

Tiger Time Policy Handbook



Phone (651) 345.7187

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MISSION STATEMENT

The overall philosophy of the Tiger Time program is to provide an enriching learning and caring environment for school age children from kindergarten through sixth grade. The program offers a safe, friendly, hopeful, and semi- structured atmosphere with activities to keep children engaged. Children are given choices to participate in a variety of group and individual activities such as: creative arts, games, physical activities, and educational computer games.

Our goal is to offer a program with a wide variety of learning experiences. We strive to give children the opportunity to grow in the following areas: personal development and responsibility, social development, positive self-concepts, physical skills, and health and safety issues.

PROGRAMS

Before School Childcare

The program opens at 5:45 AM. Children are released at 7:55 AM to go to the playground or eat breakfast where they are supervised by school personnel.

After School Childcare

After the school day is over children are able to unwind, socialize, and participate in activities that will keep them engaged. Our program offers game time, outside time, and snack time. We are available after the first bell until 6:00 PM.

Summer Childcare

The summer program offers fun and exciting theme activities, transportation to Summer Rec. activities, daily trips to the municipal pool, and many field trips. Operating hours are 5:45 AM-6:00 PM. Summer childcare will be closed before school starts for cleaning and maintenance for the new school year. Dates will

be provided at the start of summer. Summer registration begins in April of each year, beginning on a date set by the Child Care Coordinator.

CLOSED DAYS

We are closed the following dates in 2024/2025:

- The first three days of summer break for training (June 3-5, 2024)
- Juneteenth (June 19, 2024)
- Fourth of July (July 4, 2024)
- The last 8 days of summer break, including Labor Day (August 26-September 4, 2024)
- Thanksgiving Day (November 28, 2024)
- The Day after Thanksgiving November 29, 2024)
- Christmas Eve (December 24, 2024)
- Christmas Day (December 25, 2024)
- New Years Eve (December 31, 2024)
- New Years Day (January 1, 2025)
- President's Day (February 17, 2025)
- Good Friday (April 18, 2025)
- Memorial Day (May 26, 2025)

2 HOUR EARLY RELEASE DAYS

The 2024/2025 school year has six 2 hour early release school days. Childcare is available for school age children on these afternoons from 1pm to 6pm with an afternoon snack provided.

- September 18th 2024
- October 16th 2024
- November 27th 2024
- February 5th 2025
- March 5th 2025
- May 7th 2025

NON-SCHOOL DAYS (2024/2025 SCHOOL YEAR)

- October 17th-18th, MEA
- November 4th, Staff Development
- November 28th-29th, Thanksgiving
- December 23rd, 26th, 27th, 30th, and January 2nd-3rd, Winter Break
- January 20th, Staff Development
- February 17th, Presidents Day

- March 24th, Staff Development
- March 31st-April 4th, Spring Break
- March 18th, Good Friday
- May 26th, Memorial Day

WEATHER RELATED CLOSURES

You must register for this service to receive care on snow days. Families will not be charged if school is canceled only if you schedule it the night prior and cancel for the snow day once confirmed.

- If Lake City Public schools announces a 2 hour late start the night prior, Tiger Time will operate during the hours of 7:00 am to 6:00 pm.
- If Lake City Public Schools announces a 2 hour late start after 5:45 am Tiger Time will operate during the hours of 5:45am to 6:00pm.
- If Lake City Public Schools announces a school closing the night prior, Tiger Time will operate during the hours of 7:00am to 4:00pm.
- If Lake City Public Schools announces a school closing after 5:45am Tiger Time will operate during the hours of 5:45am to 4:00pm.
- If Lake City Public Schools announces an early release due to weather, Tiger Time will operate during the hours of 5:45am to 4:00pm.

ENROLLMENT REQUIREMENTS

Registration forms must be completed and on file prior to the first day a child is scheduled to attend for both summer care and school year care. It is important that your child's files include current data at all times. If a change is needed, please notify the Coordinator as soon as possible.

The following items must be submitted before a child is enrolled in the program.

- All required registration forms, available online and at school
- Registration fee \$25 per child (\$50 maximum per family)
- Parent/Guardian Childcare Contract
- Immunization Record for each child
- Monthly calendar hours your child will need care
- \$25 Transportation Fee for summer activities if your child is enrolled in summer rec.
- In good standing with Billing and Payment Policy
- In good standing with Late Pick Up Policy
- In good standing with Behavior/Discipline Policy

- Parents must inform the program staff of any changes to address, work or home telephone numbers, employer, emergency contact information, or other important data.

WITHDRAWING FROM PROGRAM

A one week written notice is expected if you wish to withdraw your child from our program. You will be billed for your scheduled time during this week, whether your child attends or not. Re-entry to Tiger Time is allowed if availability permits. The family must be in good billing standing to return.

SCHEDULING POLICY

Monthly calendars are due by the 20th of each month for the following month. Any calendars turned in after this time will be assessed a \$10.00 late fee. Families will be charged based on the schedule submitted regardless of the reason for the absence. Due to staffing we are requiring a 3 day a week minimum commitment from parents. There is no outside drop in care accepted at this time. Once the schedule change form is submitted, families will be notified ONLY if we are unable to accommodate your child on the requested day.

SCHEDULE CHANGES

If a change is made to the schedule less than one week in advance, you will be charged for the day as originally scheduled. When submitting a schedule change, families will be notified ONLY if we are unable to accommodate your request. NO Drop in care is accepted at this time. If your child attends on an unscheduled day and you have not communicated their need for care, you will be charged our drop in rate: \$6.80 for 1 child, \$5.30 for 2+ children. **The Child Care Coordinator has the right to refuse service and/or terminate from programming after 3 uncommunicated drop in occurrences.**

NOTIFICATION OF ABSENCE

COMMUNICATION IS KEY. Tiger Time must be notified in the event that your child will not be attending on a scheduled day. In the event that your child will not be attending as scheduled it is expected that you will call, email, or text using the Remind app. When a child does not show up after school, the staff must spend time on the phone, in the office tracking the child down, which takes away from the rest of the children. Due to this a \$5.00 finder's fee will be

applied to your account if our staff must spend time tracking down your child on a scheduled day. After 5 finder's fee occurrences, the Coordinator has the right to dismiss the child from our programming. To report your child's absence please call the program's direct line at 345-7187 or email tigertime@lake-city.k12.mn.us.

REGISTRATION FEES

(Due at registration- Fall & Summer)

\$25.00 for each child registering with a \$50.00 registration cap for more than two children.

TIGER TIME FEES

Hourly Rates 2023-May 31st, 2024

- \$4.00 per hour, first child
- \$3.50 per hour, each additional child

Hourly Rates Beginning June 1, 2024

- \$4.50 per hour, first child
- \$4.00 per hour, each additional child

Bills are calculated to the nearest half hour. We charge a minimum of a half an hour.

Please note: Payments are required each week during the summer. If families choose not to make a payment weekly they may set up a pre-pay balance to avoid a late payment charge.

BILLING/PAYMENT POLICY

During the school year, families will receive a bi-weekly billing statement in the family mail folder every other week. Billing periods begin on Monday and end on Friday for a two week period. Fees are due upon receipt of the statement. Payments received later than one week past the statement date will be subject to a late fee of \$10.00. Please contact the program coordinator to make special arrangements. Prompt payment is expected and required for our program to function successfully. Please keep accounts in good standing, as a delinquent account is grounds for termination from the program.

During the summer, payments are due weekly, unless a pre-pay is on the account.

Payment forms accepted include: Cash, Checks made payable to ISD #813, or online using our E-Store.

DEPENDENT CARE REIMBURSEMENT FORMS

Families using employer Dependent Care Reimbursement/Flexible Spending Accounts may submit forms to the Childcare Coordinator for verification. The forms must be completed except for the authorization signature and should accompany a payment. Only the actual amount of child care paid by the parents/guardians will be verified.

ANNUAL STATEMENT OF CHILDCARE FEES

Childcare fees are tax deductible. An annual statement of childcare fees paid can be issued upon request by parents after the previous year's balance is paid in full.

NON-SUFFICIENT FUNDS (NSF) CHECKS

If a check is returned one time due to a non-sufficient fund, the parent/guardian will have to submit future payments by cash, money order or cashier's check. There is a \$25.00 fee for a NSF check, which must be taken care of, in person, at the District Office in the High School, located at 300 South Garden Street.

LATE PICK UP POLICY

Tiger Time closes promptly at 6:00 PM according to the clock at school. Staff will attempt to be understanding when emergencies arise that may cause a parent to be late in picking up a child. It is expected that parents/guardians will call Tiger Time's direct number (651)345-7187 as soon as they know they will be arriving later than scheduled. The family account will be billed \$1.00 per minute, per child for a late pick up fee beginning at 6:01 P.M. If no phone call has been received at the school, staff will attempt to contact parents. If unsuccessful, persons listed as authorized emergency contacts will be called to come for the child. If no one has arrived to pick up the child by 6:45PM, the Lake City Police Department will be called to come and pick up the child. Three late pick-ups in a year may result in termination of childcare services.

RELEASING A CHILD

Children are to be signed in and out each day by the person dropping them off or picking them up, using the computer station. Children will only be released from the program to parents or appointed guardians. Other individuals or emergency contacts authorized to pick up will only be allowed to sign the child out if prior notification has been made to staff by the parent/guardian. In an emergency situation, a parent/guardian must call to inform the staff that an adult other than an authorized person will pick up the child. The individual will be required to show photo identification (driver's license) in order to release the child.

SUMMER REC TRANSPORTATION AND FEES

During summer care our program provides transportation to summer rec activities within city limits between the hours of 7:45a and 3p for a one time fee of \$25.00. In the event a Tiger Time field trip is planned on the same day as swimming lessons or a summer rec activity, it will be the parents responsibility to transport their child to an activity.

SNACKS AND MEALS

After School Care: A snack will be provided to children after school.

Non-school days: Food service is NOT available on non-school days; children are required to bring in their own lunch when school is not in session. A morning and afternoon snack will be provided.

CLOTHING AND OTHER BELONGINGS

Children should wear clothing that is comfortable to them and appropriate for a variety of activities, both outdoor play and indoor play. Shoes must be worn at all times. Children will play outside so proper clothing for the weather elements are necessary. During the winter months, please send appropriate cold weather clothing and inside shoes. Provide your child sunscreen in the summer to protect against the sun's rays.

It is preferred that children do not bring toys and personal items to Tiger Time to prevent lost or broken items and also to prevent items from being stolen. If your child does bring in a personal item to Tiger Time, we will not take responsibility for those items. Tiger Time does not allow IPADs, IPods, MP3 players, cell phones, or electronic games (PSP, Gameboy DS, etc.). Trading of "specialty cards" is prohibited.

SAFETY

Safety procedures are reviewed on an ongoing basis. Fire and tornado drills are conducted four times a year with students and documented by staff. All emergency telephone numbers are posted for the staff at Tiger Time. An emergency radio and flashlight are available at all times for extreme weather emergencies or other emergencies that may arise.

TOILET TRAINING

Children enrolled should be able to attend to their own personal hygiene. Children attending are required to be toilet trained and able to use the bathroom independently before they begin the program. An extra change of clothing should always be packed or in their locker.

MEDICAL NEEDS

****Parents are responsible for notifying staff of any allergies or special medical concerns their child might have. Additional forms required****

IMMUNIZATIONS

Prior to your students' first day that they attend Tiger Time, the child's immunization information must be given to Tiger Time staff. If you need an immunization exemption you must obtain that form and have it notarized in the Bluff View office.

MEDICATIONS

Tiger Time prefers not to administer any medication to the children and ask that whenever possible they are administered at home.

Tiger Time will follow the Section 54 Minnesota Statutes 2022, section 245H.13, subdivision 3.Subd.

3. Administration of medication.

(a) A certified center that chooses to administer medicine must meet the requirements in this subdivision.

(b) The certified center must obtain written permission from the child's parent or legal guardian before administering prescription medicine,

nonprescription medicine, diapering product, sunscreen lotion, and insect repellent.

(c) The certified center must administer non-prescription medicine, diapering product, sunscreen lotion, and insect repellent according to the manufacturer's instructions unless provided written instructions by a licensed health professional to use a product differently.

(d) The certified center must obtain and follow written instructions from the prescribing health professional before administering prescription medicine. Medicine with the child's first and last name and current prescription information on the label is considered written instructions.

(e) The certified center must ensure all prescription and nonprescription medicine is:

(1) kept in the medicine's original container with a legible label stating the child's first and last name;

(2) given only to the child whose name is on the label;

(3) not given after an expiration date on the label; and

(4) returned to the child's parent or legal guardian or destroyed, if unused.

(f) The certified center must document in the child's record the administration of prescription and nonprescription medication, including the child's first and last name; the name of the medication or prescription number; the date, time, and dosage; and the name and signature of the person who administered the medicine. This documentation must be available to the child's parent or legal guardian.

(g) The certified center must store prescription and nonprescription medicines, insect repellents, and diapering products according to directions on the original container.

ILLNESS

If your child is sick we ask that you not send them to Tiger Time, for the benefit of themselves and our other children and staff. If your child becomes ill while at Tiger Time, our staff will attempt to notify parent/guardian immediately and the child will be isolated in order to prevent the spread of illness. While he/she waits to be picked up, our staff will make sure they are as comfortable as possible and not actively participating in activities with other children. It is the parent/guardian's responsibility to pick up your child immediately, or send an authorized person to do so. The child should not return to school until symptom free for 24 hours (without the use of fever reducing medication).

If your child has tested positive for strep he/she should stay home until 24 hours after the antibiotic treatment has started. If the child is too sick to go outside, the child is too sick to attend Tiger Time, with the exception of a physician's note to remain indoors.

If children at Tiger Time have been exposed to an infectious disease staff will notify parents by either posting a notice or sending an email or written notice home. This information will include the type of illness and the date of potential exposure, also additional information on signs or symptoms. This information will NOT include identification of any child specific information.

Please notify staff if your child has any of the following:

- Chicken Pox
- Fifth's Disease
- Pinkeye
- Whooping Cough
- COVID
- Head lice
- Influenza
- Strep Throat
- Ringworm

If your child experiences any of the following they will need to be picked up:

- Contagious Disease
- Fever over 100°F
- Vomiting or Diarrhea
- Accident requiring medical attention

ALLERGIES

If your child has a known allergy (any allergy) please notify the Tiger Time Coordinator. You will be given a form to fill out and return with the following information:

1. Description of the allergy
2. Triggers to allergens
3. Techniques for avoiding exposure to allergens
4. Symptoms if an allergic reaction were to occur (what to watch for)
5. How to respond to an allergic reaction (including medication information)
6. Doctor's contact information

ACCIDENTS

Tiger Time operates in a manner that minimizes accidents and injuries to children and staff. Should an accident or injury occur, staff will act immediately to administer the following emergency procedures:

- The staff will carry out immediate first aid.
- The staff will contact the parent/guardian.
- If the parent or alternate emergency numbers cannot be reached, the program will have the authority to call 911 for treatment and/or transportation to a medical facility. A staff person will accompany the injured child to the hospital and stay until the parent or guardian arrives.
- In a serious or life threatening emergency situation, the staff may need to contact the local EMS unit before calling the parent.

BEHAVIOR/DISCIPLINE POLICIES AND GOALS

At Tiger Time we expect children to respect each other, our staff and our facility, just as the staff respects each child and parent. In order to achieve this goal we have developed a set of basic guidelines that we expect each child to follow. A behavior report is written up if a child harms another physically, engages in inappropriate sexual behaviors, or consistently defies Tiger Time staff and our rules. A copy of the report is given to the parents, so that you are aware of your child's "behavior status." Three separate reports with consistent misbehavior or serious infractions could result in dismissal from Tiger Time.

General Rules of Behavior

1. Be Respectful, Responsible, Safe, and Positive
2. Respect each other and all staff.
3. Use indoor voices and walk inside the building.

4. Keep hands, feet, and body to yourself.
5. Use positive remarks, no put-downs.
6. Use all equipment properly, from the slides to markers.

Tiger Time follows the disciplinary guidelines set forth by the policies in the ISD #813 Policies and Disciplinary Handbook. When a problem arises the following steps will be taken:

1. The parent(s) will be notified and a conference will be set up and a one day suspension.
2. The parent(s) will be notified and a conference will be set up and a two day suspension.
3. The child will be dismissed from the program.

RIGHTS TO REFUSE SERVICE

Tiger Time reserves the right to dismiss any child if the staff determines the program can no longer meet the needs of the child. Failure to comply with program policies may also result in termination.

Every newly registered child will be given a three-week trial period in our program. We reserve the right to dismiss any child within this trial period if the coordinator finds that our program cannot meet the needs of the child.

Reasons for termination from the program may include:

1. Abusive language and/or threatening behavior towards staff or other children by child or parent.
2. Parent(s) arrives for pick-up after 6:00 P.M. more than three times during the year. Failure to pay for services, or to contact program coordinator to develop a workable plan for payment within 10 days of receiving a billing statement. (Notice of discontinuation of childcare services due to non-payment may be put into effect immediately and without warning.
3. The Child Care Coordinator has the right to refuse service and/or terminate from programming after 3 uncommunicated drop in occurrences.
4. Billing statements and/or past due letters sent would serve as adequate notice.)
5. Blatant disregard for the policies and procedures set forth by the program.

PARENT INVOLVEMENT/RESPONSIBILITIES

Tiger Time is enriched by a partnership between parents and school staff.

Active participation in the following is necessary and very much appreciated:

1. Inform the program staff immediately of changes to phone numbers, addresses, emergency contact information, health issues, medication etc.
2. Submit schedules and schedule changes promptly.
3. Check family folders for any new information, reminders or billing statements.
4. Call to inform staff if the child(ren) will not be attending for the day.
5. Sign your child(ren) in (morning) and sign your child(ren) out (when picked up) each day.
6. Be prompt in picking up your child(ren). Call if you anticipate arriving after 6:00PM to pick up your child.
7. Communicate concerns, suggestions, questions or compliments to program staff.
8. Listen to concerns of staff members regarding your child(ren) and cooperatively work towards an agreeable solution to any problem.
9. Dress child(ren) appropriately for indoor/outdoor activities; boots, mittens, coats/jackets are a must during cold months.
10. Do not allow child(ren) to bring toys.
11. Inform staff of any communicable disease your child has been exposed to.
12. Encourage child(ren) to return materials, equipment and supplies to appropriate areas before leaving for the day.
13. Pay bills promptly.

You are always welcome and encouraged to join for a field trip, share a skill, eat lunch, or just spend time with your child at our program. Please prearrange this with the Child Care Coordinator.

STAFF RESPONSIBILITIES/EXPECTATIONS

The program expects that staff will:

1. Treat all children and families with respect.
2. Instill values through direct teaching and role modeling.
3. Apply program rules consistently and fairly to ensure the safety and well-being of all children.
4. Always practice professionalism.

Lake City Community Education child care staff are excited to provide a safe, nurturing environment where children can build meaningful relationships with peers and staff. We look forward to watching your children grow and develop!

Contact Information

**Child Care Coordinator
Michelle Seydel**

**Tiger Time/Cub Care address:
1156 West Lakewood Avenue, Lake City, Minnesota, 55041**

Landline phone: 651.345.7187

Cell phone: 651.764.1647 (We cannot accept or respond to text messages on this number)

Join our Remind Classroom by texting @22tigercub to 81010 to receive up-to-date text information.

Tiger Time Email: tigertime@lake-city.k12.mn.us