

FAMILY HANDBOOK

TIGER KIDS CLUB

DPS PRESCHOOL

January 2024



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Welcome to Delano Public Schools Preschool and Tiger Kids Club. This handbook includes information in regards to both programs, as there is much overlap between the two. Section one includes general information shared between the two programs. Section two includes information specific to DPS Preschool. Section 3 includes information specific to Tiger Kids Club.

Section 1 | General Program Information

Registration

All registration is done [online](#). Registration fees and any activity fees are required at the time of registration. Families are not considered fully registered until they've received an email confirmation of administrative approval.

Families will not be registered for a new session until all previous tuition balances are paid in full.

All registration information is confidential. Completed registration information is only available to CE staff and District 879 staff.

Billing

Contract/Account owners are financially responsible for all days registered. If families have more than one responsible party for payment, both parties must be listed as an owner on the account, *primary and secondary*, and explain how payment is to be split.

Automatic Billing

Weekly payments are made through your Eleyo account at www.delano.ce.eleyo.com. Autopay

is required for the entirety of your contract. Once enrolled in autopay, you will receive a weekly emailed invoice, payment will automatically draft on the due date. Payment is typically due every Tuesday for the previous week's services.

Accepted credit cards are: Visa, Mastercard, Discover, and American Express. eChecks are also accepted. If an error occurs with your payment, e.g. insufficient funds or card expiration, Eleyo will automatically email you with notification. *Late payments will receive an automatic \$25 late fee on their next invoice.*

All parties responsible for payment are required to manage and keep their auto payment information current.

If assistance is needed, please contact the billing office.

Past Due Accounts

All Preschool and Childcare accounts are required to be kept current. Accounts that exceed 10 business days past due will automatically be suspended and the participant will not be allowed to attend until the past due balance has been paid or a payment plan has been implemented and agreed to with the business office. Failure to pay past due balances will result in a hold on the account which will prevent participation in future Community Education services and activities.

Schedule Changes or Termination of Care

Permanent changes to your schedule must be requested through your online account at least a week prior to the effective date. *Families are*

allowed one permanent schedule change per session; after that, there is a \$20 service charge per change.

In an emergency situation, you can request to add a drop in day to your schedule; these can be requested through your online childcare account, at least 48 hours in advance. Approval will be at the discretion of the coordinator. If it is an immediate need, please contact the coordinator to approve the schedule change. Drop in days will not be refunded. We will not be able to accommodate a drop in request if it occurs on a field trip day during our summer program.

Termination of preschool or child care may be made at any time through your online account. There is a two week notice required to terminate care and you will be billed for those two weeks. TKC vacation days cannot be used towards your two week notice. It is the responsibility of parents/guardians to alert the school and the bus company if ending school age child care.

Service Fee Descriptions

Registration Fee

Preschool: \$50/child paid annually at registration
Tiger Kids Club: \$35/child or \$50/family paid annually (this includes preschool wrap around care) at registration

Activity Fee

Preschool: \$20/child paid annually at registration
Tiger Kids Club: \$60/child paid each summer session at registration
Activity fees help support the cost of activities, supplies, transportation, & field trips.

Schedule Change Fee

Families are allowed one permanent schedule change per session; after that, there is a \$20 service charge per change.

Finder’s Fee

During the school year, a \$10 fee, per incident and child, will be charged if we need to search for your child because they do not show up as scheduled after school.

Late Pick Up Fee

1-10 minutes	\$5
11-20 minutes	\$15
21-30 minutes	\$25
31+ minutes	\$35

Research Fee

If items, such as attendance records, etc., are needed, we may assess a \$25 fee; this will be dependent on the time involved for the specific request.

Holding Fee

If you need to suspend TKC or wrap around care but want to hold your spot, we will charge 25% of your total tuition for that time away. We will not hold preschool classroom spots.

Non-Registered Attendance Fee

Drop in care is not available on break days; there is a \$50 fee, in addition to the break day tuition, if your child is dropped off without prior registration or communication with the program coordinator.

Absences

Parents are required to report all absences. You may call the attendance line, 763.972.6210, press 2, or [submit the absence online](#). Please

indicate their name, classroom or teacher, date of absence, and the reason for their absence.

Preschool:

During the school year, messages need to be delivered to DPSP no later than 8:30 am.

School Age:

During the school year, messages need to be delivered to TKC by 2:30 pm to avoid a Finder's Fee. *If we need to locate your child after school, the Finder's Fee is \$10 per child.* Families do need to call in the absence, even if attending an after school class/camp. During the summer session, the absence must be called or submitted by 9 am.

Late Pick Up

AM half day preschool ends promptly at 11:30am; PM half day preschool ends promptly at 3pm; extended day preschool ends promptly at 2:30pm. Unless your child is staying for pm wrap around care, families are expected to be on time.

Tiger Kids Club closes promptly at 5:45pm.

A Late Pick Up Fee will be applied to your next invoice. If you plan to have an alternate pick up for your child, please alert us by calling the attendance line.

Vacation & Sick Days

Preschool: Vacation/sick time is not allotted during preschool time.

Tiger Kids Club:

- A vacation/sick day must be requested [online](#). Parents have until one week after the date to submit the request.

- During the school year each child (with a set schedule) will receive up to 10 days off if they attend 5 days/week; 8 days if they attend 4 days; 6 days if they attend 3 days; 4 days if they attend 2 days.
- During the summer session, each child will receive 5 days off if they attend 5 days/week; 4 if they attend 4, and so on.
- Families with a Pick Your Days contract do not receive vacation/sick days.
- Vacation/sick days can be used for Bridge Days.

Leave of Absence

Parents may request a leave of absence for a parent/family leave from work, job layoffs, etc. Families are billed 25% of their total tuition while away to hold their spot. At least a week's notice is required prior to your child's return to ensure appropriate staffing.

Updating Information

Please keep all family and emergency contact information updated in your Eleyo online account.

If you are going to be away and plan to have alternate pick ups caring for your child, please alert the coordinator or supervisor ahead of time or call the attendance line, so we are prepared in the case of an emergency or illness.

Busing

Busing for K-6 Tiger Kids Club child care will be provided between the elementary and intermediate schools and the community education building before school and after school from Stahlke Bus.

Per the bus company, families can only have one pick up location and one drop off location (these can be different). This will impact you if your child attends TKC part time because you will not be able to have them bused to/from home on days they do not attend TKC. Families will need to pick their child up from TKC at bus time (3 pm).

When picking up directly from the bus at TKC, pick up persons are required to make contact with staff and sign their child out before taking their child from the bus.

Drop Off and Pick Up

Staff can only release children to the people listed on the authorized list in a family's account, unless the parent/guardian has left a note or phone message that indicates another person is picking up their child. *Staff are required to check a form of picture identification if they do not know the parent/person picking up the child.* If staff do not have previous knowledge of an authorized pick up, they will follow these steps:

- Check the authorized pick ups for that child
- Contact the supervisor or coordinator to verify their knowledge of authorization
- Contact the parent
- They WILL NOT let the child leave with an individual until the situation has been resolved

Staff are responsible for ensuring that no person is allowed to sign a child out if:

- The person has not been named an alternative pick up for the day
- Is not listed as an authorized pick up person
- Cannot verify identity with proper photo ID
- Is under the influence of alcohol or drugs

TKC will release children to either parent unless a copy of a court order prohibiting one of the parents from having custody of the child is on file in the CE office.

Entering & Exiting the CE Building

The school district uses the Raptor System to monitor guests that come into each building during the day. All guests will be required to have a government issued ID to be scanned to enter the building. Once this process has been completed, families receive a unique door code to allow them access to the building. This code should not be shared with others.

When entering or exiting the building, it is important that you do not allow others to enter with you. This practice defeats the whole purpose of a secure entrance.

During Preschool class hours, I understand that I am required to report to the front office to sign my child in/out when picking up early/dropping off late.

Parent/Guardian Communication, Participation, Site Visits, & Concerns

A new parent/guardian orientation and tour is offered when registering for our programs. This is a time where families can tour our programs, discuss any special needs for their child, and review policies outlined in this handbook.

We do utilize text messaging for periodic messages involving weather closures and break day reminders. When registering, please be sure you've selected to receive sms messages so you get these urgent messages.

Program information may be found on the [CE website](#). We also invite families to follow our Delano Community Education and Tiger Kids Club Facebook pages.

Consistent with the standards of high quality preschool and school age care programs, parents/guardians are welcome to visit any area of the facility at any time during the program's regular hours of operation.

We have a joint Parent Advisory Board with ECFE, DPS Preschool, and Tiger Kids Club which meets periodically throughout the school year. This group is also a sounding board for future program ideas and goals. If you are interested in this group, please contact Dawn Hilgers either at 763.972.6210, press 4 or dawn.hilgers@delanoschools.org.

If a parent has a concern directly related to their child, it is best if they contact the classroom teacher. If a parent has a concern about the program or a concern with your child goes unresolved, we ask that you discuss the concern with the supervisor or coordinator. Parents are encouraged and welcome to contact the director of community education at any time with questions or if there are unresolved concerns.

Medicine Policies & Procedures

Prescription Medications:

DPSP and TKC can only give prescription medications with a signed [Medical Permission Form](#). Medication must arrive in the original, clearly labeled prescription bottle with the child's name, current date, name of medication, dose, frequency of administration, and physician's name.

Non-Prescription Medications:

These (ie. cough syrup, Tylenol, Neosporin) can only be administered with a signed [Medical Permission Form](#). When supplied by the parent, they need to be in their original container with a clear, age-appropriate dose printed on the container. These will not be administered if the child is clearly ill and needs to be at home. We prefer not to give medication if we do not need to.

The coordinator or supervisor will administer all medications. If they are unavailable, another staff member will be assigned to give the medication.

All medications are stored in the CE office. Inhalers and Epi-Pens are stored in the CE office and are brought on all excursions from the program. All staff are trained annually on administering an Epi-Pen.

Expired medications cannot be given.

Medical Emergency Procedures

All adult DPSP and TKC staff are required to have current CPR and First Aid training. In case of injury, the staff person closest to the scene will administer first aid immediately. Staff will maintain and carry a first aid kit and emergency information when they are off site or in an area other than their classroom. When administering first aid, staff always wear gloves.

If serious injury occurs that requires advanced medical attention, we administer basic first aid and have someone call 911. Parents will be called after calling 911. Children will be taken to the nearest hospital if deemed necessary by the rescue squad. Children will never be transported in a personal vehicle. If a child is to

be taken by ambulance to the hospital, a staff member must follow the ambulance to the hospital in their own vehicle if a parent/guardian cannot be reached. If a parent/guardian has been notified, they will be responsible for meeting their child at the hospital.

Accident or Injury Notifications

Staff use discretion as to when to call a parent about an injury. If the child has a large lump or cut but emergency medical attention is not necessary, we will treat it with basic first aid and contact the parent prior to pick up. *Any injury to the head or a bloody nose (unless common for the child) warrants a call to the parent.*

Incidents and Accidents

DPSP and TKC take all necessary precautions for preventing accidents. Staff conduct daily inspections of classrooms, multi-purpose space and the playground to be sure there is nothing potentially dangerous or hazardous. Each classroom has a well-stocked first aid kit. Toys, materials, and furniture are cleaned and disinfected periodically to ensure program cleanliness and sanitation.

Emergency Procedures and Drills

The Delano School District, which includes our Community Education programs, are required to practice drills for fire, tornado, and internal and external lockdowns during the school year. All staff are required to participate and be familiar with such procedures.

III Children

If a child becomes ill at DPSP or TKC, they will rest in the CE office until parents are contacted

and arrive to take them home. If parents cannot be reached, staff will call the child's emergency contacts. TKC will follow the school district's policies for excluding ill children from school. Students are not allowed to be at DPSP or TKC if they have any of the following symptoms:

- Vomiting or diarrhea in the past 24 hours
- 100°F temperature or higher; child must be fever free without medication for 24 hours before returning to school
- Undiagnosed rash or a rash attributed to a contagious condition or illness. A doctor's note is required to return.
- Uncontrolled coughing
- Any child who is unable to participate in normal activities with reasonable comfort or who requires more care than staff can provide without compromising the health and safety of staff or other children.
- Please refer to [MDH's COVID Decision Tree](#) for current rules around exclusion from school and child care regarding COVID.

Communicable Illnesses

Parents are required to contact DPSP or TKC if their child has a communicable illness. When a communicable illness has been reported, classroom families will be notified through email.

Allergies

All staff are responsible for knowing the allergies of the children in their care. This information is listed in each classroom and the cafeteria kitchen. An action plan from the child's doctor must be provided with any medication given or if the child has a condition which warrants it.

Epi-Pens and inhalers are kept in the CE office and are carried with staff when they are leaving the site for any reason.

Depending on the severity of a given allergy or medical situation, the coordinator or the parent may request a meeting prior to the child beginning in the program so we are prepared to give the child the best care possible.

Immunizations

DPSP and TKC follow the Delano School District's policy for immunizations. All preschool age participants are required to supply a copy of their immunization records prior to their first day of programming. *Students will not be allowed to attend until these have been turned in.* School year TKC students' records are already on file with DES or DIS and are not required for attendance. Summer TKC students who do not attend Delano Public Schools will need to provide a copy of their records prior to their first day.

Mandated Reporters

All Community Education staff are considered mandated reporters and are legally required to report observed or suspected cases of child abuse or neglect to the appropriate agencies.

Toilet Accidents

All children are expected to be fully toilet trained to attend preschool. However, we do understand that accidents do occasionally occur, especially when children are in new environments, children have a life changing event occurring, or even when they are fully engaged in an activity and forget to take a break. Occasional accidents will be excused

and staff will assist the child. If accidents continue or worsen over time, a parent meeting will be requested to plan next steps together.

Families are expected to keep 1-2 extra, complete outfits in their child's locker, including shoes if able.

Staff will:

- Remind students to use the bathroom at regular intervals
- Give children the tools and/or items needed to clean themselves & change in the restroom

Staff will not:

- Go into the bathroom stall to clean up children, unless there is a medical reason or sudden illness is affecting the child's abilities.

Clothing Requirements for Children

We want children to be successful while at our program, part of that comes from wearing attire conducive to play.

- Shoes and sandals should be comfortable to walk and run in while wearing and not be a tripping hazard
- Please do not send your child in princess dresses or outfits which are full and fluffy
- Have your child wear shorts under skirts and dresses
- Hats can be worn outside
- **We play hard, we make messes, we create with lots of mediums, we dig in the dirt, we explore in water, we accidentally spill our milk, we like cause and effect, and mud puddles are made for jumping in. So please send children to DPSP/TKC in clothing that can (and will!) get dirty.**

- **All children (prek-6) should have at least one full set of extra clothing in their lockers at all times.**

Outdoor Play

Outdoor play is an important part of your child's day. Weather permitting, we will go outside as much as possible. All children will be expected to participate in this activity.

Children need to have appropriate clothing for the current weather each day. Tennis shoes are highly recommended to participate in the gym and outside activities. We use the gym or large motor room for more active games when the weather does not permit going outside.

Winter Weather:

- If the temperature and/or wind chill is below 0°, we will not take the children outside.

Summer Weather:

- DPSP/TKC uses discretion about the length of time and/or types of activities we do in hot weather.
- If a heat advisory or warning is posted, we limit time outside to what is advised or stay indoors.
- We encourage activities that do not require a lot of stamina or high activity level (free play on the playground or sidewalk games).
- Children and staff make it a point to stay hydrated. We encourage children to drink water throughout the day and take time to have planned breaks from activities for all children/staff to rest and have water.
- Canceling or shortening field trips may be necessary in very hot weather.

- The site supervisor and/or coordinator will determine if outside play is prohibited because of excessive heat.

Sunscreen

During our summer program, parents must provide sunscreen for their child(ren). Staff will assist preschool and kindergarten children in applying sunscreen. First through sixth grade students are expected to put on their own sunscreen, with staff supervising and assisting as needed, especially with faces and hard to reach places. Gloves are worn by staff at all times and changed with each child.

Weather Closures

[Weather Policy](#)

Meals and Snacks

Preschool

- Children attending wrap around care have the option to eat a hot breakfast, lunch, and a snack.
- Children attending half day preschool have the option to eat a snack.
- Children attending extended day preschool have the option to eat a morning snack and a hot lunch.
- All snacks and meals are included in the tuition.

School Age

- School year programming includes a hot breakfast for students attending before school care and a pm snack for children attending afternoon care.
- Summer programming includes a hot breakfast, hot lunch, and an am/pm snack.
- Bag lunches are provided on field trip days.

Screen Time

Preschool

Screen time is limited during preschool class time. Per state statute, when videos or movies are shown, staff are required to be engaged with the activity, alongside students. These are expected to be learning activities that enrich the current classroom curriculum study. Movies may be an occasional earned classroom reward.

School Age

Children will have no more than 20 minutes of screen time per day; this includes movies, computers, and iPads. Staff monitor online games closely and ensure children follow expectations. Movies (rated G or PG with approval from the supervisor) are only watched on special occasions and must have prior approval from the supervisor or coordinator before watching.

Toys and Items from Home

Children are not allowed to bring toys, Pokemon cards, cell phones, tablets, or smart watches, etc. to either program. Classrooms may have special toy days or rewards; these will be communicated from the classroom teacher. DPSP/TKC is not responsible for any lost or broken items.

Each child has a locker assigned to them to store their personal belongings.

Preschool children are encouraged to bring a small pillow and/or blanket for daily rest time.

Pets/Animals in the Program

Parents will be notified if any animals will be brought into the program for special activities or for personal use.

Parents are asked to get permission from the supervisor or coordinator before bringing any animals into the program.

Property Damage and Accountability:

There will be no tolerance for the destruction of school property, encompassing hallways, entrances, doors, playgrounds, materials, equipment, and classrooms. Students found intentionally vandalizing or breaking school property or materials will be required to leave for the day. Depending on the severity of the incident, they may face dismissal from the program. Additionally, parents/guardians will be held responsible for covering the costs associated with the repair or replacement of any damaged property.

Programming Expectations

DPSP and TKC have established expectations for staff, parents, and children:

Staff

- Provide a positive environment for all children
- Furnish an environment which is open-ended and child-led
- Supply environments with a variety of learning & play opportunities, updated in reasonable increments of time
- Accept and support each child as a unique individual
- Be a positive role model

- Communicate effectively with children, families, and staff
- Are involved in activities with the children

Parents

- Read information sent out from program or classroom staff
- Return any information by the date it is needed
- Ask questions when unclear
- Share information that helps staff understand and support their child's needs
- Talk with the teacher, supervisor, or coordinator if there is a problem or an issue
- Follow the guidelines established by DPSP and TKC
- Provide extra clothing for children because play and learning is messy
- *Understand our goal is to support all learners and participants so they feel welcome, safe, and supported while in our care*

Children

- Respect staff and other peers
- Follow program expectations
- Respect the rights of others
- Respect our toys, equipment, and games
- Display age appropriate social skills
- Say please and thank you
- Are responsible for actions
- Explore and play
- Aren't afraid to try and fail, then try again

Behavior Expectations

We are committed to providing a positive, enriching environment for all children who participate in DPSP and TKC.

- Staff establish clear and consistent limits and expectations for behavior, appropriate to their own classrooms.

- Staff encourage children to understand their behavior and its related consequences. We strive to help children develop safe and appropriate ways of interacting with others and expressing their feelings in appropriate, constructive ways.
- Staff take every opportunity to acknowledge and reward good behavior, using Tiger Paw Awards, and praising children with phrases of positive reinforcement.

Unacceptable behaviors include

- Physical encounters that hurt another child or staff person
- Inappropriate language, songs, or jokes including swearing, teasing, reference to drugs, alcohol, abuse, race, gender, ability, etc.
- Eloping from the group or program
- Interrupting others as they talk, work, or play
- Vandalism to school or personal property
- Invading, using, or taking other people's property without permission

Respect for Self, Others, and the Environment

- Children have the right to work alone or with others
- Children have the right to choose those activities which interest them and have the right to repeat the activity as many times as they feel necessary
- Children have the right to make mistakes without adult intervention
- Children have the right to request and receive adult assistance when help is needed
- Children must respect the rights of others
- Children must conduct themselves in a way that does not disturb the work or activities of their peers

- There is a place for everything
- Children are free to use any materials on the shelves as long as they are used with respect and they are returned to the shelf when they are finished

We encourage & provide an atmosphere which

- Accepts each child as a unique and special individual
- Sets realistic expectations for each child
- Provides children with responsibilities and opportunities to succeed with those expectations
- Builds on a child's strengths
- Provides security, limits, and boundaries, promoting trust in self and others
- Provides many opportunities for positive encouragement, promoting confidence
- Encourages children to make decisions and handle situations on their own
- Provides support so that children know staff care about them and their emotional well-being

The following procedures are used when children display unacceptable behavior:

Warning:

A verbal reminder of what is expected at the time or what the appropriate behavior should be.

Redirection:

Children may be directed to leave an area if they display inappropriate behaviors or the behaviors do not change with a warning.

Thinking Time:

Children will sit away from the group if their behavior continues or they are not following

program expectations. Behavior that threatens the safety of others will result in a separation from the group or area without a warning. The child will regain the group when they are emotionally regulated and ready to rejoin the group.

Cooperative Behavior Management:

Children will discuss with staff, or in some cases with the supervisor or coordinator, what happened, acceptable alternatives to their behavior, what they could do differently next time and why it is important to make the right choice. Children will return to their activity or group after concluding the discussion.

Parent Notification:

When warranted, parents will be informed of the behavior or concerns with either a phone call, an email, or when they pick their child up. Parents will receive an *I Was Warned Slip* or a *Behavior Slip* with details of the incident. A formal conference may be set up with the parents, coordinator, and teacher if the behavior persists or is severe in nature to establish a plan of action to resolve the concerns.

If behavioral issues persist despite previous interventions, the student may be suspended from the program for a specified period. During suspension, parents are expected to work collaboratively with the program to address and rectify the behavioral concerns.

Continued or severe misconduct may lead to dismissal from the program. Dismissal decisions will be made after careful consideration of the best interests of the child, other students, and staff.

Consequences:

When handling child behaviors, consistency among staff for one child is more important than consistency between children for the same violation because every child and situation is different. The same expectations of behavior should be adhered to by all children, but the consequence and/or staff's approach to handling the situation may vary depending upon each child. Not all children respond well to certain techniques.

Consequences are logical, timely, age appropriate, and connected to the unacceptable behavior. Better cooperation is usually received when limits are few, enforceable, and staff are consistent.

Varied Needs, Levels of Development, and Inclusion

Every child is unique and develops at varied rates and levels from each other. Staff provide an environment that seeks to enhance and support each child's emotional, social, intellectual, and physical development. Staff are willing and flexible, able to work with children representing a variety of backgrounds, abilities, and challenges. This may include, but is not limited to, children with challenging behaviors, physical challenges or limits, a variety of family structures, diverse cultural backgrounds, and learning disabilities.

Our programs support the inclusion of all children to be actively involved, physically accessing play and work locations and have options from which they can choose personally. Our programs provide equal opportunity for children and families to participate in our programs and services. Our programs will make

every effort to accommodate children with special needs unless changes due to the enrollment of a child would fundamentally alter the nature of the program.

Please inform DPSP and/or TKC during the registration process if your child receives special services or has an IEP (Individualized Education Plan). Our goal is to support your child in the best way possible, so that they will be successful while in our care. As a parent/guardian, you can request that staff be present at IEP meetings for your child. Attending meetings has proven beneficial for both the children and parent/guardians.

Section 2 | DPS Preschool

Mission

The mission of DPS Preschool is to create a stimulating and nurturing atmosphere where children are encouraged to grow in independence, develop friendships, and gain an excitement for learning, giving children a solid foundation for kindergarten and beyond.

Philosophy

Children learn best through play and self-exploration of their environment. Our staff promote and encourage this belief through our curriculum, daily activities, and interactions with our children.

DPSP Core Values

We are:

- Play-based
- Foundational

- Child-centered
- Encompassing
- Collaborative
- Intentional

Program Options

Programming begins the first day of school and concludes the last day of school. Students must be at least 33 months of age by Sept 1 of the current school year and fully potty trained to attend preschool.

Half Day Preschool

- Required for all registered preschool children, unless choosing the extended day option
- AM Preschool: hours of 8:30-11:30 am
- PM Preschool: hours of 12-3 pm
- This is our traditional preschool option where children will participate in developmentally appropriate curriculum, play, and activities.

Extended Day Preschool

- Optional and *only* available for children the year before kindergarten
- Hours of 8:30 am-2:30 pm
- This is an option for a longer preschool day, which also includes hot lunch, recess, enrichment activities related to their current study, and time for free choice play and exploration. This option does not include nap time, just a small rest time in the afternoon.

Before School Wrap Around Care

- Optional for half day and extended day registered preschool children
- Hours of 6:45-8:30 am or 6:45 am-12 pm
- This is our care option for before our preschool start time.
- This includes hot lunch and recess for pm preschool students.

After School Wrap Around Care

- Optional for all registered half day and extended day registered preschool children
- Hours of 11:30 am-5:45 pm or 3-5:45 pm for half day preschool or 2:30-5:45 pm for extended day preschool
- This includes hot lunch, recess, and nap time, for am preschool students. This includes pm snack, and play time, including gym or outside time for both half and extended day preschool students.

Bridge Days

- Full wrap around care for days without preschool.
- Example: When registered for a m/w/f section, a t/th Bridge Day can be added to complete your week of preschool + care.
- Hours of 6:45 am-5:45 pm.
- This includes breakfast, am/pm snack and hot lunch.

Non-School Days or Break Days

Break days are offered on some school release days. *Hours are 8 am-4 pm on district non school days.* These are days you sign up for separately from your normal scheduled days. All of these dates are optional and are able to be registered for through your online account. Alterations, registrations and cancellations, must be made by the deadline date. If you are registered for a break day and do not attend you will still be billed. Drop in care is not available on break days; there is a \$50 fee if your child is dropped off without prior registration or communication with the program coordinator. *Vacation/sick day credits can **NOT** be used for Break days.* To cancel you must contact administration by the deadline for the day you intend to remove.

Summer Programming

See the Tiger Kids Club section.

Orientation Day Process

DPSP will begin the year with two student orientation days. These are 20-minute time slots which will take place on the first two days of school. This orientation time will give each child and family an opportunity to meet one-on-one with your child's teacher. During this time, teachers will play alongside your child and ask some questions to obtain valuable data to gauge where your child is at developmentally as they begin the preschool year.

Child care is available on both of these dates; pre-registration for this is required through your online account.

Curriculum

Each classroom teacher plans and schedules their own unique activities and events to meet the needs of their students and the requirements of our program.

Our preschool program uses Teaching Strategies Gold in their planning and assessment. This curriculum and assessment tool is guided by studies which are play-based and child-centered, based on these five principles:

- Positive interactions and relationships with adults provide a critical foundation for successful learning
- Social-emotional competence is a significant factor in school success
- Constructive, purposeful play supports essential learning

- The physical environment affects the type and quality of learning interactions
- Teacher-family partnerships promote development and learning

The assessment side uses observation and work sampling to assist teachers in evaluating your child's progress. Staff are continually watching, observing and documenting. Goals for your child can be set at two different conference opportunities throughout the school year, ensuring they are prepared for kindergarten.

Section 3 | Tiger Kids Club

Mission

The mission of Tiger Kids Club is to create stimulating and nurturing spaces where children feel welcome, safe, and encouraged to pursue their own interests, grow in independence, develop friendships, and gain an appreciation for their community and environment.

Philosophy

Children learn best through play and self-exploration of their environment. Our staff promote and encourage this belief through our curriculum, daily activities, and interactions with our children.

TKC Core Values

We strive for:

- Continuous improvement
- Collaboration
- Play-based learning
- Global citizens

- Kindness
- Fun

Program Options

School year programming begins the first day of school and concludes the last day of school. Summer programming begins in early June and concludes a week prior to Labor Day. Tiger Kids Club is closed during the week prior to Labor Day and several days between the conclusion of the school year to the start of the summer session; these dates will vary depending on the end date of the school year.

Before School Care

- Students in grades K-6 may attend
- Hours of 6:45-8 am
- Requires at least 2 days/week with a set schedule or 8 days/month with a pick your days schedule
- This time includes breakfast and play options.
- Students are bused to DES and DIS by Stahlke Bus; they leave TKC around 7:50 am

After School Wrap Around Care

- Students in grades K-6 may attend
- Hours of 3-5:45 pm
- Requires at least 2 days/week with a set schedule or 8 days/month with a pick your days schedule
- This includes a snack, planned activities, and play time, including gym or outside time
- Students are bused to CE from DES and DIS; they arrive to TKC around 3 pm

Non-School Days or Break Days

Break days are offered on some school release days. *Hours are 8 am-4 pm on break days.* These are days you sign up for separately from your normal scheduled days. All of these dates

are optional and are able to be registered for through your online account. Alterations, registrations and cancellations, must be made by the deadline date. If you are registered for a break day and do not attend you will still be billed. Drop in care is not available on break days; there is a \$50 fee if your child is dropped off without prior registration or communication with the program coordinator. *Vacation/sick day credits can **NOT** be used for Break days.* To cancel you must contact administration by the deadline for the day you intend to remove.

Summer Programming

- Children ages 3-12 years old (entering 7th grade the upcoming school year) may attend
- Hours of 6:45 am-5:45 pm
- Breakfast, hot lunch, and am/pm snacks are included in tuition
- Field trips are included in tuition
- The preschool-entering K groups are held in the CE building
- The entering 1-7th grade groups are held at DIS to have access to the school campus

Curriculum

Every child is special and unique; our staff strive to provide the environment most conducive to meet their needs.

Each classroom teacher works with the supervisor to plan activities and events that support the needs of the children we care for, while aligning to the mission and goals of the program.

Staff are encouraged to make inquiry based activities, which will spark children's interests, promote creative thinking, and provide children with 21st century skills.

These activities may include:

- Science & STEM experiences
- Outdoor learning
- Dramatic play
- Art activities
- Music & Movement
- Large & small motor activities
- Language & math activities
- Sensory activities
- Self-help & independence skills
- Social & emotional learning
- Homework help
- Cooking

Staff Requirements

TKC Staff are the key component in the development of our high quality programming. Staff are carefully selected and encompass a variety of educational and teaching experiences. TKC staff are committed to providing the highest standard of care and environment as described in *The National School Age Care Quality Standards* written by the National Afterschool Association and the Minnesota Afterschool Accreditation Project.

All staff are required to participate in on-going education and trainings, including state conferences, trainings provided by educational leaders in their field and/or trainings offered in the district to further equip themselves to provide a professional standard of service to children and their families.

The minimum age to work at TKC is 15 years old.

Program Supervision and Ratios

Staff are required to know the whereabouts of all children in their areas at all times and have a

system in place to ensure this requirement. It is expected that staff will be in proper ratios at all times with children. *Ratios are subject to change based on current staffing levels of the program.*

The guideline for staff to child ratios are:

- Preschool: 1:10 teacher to child ratio
- K-6: 1:15 teacher to child ratio
- Mixed age groups (prek-6): 1:10 teacher to child ratio

Staff are required to organize program activities so that groups do not exceed sizes that can be safely supervised. Maximum group sizes are not more than:

- Preschool: 20 children
- K-6th: 30 children

There are certain circumstances, as in high-risk activities such as swimming, where ratios will be lower than listed above. These ratios follow the national standard and the Minnesota Accreditation Project.

Maximum group size applies at all times except during meals, outdoor activities, field trips, rest time, and special activities such as assemblies and movies, etc.

Field Trips

Field trips are included in the daily tuition for students. Field trips may be scheduled on occasional break days and throughout the summer, mostly on Fridays, during the summer program. Information will be provided prior to each field trip. *Alternate care options are not available on field trip days.* If you do not want your child to attend the trip, parents will need to find alternate plans for their child; families may use a vacation/sick day credit for the absence.

Students and staff do take local walking field trips or excursions using Stahlke Bus; these may be trips to local parks, businesses, or community spaces. Staff will alert families when a local excursion is planned.