



2023-2024 Family Handbook

**Princeton Public School's Child Care Program
Established in May of 1990**

Procedures in this handbook are subject to change. Such changes will be communicated from the Community Education Director/Coordinator. In the case of a discrepancy between this handbook and other information, such as the school's student handbook or district policy or other communications, governing priority is as follows:

1. State and Federal Law
2. District Policy
3. Contract Language
4. District & Administrative Directives (i.e. needed to comply with MDE/MDH guidelines)
5. Student Handbook
6. Registration Guide
7. Staff Handbook

It is the responsibility of all families to review this handbook thoroughly and abide by all district policies, procedures, and guidelines, regardless of whether they are included in or referenced in this handbook. District policies are available on the district website at <https://www.isd477.org/>.

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Welcome

Thank you for selecting District #477 Tiger Club for your child care needs. Since our beginning in 1990, we have grown from one location to three. Princeton Primary School houses both of our elementary school Tiger Club Programs. We also have a preschool program located at the Family Center. The Family Center location is a companion child care program to the Hand in Hand Preschool Program. All of our programs focus on respect, creativity, safety, friendship, and fun. Showing “**Tiger Pride**” is our goal. We accomplish this through a variety of well supervised, nurturing activities. We work with the whole child, helping them to develop in all areas of their lives.

Within the school we have access to many resources and knowledgeable staff to help your child. We strengthen the academic side for each child to include non-traditional learning experiences. Retention and advancement have been key factors for children over the years as well as enjoyable experiences with guest speakers and field trips. We hope you enjoy your experience at Tiger Club!

Staff Contacts

Your Site Supervisor will be your first point of contact for:

- Student concerns/behaviors
- Registration/waitlist questions
- Attendance and schedule changes
- (Second point of contact is the Coordinator or Secretary)

The Community Education Secretary will be your first point of contact for:

- Invoicing
- (Second point of contact is the Coordinator)

The Community Education Coordinator will be your point of contact for:

- Staffing concerns
- Past dues

<p>Preschool Site Supervisor Susan Wark Phone: 763-389-6085, Classroom: 763-389-6164 Email: susan.wark@isd477.org</p>	<p>Primary (K-5) Site Supervisor Amanda Groshong Phone: 763-389-7200 Email: amanda.groshong@isd477.org</p>
<p>Community Education Secretary Kristie Kaiser Phone: 763-389-6198 Email: kristie.kaiser@isd477.org</p>	<p>Community Education Program Coordinator Kayla Maring Phone: 763-389-6176 Email: kayla.maring@isd477.org</p>

Tiger Club Program Information

Hours & Locations

<p><u>*School Age Care (Grades K-5) School Year</u></p> <p>Location: Princeton Primary School 1206 7th Ave N., Princeton, MN 55371</p> <p>Tiger Club Office Phone: 763-389-7200</p> <p>Times:</p> <ul style="list-style-type: none"> ● Before School: 6:00am - Start of school ● After School: After school - 6:00pm <p>Groups: Students are divided into at least two grade groups depending on enrollments:</p> <ul style="list-style-type: none"> ● Grades K-2 ● Grades 3-5 <p>Non-School Days:</p> <ul style="list-style-type: none"> ● 6:00am - 6:00pm ● <i>Groups may be combined these days.</i> <p>*Students must be enrolled in Princeton Public Schools to participate in Tiger Club.</p>	<p><u>**Preschool Age Care (Ages 3-5) School Year</u></p> <p>Location: Princeton Family Center 706 1st St., Princeton, MN 55371</p> <p>Tiger Club Office Phone: 763-389-6085 Tiger Club Classroom Phone: 763-389-6164</p> <p>Time:</p> <ul style="list-style-type: none"> ● 6:00am - 5:30pm <p>Non-School Days:</p> <ul style="list-style-type: none"> ● 6:00am - 5:30pm <p>**Students must be enrolled in a Hand in Hand Preschool class in that same school year to participate in Pre-K Tiger Club.</p> <p>All Tiger Club students must also be completely toilet trained and self-sufficient in the bathroom.</p>
<p><u>*Summer (Entering Gr. K-6)</u></p> <ul style="list-style-type: none"> ● Location: Princeton Primary School ● Times: 6:00am - 6:00pm 	<p><u>**Summer (Entering Hand in Hand Preschool)</u></p> <ul style="list-style-type: none"> ● Location: Princeton Primary School ● Times: 6:00am - 6:00pm

School District Holidays

Tiger Club will be closed the following district holidays:

New Year's Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Eve, and Christmas Day. The district may also designate one floating holiday per year (normally New Year's Eve). Holidays are subject to change.

To register for Tiger Club or pay for care, [click here](#). See the "Billing & Late Fee Process" section on page 6 regarding late payment fees. For general information on Tiger Club, please visit our [Tiger Club webpage](#).

Registration & Attendance Information

Registration

Registration can be found at [Princeton Community Education](https://isd477.ce.eleyo.com) (https://isd477.ce.eleyo.com)

Types of Contracts*

What are your Contract options?

- **Consistent Contract:** This option is for families who need one to five days of care each week and their schedule repeats consistently every week all school year, whether for before-school care, after-school care, or both.
- **Pick Your Days Contract:** This option is for families who have a variable schedule or only need occasional care throughout the school year. Schedules are due 14 days in advance. Schedule requests made within 14 days are granted on a space-available basis only.
- **Non-School Day Only Contract:** This option is for families who only need care on Non-School Days (NSD).

*See the “Contract Changes & Fees” section on page 8 for clarification on contract changes.

Absences & Schedule Changes

IMPORTANT: Parents are required to notify Tiger Club if your child will be absent. Please Seesaw, email, or call your Site Supervisor with any absences. For school days, the school office staff and teachers are not responsible for relaying messages to Tiger Club if your child is absent from school, left school early, or is involved in an after-school activity. **You will still be charged the daily rate in your contract as we will still have staff scheduled.**

If you are on a Pick Your Day Contract, you must submit schedule changes [in Eleyo](#) and have the Site Supervisor approve the pending changes in Eleyo PRIOR to the deadline on the [Tiger Club Invoicing Schedule](#). **If you do not receive confirmation of the changes or if you submit changes past the deadline, you will still be invoiced for those dates regardless of attendance.**

For information on how to request schedule changes, please visit [the last page of the handbook](#).

Non-School Days (NSD)

Information for each non-school day will be distributed at least two weeks in advance by your Site Supervisor via Seesaw. All staffing and planned activities are based on enrollment. We must have a minimum number of participants to be open on non-school days. Groups may be combined as well as adjusting hours to accommodate the needs of our families.

[Click here](#) to learn how to register for non-school days. Please note that you cannot cancel a non-school day if it has already been approved by Tiger Club. **If you need to request a change for a non-school day, you MUST submit the request at least two weeks in advance AND have the changes approved by your Site Supervisor.** If requests are submitted fewer than 14 days in

advance, you will still be charged. If you register your child and they do not attend, you will be responsible for payment and refunds will not be given.

Pick Up & Drop Off

You must follow your site's specific pick up and drop off protocols. Know that if you or another person is unknown to our staff, we will ask you to show I.D. Authorized pickups must be added to your Eleyo Child Care account, and must be an adult (age 18+) or a sibling (age 16+) if they have a driver's license. It is imperative that anyone who will be picking up a child is listed on your account as an "authorized pickup". Tiger Club staff will not release children to anyone who is not listed, including staff. In an emergency, please call or Seesaw message your Site Supervisor if someone not listed will be picking up your child(ren) and have the person be prepared to show proper I.D.

Share Information

Remember to keep your child's teacher informed in regards to your child's attendance at Tiger Club. It is essential that the Tiger Club staff is informed when your child participates in after-school activities. We need to know where they are to avoid making phone calls, panicking parents, and disrupting the rest of the group.

Rates & Payment Information

Registration Fee

There will be a \$25.00 registration fee for each Tiger Club contract you request, including the Non-School Days contract. You will be charged the registration fee when your contract is accepted. There are also different rates for each contract option.

School Age Care (Grades K-5)

Before and after-school care is offered for children in grades K-5 who are enrolled in Princeton Public Schools. We are also open most non-school days. Activities include arts & crafts, reading, fun math games, gym time, technology time, outdoor activities, field trips, and more. An after-school snack is included. We also accept CCAP child care assistance.

2023-24 School Year: 6:00am - 6:00pm

	Consistent Schedule	Pick Your Days	Drop-in Rate
Before School (am)	\$11/am	\$15/am	\$15/am
After School (pm)	\$15/pm	\$20/pm	\$20/pm
Non-School Day (NSD)	\$40/NSD	\$45/NSD	\$45/NSD

Preschool Age Care (Ages 3-5, serving students enrolled in Hand in Hand Preschool only)

Tiger Club is proud to offer a companion child care program to our Hand in Hand Preschool schedule. As a Parent Aware 4 Star Program, we work with the Hand in Hand staff to further enrich your child’s experience at preschool. Students must be currently attending a Hand in Hand Preschool class to be enrolled in Pre-K Tiger Club. We also accept CCAP child care assistance.

2023-2024 School Year 6:00am- 5:30pm

New in 2023-24 is our “Under 3 Hours” option to better service our Hand in Hand students who are enrolled in all day preschool classes.

Preschool Tiger Club rates are based on how much child care you need around your Hand in Hand Preschool class, and is determined by the sign-in/sign-out time on the iPads. **Please make sure you select the appropriate Tiger Club rates for each day of the week depending on your child’s Hand in Hand schedule. Your account will be charged if you go over your contracted hours. For example, if you are signed up for an Under 6 Hours daily rate, but exceed the 6 Hours at Tiger Club for the day, you will be charged the Over 6 Hours rate depending on your type of contract.**

	Consistent Schedule	Pick Your Days	Drop-in Rate
Under 3 Hours	\$18/day	\$23/day	\$23/day
Under 6 Hours	\$28/day	\$33/day	\$33/day
Over 6 Hours	\$40/day	\$45/day	\$45/day
Non-School Day (NSD)	\$40/NSD	\$45/NSD	\$45/NSD

Billing & Late Fee Process

Invoices occur every other week on Tuesdays and families must pay the contract amount by Friday of that same week. Families pay for the upcoming two weeks of care. See our [Tiger Club Invoicing Schedule](#) for specific dates. **Important: You are required to pay your invoice regardless of attendance for those invoiced dates. If a bill is not paid by the Friday due date or if a payment is declined for any reason, an automatic \$25 late payment fee will be charged to your account. Tiger Club will suspend your child care effective immediately and your child(ren) will not be able to attend Tiger Club until the invoice and late fee are paid in full. A continual \$25 late fee will be added each billing cycle (every other week) until your overdue balance is paid in full.**

Past due accounts will be turned over to the school district for debt collection if Tiger Club is unsuccessful in collecting the full overdue amount. The timeline for this will be at the discretion of the Community Education Coordinator and/or Director.

Account information is available to view 24 hours per day and all financial and schedule information pertaining to your child can be found online at isd477.ce.eleyo.com. Our primary form of communication for billing is email. Please ensure your email address is updated in your Eleyo account.

Payment Methods

We prefer payment (credit/debit, check, bank account) through [your Eleyo account](#), and we **encourage you to sign up for automatic payments through Eleyo to avoid late payments and late fees that prevent your child from attending Tiger Club**. Payments in Eleyo will be deducted at 5am on the date the invoice is due. Should your payment be denied, you will incur the \$25 late fee(s) as stated above and we will contact you to make other payment arrangements. Please be sure to keep your payment information up to date in Eleyo to avoid this unfortunate process.

While we encourage payment through Eleyo, we can also accept cash or paper check payments. **Returned checks will follow the late fee process and your child(ren) will not be able to attend Tiger Club until your balance is paid in full. If Tiger Club is unsuccessful in collecting the full overdue balance and the added late fee(s), we will start the debt collection process.**

Early Arrival & Late Pick Up Fees

The Tiger Club staff enjoy their jobs, but they do have other responsibilities and families who like to see them. Therefore, Tiger Club at Primary (Gr. K-5) opens right at 6:00am and closes promptly at 6:00pm. Tiger Club at the Family Center (Pre-K) opens right at 6:00am and closes promptly at 5:30pm (6:00pm in the summer).

An early arrival fee of \$1.00 per minute, per child, will be charged to your account in the event your child is dropped off before 6:00am. This fee covers the school's and staff's cost of providing child care beyond usual hours of operation. The charge will be assessed for each child dropped off before 6:00am.

A late fee of \$1.00 per minute, per child, will be charged to your account in the event your child has not been picked up by closing time. This fee covers the school's and staff's cost of providing child care beyond usual hours of operation. The charge will be assessed for each child remaining after closing.

If you know you will be late, please make other arrangements for your child to be picked up by 6:00pm or 5:30pm, and notify the site immediately. We will be calling your emergency numbers after 6:00pm. After an hour with no call from you or a family member, we will contact the local authorities. **Consistent late pickups will result in dismissal. The number of late pick ups resulting in the dismissal is at the discretion of the Tiger Club staff.**

Contract Changes & Fees

If you submit a contract change or need to make adjustments to your Consistent Schedule after the first school year invoice is sent out in August, Tiger Club will assess a \$15 contract change fee each time you request a change. It does take our administrative office time to go in and make adjustments.

Consistent Schedules are meant to be locked in for the full school year, so if you must make changes, **only changes regarding the number of days can be made** (ex: going from a consistent M-F five days/week schedule to a consistent M-Th four days/week schedule). You CANNOT change your schedule to get random days off or to take multiple days in a row off (ex: a two-week break from Tiger Club because the grandparents are visiting). If you need this kind of flexibility, you must switch to a Pick Your Days Contract. **Please note: once you switch from a Consistent Schedule to a Pick Your Days Schedule, you are unable to change back to Consistent Schedule for the remainder of the school year.**

For any contract, after an invoice has been sent out, Tiger Club cannot remove those days from your schedule nor can Tiger Club switch your days within that billing period. You have already been billed for the days you signed up for and you must pay whether or not your child attends. If you need additional days, you must reach out to your Site Supervisor to request a drop-in day.

Drop-In Requests

Drop-in days are days that you need care that you have not contracted out in your Consistent or Pick Your Days contract after the deadline. Drop-in days will only be accepted if there is space available for additional students. If you are requesting a drop-in day more than 14 days in advance, you can submit this request in your Eleyo account. If you are requesting a drop-in day within 14 days from when you need it, you will need to contact your Site Supervisor via Seesaw or email to see if your site can take additional students. Tiger Club cannot guarantee the accommodation, so make sure you request drop-in days in advance! The drop-in day fee will be added to your child care account if the Site Supervisor accepts the drop-in day(s).

Families can also sign up for only Non-School Days. These days there is no school, but Tiger Club is open. See the "Non-School Days (NSD)" section on page 4 for more information.

Withdrawal Policy

If you want to withdraw your child(ren) from Tiger Club for any reason, a 14-day minimum notice will be required. You will be charged a \$15 contract change fee for withdrawing from Tiger Club. You will also be required to pay any invoices sent out leading up to your withdrawal date by the due dates.

Vacation/Sick Days

If you have a Consistent Schedule of 3+ days/week for the entire school year (Beginning of September - end of May), Tiger Club will allow up to 5 vacation/sick days per school year where

fees for that day will be removed. You must pay for those days upfront during the normal billing cycle and will then be credited in May for up to 5 absences. Vacation/sick days cannot be used for Non-School Days. For any Non-School Days you are scheduled, you must pay for those days regardless of your child's attendance.

The following contracts DO NOT receive vacation/sick days:

- Pick Your Days
- Non-School Days Only
- 1-2 days/week Consistent
- 3+ days/week Consistent that are not for the duration of the whole school year

Summer Tiger Club does not offer vacation/sick day credit due to the flexibility of picking your schedule.

Emergency Closings

Unexpected closings, early dismissals, weather-related issues, etc. can become a problem for everyone involved. **Please have a backup plan in place for your child should this occur.** Under no circumstances should you drop your child off if you are questioning whether or not we are open. Please Seesaw message your Site Supervisor/Tiger Club Staff or call the site to verify that a staff person is there.

School Late Start

If Princeton Public Schools issues a two-hour late start due to weather, Tiger Club is also delayed two hours and will open at 8:00am.

Early Release

If Princeton Public Schools issues an early release, Tiger Club will close at 4:30pm unless otherwise noted.

After-School & Evening Activities

If Princeton Public Schools and Community Education cancel activities at the end of the school day for weather or emergency reasons, Tiger Club will offer child care through normal hours unless otherwise noted.

E-Learning Days/No School Due to Inclement Weather

If Princeton Public Schools is CLOSED due to inclement weather (i.e. blizzard-like conditions) and there is no school, Tiger Club will also be closed for the safety of our staff and participants.

If Princeton Public Schools calls an E-Learning Day, Tiger Club will be open if we are able to be, depending on staffing availability, weather conditions, and road conditions. Families will be notified

of the decision via Seesaw and/or email. If Tiger Club is open on E-Learning Days, the hours of operation will be 8:00am - 5:00pm at both sites. For these days, you may prepay \$200 per child for 5 weather days (\$40/day) before the start of the school year. Tiger Club will let families know when registration for inclement weather days is open (usually in August). The drop-in rate will be \$50/day for inclement weather days.

If you choose to enroll in these days, you will be charged for the day whether or not you decide to come that day. For any days not used, the extra amount will be transferred to your last bill of the 23-24 school year. For example, if we have only 3 weather days when Tiger Club is open, you would then receive 2 days (\$80) back in credit towards your last Tiger Club bill.

Non-School Days & Inclement Weather

If there is inclement weather on non-school days, Tiger Club will inform families of the decision by 5:30am the morning of, and if possible, the evening before.

Tiger Club Site Closing

If a specific Tiger Club site needs to be closed for emergency reasons, children enrolled will be transported to an alternative location. They will remain with Tiger Club staff at all times. Parents will be notified by Seesaw and/or email.

Emergency Communication Site

Princeton Public Schools will post closings on the [school district website](#). Closings will also be listed on local news channels. An email blast/text message from Sky Alert will also go to anyone that has signed up for that program.

Behavior Guidance Policies

As a part of the Princeton School District, we will follow the policies set up in each building. We follow the Tiger Pride matrix that is respect for self, others, community, and property. Their playground rules will also be followed. Should your child be on an IEP or behavioral plan through the district, we will consult with the staff to ensure consistency for your child. In conjunction with these policies, the following behaviors will not be tolerated at Tiger Club and will result in a Behavior Report and possible dismissal.

Dismissal Policy

For serious and/or repeated behavior concerns, it may become necessary for a student to be removed from our program as we do not have the proper support to keep them or others safe. If a student is having trouble being successful in the program, Tiger Club may not be the best setting for that student. Since we are concerned with the well-being and safety of a large group of students, we need to consider what is best for both your child and the other children in our care.

Verbal behavior – includes the use of inappropriate and swear words, harmful put-downs, name-calling, disrespect for others, racist or sexist language

Physical violence – includes hitting, pushing, kicking, wrestling, biting, pinching, throwing objects at others, property destruction. Note that the full cost to replace destroyed items/property is the responsibility of the parents/guardians.

Sexual behaviors – includes showing private parts, negative words about sexuality, inappropriate touching of self, students or staff

Threatening behaviors – includes use of threats to do damage or harm to any other person(s) in the school or program, and/or threats of bringing or using a weapon at the program

Depending on the severity of the conduct, immediate removal from the program may be warranted, and will be at the discretion of the Program Coordinator with input from the Site Supervisor and program staff. Parents/Guardians will be called to immediately pick up their student from the program site, and will be given the reason for the student's leave of absence from the program and the length of the suspension or dismissal. Note: any leave of absence will result in paying the full contracted rate for each day the student is gone.

Behavior Intervention Strategies

Tiger Club staff will take the following steps for behavior intervention:

- Verbal warnings/loss of privileges
- Taking a break or removal from the setting
- Verbal communication with a parent/guardian after each incident
- Written parent/guardian notification known as our Behavior Report
- For K-5 Tiger Club, after the third report, a three-day suspension will occur and a conference between a parent/guardian and the Site Supervisor must take place. Should a fourth report occur, a conference with a parent/guardian, the Site Supervisor, and the Program Coordinator must take place before the child can return to the program.
- For Pre-K Tiger Club, after the third report, a one-day suspension will occur. An additional three reports (six total) will result in a two-day suspension and a conference between a parent/guardian and the Site Supervisor. An additional three reports (nine total) will result in a three-day suspension and a conference with a parent/guardian, the Site Supervisor, the Program Coordinator, the Hand-in-Hand Preschool Teacher/Coordinator, and the Program Director as needed.

If the behavior threatens the safety of the children or staff, then an immediate suspension may be warranted and parents/guardians will be called and/or messaged on Seesaw to pick up their child.

Depending on the severity and frequency of behavior, Tiger Club reserves the right to suspend or dismiss a child from the program at any time.

Weapons will not be tolerated at Tiger Club. In conjunction with the school district policies, toy weapons, either look-alike or real, squirt guns, constructing with blocks, etc. may be subject to suspension or withdrawal from the program.

Medical & Health Information

When it comes to illnesses, we follow the school district guidelines in regards to your child's attendance at Tiger Club. Our program is structured to keep children with us as much as possible. However, there are times when students **MUST** stay home to prevent exposure and the spread of illness to others.

Many parents often have questions about when a child should stay home from school with an illness. The following criteria should be used to keep your child home and will also be used to send your child home if noted at Tiger Club.

- If the student has had a fever of 100 degrees or more, the child should stay home for 24 hours after the temperature returns to normal.
- If the student has vomited or had diarrhea, the child should stay home for 24 hours after the last episode.
- If the student has any rash that may be disease-related or if the cause is unknown, it is important to check with your healthcare provider before sending the child to Tiger Club.

It is your responsibility to call and/or Seesaw message your Tiger Club site if your child will not be attending due to an illness.

- Amanda Groshong, K-5 Tiger Club Site Supervisor: 763-389-7200
- Susan Wark, Pre-K Tiger Club Site Supervisor: 763-389-6085. Classroom: 763-389-6164

If any of these conditions occur when your child is with us, we will have them rest until you arrive. If your child's temperature is above 100 degrees or if the staff feel it necessary, they will attempt to contact a parent/guardian. If they cannot be reached, the emergency contact person will be called. Upon contact, the parent/guardian or emergency contact will need to pick up the child immediately.

Medication & Returning to Tiger Club

For any activity restrictions or special accommodations, a note from a health care provider is required. Tiger Club can administer only prescription medications that are in their original containers. A Medication Permission form must be filled out and signed by a parent/guardian in order for staff to administer medication. We will keep a log of all medications administered.

Over the counter medications such as Tylenol, cough syrup, etc. needs a Medication Permission form filled out and signed by a parent/guardian in order for staff to administer. We will follow the dosage and directions on the container.

The following must be treated for 24 hours before returning to Tiger Club: Strep throat, impetigo, pink eye, ringworm, and scabies.

A note from a health care provider must be provided when the child has a rash that could be disease related.

Immunization

Children attending Tiger Club at the Family Center or at Primary School will need to follow district guidelines around immunization. Guidelines and rules are posted on the Princeton School District website. Documentation of vaccination or exemption is required to be on file with the district. Forms are available on the district website.

Food Accommodations

Food allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in the Tiger Club setting if parents and physicians work with Tiger Club staff to minimize risks and provide a safe environment for students with food allergies. "Safe Eating Zones" practices will be used, as needed, in the cafeteria. For example, we will try to encourage students with food allergies to sit in a specific area and we will try to monitor students' lunches next to and across from that student. We encourage you to note ALL allergies during registration and, if necessary, have an Emergency Medical Form on file.

Before we can accommodate the needs for students who have food sensitivities or dietary restrictions (lactose intolerance, gluten free, etc.), the family must have proper paperwork filled out with the school's office. For preschool students, be sure our ECFE Coordinator (Stefanie Middendorf) has your child's paperwork on file. The Primary and Intermediate office staff should have the paperwork on file for elementary students.

Insurance

Medical/Dental insurance coverage for children is the responsibility of the parent/guardian.

Illness or Injury

In the event of illness or injury, every reasonable attempt will be made to contact the parent(s)/guardian(s). If we are unable to reach a parent/guardian, we will then contact those listed as emergency contacts in Eleyo. If the illness or injury is deemed more extensive, emergency treatment will be sought by calling 911 first, and if transport is required, the student will be accompanied by a staff member to the nearest emergency facility.

Field Trip Information

Procedures

Tiger Club provides opportunities for the children to experience many different facets of Minnesota. Children will be transported by bus and/or van for all field trips. Parents will be notified in advance of dates, destinations, departure/approximate return times, and the cost of each field trip. **You must commit to the field trip days at a minimum of 14 days in advance. Field trips are under the Non-School Day Contracts during the school year, and you must sign up for the trips to be included. Note: if you checked a field trip day in your contract, you will be charged for that day whether or not your child attends. Each field trip has its own cost attached to it.**

Tiger Club reserves the right to cancel any field trip due to inclement weather for your child's health and safety.

NO STAFF are left back at the site on field trip days. Extra staff are needed on our trips to maintain a safe ratio. Staff to children ratio will be approximately 1:6 for elementary and 1:3 for preschoolers.

If a child demonstrates behaviors that would make the field trip unsafe for the child, parents will be notified to pick up their child.

Staff will meet with the children prior to departure to discuss expectations and guidelines:

- Children MUST wear their Tiger Club t-shirts on ALL field trips.
- Children must arrive 30 minutes prior to departure of the field trip.
- Roll call will be taken before departure at the school, during the trip, and on the bus prior to leaving the field trip location.
- PLEASE notify the staff if you will be picking your child up at the field trip location. DO NOT take your child unless you have signed them out with a staff person.
- The children will follow all bus policies. Failure to follow driver's directions may result in loss of field trip privileges.
- Children will notify the staff when going to the bathroom. When possible, we will go to the bathroom as a group. A staff person will accompany the child to the bathroom area.
- Children must wear closed toed shoes on all field trips (no flip-flops, unless noted).

What to Bring on Field Trips

- Comfortable and weather-appropriate clothing and shoes
- Water bottle
- Additional morning and/or afternoon snack and/or beverage, if desired
- Additional money for concessions, if available

Swimming Policies

- Tiger Club will swim only with lifeguards on duty or hired by our program.
- Sunscreen will be applied when participating in outdoor water activities.
- Buddy checks will be done.
- Children must stay within the boundaries set by the location or staff at all times.
- Tiger Club staff and children will leave any outdoor water activities at the first sign of bad weather.
- Tiger Club staff will be in the water while the children are swimming or playing.
- We expect children to be respectful of other people using the facility.

NOTE: Field trips are a privilege and children may not be given a second chance for unsafe or disrespectful behavior on these trips. We represent the Princeton area and the School District. Tiger Pride will be demonstrated wherever we go.

General Information

Volunteering

We love having volunteers in Tiger Club! Volunteers must be at least 13 years of age. Student volunteers are not allowed on field trips. Tiger Club allows a limited number of parent volunteers to attend field trips.

Volunteer expectations:

- Adult volunteers (age 18+) must complete a district background check. Background checks are valid for three years. The fee is \$20 and split between the volunteer (\$10) and the district (\$10). The volunteer's fee is added to their Tiger Club child care account. If the volunteer does not have a child in Tiger Club, they will need to submit a check payable to "Princeton Public Schools" or bring cash to the Community Education office.
- Must follow the [volunteer expectations](#) for Princeton Public Schools
- Must meet with the Site Supervisor and/or Coordinator prior to volunteering
- Must drive separately for field trips
- Must pay any admissions fees for field trips
- Must help oversee the group they are assigned to on field trips and follow staff's direction (i.e. not wander off with their kid who is in Tiger Club, etc.)

If you are interested in volunteering with Tiger Club, please reach out to the Coordinator, Kayla Maring, at kayla.maring@isd477.org.

Sunscreen & Insect Repellent

Tiger Club does not provide sunscreen or repellent in the summer. You will need to provide these items for your child if you want this protection for them. Please have it labeled with their name.

Children are responsible for applying these with supervision from the staff. If a parent DOES NOT want their child to apply, a written statement must be given to the staff.

Toys/Electronic Devices

Tiger Club would greatly appreciate no toys or electronic devices being brought from home unless a special day has been designated. We will let families know when these days occur. We are not responsible for any of these items. Only school-appropriate games will be allowed.

TV/Computer Policy

Tiger Club likes to limit the use of TV and movie viewing to certain times of the day or week. All movies are “G” or “PG” rated. Staff will review all movies for appropriate content. When children have access to the computer and internet, they are supervised at all times. Safe and secure sites have been designated for Tiger Club use.

Cell Phones & Cameras

Children are not allowed to have cell phones or cameras. These items should be kept at home. If a child uses a cell phone or camera, it will be confiscated and returned to the parents/guardian.

Social Media

Tiger Club staff are not allowed to interact with children or parents via social media platforms (Facebook, Twitter, Instagram, Snapchat, etc.).

Cold Weather Policy

Tiger Club will follow district guidelines about going outside in cold weather. If the temp is below -5 degrees, Tiger Club will stay inside for the day.

Parent/Guardian Information Area

Both Primary and the Family Center have a parent/guardian area with helpful information and any updates that need to be communicated out (these updates are also posted on Seesaw). Information that may be included are a daily schedule, a month/week activity calendar, staff information/get to know you, and program updates/policies. When staffing allows, the Site Supervisor at Primary will also be at the main entrance to greet families and answer questions.

Pet Policy

Tiger Club does not allow pets in the program.

Non-School Day Calendar

Tiger Club will provide a Non-School Day Calendar to families that lists all of the days there is no school, but Tiger Club provides Non-School Day care. These days are often theme-based days (ex: beach day, pajama day, bring a toy from home day, etc.) or we go on a field trip. Most of our Non-School Day students will be required to bring lunch from home. Non-School Day registration will be available at the time of the school year registration. The deadline for signing up for these

days is two weeks in advance of the Non-School Day, but we encourage families to register even more in advance.

Appropriate Clothing

- Your child should be prepared to go outside every day, weather permitting. This includes coats, hats, gloves/mittens, boots, and snow pants for the winter. PLEASE label your child's items for easy identification.
- No "flip flop" sandals. They can be very dangerous during many summer activities. They also break very easily and cause falls. Tennis shoes are required in the gym.
- Children need to dress appropriately for various activities in the gym, on the playground equipment, etc.
- No short skirts/shorts or spaghetti straps. We follow the school district dress code.
- On swimming field trip days, your child should have their swimsuit on under their clothes when they arrive at Tiger Club. Place undergarments and a towel in a bag. A plastic or waterproof bag is best for wet swimsuits and towels. PLEASE label your child's items for easy identification.
- We encourage each child to have an extra set of clothes available for accidents, spills, or changing-weather conditions.

Toilet Trained

Important: To be in compliance with DHS guidelines and maintain the required staff-to-child ratio, all Tiger Club participants must be completely toilet trained and self-sufficient in the bathroom. This includes knowing when they need to go and proper cleaning up afterwards. Students must be able to wear underwear for the entire day at Tiger Club (pull-ups only allowed during rest time as applicable) and always have an extra set of clothes on site. Continuous accidents will result in a meeting with the Site Supervisor and/or Coordinator as well as a break from Tiger Club until the child is toilet trained. IEPs are not transferred over to Tiger Club. For questions prior to registration, please contact your Site Supervisor or the Program Coordinator.

Certified Child Care Site-DHS Guidelines

Tiger Club at both Primary School and Family Center are DHS Certified Child Care Sites. We follow guidelines associated with this certification. One of the guidelines is maintaining appropriate staff-to-child ratios. Tiger Club will always staff at these ratios at the very least. The ratios are as follows:

- Preschool (33 months-Pre-Kindergarten): Maximum group size = 20, Staff-to-child ratio = 1:10
- School Age (Kindergarten-Age 13): Maximum group size = 30, Staff-to-child ratio = 1:15

Requesting a Change to a Child Care Schedule

Here is how you can make schedule changes through [Eleyo](#). You can always get to Eleyo through the Tiger Club page on the district website.

With Eleyo, it is easy to request a change to the schedule of your child care.

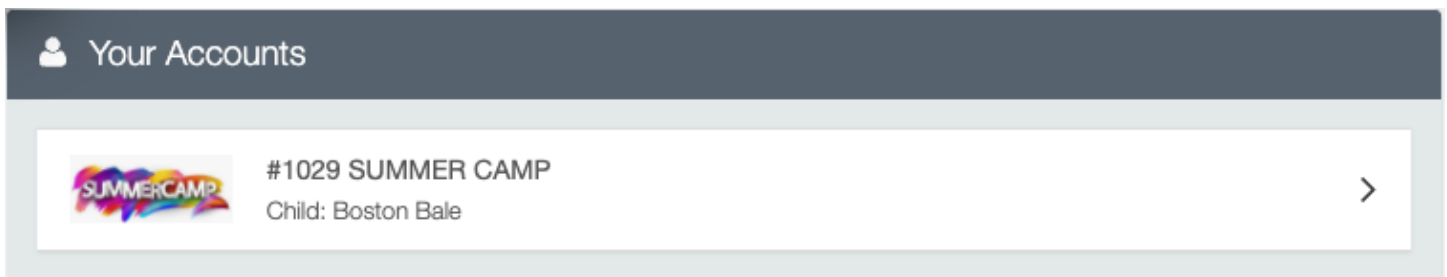
1. Navigate to your program's Eleyo site and click **Sign In**.

The Sign In page is displayed.

2. Sign into your account.

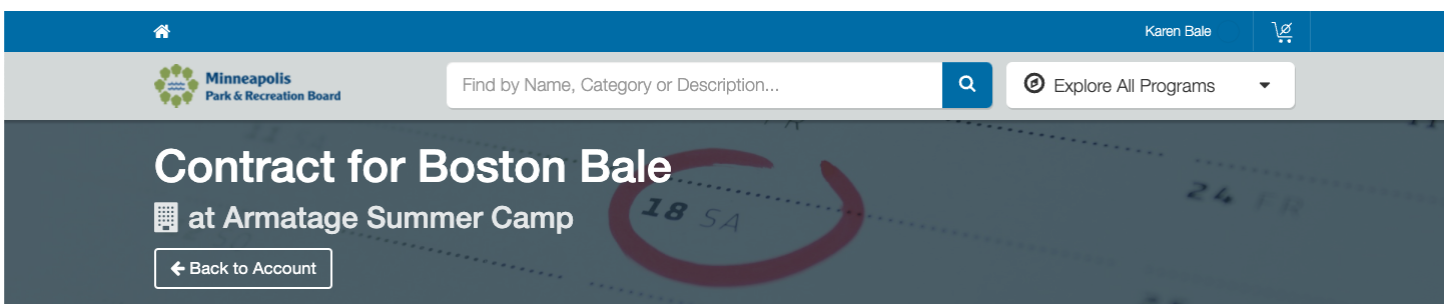
Your Dashboard is displayed.

3. Under "Your Accounts" select the desired Child Care Account.



The child care contract page is displayed.

4. Click **Change Schedule**.



Contract Management

- Change Schedule
- Register for Drop-in Days
- Register for Non-School Days
- Manage Authorized Pickups

June 2022

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2022

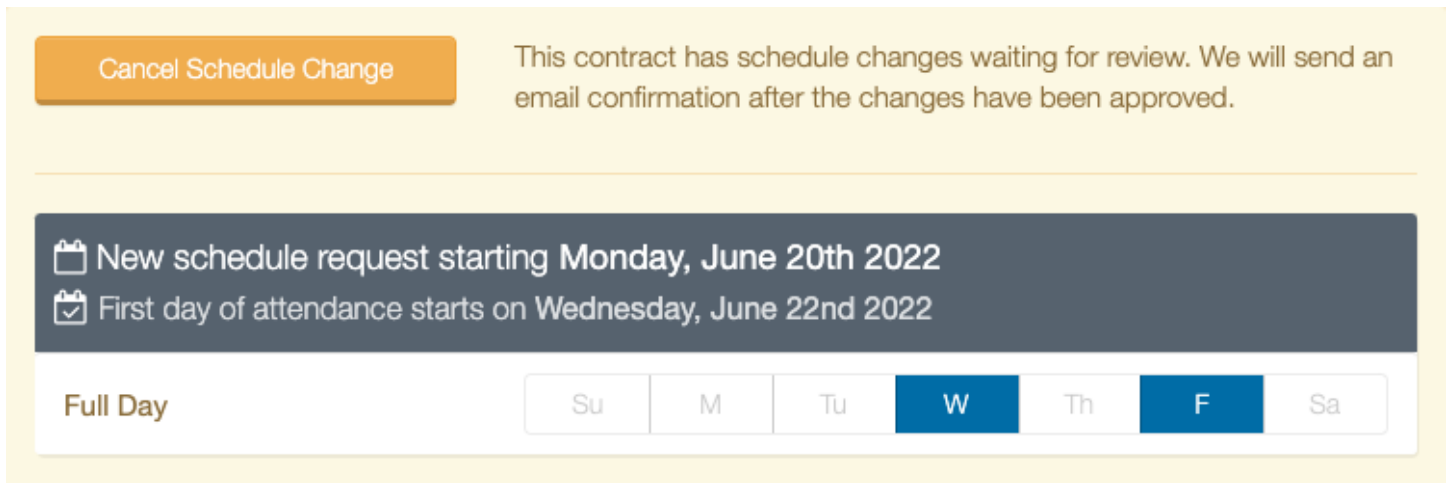
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5. Select the beginning and ending date for the change in schedule.
6. Make changes to the selected days as required.
7. Click Submit Contract Schedule Changes.

The child care contract screen is displayed showing the request for changes to the contract.



The screenshot shows a user interface for managing a child care contract. At the top left, there is an orange button labeled "Cancel Schedule Change". To its right, a text message states: "This contract has schedule changes waiting for review. We will send an email confirmation after the changes have been approved." Below this, a dark grey box contains two calendar icons and text: "New schedule request starting Monday, June 20th 2022" and "First day of attendance starts on Wednesday, June 22nd 2022". At the bottom, there is a "Full Day" label and a row of seven day selection buttons: "Su", "M", "Tu", "W", "Th", "F", and "Sa". The "W" and "F" buttons are highlighted in blue, indicating they are selected.

Your request to change the child care schedule is then noted on the contract page and is pending approval from your Tiger Club Site Supervisor. Once the Site Supervisor has approved the change, you will receive an email confirmation and the schedule change will be reflected on the child care contract page.

For more information on how to navigate Eleyo, check out [their Parent Guide](#).