

# Welcome to the Jaguar Den! 2021-2022



**Directors:** Robyn Willis and Su Mathews

**Phone number:** 405-696-0965 (texting ONLY)

**Email:** [idafreeman.jaguarden@gmail.com](mailto:idafreeman.jaguarden@gmail.com)

**Please contact us if we can assist you in any way!**

## Daily Schedule

The program will provide time for homework, large motor play, arts & crafts, games, and computers. When weather permits, scholars will be permitted to play outside utilizing the school's playground equipment.

### Before Care 7:15 AM-8:20 AM

Children may begin arriving at 7 AM for Before Care.

### After Care 3:25 PM-5:40 PM

Students are escorted by their classroom teacher to the Jaguar Den at the end of the school day. Children are to be picked up by 5:40 PM for After Care. A late fee of \$1 per minute will be charged for any children remaining after 5:40 PM. The late fee will be due at the time the child is picked up.

## Snacks

Scholars will receive a nutritious afternoon snack daily. Items that are provided consist of NutriGrain bars, Chex Mix, fruit snacks, etc. and a juice box or water. Please let us know if your child has any food allergies.

### **Payment Policy**

Monthly payments may be made in advance or at the beginning of the month. We have initiated a strict payment policy, if payments are not collected by the monthly due date, your scholar will not be permitted to attend until the full payment is made. A late fee of \$15 will be charged if payment has not been received within two school days of the new month. Payment must be for the scheduled days and times for which you have enrolled. Refunds and/or reductions will not be made for illnesses, absences, and other activities. You are charged for the number of days you scheduled. We will contact you by text and email with reminders when payments are due to avoid any confusion.

Payments can be made online using the InTouch portal. The address below will direct you to our online system. <https://ok-edmond.intouchrecepting.com>

### **School holidays/Closings**

Jaguar Den adheres to Edmond Public Schools school calendar. The Den will not be open during school holidays such as Fall Break, Thanksgiving, Winter Break, etc. In case of school closures due to weather, Jaguar Den will also be closed. In the event school is closed due to a holiday, snow day etc. you will not be charged for that day.

### **Checking In/Out**

For your peace of mind and the safety of your child, all children must be signed in or out by parents (or a person authorized and listed on the enrollment sheet). Children will not be released without your authorization and appropriate identification. Older children may not sign themselves in/out! Please use the Jaguar Den door on the west end of the building (facing the car rider pick up line.)

### **Attendance**

For safety purposes, it is imperative that we can account for your child at all times, they are enrolled. You must notify the director in the event your child is absent or leaves school early. A fine may be charged if there is an excess of absences without notifications. You are responsible for paying for all days your child is enrolled, regardless of absences, unless quarantine is required by the district.

***IMPORTANT:*** If your child will NOT be at the afternoon session of Jaguar Den on a day that he/she usually attends, please notify us before 3 PM. You can let us know by using one of the following methods. A text message is preferred.

**Phone (Text ONLY):** 405-696-0965

**Email:** idafreeman.jaguarden@gmail.com

### **Personal Belongings and Money**

Please follow school rules regarding toys, electronic items and money. Jaguar Den will not be responsible for personal items that are lost, stolen, or damaged such as those previously listed. Backpacks and coats will be placed in a central location and only accessed when necessary,

### **In case of Emergencies**

If a child should become ill with a fever or anything we feel could be detrimental to the child or other children, we will notify a parent to pick up his/her child immediately.

### **Medications and Allergies**

Jaguar Den will follow the same procedures as the school in regard to medications. Please record any medications and allergies that the Jaguar Den employees need to be aware of on the Child Information form. An additional form may need to be completed depending on the medication/allergy. (ex: self-administration of an inhaler, list of "off limit" snacks, etc.) Thank you for helping us keep your child safe!

### **Discipline**

In order to provide your child with appropriate and safe care, we have established discipline procedures. Parents will be contacted when there are behavior problems. Should the behavior continue, scholars will need to be picked up early and/or dismissed from the program.