

Tiger Pack Other Important Information

Late Pick-Ups

Late fees are applied as follows in all circumstances past 6:00 PM. Guardians must sign out at or prior to 6:00 PM according to site iPads to avoid late fees.

6:01 PM – 6:10 a \$10 flat fee

6:11 PM – 6:15 an additional \$15 flat fee

6:15 PM and beyond \$5 for every minute

Three late pick-ups will result in a one day suspension from Tiger Pack.

Inclement Weather

2 Hour Delay – Tiger Pack will open 2 hours late (8:00 AM)

2 Hour Early Release – Tiger Pack will be CLOSED

School Cancellation due to inclement weather – Tiger Pack will be CLOSED

Billing

Tiger Pack will conduct invoicing every other Friday for the previous two weeks of care.

Invoices will always be due the following Wednesday. Guardians will receive a one-day grace period for payments, with late payment fees applied to accounts on Friday (one week from the invoicing date).

District employees will receive an employee discount

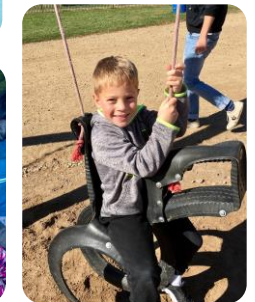
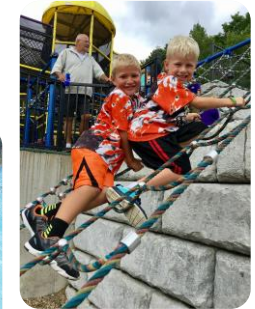
Multiple student discounts:

Third student: **50% off**

Fourth student +: **Free**

Non-payment will result in suspended attendance privileges.

Tiger Pack – Parent Handbook



Overview of Programs

School Age Care – School Year

Tiger Pack is located all three elementary schools for before and after school. Registration is open for students in K- grade 5.

AM or PM Session: \$8.00 per student

Tiger Pack runs in the morning at each school from 6:00 AM to 8:00 AM and again from student dismissal to 6:00 PM.

Tiger Pack also runs on scheduled early releases and non-school days throughout the school year. These dates must be signed up for under 'register non-school days' on your Eleyo account.

Early Release: \$10.00 per student

Tiger Pack runs from 1:40 PM to 6:00 PM at each site.

Non-School Day: \$42.00 per student

Tiger Pack runs at one site from 6:00 AM – 6:00 PM. No drop-ins will be accepted so it is always best to email to make sure your student is signed up.

School Age Care – Summer

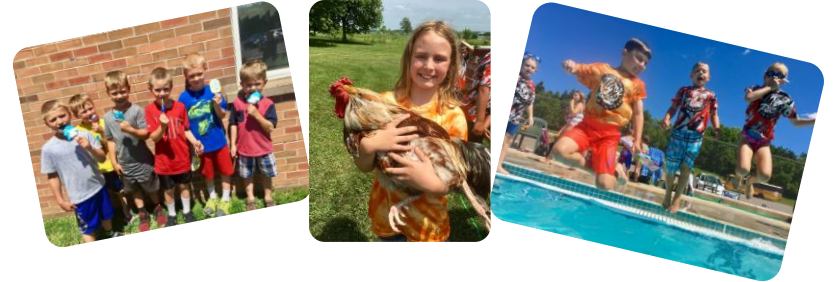
Tiger Pack is located at one location for the duration of summer. Programming runs from 6:00 AM – 5:00 PM. Registration is open for current Pre-K students to current grade 5 on March 1st of each year.



Summer Tiger Pack

Summer Tiger Pack registration opens to the public on March 1 each year.

Students must attend 15 minimum throughout the summer to submit a summer contract.



Activities

Summer Tiger Pack is an active, and fast paced program. Student calendars are released one month prior to registration. Weekly activities include ice cream truck visits, and plenty of on-site activities. As well as two trips per week.

Schedule Changes

Schedule changes must be submitted online TWO weeks in advance for no charges to apply. Any absences or changes requested within two weeks will still be charged to guardians accounts.


Session Fees

\$180 full week of attendance
\$160 full week during Summer Stretch
\$42 per full day/**\$32** per day while attending Summer Stretch/Jumpstart

** Summer Stretch attendance is mandatory if scheduled at Tiger Pack during Summer Stretch dates.*

Schedule Changes

1. There are a few ways to get to where you need:
 - a. Go directly to our Eleyo page at: <https://newrichmond.ce.eleyo.com/>
 - b. Head to the School District of New Richmond webpage - <https://www.newrichmond.k12.wi.us/nrsd> and select 'Parents' tab and then Tiger Pack. Scroll down on the main Tiger Pack page and use the following link:

Guardians can login to Eleyo for contract management and changes by clicking the following link: 

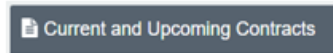
2. Sign into your Eleyo account on the top right corner with your email address and password.



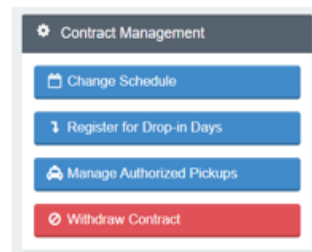
3. After signing in select 'Explore All Programs' and select 'Tiger Pack' with your account number.



4. Select your students current contract under 'Current and Upcoming Contracts'



5. Options on the left will give you choices for regular schedule changes. Reminder drop-in days should only be scheduled if you need add a day LAST MINUTE additions (24 hour notice).



ALL NON SCHOOL DAYS MUST BE DROPPED VIA EMAIL TO PROGRAM COORDINATOR IF FAMILIES SIGNED UP BUT WILL NOT BE ATTENDING.

Non-school days cannot be removed by account owners.

Non-school days must be dropped at minimum 2 weeks prior of the date for accounts to not be charged for the day. Any drops in a two week window will still be charged to guardian accounts.

Getting Started

How Do I Register?

Tiger Pack uses an online registration system. This system is connect with Tiger Pack coordinator, as well as site staff to easily allow parents to submit student scheduling as well as communicate every-other Friday invoicing.

Registering for Tiger Pack



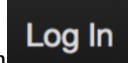
For guardians new to Eleyo:

1. Browse to <https://www.newrichmond.k12.wi.us/> and select the Eleyo icon located on orange strip

2. Select the  button to register a new account.

Log in

1. Browse to <https://newrichmond.ce.eleyo.com> and login with your email address and password by selecting the Log

In button . Point to *Explore all Programs, Tiger Pack* and select *Registration*.

2. Continue through the registration screens to submit a pending contract request for each student.

-If you will only be utilizing Tiger Pack for Non-School Days and Early Releases, you will want to select a drop-in contract and register for those days under 'register for non-school days'.

TIP: Dates can be more quickly selected by selecting letters listed at the top of the calendar 'M', 'T' and so on

Please note students must re-submit a contract for each season of Tiger Pack

Our Locations and Contact Information

Tiger Pack runs at each elementary school from 6:00 AM – 8:00 AM and again from 3:40 PM – 6:00 PM.

Students **MUST** be escorted into and from the building by a guardian for pick up and drop off.

Hillside Elementary

Enter door 7 – main location in cafeteria

Phone: 715-781-8730

Email: hillsidepack@newrichmond.k12.wi.us

Paperjack Elementary

Enter door 1 – main location in media center

Phone: 715-781-8736

Email: paperjackpack@newrichmond.k12.wi.us

Starr Elementary

Enter door 1 – main location in cafeteria

Phone: 715-781-8744

Email: starrpack@newrichmond.k12.wi.us

Administrators

Program Coordinator: **Rachel Twedten**

Building: Hillside

Phone: 715-781-8721

Email: rtwedten@newrichmond.k12.wi.us

Assistant Coordinator/Billing: **Sam Nelson**

Building: Starr

Phone: 715-781-8744

Email: snelson@newrichmond.k12.wi.us

*We take student safety very seriously. If a guardian neglects to inform a Tiger Pack site via email or voicemail of a student's absences on a **scheduled afternoon** and staff spend time locating your student, a \$15 finders fee will be charged to your Tiger Pack account.

Schedule Changes – School Year

Schedule Changes

Guardians are able to make schedule changes two full days in advance with no charges to your account.

For example on any given Monday, the soonest guardians are able to adjust their schedule would be Wednesday that same week. Any changes before Wednesday will be charged to your account regardless of attendance and cannot be changed online.

Student Absences

Your student's safety is our top priority. If guardians neglect to inform Tiger Pack site staff via email or voicemail of a student's absence in **afternoon sessions only** and staff spend time locating your student a \$15 finders fee will be applied to your account.

Early Release and Non-School Days

Tiger Pack early releases and non-school days **FILL UP QUICKLY!** We recommend signing up for all non-school days at the start of the year when you submit your contract.

Non-school days and early releases must be dropped via email to program coordinator within 14 days of the scheduled date for session charges to be dropped.

**Please keep in mind trips and schedules change frequently and reminder emails will be sent to guardians as soon as details regarding non-school days are decided.*