



Family Handbook

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

Updated May 2026

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

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

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

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Welcome

Thank you for selecting District #477 Tiger Club for your child care needs. We serve school-age children (Grades K-5) at Princeton Primary School and offer a preschool program at the Family Center in partnership with Hand in Hand Preschool.

Our programs focus on respect, creativity, safety, friendship, and fun while encouraging “Tiger Pride” through supervised, nurturing activities that support the whole child. With access to school resources and knowledgeable staff, we provide enriching experiences that strengthen learning through hands-on activities, guest speakers, and field trips. We hope you enjoy Tiger Club!

Staff Contacts

If you have a suggestion, question, or concern, please follow these steps:

1. Talk to the Site Supervisor at your child’s site. You can call the Site Supervisor, leave a written message via Seesaw/email, or schedule a conference.
2. If a concern is not resolved in the first step, contact the Community Ed Program Coordinator. The Coordinator is available for a scheduled conference by phone or in person.

<p style="text-align: center;">Preschool Site Supervisor Susan Wark Phone: 763-389-6085, Classroom: 763-389-6164 Email: susan.wark@isd477.org</p> <p style="text-align: center;">Main contact for PreK:</p> <ul style="list-style-type: none">● Student concerns/behaviors● Registration/waitlist questions● Attendance and schedule changes	<p style="text-align: center;">Primary (K-5) Site Supervisor Amanda Groshong Phone: 763-389-7200 Email: amanda.groshong@isd477.org</p> <p style="text-align: center;">Main contact for K-5:</p> <ul style="list-style-type: none">● Student concerns/behaviors● Registration/waitlist questions● Attendance and schedule changes
<p style="text-align: center;">Community Ed Secretary Kristie Kaiser Phone: 763-389-6198 Email: kristie.kaiser@isd477.org</p> <p style="text-align: center;">Main contact for:</p> <ul style="list-style-type: none">● Invoicing● Past dues● CCAP● Registration/schedule changes (secondary contact)	<p style="text-align: center;">Community Ed Program Coordinator Kayla Maring Phone: 763-389-6176 Email: kayla.maring@isd477.org</p> <p style="text-align: center;">Main contact for:</p> <ul style="list-style-type: none">● Staffing concerns● Job and volunteer opportunities● Program donations and sponsorships● Student concerns/behaviors (secondary contact)

Tiger Club Program Information

Hours & Locations

<p><u>School Age Care (Grades K-5) School Year</u></p> <p>Location: Princeton Primary School 1206 7th Ave N., Princeton, MN 55371</p> <p>Tiger Club Office Phone: 763-389-7200</p> <p>Times:</p> <ul style="list-style-type: none"> ● Before School: 6:00am - Start of school ● After School: After school - 6:00pm <p>Groups: Students are divided into at least two grade groups depending on enrollments:</p> <ul style="list-style-type: none"> ● Grades K-2 ● Grades 3-5 <p>Non-School Days:</p> <ul style="list-style-type: none"> ● 6:00am - 6:00pm <p>Gr. K-5 students must be enrolled in Princeton Public Schools to participate in Tiger Club during the school year.</p>	<p><u>Preschool Age Care (Ages 3-5) School Year</u></p> <p>Location: Princeton Family Center 706 1st St., Princeton, MN 55371</p> <p>Tiger Club Office Phone: 763-389-6085 Tiger Club Classroom Phone: 763-389-6164</p> <p>Time:</p> <ul style="list-style-type: none"> ● 6:00am - 5:30pm <p>Non-School Days:</p> <ul style="list-style-type: none"> ● 6:00am - 5:30pm <p>Students must be enrolled in a Hand in Hand Preschool class to join Pre-K Tiger Club during the school year. They do not need to be registered for Hand in Hand for summer.</p> <p>All Tiger Club students must also be completely toilet trained and self-sufficient in the bathroom.</p>
<p><u>Summer (Entering Gr. K-8)</u></p> <ul style="list-style-type: none"> ● Location: School building; changes yearly ● Times: 6:00am - 6:00pm 	<p><u>Summer (Entering Preschool)</u></p> <ul style="list-style-type: none"> ● Location: School building; changes yearly ● Times: 6:00am - 6:00pm

School District Holidays

Tiger Club will be closed the following district holidays: New Year’s Day, Presidents’ Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Eve, and Christmas Day. The district may also designate one floating holiday per year (normally New Year’s Eve). Holidays and closed dates are subject to change.

Register for Tiger Club or pay for care at isd477.arux.app. For general information on Tiger Club, please visit our [Tiger Club webpage](#).

Registration & Contracts

Registration

Families register for Tiger Club individually for the summer and school-year program. Registration is completed online through Arux: isd477.arux.app.

A non-refundable registration fee is required for each contract:

- School Year Tiger Club: \$40 per contract
- Summer Tiger Club: \$40 per contract (includes a t-shirt)

The registration fee is charged when contracts are approved.

Contract Options

- **Consistent Schedule Contract**
For families needing 1–5 consistent days of care each week during the school year. Your schedule remains the same each week.
- **Pick Your Days Contract**
For families needing flexible or occasional care. Schedules must be submitted at least 14 days in advance. Requests submitted within 14 days are approved only if space is available. This is the only contract option available for Summer Tiger Club.
- **Non-School Day (NSD) Contract**
For families needing care only on designated non-school days.

Schedule Changes

Families are responsible to pay for all contracted and approved days regardless of attendance.

Schedule Changes

All changes in childcare agreements must be submitted through [your online Arux childcare account](#). A schedule change fee of \$25 per change per contract will be applied to your account. A two weeks notice is required for all schedule changes.

Consistent Schedule contracts are intended to remain the same throughout the school year. Changes may only reduce or adjust recurring weekly days. Temporary schedule adjustments or random day removals are not permitted under a Consistent Schedule contract. Families who need flexible scheduling must switch to a Pick Your Days contract. Once switched, families may not return to a Consistent Schedule contract during the same school year.

Tiger Club cannot remove or exchange contracted days after an invoice has been issued.

For Pick Your Days contracts, all schedule requests and changes must:

- Be submitted through [Arux](#)
- Be approved by the Site Supervisor
- Be completed before the deadline listed on the [Tiger Club Invoicing Schedule](#)

Changes submitted after the deadline may be denied or charged regardless of attendance.

Families are responsible for ensuring schedules and contract selections are accurate. Tiger Club does not verify registrations or contact families regarding missed scheduled dates.

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

Non-School Days (NSD)

Non-School Days **are not included in regular contract schedules and must be registered for separately through your online account.** Registration opens at the time of the school year registration, and families are encouraged to register early as space is limited and not guaranteed. All NSD registrations must be submitted at least two weeks in advance. Once approved, NSD registrations cannot be canceled within 14 days of the scheduled date, and families are responsible for payment regardless of attendance.

Program availability, staffing, hours, and activities are based on enrollment needs, and sites or groups may be combined when necessary. Most NSDs include themed activities or field trips, and detailed information will be shared at least two weeks in advance through Seesaw and/or email. Most students attending NSDs will also be required to bring a lunch from home.

Drop-In Care Requests

Drop-in days are only available to families with a current child care contract, unless space permits. Requests made more than 14 days in advance must be submitted through your online childcare account. Requests made within 14 days must be approved directly by the Site Supervisor. Drop-in requests are approved or denied based on site capacity and staff availability.

Drop-in days are charged at the current drop-in rate for your child's site. Once approved and invoiced, drop-in days are non-refundable regardless of attendance.

Withdrawal Policy

Online withdrawal is required when a parent/guardian intends to withdraw a child from Tiger Club. It is not the responsibility of Community Education/Tiger Club staff to withdraw contracts. Fees will continue to be incurred until the effective date. **Late payment fees continue past a withdrawal for any past dues.** A two-week notice is required. **A \$25 withdrawal** processing fee applies.

Re-Enrollment

Re-enrollment in the program is on a space-available basis. The parent/guardian will be charged the current registration fee. Any outstanding balances must be paid in full prior to re-enrollment.

Daily Rates, Billing & Payment Information

2026-2027 School Age Care (Grades K-5) Rates

	Consistent Schedule	Pick Your Days / Drop-In
Before School (am)	\$13/am	\$18/am
After School (pm)	\$18/pm	\$25/pm
Non-School Day (NSD)	\$43/NSD	\$49/NSD

2026-2027 Preschool Care (Ages 3-5) Rates

Preschool Tiger Club rates are based on how much child care you need around your Hand in Hand Preschool class, and is determined by the sign-in/sign-out time on the iPads. Please make sure you select the appropriate Tiger Club rates for each day of the week depending on your child's Hand in Hand schedule.

	Consistent Schedule	Pick Your Days / Drop-In
Under 1 Hour (5-Day All-Day Pineapple Families Only)	\$13/day	\$18/day
Under 3 Hours	\$20/day	\$30/day
Under 6 Hours	\$30/day	\$40/day
Over 6 Hours	\$43/day	\$49/day
Non-School Day (NSD)	\$43/NSD	\$49/NSD

Billing & Payments

Invoices are issued every other Tuesday for the upcoming two weeks of care and must be paid by Friday of the same week. Care for the entire month of May will be billed on the first Tuesday of May and be due in full on the second Friday of May. See the [Tiger Club Invoicing Schedule](#) for specific dates each season. Tiger Club reserves the right to adjust the billing schedule at any time.

Families are responsible for selecting the correct dates on each contract and are responsible for payment for all scheduled and approved days regardless of attendance. Account information, schedules, and invoices are available in your childcare account: isd477.arux.app

Late Payments

If payment is not received by 5am on the due date, a \$25 late fee will automatically be added to your account. Additional \$25 late fees will be added every billing cycle until the balance is paid in full. Failure to pay balances and late fees will result in termination from the program. Tiger Club reserves the right to suspend childcare at any time due to late payments and reserves the right to terminate any contract(s) for chronic late payments. Accounts with unresolved balances will be turned over for district debt collection.

When a payment is declined due to non-sufficient funds (NSF), it is the responsibility of the childcare account owner to replace the payment in cash or credit card upon notification. Failure to do so may result in termination of the contract(s). NSF payments will be charged the \$25 late payment fee. NSF returns may require future payments to be made by cash or new credit card.

Inquiries concerning payments on your account should be addressed to the billing office at 763-389-6198.

Payment Methods

Autopay is set up by default in your online childcare account. Be sure to keep this payment information up to date in your account to avoid late fees. Manual payments can also be paid online through your account. To pay by cash, you must pay in person at the Family Center/Community Ed office. Payments can also be made by phone, certified mail, or left in the drop-box at the Family Center/Community Ed office. Checks will be processed as an ACH payment. Returned checks will follow the late fee process and contracts will be suspended until the balance and late fees are paid in full.

Financial Assistance & Child Care Assistance Program (CCAP)

At this time, Tiger Club does not offer direct financial assistance. Families are encouraged to check with their employer regarding child care reimbursement benefits and may submit reimbursement forms to the Community Ed Coordinator for signature.

As a Certified Child Care Center, Tiger Club accepts Child Care Assistance Program (CCAP) payments. Families interested in applying for CCAP should [visit the State's website](#) for eligibility information and notify the Community Ed Secretary if they are applying or have been approved. Because CCAP approval is not guaranteed and processing may take several weeks, families are responsible for continuing to make payments on their Tiger Club account until assistance is officially approved.

Attendance & Absences

Absence Reporting & Finder's Fee

Parents/guardians must notify Tiger Club at least 30 minutes prior to school dismissal if their child will be absent from Tiger Club. They should notify the Site Supervisor by Seesaw message, email, or

phone call. School staff and teachers are not responsible for relaying attendance changes to Tiger Club. Families must notify both school staff and Tiger Club staff regarding after-school activities and changes in transportation or schedules. Clear communication helps ensure student safety and accurate attendance tracking.

Failure to notify Tiger Club results in a missing child search process that pulls staff away from caring for other students. You will receive a warning on the first offense. The second time you will receive an email/letter and a \$25 Finder's Fee will be assessed to your account. Failure to notify staff of your child's absence from Tiger Club on a reoccurring basis may result in termination of the contract.

Vacation & Sick Day Credit

Families with a Consistent Schedule of 3 or more days per week for the full school year (beginning of September to end of May) may receive credit for up to 5 vacation/sick days per year. Credits are issued in May, apply only to regular school-year care, cannot be used for Non-School Days, are unavailable for accounts with past-due balances, and are not available for families on county assistance (CCAP) or preschool scholarships.

The following contracts are not eligible for vacation/sick days:

- Pick Your Days
- Non-School Days Only
- 1-2 days/week Consistent Schedules
- Partial-year Consistent Schedules
- Summer Tiger Club

Drop-Off & Pick-Up

Drop-Off & Pick-Up

Children cannot be dropped off or picked up at the door. A parent/guardian must walk them in and out each day. Upon registration, a parent/guardian will be asked to list the names of persons authorized to pick up their child. These persons must be 16 years of age or older. They will also be asked to show photo identification when signing out your child. Please login to your child care account to manage your authorized pick up list. Tiger Club staff will only release children to authorized individuals listed in your account.

For emergency pick-up changes, contact your Site Supervisor directly through Seesaw or phone before pick-up time.

Early Arrival & Late Pick-Up Fees

Grades K-5 Tiger Club is open 6:00am–6:00pm, and Preschool Tiger Club is open 6:00am–5:30pm (6:00pm during summer).

- An early arrival fee of \$1 per minute, per child, will be automatically charged to your account in the event your child is dropped off before 6:00am.

- A late fee of \$1 per minute, per child, will be charged to your account in the event your child has not been picked up by closing time.

Families should arrange alternate pick-up if they expect to arrive late, and notify the site immediately. Emergency contacts will be called after closing time. If no contact is made within one hour, local authorities will be contacted for assistance. Continued late pick-up may result in termination of the contract.

Behavior Guidance Policies

As part of Princeton Public Schools, Tiger Club follows all district and building behavior expectations, including the Tiger Pride matrix focused on respect for self, others, community, and property, as well as school playground rules. If a child has an IEP or behavioral support plan during the school day, Tiger Club staff may consult with school staff to help provide consistency; however, IEP services do not transfer to Tiger Club, and Tiger Club cannot guarantee the same level of support available during the school day. All students are expected to follow Tiger Club behavior expectations, and Tiger Club reserves the right to determine whether the program is an appropriate setting for a child's needs.

In conjunction with these policies, the following behaviors will not be tolerated at Tiger Club and may result in behavior reports, suspension, or dismissal from the program.

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 towards others, racist or sexist language.

Physical violence – includes hitting, pushing, kicking, wrestling, biting, pinching, throwing objects at others, property destruction. Parents/guardians are financially responsible for any damaged property.

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 or frequency of behavior, Tiger Club may issue verbal warnings, remove a child from an activity, communicate with parents/guardians, issue written behavior reports, suspend a child, or dismiss a child from the program. Immediate suspension or removal may occur if behavior threatens the safety of students or staff. Parents/guardians will be contacted to pick up their child and will remain financially responsible for all contracted days during suspensions or absences related to behavior concerns.

In accordance with school district policy, Tiger Club will not tolerate weapons or toy weapons on school property, school zones, or while on field trips. A student in possession of a weapon or toy weapon may be subject to suspension or termination from the program.

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 behavior 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 Community Ed Coordinator must take place before the child can return to the program.
- For Pre-K Tiger Club, after the third behavior 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, and the Community Ed Coordinator. The Hand-in-Hand Preschool Teacher, Early Childhood Coordinator, and the Community Ed Director may be in attendance when needed.

Data Privacy

Tiger Club complies with state and federal data privacy laws. Information gathered from registration and medical forms is shared with Tiger Club staff. Information regarding families who are funded by child care assistance is shared with the County Child Care Assistance Program (CCAP).

Medical & Health Information

Illness

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.

Exposure to communicable diseases (such as scabies, whooping cough, severe sore throat, measles, pink eye, ringworm, fifth disease, mumps, chicken pox, impetigo, diphtheria, scarlet fever, strep throat) should be reported to staff. If your child is contagious, they may not attend Tiger Club until 24 hours after medication begins or is released by a physician.

If a child becomes ill while at Tiger Club, they will rest in a space away from other children until a parent/guardian or emergency contact arrives for immediate pick-up. Families are responsible for notifying their Site Supervisor by phone or Seesaw if a child will be absent due to illness.

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 health care provider is required. A Medical Administration Authorization Form (available at each school) must be completed annually and signed by a parent/guardian and physician in order for the Tiger Club staff to administer the medication.

Prescription medication must be in the original container/prescription bottle with the child's name and expiration date. Pills must be cut and counted at home. Please send a correct measurement utensil for liquid medication.

Over-the-counter medications (such as Tylenol, Benadryl, cough syrup, etc.) also need a Medical Administration Authorization Form filled out and signed by a parent/guardian in order for Tiger Club staff to administer. Tiger Club staff will follow the dosage and directions on the container, unless a physician's note states otherwise.

The first dose of any new medication must be administered at home in case of an adverse reaction. Children may not transport or store any medication in or with their belongings. Medications will not be given after the expiration date and will be returned to the child's parent/guardian. Tiger Club will keep a log of all medications administered.

Immunization

Children attending Tiger Club 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.

Allergies & Food Accommodations

Upon registration, a parent/guardian must complete the allergy information in the registration system, which includes a description of the allergy, avoidance techniques, description of the reaction, how to respond to the allergic reactions, and medication information.

Food allergies and dietary restrictions must also be noted during registration. Families requesting food accommodations or dietary modifications must complete the required paperwork through their child's school. Tiger Club may use "Safe Eating Zone" practices, as needed, to help reduce exposure

to allergens. Families should also ensure Emergency Medical Forms are current and on file when necessary.

Emergency Medical Care

In the event of a medical emergency, staff will take the necessary steps in obtaining care for the child. These steps include:

- Administering first-aid deemed appropriate by Tiger Club staff.
- The parent/guardian will be informed of the incident and first-aid applied. If appropriate, the parent/guardian may be asked to pick the child up from Tiger Club.

In the event of a severe medical emergency that requires immediate care of a physician or paramedic:

- Staff will contact 911 immediately.
- The parent/guardian will be contacted directly after the 911 call.
- If a parent/guardian cannot be reached, staff will attempt to contact an additional emergency contact listed in the child's account.

In the event that a child will need further medical attention, they will be transported to a medical facility. Tiger Club reserves the right, with assistance of the paramedics, to determine if the child will be transported by emergency vehicle.

Because accidents can happen to any child, it is important that Tiger Club has current phone numbers where a parent/guardian can be reached immediately, as well as the numbers for the persons you have listed as emergency contacts. The parent/guardian will be responsible for any expenses incurred due to a child's injury.

Inclement Weather & Emergency Closing Information

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

School Late Start

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

Early Release

If Princeton Public Schools issues an early release, Tiger Club will close at 4:15pm unless otherwise noted.

After-School & Evening Activities

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

E-Learning Days/No School Due to Inclement Weather

If Princeton Public Schools calls an E-Learning Day or is closed due to inclement weather, Tiger Club will also be closed. Be sure to have a back-up plan for E-Learning and inclement weather days.

Non-School Days & Inclement Weather

If there is inclement weather on non-school days, Tiger Club will inform families of the decision by 5:15am the morning of, and if possible, the evening before.

Tiger Club Site Closing

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

Emergency Communication Site

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

General Information

Volunteering

Tiger Club accepts high school and transition student volunteers ages 14-22 to support the program. Student volunteers are not allowed on field trips. All volunteers must meet with the Community Ed Coordinator for volunteer orientation and expectations prior to volunteering with Tiger Club.

Parent/Guardian Information Area

Both Primary and Family Center locations include a parent/guardian information area with program updates, schedules, activity calendars, staff information, and important notices. Updates are also shared through Seesaw and/or email. Site Supervisors are also available to answer questions.

Toys, Electronics & Technology Use

Unless otherwise designated for a special activity day, toys, electronic devices, cell phones, and cameras should remain at home. Tiger Club is not responsible for lost, stolen, or damaged items. Only school-appropriate games and activities are permitted. Unauthorized cell phone or camera use will result in confiscation until returned to a parent/guardian.

Tiger Club limits TV and movie viewing to designated times. All movies shown are rated G or PG and reviewed by staff for appropriate content. Children using computers or the internet are supervised at all times and may only access approved sites.

Tiger Club staff are not permitted to interact with children or families through social media platforms.

Sunscreen & Insect Repellent

Tiger Club does not provide sunscreen or repellent. Families who would like their child to use these items must provide them labeled with the child's name. Children are responsible for applying them with staff supervision. If a parent/guardian does not want their child applying these products independently, written notice must be provided to staff.

Cold Weather Policy

Tiger Club follows district guidelines for outdoor play. If the temperature is below -5° F, children will remain indoors.

Appropriate Clothing

Children should come prepared for daily outdoor play and activities. This includes weather-appropriate clothing such as coats, hats, gloves, boots, and snow pants during winter months. All belongings should be labeled with the child's name.

Flip-flops are not permitted due to safety concerns, and tennis shoes are required for gym activities. Clothing must follow school district dress code guidelines and be appropriate for active play.

For swimming field trips, children should arrive wearing their swimsuit under their clothes and bring labeled towels and undergarments in a waterproof bag. Families are encouraged to keep an extra set of clothes on site for accidents, spills, or weather-related changes.

Pet Policy

Pets are not allowed in Tiger Club.

Toilet Trained

To comply with state licensing guidelines and required staff-to-child ratios, all Tiger Club participants must be fully toilet trained and independently manage bathroom needs, including personal hygiene. Children must wear underwear throughout the day, though pull-ups may be permitted during rest time when applicable. An extra set of clothes must remain on site at all times.

Ongoing toileting accidents may result in a meeting with the Site Supervisor and/or Coordinator and a temporary break from Tiger Club until the child is fully toilet trained. IEP services do not transfer to

Tiger Club. Families with questions prior to registration should contact their Site Supervisor or the Program Coordinator.

Certified Child Care Policies

Both Tiger Club sites are DCYF Certified Child Care Centers and follow state statutes associated with this certification, including staff-to-child ratios and group sizes:

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

Field Trip Information

Procedures

Tiger Club provides field trip opportunities throughout the year to help children explore and experience different parts of Minnesota and sometimes Wisconsin! Transportation is provided by bus and/or van, and families will receive advance notice of trip dates, destinations, times, and costs. Field trips during the school year are part of the Non-School Day (NSD) Contract and must be registered for at least 14 days in advance. Families are responsible for payment for all registered field trip days regardless of attendance, and all field trip fees must be paid before participation. Summer field trip fees are grouped together and charged on the first summer invoice.

For safety reasons, no staff remain at the site on field trip days. Staff-to-child ratios are generally 1:10 for elementary students and 1:6 for preschool students. Tiger Club reserves the right to cancel trips due to weather or deny participation if a child's behavior creates a safety concern. If major behaviors occur on a field trip, parents will be notified to come pick their child up from that location.

Before departure, staff will review expectations and safety guidelines with students. Children are expected to:

- Wear their Tiger Club t-shirt on all field trips
- Wear closed-toe shoes unless otherwise noted
- Arrive at least 30 minutes prior to departure
- Follow all bus, staff, and location rules. Failure to follow directions may result in loss of field trip privileges.
- Be respectful of other people/groups at the location
- Notify staff before using the bathroom. Staff will accompany the child to the bathroom area, and when possible, groups will take bathroom breaks together.

Roll call will be taken before departure at the school, during the trip, and on the bus prior to leaving the field trip location. Parents/guardians picking up a child from a field trip location must notify staff in advance and sign the child out with a staff member before leaving.

What to Bring on Field Trips

- Comfortable and weather-appropriate clothing and shoes (Tiger Club t-shirt required)
- Water bottle
- Bagged lunch
- Sunscreen for outdoor trips
- Optional snacks or spending money, if desired

Swimming Policies

- Lifeguards must be present
- Staff will be in the water supervising children at all times
- Buddy checks will be conducted
- Sunscreen will be applied
- Children must stay within the boundaries set by the location or staff at all times.
- Outdoor water activities will end immediately if weather becomes unsafe

Field trips are considered a privilege. Unsafe or disrespectful behavior may result in loss of field trip participation privileges. Students are expected to demonstrate Tiger Pride and represent Princeton Public Schools respectfully at all times.

Summer Tiger Club

Summer Tiger Club follows the policies and procedures in this Handbook [unless noted under the Summer Information section of the website, isd477.org/community/tiger-club](#)

Requesting a Change to a Child Care Schedule

Here is how you can make schedule changes through Arux. You can always get to Arux through the Tiger Club page on the district website. For Non-School Days, you must contact your Site Supervisor 14 days in advance to adjust those days; you cannot make changes to Non-School Days through Arux once those days have been approved.

For Mobile Devices

Navigate to your program's Arux Community Portal site and tap the **Hamburger** icon.

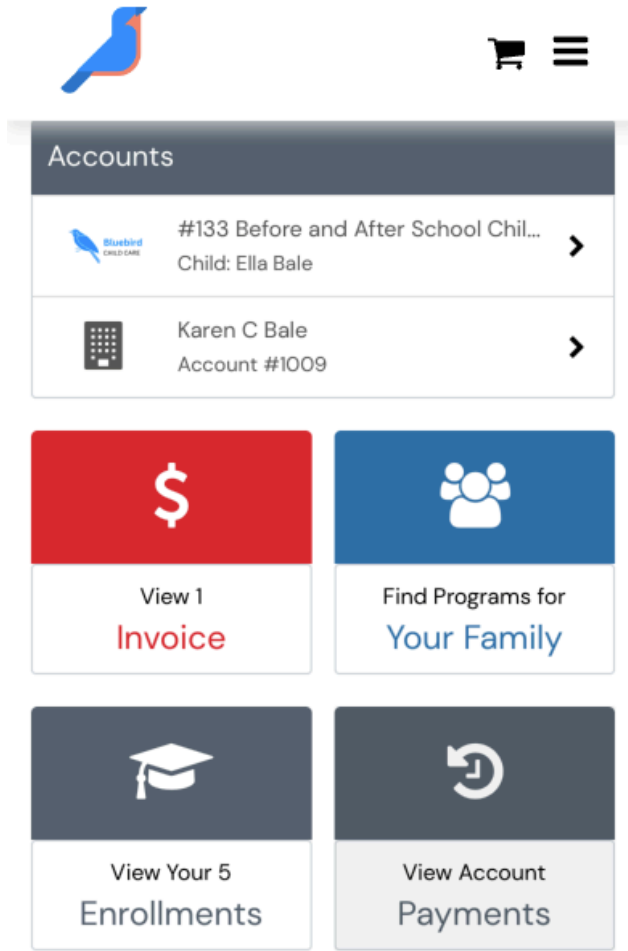
The navigation menu is displayed.

1. Tap **Sign In**.

The Sign In page is displayed.

2. Sign In to your account.

Your Account Dashboard is displayed.



3. Under Accounts select the desired Child Care Account.

Your account information for the selected child care program is displayed.

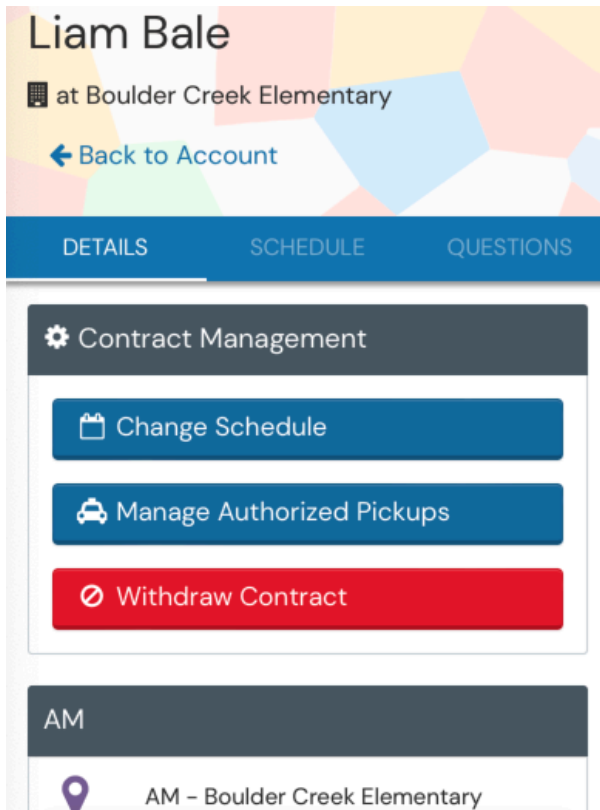
Important Note: For a Schedule Change, **do not select any of the options under Account Management.**

- Registering Drop-In Days or Non-School Days **will not adjust the current schedule.**
 - See Registering for Drop-In Days or Non-School Days for more information
- **You must select the Contract** to change the current schedule.

4. Scroll down to Current and Upcoming Contracts and select the contract to change.

The child care contract page is displayed.

5. Tap **Change Schedule**.



Note: Contracts dates that have already been invoiced can not be modified. If you can not enter the schedule change request, contact your District or Program for assistance.

6. Select the first and last date of the new schedule.
7. Make changes to the selected days as required.
8. Tap **Submit Contract Schedule Changes**.

The child care contract screen is displayed

Your request to change the child care schedule is noted on the contract schedule screen and is pending approval from the district. Once the district has approved the change, you will receive an email confirmation and the schedule change will be reflected on the child care contract schedule page.