

# Tiger Time Policy Handbook



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## **MISSION STATEMENT**

*Tiger Time offers a safe, engaging, and nurturing environment for students in kindergarten through sixth grade. Our program provides a blend of structured activities and free choice, encouraging children to explore a variety of enriching experiences. From creative arts to active games, we offer a diverse range of group and individual activities designed to spark students' interests.*

*At Tiger Time, we're committed to fostering growth in key areas, including personal responsibility, social skills, positive self-image, physical development, and health and safety awareness. We strive to create a program where every child can learn, grow, and thrive.*

## **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 2025/2026:

- The first four days of summer break for training (June 6th, 9th, 10th, and 11th, 2025)
- Juneteenth (June 19th, 2025)
- Fourth of July (July 4th, 2025)
- The last 8 days of summer break, including Labor Day (August 25th-September 3rd, 2025)
- Thanksgiving Day (November 27th, 2025)
- The Day after Thanksgiving (November 28th, 2025)
- Christmas Eve (December 24th, 2025)
- Christmas Day (December 25th, 2025)
- New Years Eve (December 31st, 2025)
- New Years Day (January 1st, 2026)
- President's Day (February 16th, 2026)
- Good Friday (April 3rd, 2026)
- Memorial Day (May 25th, 2026)

## **2 HOUR EARLY RELEASE DAYS**

The 2025/2026 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 17th 2025
- October 15th 2025
- November 26th 2025
- February 4th 2025
- March 4th 2025
- May 6th 2025

## **NON-SCHOOL DAYS OPEN FOR ALL DAY CARE (2025/2026 SCHOOL YEAR)**

- October 16th-17th, 2025 MEA
- November 3rd, 2025 Staff Development
- December 22nd, 23rd, 26th, 29th, 30th 2025 and January 2nd, 2026 Winter Break
- January 23rd, 2026 Staff Development
- March 27th, 2026 Staff Development
- March 30th-April 2nd, 2026 Spring Break

## **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.

### **You must register for care on canceled school days.**

Registration for Inclement Weather Canceled School Days will be sent to parents in October, with a two-week registration window. Once the window closes, you will not be able to register your child for care on canceled school days. Even if your child is on the regular schedule, they will not be able to attend our program without prior registration.

If you register, it is assumed your child will be in our care during any school closure due to inclement weather, and you will be billed for the day, regardless of attendance or whether the date was on your monthly calendar.

In the event of a late start or early release due to inclement weather, it is assumed that your child will attend Tiger Time and Cub Care if they are scheduled for before and/or after school care that day. Please inform the Child Care Coordinator of any changes to this schedule.

## **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 \$30 per child (\$60 maximum per family)
- Parent/Guardian Childcare Contract
- Immunization Record for each child
- Monthly calendar hours your child will need care
- \$35 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 20<sup>th</sup> of each month for the following month. Any calendars turned in after this time will be assessed a \$12.00 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. **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 or 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](mailto:tigertime@lake-city.k12.mn.us).

## **REGISTRATION FEES**

(Due at registration- Fall & Summer)

\$30.00 for each child registering with a \$60.00 registration cap for more than two children.

## **TIGER TIME FEES**

Hourly Rates 2024-June 5th, 2025

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

Hourly Rates Beginning June 12th, 2025

- \$5.50 per hour, first child
- \$4.50 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 \$12.00. 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 \$35.00. 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.

When transporting in a vehicle, Tiger Time follows the booster and seat belt requirements, which are subject to weight and height restrictions outlined by the Department of Public Safety. These requirements can be found under Minnesota Laws, Chapter 104, Article 1, Sec. 42. 245H.13, subdivision 6.

## **SNACKS AND MEALS**

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

Non-school days and all day summer care: Food service is NOT available on non-school days and during the summer months; breakfast will not be provided,

but you can send food with them. Children are required to bring a cold lunch when school is not in session.

## **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:

- Abusive language and/or threatening behavior towards other children, staff, or parents.
- Physical violence towards other children, staff, or parents.
- Parent(s) arrives for pick-up after 6:00 P.M. more than three times during the year.
- Students who leave the classroom or designated group location without an adult's permission.
- Unresponsive parent communication or inability to pick up on time when requested.
- 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. Billing statements and/or past due letters sent would serve as adequate notice).
- The Child Care Coordinator has the right to refuse service and/or terminate from programming after 3 uncommunicated drop in occurrences.
- 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**

**Tiger Time address:**

**1156 West Lakewood Avenue, Lake City, Minnesota, 55041**

**Landline phone: 651.345.7187**

**Cell phone: 651.764.1647**

**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](mailto:tigertime@lake-city.k12.mn.us)**