



Staff Handbook

Each staff member and substitute is responsible for the knowledge of the information in this handbook and will be held accountable for the policies and procedures outlined in this handbook. Each staff member is responsible for and will be held to the standard of Minnesota Department of **Children, Youth, and Families (DCYF)** Child Care Certification requirements.

Procedures in this staff handbook are subject to change. Such changes will be communicated from the 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 employees 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/>.

Dear Princeton Tiger Club Staff Member,

Welcome to the Princeton Public Schools and Tiger Club Child Care Program! We are excited to have you on our team!

At Tiger Club we seek to provide children with the opportunity to grow socially, physically, emotionally, and intellectually all while having fun! We are a choice-based program which offers staff the opportunity to not only supervise children, but also interact and build positive relationships in our program.

Please take time to read this handbook. If you have questions, please connect with the Site Supervisor or Program Coordinator. We welcome feedback and are open to suggestions on how to improve Tiger Club to make the greatest positive impact on families, students, and Princeton Community members.

Welcome Aboard!
Kayla Maring
Community Ed Coordinator

Welcome

Program Philosophy

Princeton Tiger Club is a child care program that is located at both Primary School and at the Family Center. Our program provides enrichment opportunities for students in our Hand in Hand Preschool classes and in grades K-5 before and after school hours, on Non-School Days, and over the summer.

Princeton Tiger Club provides a safe, enriching, and recreational program which focuses on social and emotional learning for our students in a group setting. We provide opportunities for students to explore new things and gain new experiences, such as doing arts and crafts projects, playing games in the gym, having guest speakers, exploring on field trips, and so much more. Through interactions, we strive to show students how to feel good about themselves, make choices, resolve differences, and contribute in a healthy way to the community.

Being located within the school buildings offers families another layer of safety and convenience. It also gives staff the support and resources of teachers, principals, social workers, nurses, special needs experts, and support staff. We strive to partner with our Preschool and K-12 and show families that we support them in their task of raising healthy, happy, responsible, and capable children.

Each year, staff will have access to the District calendar, which shows district holidays and Non-School Days. Tiger Club is closed on district holidays, but does operate on Non-School Days. A Non-School Day is a day when there is no school for students. Tiger Club provides full-day programs for students on non-school days. Staff are scheduled per student enrollment and staff hours may vary. All Tiger Club staff are expected to be available on Non-School Days or follow protocol for taking time off if not available to work. Locations may vary based on program enrollment.

Tiger Club offers a summer program for students entering Pre-Kindergarten through **entering Grade 8**. The summer program is a full-day program where students have the opportunity to go on field trips, participate in on-site activities, and build relationships with students and staff. Summer employment is optional for staff.

General Job Expectations

Job Expectations

In conjunction with District and Community Education protocols, policies, and job descriptions, this handbook will be used as a guide for program expectations.

Quality Assurance

Staff will work to implement policies, and best practices and procedures to the best of their ability. Staff will work to provide a safe, enriching environment that promotes social interactions and

student choice. Through activities and providing choice, students will learn social and emotional skills that will build onto the character and positive behavior intervention strategies used within the school district.

Nondiscrimination Policy

Princeton Public Schools #477 Nondiscrimination policies are posted on the district website.

Clocking In and Out

All Tiger Club staff use TimeClock Plus to clock-in and out for their shifts. Staff need to clock-in at the time their shift begins and clock out when the last student is picked up. All end-of-day clean up duties should be done before the last child is picked up and kids should clean up the items they are playing with before they leave. For any late pick-ups, staff must notify the Site Supervisor so that a late fee can be charged to the family and cover your time for staying late.

Staff are also required to go into TimeClock Plus to review and approve their hours for every pay period. Employee TimeClock approval & pay sheet submissions are typically due the 1st and 16th of each month.

Late Staff Policy, Absences, and No Shows

It's important to show up on time and for your scheduled shifts to maintain safe student to staff ratios. All employees are expected to report to work on time and be ready to work with the children. If you are scheduled to work at 2:00 PM, this means that you are here, have put away personal items, and are ready to work at 2:00 PM. Staff will be docked pay if they are more than 7 minutes late.

Tiger Club employees must contact their Site Supervisor directly and as soon as possible if they are going to miss a shift, and let the Supervisor know the reason for their absence. The Site Supervisor will look at numbers and determine if a sub is needed to ensure we maintain ratios within the DCYF guidelines for each of our sites.

Frequently missing your scheduled shifts, not directly communicating your absence, and/or not communicating at all about your absence ("no show") can result in immediate reduction of hours.

Time Off Policy

For Classroom Leads and Assistants, time off will be granted and approved by the Site Supervisor. For Site Supervisors, time off requests will be granted and approved by the CE Coordinator. A minimum 14-day notice is required for time off requests due to staff scheduling. Time off must be accounted for in TimeClock Plus. Paid time off eligibility will be based off of Community Education Agreement language included at the end of this handbook.

Staff Communication

The main source of communication will be via your district email, from the staff notebook at the site, and from the Site Supervisor. Please make sure you check-in with the Site Supervisor or designated point person prior to your shift each day. We will also be having periodic staff meetings and trainings throughout the year.

All Tiger Club employees are also expected to engage in open, respectful communication with colleagues, supervisors, and team members. Concerns involving another staff member should first be addressed directly with that individual. If a resolution cannot be reached, both parties are expected to contact the Community Ed Coordinator together to discuss the concern and seek support.

Staff Input and Feedback

Staff are encouraged to provide input and feedback to Site Supervisors/Program Coordinator. There will be multiple staff evaluations throughout the year where you can provide your insight, but you may also reach out any time.

Confidentiality/Data Privacy

Respect the confidentiality of any information you have about children and their families. Never talk about a child or family to another parent, or in front of another parent or child. **Never post anything or comment on social media about children, families, or other staff.**

Phone and Technology Use

During your Tiger Club shift, you are being paid to care for children. The use of personal cell phones and other personal electronic devices for texting, taking photos, using social media, etc. is prohibited while you are on the clock. Other technology (such as walkies and district computers) are strictly for business use only. **Tiger Club staff are also not permitted to interact with children or families through social media platforms.**

Tracking System

A tracking system should be used to assist staff in knowing where students are at all times. It should include a plan for monitoring who is in the bathroom, at an enrichment/recreation class, and/or assisting a teacher. All staff must use walkies to communicate the location of children, especially during transitions and departure/arrival times.

Dress Code

Tiger Club staff must dress to be involved in the children's activities. A large part of our program is outdoors, so please dress accordingly and as a role model for the students in our program. A staff member may be asked to leave or change if dressed inappropriately. Mini skirts, short shorts, crop tops, spaghetti straps, see-through clothes, low side tank tops, etc. are not allowed. Males are required to wear shirts at all times unless in the water on a swimming field trip. For swimming field trips, staff must have proper swimwear. Bikinis will not be allowed.

Transporting Children

Tiger Club staff are not to transport students in a personal vehicle for any reason. If a student needs to be transported, staff will call the parent/legal guardian to inform them of the situation. Parents/guardians will be given the option to transport their child themselves, or give staff permission to call a district-approved transportation company to transport the child.

For Tiger Club field trips, students will be transported by Palmer Bus Services, the bus company with which Princeton Public Schools partners for school transportation. The Palmer Employees have a valid driver's license to drive the school buses.

Students going to/from Princeton Community Education summer camps/classes can be transported through the District's van service. The Van Driver is a Tiger Club employee (Lead position), holds a valid driver's license for the van, and annually completes the District's van training requirements to transport students. The requirements include but are not limited to seat belt requirements and child passenger restraint system requirements under Minnesota Statutes sections 169.685 and 169.686.

Working with Children

As a part of the Princeton School District, we 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.

Daily Interactions with Children

- Greet each child upon arrival with a smile
- Acknowledge departure at the end of the day
- Praise or encourage the children
- Show respect for the children and NEVER talk about a student in front of other students or parents
- Address students by name
- Get down and speak to them at eye level
- Talk to children during routine activities; sit with them at meal times, talk to them when they are lining up for class or waiting for the bus
- Use inside voices when inside and walk over to a child if you want to talk to them, instead of calling out across the room; outside listeners may misinterpret this as yelling.
- Encourage the children to try things for themselves before asking a teacher for help
- Clearly tell children what you expect them to do. Don't ask questions when you really mean to give a direction. Say "It's time to clean up now" not "Do you want to clean up now?"
- Model the positive behavior you want the children to have
- Praise positive behavior often with a smile, a thumbs up, or a positive comment
- Give all the children equal opportunities for activities

Positive Behavior Guidance

- **Respect individuality:** Acknowledge and accept each child's unique developmental level and personality. Get to know them as individuals and build positive relationships.
- **Build trust:** Create a secure and trusting environment. Interact on their level.
- **Foster respect:** Encourage mutual respect, acceptance, inclusion, and caring among children and adults. Listen to them when they talk.
- **Promote positive interaction:** Encourage healthy social behavior.
- **Empower children:** Allow children to have significant control over their own learning activities.
- **Minimize negative influences:** Reduce environmental factors that can cause problems.
- **Be proactive and plan for success:** Anticipate children's needs and arrange the environment to support positive behavior. Intervene proactively before issues arise.
- **Recognize good behavior:** Acknowledge and praise positive actions.
- **Be positive:** Maintain a cheerful, enthusiastic attitude and use humor. Be a good role model.
- **Offer choices:** Provide children with real, clear, and acceptable options.
- **Praise and encourage:** Give genuine praise for accomplishments and encouragement for effort. This can be verbal or non-verbal (e.g., a smile or a nod).
- **Communicate clearly:** Use simple, precise language that a child can understand. State what you want to happen rather than what you don't.
- **Don't reinforce bad behavior:** Staff must work together to ignore inappropriate behavior. Sometimes, it's necessary to remove the child or the audience from the situation.
- **Be flexible:** It's okay to change rules if it's sensible and appropriate.
- **Use logical consequences:** Help children understand the natural results of their actions to promote self-discipline.
- **Provide "alone time":** Allow a child to have a "cooling off" period after inappropriate behavior. This is not punishment, but a time to regain composure while remaining within sight and sound of a caregiver.
- **Promote independence:** Encourage children to talk, listen, and solve their own problems, pick up after themselves, advocate for their needs.
- **Address behavior:** Remember that you are in charge. It is great to form relationships between you and the children, however, you are still the authority figure and not their friend. If you see students doing things that aren't acceptable, it is your job to address it.

Prohibited Actions

All staff and volunteers use positive behavior guidance and do not subject children to:

1. corporal punishment, including but not limited to rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking;
2. humiliation (shaming, threatening, swearing, yelling, sarcastic comments, belittling)
3. abusive language
4. the use of mechanical restraints, including tying;

5. the use of physical restraints other than to physically hold a child when containment is necessary to protect a child or others from harm (see Child Restraint Policy below);
6. prone restraints, as prohibited by Minnesota Statute section 245A.211;
7. the withholding or forcing of food and other basic needs, including:
 - a. confinement in any small, dark, or other inappropriate area, or use of a locked or lockable room for confinement.
 - b. confinement to rest mats for preschool students who have napped/rested quietly for 30 minutes.
8. discussion of a child within any child's or adult's hearing;
9. lack of supervision, including:
 - a. diverted attention for frequent or extended periods
 - b. leaving children unsupervised

An employee utilizing prohibited practices can be grounds for immediate termination.

Child Restraint Policy

At Tiger Club, we are committed to developing positive relationships with students and families. We believe in deescalating tense situations verbally rather than using physical restraints. However, we are aware that on occasion our staff may be required to physically restrain a child due to behavior that places the child, other children, or the staff in danger. At these times, a restraint-certified staff member will physically restrain the child in a safe manner away from the group. THIS IS A LAST RESORT AND MAY ONLY BE USED BY TRAINED STAFF. Do NOT touch a child you are disciplining. Tiger Club will provide "Nonviolent Crisis Intervention Training" (CPI Training) to staff who are deemed to be the ones who would have the highest potential of needing this. Not all Tiger Club staff will be trained in this. Physical abuse by any staff member is grounds for immediate termination of employment.

The children, likewise, are not allowed to use physical force to vent their feelings or to solve conflicts. 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 of students.

Student 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.

Defiant behavior – includes frequent refusal to follow directions, argumentative behavior, confrontational attitude, vindictiveness

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

Princeton Public Schools 514.5 Anti-Slur Policy –

I. PURPOSE

Princeton Public Schools believes it is our duty to create a school environment where EVERY student and staff member feels safe, respected, and a sense of belonging free of discrimination and racism.

II. GENERAL STATEMENT OF POLICY

There is no place for hate on our school campus and in our community. Discrimination and harassment violate the safety of our school community and the humanity of each individual within it. At Princeton Public Schools we believe we are strongest when we embrace each other's differences, including but not limited to: race, class, ethnicity, national origin, immigrant status, religious belief, gender, sexual orientation, age, disability, political affiliation, manner of speech, or any other physical or cultural characteristics.

III. DEFINITION

Princeton Public Schools believes slurs and hate speech are a form of violence against other students, families, staff members or members of the community. A “slur” is speech, for example, epithets, threats, verbal abuse, use of profanity or derogatory comments that make reference to real or perceived identity. A “slur” also includes spreading rumors, jokes, notes, stories, drawings, pictures or gestures that make reference to real or perceived ethnicity, national origin, immigrant status, religious belief, gender, sexual orientation, age, disability, political affiliation, manner of speech, or any other physical or cultural characteristics.

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 uses a variety of techniques for behavior intervention, such as preventive measures, role modeling, redirection, verbal intervention, de-escalation techniques, and appropriate consequences (ex: taking a break or removal from the setting).

Staff will communicate verbally and/or in writing to the parent/guardian after each incident. Behavior reports will be given to review and sign should the child demonstrate behaviors previously listed.

- 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.

Special Needs and Accommodation Process

IEPs are not transferred over to Tiger Club, meaning Tiger Club cannot offer the same level of support that children receive during the school day. However, we are committed to providing reasonable and appropriate accommodations for all children enrolled in Princeton Public Schools. Providing a safe, healthy, and inclusive environment is at the core of our value system and we want all students to be successful. The following accommodation process has been designed to ensure resources and strategies to support students with special needs and/or behavioral challenges. This process can be initiated for any child, on the recommendation of any staff member or parent (for parent's child only). The accommodation process may not occur in the same specific order each time.

1. The Site Supervisor/Program Coordinator will gather information regarding the child to determine whether an intervention is necessary or accommodations can be made. This process may include doing an intake with the parent, observations of the child, reviewing documentation of forms such as BIR (Behavior Intervention Reports), and/or consulting with case managers/teachers or other district personnel per the waiver that families sign when they enroll students.
2. If a programming change is determined to be necessary, suggestions will be given to the staff of the site. These suggestions may primarily help the children at the site with special needs but they will not jeopardize the successful involvement of all children at the site. An example of a programming change may be to modify how and/or when the children transition from one activity to another.
3. If suggestions for programming changes are not successful, a plan for inclusion may be developed. All pertinent information regarding the child and their needs will be taken into consideration while developing the plan. The inclusion plan will outline responsibilities of all parties including but not limited to the child, the child's parent/guardian, and the Tiger Club Staff.
4. A timeline will be developed for the inclusion plan, which clearly states the methods for monitoring the plan, and at what intervals it will be monitored. The plan and the timeline for the plan will be shared with all parties involved including but not limited to the child, the child's parent/guardian, and the Tiger Club staff. The plan will be initiated once everyone is clear as to what his/her responsibilities are in relationship to the plan.
5. The plan will periodically be reviewed as stated in the timeline. Changes or adaptations may be made to the plan as needed as all parties involved may be included.
6. If inclusion efforts have been exhausted without success, Community Education will assemble a team to re-evaluate if continuing in the program is in the best interest of the child. It may be determined that disenrollment is necessary. Disenrollment in the program is not intended to be permanent. If parents wish to re-enroll a child, they may do so if the including team is confident the child will be able to reasonably abide by the program's policies. A re-entry conference must occur before a student would be re-admitted into Tiger Club after a disenrollment.
7. While the accommodation process may not be implemented in the same specific order with each child (ex: if a child has significant needs, then Tiger Club will try to have support staff available), care will be taken to make sure as many steps as possible are implemented prior to ever disenrolling any child from Tiger Club.

Supervision and Accountability for Children

The safety and supervision of each student is your most important job and first responsibility.

- Staff must know how many and which students are in their care at all times.
- Staff should be engaged in active supervision. Active supervision means that staff are supervising students while engaging with them in close proximity, and can hear and see them.

- If there is more than one staff in an area, staff should be spread out (use zones within each specific location) to facilitate better supervision.
- Staff are responsible for the ongoing activity of each child, ensuring the activities are appropriate for the child's age and individual difference and abilities, and appropriate for the setting of the space/layout of the Tiger Club program and any environmental circumstances, hazards, and risks. For example, students should not run around in a classroom as it poses safety risks within the layout of the room. Running inside the gym is appropriate as long as it is part of a supervised and appropriate activity that they are participating in.
- Staff may allow for variation in supervision based upon the ages and needs of the children and must intervene when necessary to ensure a child's safety.

Ratios and Group Sizes

Pre-K is a 1:10 staff-to-student ratio; group size should not exceed 20 students per area.

Grades K-5 is a 1:15 staff-to-student ratio; group size should not exceed 30 students per area.

Exceptions to the ratios would be meal times, outdoor activities, guest speakers/assemblies, indoor large muscle activities, or other special events.

Student Attendance

Student sign-in and sign-out must occur electronically each session. We should also have a paper copy as a backup if our electronic system goes down or we have other technical issues. All staff will be trained in attendance procedures and are expected to be part of the process. Staff will track the child's location via the system set up by the site.

Missing Students Policy and Procedures

Upon taking attendance after school, if you discover that a child has failed to check-in, you must initiate the following procedure. Follow through the steps until you have either located the child or until you are satisfied that the child is safe.

Procedure:

1. Immediately initiate a search by speaking with the student's teacher and school office to determine if they are aware of the whereabouts of the child. Ask the office to do an "all-call" over the PA system and/or on the walkies.
2. If there is no indication that the child has taken the bus home, go to Procedure 3.
 - a. If you believe the child may have gotten on a bus, call Palmer Transportation to verify if the child is on the bus. If there is no indication, go to Procedure 3.
 - b. If the bus company indicates that they have the child and will return them to school, have a staff member meet the child when the bus returns and escort the child into the Tiger Club site. Make the parents aware of the situation. Your obligation is complete.
3. If you discover that the child has already been dropped off at home, contact a parent/guardian immediately.
 - a. If the parent/guardian answers, inform them that the child did not come to Tiger Club after school and that you are looking for them.

- i. If a parent/guardian is aware of their child being at home, remind them to always contact Tiger Club prior to school dismissal time should their child not be attending Tiger Club. Let them know the finders fee may be charged.
 - ii. If the parent/guardian indicates that they had a change in plans and the child was unable to attend Tiger Club, ask them if they had communicated that change to Tiger Club. If they indicate they left a message, determine where the communication failed to prevent future occurrences. If they did not communicate the change, ask them to always communicate changes prior to the end of the school day.
 - iii. If they do not have information and thought their child was at Tiger Club, ask the parent to assist by asking them if they know a neighbor who could check the home and/or neighborhood for the child. Assure them you will continue to assist them in locating the child and ask them to call the site if they find the child. Make sure they have the site phone number. If your search provides information, pass that along to the parent. If a parent/guardian indicates that there is no one that can get to them in a reasonable amount of time, ask them if they would like to involve the police. If the parent indicates that they will take care of the situation, your obligation is complete.
 - b. If you are not able to reach a parent/guardian, leave a message for them at all numbers listed and then call their emergency contacts listed.
 - i. If you are able to get ahold of the emergency contacts listed, ask for their assistance. If they indicate they will go to the child or pick up the child, leave a message for the parents informing them of the situation. If you are not able to contact the parent/guardian, be prepared to tell them what happened and who their child is with if they arrive at the site.
 - ii. If you are not able to reach a parent/guardian or any emergency contact, but you believe you know where the child is, call the police to assist. If you have left messages at all phone numbers and have no verification as to the child's whereabouts, go to Procedure 4.
4. Contact the police by dialing 911. Identify yourself and explain the situation and ask for their assistance. Be prepared to provide the police with the following information:
 - Child's name
 - Parent/guardian names
 - Address of parent/guardian
 - Work and home/cell phone numbers of the parent/guardian
 - Ask the police to notify you if they have located the child

Leave messages at all phone numbers for the parent/guardians and emergency contacts informing them of the situation and that the Princeton Police Department has been notified. Call and leave a message with the Program Coordinator informing them of the situation. When the police have indicated that they have all of the information they need and all steps have been followed, your obligation is complete. Communicate final outcomes with the Program Coordinator.

Children Who Run Away Policy

When a child in your care runs, keep an eye on him/her from a distance. If a child moves towards a place where his/her safety is a concern, you must go after him/her. If a child leaves the grounds and you cannot catch him/her, call the police for assistance and contact the Site Supervisor. If the Site Supervisor is not available, contact the Program Coordinator. Anytime a child runs or a restraint is utilized, the parent needs to be informed and the incident needs to be documented. It is also required that you let the Building Principal know what happened. The Site Supervisor will assist with the follow-up in relation to consequences, restitution, and behavior plans.

Touch and Affection Policy

There needs to be a balance between child development needs and level of appropriate practice. You must be able to set boundaries with students. Students should not touch staff inappropriately. Do not allow students to “rough house” play with you, do not allow students to kiss you or other students, or you as a staff member must not initiate any of the aforementioned actions with students. For example, when comforting a student, it would be appropriate to pat the child’s back gently, position yourself at child’s eye level, and have the student sit in a chair next to you and not on your lap. Smiling, giving a thumbs up, creating a special handshake, and giving positive affirmations are all great ways to help with appropriate child development.

A general rule of thumb is to reciprocate appropriate touch, do not initiate. While some kids love to give and receive hugs, as a staff member, remember to never pick up a child. Reciprocating with a side hug while kneeling on the ground would be the best kind of hug.

Photographs of Students

If written permission is given, staff may use district issued cameras/technology to take pictures of students for site use and Community Education publications. No personal cameras or phones with cameras are permissible and personal use of pictures is NOT allowed. This would include all social media platforms.

Alone with Students

Although it is not always possible, staff should try to not be alone with a child for security and liability reasons. Try and choose a location that is more open and public.

Health and Safety Information

Maltreatment of Minors Mandated Reporting

Who should report:

- All Tiger Club Staff are legally required (mandated) to report and cannot shift the responsibility of reporting to your co-workers or supervisors. If you know or have reason to believe a child is being or has been neglected, physically abused, or sexually abused within the preceding three years, you must make a report to an outside agency within 24 hours.

- All Tiger Club Staff participate in a training as specified in the Reporting of Maltreatment of Minors Act. This training will be documented in each staff's personnel records.

Where to report:

- If you know or suspect that a child is in immediate danger, call 911.
- If there is no immediate danger, make a verbal report within 24 hours and file a written report within 72 hours of the verbal report (excluding weekends and holidays).
- Reports concerning suspected abuse or neglect of children by staff should be reported to the DCYF's Maltreatment Intake line at 651-539-8222.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the appropriate local County Social Services agency at:
 - Benton- 320-968-5006
 - Isanti- 763-689-1644
 - Mille Lacs County- 320-983-8310
 - Sherburne- 763-765-4351
- The reporter must also notify the Site Supervisor and Program Coordinator of alleged abuse or neglect. The Site Supervisor, Building Principal, or the Program Coordinator will be able to assist you in figuring out who to call if you are unsure of which county to report to.
- Remember: it is our role and responsibility to report, not to investigate.
- The Certification Holder must inform the commissioner within 24 hours of:
 - the death of a child in the program; and
 - any injury to a child in the program that required treatment by a physician or advanced practice registered nurse.
- The Certification Holder must use the Child Care Center Serious Injury and Death Reporting Form on the Certified Center web page to make a report.
- To report possible certification violations, please contact DCYF, Division of Licensing, 651-431-6500.

Important Definitions:

- Physical Abuse – includes any physical, threatened, or mental injury inflicted on a child by a person responsible for care of a child
- Sexual Abuse – includes any act or threatening of criminal sexual conduct by a person responsible for the child's care or by a person in a position of authority over a child
- Neglect – is the failure to provide a child with necessary food, shelter, clothing or medical care; the failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so
- Mental Injury - means any non-accidental injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture

Serving Food to Students

All food for meals, snacks, and cooking projects will be prepared by district food service or trained Tiger Club staff. Gloves must be worn when preparing and serving food. Tables and food preparation areas must be cleaned and sanitized before and after meals and cooking projects. Cleaning and sanitizing is a two-step process. Meals, snacks, and cooking projects should be nutritious and limit the amount of sugar. Staff will sit with children during meal times and snack times. Staff are informed of student allergies at least yearly and lists of allergies are posted in all areas that food is served.

Sick Children and Returning to Tiger Club

Tiger Club follows the school district health guidelines regarding illness and attendance. To help prevent the spread of illness, students must stay home or will be sent home from Tiger Club if:

- The student has a fever of 100° F or above. Temperature must be normal (98.6°) for 24 hours before returning.
- The student has vomited or had diarrhea. The child must stay home for 24 hours after the last episode.
- The student has any undiagnosed rash, discharge from the eye, ears or profuse nasal discharge, or severe cold symptoms. A healthcare provider must evaluate unexplained or contagious rashes before the child returns to care, and provide a note for the child to return.

If any of these conditions occur when a child is with us, isolate the child from other children in the program, supervise the child, and immediately notify the child's parent/legal guardian. Have the child rest until the parent/guardian arrives. If the parent/guardian cannot be reached, contact the child's emergency contact(s). Upon contact, the parent/guardian or emergency contact will need to pick up the child immediately.

Tiger Club staff must post or give notice to the parent/legal guardian of an exposed child the same day Tiger Club is notified of a child's contagious reportable disease (as specified in Princeton Public School District's Policies, Minnesota Rules part 4605.7040, or scabies, impetigo, ringworm, or chicken pox). Tiger Club staff should contact Princeton Public Schools' District Nurse, Community Ed Coordinator, and Community Ed Director immediately on the matter for protocols on communication to staff/families.

Outdoor play and gym time are an important activity which students participate in daily. Children attending should be healthy enough to engage in all activities. Tiger Club staff are not trained to make a medical diagnosis, but only to observe and inform parents/guardians of any signs of illness. When they do, the parent/guardian will be contacted, and will need to pick-up their child.

Medication Information

For any activity restrictions or special accommodations, a note from a professional health care provider is required. Tiger Club follows [Princeton Public School's Policy 516 - Student Medication](#) on administering medication and storing medication. To summarize, Tiger Club:

- Requires written permission from the child's parent/legal guardian before administering prescription medication, nonprescription medication, diapering product (if needed), sunscreen lotion, and insect repellent. The District's Medication Permission form must be completed and signed.
- Administers over-the-counter/nonprescription medications (ex: Tylenol, cough syrup), diapering products, sunscreen lotion, and insect repellent according to the manufacturer's instructions unless we are provided with written instructions by a licensed health professional to use a product differently.
 - Note: The first dose of any new medication must be given by the parent/legal guardian due to possible adverse reactions.
- Administers prescription medication ONLY after obtaining and following written instructions from the prescribing health professional.
 - Note: The first dose of any new medication must be given by the parent/legal guardian due to possible adverse reactions.
- Staff must ensure that all medicine is:
 - Kept in the medicine's original container with a legible label stating the child's first and last name;
 - Given only to the child whose name is on the label;
 - Not given after an expiration date on the label; and
 - Returned to the child's parent/legal guardian if unused and/or at the end of their contract.
- Staff must document in the child's record the administration of medication, including:
 - Child's first and last name;
 - Name of the medication or prescription number;
 - Date, time, and dosage; and
 - Name and signature of the person who is administering the medicine.
 - The document must be available to the child's parent or legal guardian.
- Staff must store medicines, insect repellents, and diapering products according to directions on the original container. All non-emergency medications must be kept out of reach of children/under lock and key at all times and according to the directions on the original container.
- Children may not transport or store medication in or with their belongings, unless it is approved by the Program Coordinator and is in compliance with State Statutes. Please note that childcare statutes differ from MDH/MDE. Students can self-carry certain medications (such as an epi-pen) at school, but are not allowed to self-carry at Tiger Club.

Toileting Assistance Policy

In an effort to protect the dignity and privacy of the children in our program who require assistance in toileting, when possible two staff members will be present. When two staff members are not available, the staff assisting the child will notify another staff member that they will be assisting the child toileting alone and which restroom they will be assisting in. Care will be taken to be respectful and appropriate in all conversations and actions while assisting a child.

All preschoolers must be fully toilet trained and self sufficient in the bathroom in order to attend Tiger Club. This includes knowing when they need to go and proper cleaning up afterwards.

Controlling Communicable Diseases and Washing Hands

Washing hands is the single most effective way to reduce the spread of germs. Students and staff must wash hands when arriving at the program, after using the toilet, before eating and preparing food, after handling pets or pet supplies, after blowing their nose or assisting youth, before and after administering medications, and before and after administering first aid. Be a good example to the children and remind them regularly to wash their hands. Hand washing signs should be posted at all sites. Staff will follow the guidelines from the Bloodborne Pathogens training in response to any bodily fluids and other potentially infectious fluids by:

- Using gloves;
- Disinfecting surfaces that come in contact with potentially infectious bodily fluids; and
- Disposing of bodily fluids in a securely sealed plastic bag.
- A building custodian is also on-site to support with safely handling and disposing of bodily fluids.

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. Tiger Club staff have access to the records, as needed, through the Schools' Nurses and the main office staff at each building.

Chronic Health Issues

Staff will be informed of all participants' health needs. Children with chronic health issues will be accommodated when advisable and practical. Activities and curriculum may be modified to allow for a child's health concerns. A list of all allergies and health issues should be posted in staff and food prep and serving areas.

Preventing and Responding to Allergies

During the enrollment process and prior to accepting a contract, Tiger Club will gather allergy information from the child's parent or legal guardian. This information will include a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information.

Staff will be informed of students' allergy information and action plan annually and as changes are made to the child's allergy record. Documentation that staff were informed of allergy information is kept on-site (staff sign off after completing annual trainings).

The child's allergy information is available on-site at all times, when on field trips, during transportation, and where food is prepared and served (for food allergies).

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 families 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.

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 **Arux**. 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.

Administering First Aid

For minor student accidents, staff need to fill out an accident report for parents. If a child is upset, or if the accident will leave a mark, be sure to let the parents know what happened, answer their questions and call the parent if needed.

For accidents that require more than minor first aid, specifically if the injury would require a doctor or a dentist, we will also be required to complete the DHS accident report.

Medical Emergencies

For serious injuries which might need medical attention: If there is a district nurse on site, involve them. If not, call 911 and begin First Aid/CPR. Designate a staff member to meet paramedics at the designated door. When paramedics arrive, they will advise you whether or not the child needs to be transported immediately. If the child needs transport, a staff member will accompany the child and have the emergency information with them. A staff member at site will contact parents/guardians immediately and advise them of the situation. Complete all required paperwork and report the incident to the Site Supervisor and Program Coordinator. Under no circumstance should an injured child be transported by a staff member.

Staff Accidents

In the event that a staff person is injured on the job, staff needs to report the injury. The Program Coordinator will share appropriate reporting procedures. Call 911 immediately if necessary. These need to be reported within 24 hours to the Program Coordinator.

Building and Physical Premises Facility Care Plan

Tiger Club is part of Princeton Public Schools and is located in the school buildings. Regular safety and maintenance checks are conducted by district or contracted custodial staff. Tiger Club should report any safety or maintenance issues to district custodial staff immediately.

Staff must ensure areas used by a child are clean and in good repair, with structurally-sound furniture and equipment that is appropriate to the age and size of the child using it. Hazardous items must be out of the reach of children (sharp objects, medicines, cleaning supplies, poisonous plants, chemicals, etc.). Some items like sunscreen, insect repellent, and hand sanitizer, can be used on children under supervision but need to be stored out of reach. A designated floor plan for indoor and outdoor space is used by Tiger Club.

See *Controlling Communicable Diseases and Washing Hands* section above for safely handling and disposing of bodily fluids.

No Smoking Policy

There is no smoking in the school buildings or school property. This also includes electronic cigarettes.

Outdoor Air Quality Guidance

Tiger Club will follow [Minnesota Department of Health's Outdoor Air Quality Guidance for Schools and Child Care document](#) when determining outdoor activities when air quality is poor. The goal of this document is to lower the risk of negative impacts to children's health due to poor air quality events.

Program Information

Curriculum

All staff are expected to deliver an engaging, positive learning experience for Tiger Club children and families. Curriculum is based on social, recreational, and enrichment activities, and provides children with experience designed to appreciate cultural heritages, human dignity, cultural pluralism, and individual self worth. Curriculum is also based on child-driven choice. The number and type of choices available are based on the number of staff on duty and available staff.

Media Policy

Tiger Club recognizes the important role mass media plays in a recreational and social setting. However, some individuals consider some forms of this media offensive or inappropriate. Therefore, Tiger Club will provide for the following experiences:

- Movies may be shown, as needed.
- PG-rated movies may be shown with permission by parents/guardians for specific movies.

Computers, iPads, and video game devices may be used for programming purposes. Students are limited to 30 minutes per day of screen time while in Tiger Club. Staff must supervise students on devices at all times to ensure content is appropriate.

Holiday Policy

Activities provided are not intended to endorse any particular group and should reflect the interests and needs of the children and families served. Observe school policies.

Developmental Reports

Tiger Club staff at each site will complete developmental reports once per year for each child that regularly attends Tiger Club. These reports will be given to parents/guardians. Conferences will be set up per parent request.

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. Families must commit to the field trip days at a minimum of 14 days in advance and pay any costs prior to attending the field trip.

Tiger Club reserves the right to cancel any field trip due to inclement weather for the children'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. For most field trips, the staff to children ratio will be approximately 1:10 for elementary and 1:6 for preschoolers.

If a child demonstrates behaviors that would make the field trip unsafe for the child, staff must notify parents 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 (Tiger Club staff t-shirt required)
- Water bottle
- Bagged lunch
- Sunscreen for outdoor trips
- Optional snacks or spending money, if desired

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.
- For swimming field trips, staff must have proper swimwear. Bikinis will not be allowed.

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.

Staff Plan for Higher Risk Activities

Reduced ratio (1:10 or fewer) must be applied for all activities that are high-risk activities. Examples of such activities are field trips, biking, roller skating or rollerblading, carpentry, cooking, ice skating, sledding, and during pool and water activities.

Customer Service

Interactions with Parents/Guardians

Discipline problems will be handled by Tiger Club. Parents should be involved to inform them of their child's behavior, not to ask for assistance in discipline. For example: "Ben pushed another child against the wall and hurt her head. I had him sit out and use playdough until I could talk to him about it. We talked about some other ways he could have dealt with his frustrations. This is what we came up with..."

Parents need to hear good things about their children too. Let them hear you compliment their child or share something positive that happened that day. For example: "I had a great time playing checkers with Jessica today. She did a double jump twice and ended up with more kings than I had. She was a great sport about it as well!" Make a goal to communicate with each parent at least once a week.

Build healthy and positive relationships by letting parents know you want to help them. Never dismiss a parent's request or complaint as trivial. Even if you can't do anything about it, say you hear what they are saying and that you cannot do anything about it right away, but you will follow up on it. Then make a note to yourself and DO follow up and notify the Site Supervisor.

Greet parents and learn their names. Every staff member should establish eye contact and smile at parents when they enter the room/building, even if you are too busy to talk with them.

Parent Involvement

A positive relationship with Tiger Club parents is an integral part to having success at Tiger Club. Parents are welcome to visit Tiger Club at any time.

Upon request, we provide parent orientation/open house before the start of our school year and summer programs, in order to provide staff and parents with the opportunity to meet and so parents and children have a chance to acclimate to the program. Any time a family wishes to visit the site, have a conference, or meet with a staff person, we will provide them the opportunity.

Families can be involved in our program through parent conferences, being involved on the Community Education Advisory Council, and through our feedback and evaluations which are given to families at various times throughout the year.

Family Evaluation

Families will be given the opportunity to evaluate and provide feedback to their Tiger Club site annually and informally at any time.

Pick-Up

Child Pick-Up

You must release a child to his/her parents unless you have a court order saying said parent is restricted from doing so. Do not release a child to someone other than a parent unless you have written permission from the parent. Upon pick up, be sure to check the I.D. of that person. In an emergency situation, a parent may give permission over the phone. Check the caller I.D. to make sure it is a number we have on file or ask a question that a parent would know, i.e. birthday. A list from Arux of authorized pickups will be provided to staff.

Parent Sign-in/out

Parents are required to sign their child(ren) in and out every day. After school, children sign-in with Tiger Club staff. If a child does not arrive, staff need to alert the Site Supervisor who will initiate procedures to locate the child.

Late Pick-Up Policy

There will be a late pick-up fee of \$1.00 per minute, per child, charged for families picking up their student(s) after the program closes. If you do not have access to add a late pick-up fee to their child care account, please inform the Site Supervisor or Program Coordinator.

Staff will use the following procedure to handle late pick-ups:

- Assure/reassure the child and find something for the child to do
- Prepare the late pick up charge form
- At one minute past closing time, staff will attempt phone contact with the parents/guardians of the child in an attempt to clarify the situation. When the children are picked up, please have the parent sign off on the late pick up form which will indicate the fee associated with the late pick up.
- Consistent late pick ups could result in dismissal from the program.
- If staff are not able to reach the parent/guardian by phone by 15 minutes past closing, staff will attempt to contact the emergency pick-up individuals.
- If staff haven't heard from either a parent/guardian or anyone from the emergency contact list by 60 minutes after closing, staff will call 911 to report the situation and to request police assistance. Also report this situation to the Program Coordinator.

Inebriated Parents/Guardians Policy

If a staff member smells what they believe is alcohol on a parent's/guardian's breath, but otherwise their behavior appears consistent with what is typical for them, staff are under no obligation to do or say anything.

If a parent/guardian is obviously intoxicated and staff believe the child would be in danger because of the parent's/guardian's intoxicated state, they should follow these procedures:

- Tell the parent/guardian confidentially that you are concerned about having them drive and offer to call someone else to come and pick up or offer to call a cab.
- If the parent/guardian insists on driving with the child, possibly endangering them, tell the parent/guardian that if they do take the child, you will be obligated to call the police.
- If they leave with their child(ren), call 911 and report the incident and, if possible, provide a description of the car, license plate number, and which direction they were headed.
- Staff should never try to physically restrain or argue with a parent/guardian.

Transportation of Students by Staff Members

Students within Tiger Club should not be transported by staff members in personal vehicles under any circumstance. Student transportation within school district boundaries will happen only using district-owned vehicles (such as a van or bus) by trained staff with valid licenses. Tiger Club staff will be required to follow all seatbelt and passenger-restraint requirements per state law. Palmer Staff will provide this annual training as well as monitor Driver's Licenses.

Inservice, At-Will Employees, and Staff Discipline

Inservice

Tiger Club is a Minnesota DHS certified child care facility. In order to provide safe, quality learning environments, all staff are required to participate in annual training designed to improve or enhance their skills in working with children. Staff are required to provide documentation for the training they receive and have files on site/in the Program Coordinator's office. Training includes health and safety requirements. Staff will be paid for their time or be provided time within their work day to complete required training.

At-Will Employment

The district will employ Community Education employees, on an at-will basis, to perform the outlined duties in their job descriptions. Copies of your job description can be requested from the Program Coordinator. This is an at-will agreement where the District may discipline as the District sees fit. The District may also discharge Community Education employees and unilaterally terminate this agreement as the District sees fit. The District is not required to provide advance notice or show cause in connection with disciplining or discharging Community Education employees from employment or in connection with termination of the Community Education Agreement. Community Education employees may resign from the district at any time and for any reason.

Benefit Eligibility: Community Education Employees averaging 30 or more hours per week for 3 months will receive the option of insurance, and paid leave including sick, personal, and vacation. Benefitted employees will also be paid their regular schedule on Holidays. A copy of this exact agreement is at the end of this handbook.

Staff Discipline

When it is determined by the Site Supervisor/Program Coordinator that the behavior of an employee warrants disciplinary action beyond verbal redirection, the Program Coordinator will take the following steps:

1. The Site Supervisor and Program Coordinator will draft a Staff Performance Improvement Plan together outlining staff expectations and what actions did not meet these expectations.
2. The Site Supervisor and Program Coordinator will meet with the Employee to review and implement the Staff Performance Improvement Plan. The Community Ed Director may also attend. The Program Coordinator and Director will consult with the HR Director as needed to discuss any further action that may be taken.
3. If the Employee is in disagreement with the findings in the Staff Improvement Plan, they can submit a written response.
4. The Program Coordinator may at his/her discretion, consider the specifics of a situation and proceed immediately to any of the following without implementing the Staff Performance Improvement Plan: investigation, placing the Employee on paid or unpaid leave, or any other actions directed by district Human Resources.

Termination

Tiger Club reserves the right to counsel, discipline, or discharge employees for misconduct or unsatisfactory performance as it may deem in the best interest of the school district and Tiger Club enrollees. In most cases, employees whose performance is unsatisfactory for reasons not involving willful behavior or intentional violations of rules will receive written warnings and be placed on a Staff Improvement Plan prior to discharge. Immediate dismissal will occur in instances of:

- Child abuse or gross neglect
- Working under the influence of alcohol or illegal drugs
- Embezzlement of funds or other dishonest behavior
- Compromising the safety of the children in the Tiger Club Program

Community Education Organizational Chart

Princeton ISD 477 School Board

Superintendent of Schools

Pat Devine

Community Education Director

Brian Julson

CE Program Coordinator

Kayla Maring

District Nurse and Wellness Coordinator

Jessica Tweeter

Site Supervisors

Amanda Groshong (Gr. K-5)

Susan Wark (Pre-K)

Site Leads

Site Assistants

Volunteers