charge of \$1.00 per minute after time of closing. The fine will be added to your tuition bill.

### Safety

1. Toys from home are not allowed at school. Exceptions may be made with approval from your child's teachers.
2. Anything deemed as a weapon is prohibited at school including toy guns, swords, etc.
3. Students may bring lunch from home. We have limited refrigerator space so please put an icepack in your child's lunch box. Please do not send glass containers.
4. Your child will only be released to those listed on the enrollment form. We must be notified of any changes prior to pick up time. We will ask for identification for all unfamiliar releases.

### Snacks

We ask for your help in providing snacks for our students. You will be asked to bring snacks for the week on a rotation schedule. You will receive a monthly Classroom Calendar with this information. Snacks need to be store bought and brought into the classroom unopened. We will let you know if there are any specific snack guidelines which will need to be followed due to student allergies.

### Birthdays

**We cannot celebrate individual birthdays with a party, gifts, decorations, or visitors.** Your child can supply the whole class with a special birthday snack on his/her birthday. If you choose to bring snacks on their birthday we ask that they are store-purchased cupcakes or treats and still sealed when brought into the classroom.

### Toys

We try to provide a wide variety of toys for your child to play with at school. We believe it is in the best interest of all our students that toys from home need to stay at home. Toys will be cleaned daily.

### Cafeteria

## **SCHOOL BREAKFAST**

Breakfast is served daily within the classroom. Students may purchase a breakfast for \$1.95. If students do not wish to eat breakfast at school, they may purchase a carton of milk for .35 cents. Prices may change during the school year. Free or reduced breakfasts are available for qualified students. Please contact the school if you think you may qualify. Breakfast will be from 7:30- 8:00 a.m.

## **SCHOOL LUNCH**

A hot, class A lunch is served daily in our classroom, prepared by the cafeteria. Students may purchase a lunch for \$3.00. If your child wants to bring his/her lunch to school, they may purchase a carton of milk for .50 cents. Prices may change during the school year. Free or reduced lunches are available for some qualified students. Please contact the school if you think you may qualify.

Breakfast and lunch bills will be sent home each month and are due upon receipt. Please note the District's Food Service Program Meal Charge Policy as stated below, which is applicable to preschool students choosing to participate in the District's Food Service Program.

## **Food Service Program Meal Charges**

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.

1. Parents/guardians will receive monthly statements from the Food Service Department indicating current meal charges. Students will be allowed to charge a maximum of one hundred (\$100.00) dollars.
  - After the balance exceeds one hundred (\$100.00) dollars, the parents/guardians of students will be contacted electronically, by correspondence, or by phone call by the District Accounting Office, the Food Service Department, or the Superintendent.
  - After the balance exceeds two hundred fifty (\$250.00) dollars, the parents/guardians of students may be required to attend the next Board meeting to discuss payment options.
  - After the balance exceeds five hundred (\$500.00) dollars, the District reserves the right to petition small claims court to seek collection of past due food service bills.
2. Charging will be cut off five (5) days before the last day of school
  - Parents/guardians will be sent a written request for "payment in full."
  - All charges not paid before the end of the school year will be carried forward into the next school year.
  - Graduating eighth graders must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.
3. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.
4. Building principal will send a letter to all parents on or before the first day of school notifying them of the requirements of this policy. This policy will also be published on the District's website.

## **Health Services**

If under special circumstances, a student is required to take oral medication during school hours, the nurse or other designated persons will administer medication with the regulations that follow:

- **PRESCRIPTION MEDICATION-** The medication must be in the original container, labeled with the



physician's instructions and your child's name. A note from the parents must accompany the medication with dosage, times, and approval. All medication will be kept in the Nurse's Office for the safety of all.

- **NON-PRESCRIPTION MEDICATION** – Parents can authorize school personnel to give over-the-counter medication for a specific time frame. The medication must be in the original container. A note from the parents must accompany the medication with dosage, times, and approval. (This includes cough medication and cough drops, aspirin, etc.) The parents/guardians must assume responsibility for informing school personnel of any changes in the student's health or changes in medication. The school reserves the right to refuse to administer medication that may be deemed questionable.

## Health Concerns

A child who has a fever, vomiting, diarrhea or shows signs of illness should be kept at home. (Please do not give a fever reducer to your child in order to send them to school as you are exposing everyone to the illness.) A child having any communicable disease should be kept at home. Upon returning to school, the student must bring a physician's note stating it is safe for the student to return to school. The Missouri Division of Health recommends consultations with a physician and offers the following guide, which the school uses.

- **Chicken Pox** – a student may return to school 7 days after the rash appears.
- **German Measles** – a student may return to school 5 days after the rash appears.
- **Impetigo**- a student may return to school after the skin lesions are healed or when he/she is under adequate and continuous medical care.
- **Measles** – a student may return to school 7 days after the rash appears.
- **Mumps** – a student may return to school 9 days after swelling begins.
- **Strep Throat** - a student may not return to school until recovery or after 24 hours of antibiotics.
- **Head Lice** – The Taneyville R-II School is a "Nit Free" school. The following procedures will be used to control the situation when students are found to have lice or nits at school:
  - **The student's parent/guardian will be notified by phone to come and pick their child up from school.**
  - His/her head will be checked to ensure that all "nits" have been removed and no live lice remain before being allowed to return to school.
  - If the child has not been satisfactorily treated, he/she will be refused readmission to school and sent home.
  - If the child returns with nits or lice three consecutive days, the principal will request direct follow-up by the local health department. The child will not be allowed admission to school until written notification from the local health department has been received.
  - When the parent finds lice at home, the parent is encouraged to notify the school so that the class can be checked.
- **Fever** – a student will not be permitted to attend school if they have a fever over 100 degrees. If the student becomes ill at school, the parent will be notified to pick their child up. This applies to faculty and staff as well.
- **Vomiting/diarrhea** – a student with vomiting/diarrhea should be kept home 24 hours after the last episode. All efforts will be made for specific concerns (medication, allergy, etc.)
- **"Pink Eye"** – a student with pink eye should be kept home until 24 hours of treatment has been started by a physician.

If it becomes necessary to remove a child during school hours due to illness, the parent will be notified by phone. If the parent/guardian cannot be reached, the emergency contact number will be called.

## Immunizations

The state requires certain immunizations for school attendance. Proof of adequate immunizations are the responsibility of the parents/guardians. Children are not allowed to be in school without proper immunizations or a signed parental release.

## **Potty Training**

Potty training is something that comes differently for each child, and should not be rushed. Pull-ups should be used and provided during this transition period. When a child maintains 2 weeks of continuous bladder/bowel control, underwear will be used.

## **Accident Procedures**

If a child is injured while on school property, an accident form will be filled out to inform the parent(s) of the injury, how it happened, and how it was treated. If the injury involves the head or is deemed serious in any way the parent will be notified immediately. Action will be taken as requested by the parent. If the injury appears to be life-threatening, 911 will be called before the parents.

## **Daily Reports**

Your child will receive a daily report which logs diaper changes, feeding, naps, tummy time, health and mood, medicine given if applicable, and any need of supplies. If you ever have any questions or concerns about this information, please speak to your child's teacher.

## **Student Supplies**

We ask that you please send wipes, ointment, powder, formula, juice, diapers, pull-ups, and/or extra underwear, and bottles/cups for us to keep in stock in the classroom. We will communicate when these items need replenished.

## **Dress Code**

Please dress your child in comfortable clothing. Please provide a change of clothes on a daily basis or keep a change of clothes at school until needed – replacing as needed. An infant may require more than one change of clothing daily; please provide a few changes of clothing based on your own experiences with your infant. Please be mindful when dressing your child for the day that diaper changes can be done quickly without completely undressing your child. \*\*\*\*Teachers suggestion is nothing over three snaps and pants and shirt be separate pieces when potty training.

## **Student Information**

We will not release any information about you or your child, except that which is required by state law. This is for your safety as well as your child's. Board policy does allow "directory information" to be supplied in the form of athletic rosters, programs for special events and identification of students for newspaper articles regarding awards received, photographs, and other similar information. If you do not want this type of information released, please send a note to that effect to the office.

## **Tobacco-Free Facility**

Taneyville School is a tobacco-free facility. The use of tobacco products is not allowed in the building or on school grounds. Please do not use tobacco products while attending school-sponsored activities. Signs are posted inside and outside the building as a reminder.

## **Abuse Policy**

All daycare employees are required BY LAW as legally mandated reporters to report any and all cases of suspected child abuse or neglect to the Missouri Department of Social Services. As a parent/guardian you also have the right to report anyone which you may suspect of the same crime. Please note the hotline number on

the parent bulletin board, 1-800-392-3738.

Please Sign and Return to your child's teacher.

I have received the policies and guidelines in the Taneyville Preschool Handbook and agree to abide by them. I understand handbook policies or guidelines may be revised during the school year should the need arise and I will be notified in writing of any changes which are made.

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Student Name

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Parent Signature

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Date