



TIGER TIME

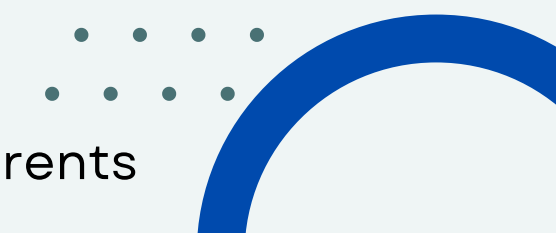
PARENT HANDBOOK

2026-27 SCHOOL YEAR



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WELCOME MESSAGE

Dear PPS Elementary School Families,

Welcome back to Tiger Time! Last year, we were proud to launch a program built with purpose and the unique needs of our Princeton community in mind. This year, we're even more excited to *continue* that work.

As a long-time school counselor, coach, and youth program director, I've spent my professional career working to create environments where kids feel safe, connected, and excited to grow. That mission continues to guide Tiger Time. We were thrilled with our first year and grateful for the opportunity to bring stable, consistent after care to the Princeton community.

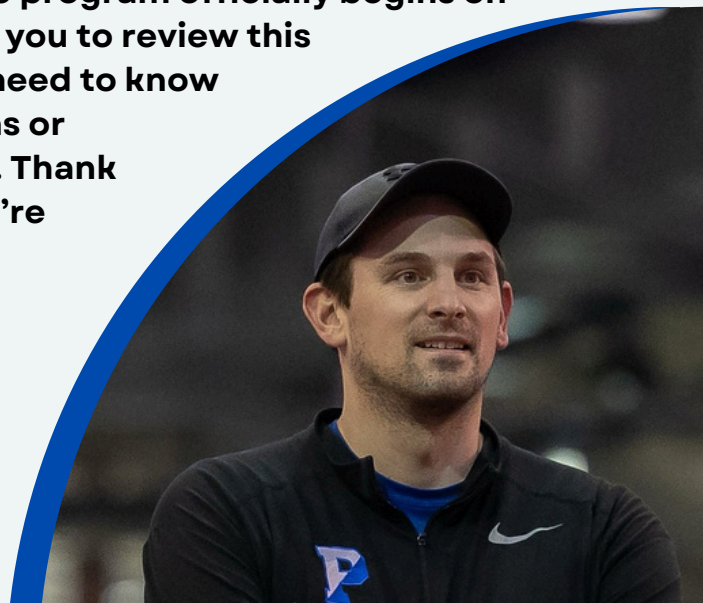
We appreciated the positive feedback, support, and trust from our families throughout the year. Your input helped us strengthen the program as the year went on, and Tiger Time was better because of it. Our goal this year is to build on that foundation and continue providing an experience that does not just fill the hours after school, but truly enriches them.

Our team will continue to be made up of passionate educators, trained staff, and partners who know and care deeply about the Princeton community. Each day, your child will experience structured play, SEL-driven reflection, fun activities, and a consistent routine that supports their well-being and development. We want Tiger Time to feel like an extension of the amazing work happening during the school day, just with a little more movement, mess, and fun.

Registration opens Saturday, June 20th, and the program officially begins on August 31st, the first day of school. I encourage you to review this handbook carefully. It outlines everything you need to know about Tiger Time. And if you ever have questions or suggestions, please don't hesitate to reach out. Thank you again for trusting us with your children. We're excited for another great year!



Ben Samara
CEO/Founder



ABOUT TIGER TIME

Tiger Time is a community-connected after-school program created specifically for the students and families of Princeton Public Schools. Designed by a longtime PPS School Counselor, youth program leader, and life skills expert, Tiger Time offers a structured, safe, and enriching environment where students can grow socially, emotionally, and academically while having fun.

Our Mission

To create an engaging, inclusive after-school experience that promotes student well-being, builds meaningful connections, and supports the broader goals of the Princeton Public Schools.

Our Core Pillars

Tiger Time is grounded in five essential pillars:

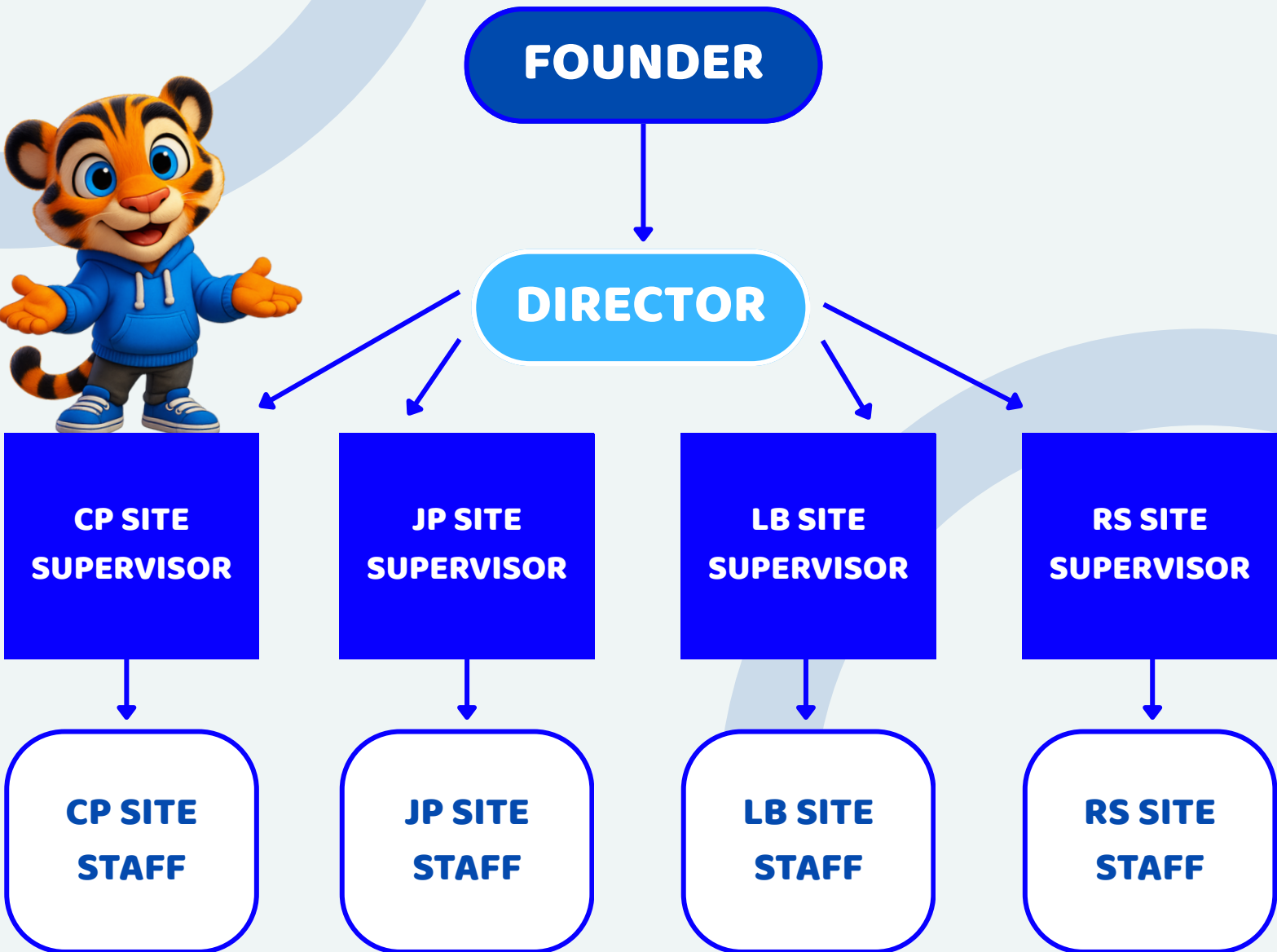
- **Safety:** From our supervision methods to our behavior management system, student safety is always the top priority.
- **Engagement:** Keep students interested, active, and inspired to participate.
- **Connection:** Building strong relationships between students, staff, and families.
- **Trust:** Consistency, communication, and care.
- **Growth:** Rooted in social-emotional learning (SEL), the goal of every element of the program is to support student development.

What Makes Us Different

Tiger Time was created from the ground up to align with the values, culture, and goals of Princeton Public Schools. Our programming blends play, creativity, SEL, and structure into a daily routine that will feel like an extension of the school day.

We intentionally hire from within the PPS community whenever possible, with a special focus on bringing in experienced educators and staff who already know the students and schools. Every staff member is carefully vetted, highly trained, and committed to upholding the same standards of excellence found during the school day.

ORGANIZATIONAL CHART



OUR STAFF TEAM

Founder

Tiger Time was created and is led by Ben Samara, whose extensive career includes more than two decades of direct experience in counseling, youth program management, social-emotional learning (SEL), and educational leadership. Ben has served the Princeton community as a School Counselor at Riverside Elementary School, Director of Day Camp and Youth Programs for the Princeton Recreation Department, and as Head Track & Field Coach at Princeton High School, among other roles. With deep ties to Princeton Public Schools and a proven record of successful programming, Ben will be regularly present on site, actively providing staff with job-embedded training, ongoing mentorship, and hands-on support to ensure the highest quality of care and continuous professional growth.

Director of Operations

The Director holds overall responsibility for the Tiger Time program, working directly alongside the Founder to ensure full compliance with state licensing regulations, local health and safety guidelines, and the implementation of the Tiger Time curriculum and policies. Additionally, the Director oversees daily operations, addressing staff, parent, and participant concerns to ensure a consistently high-quality experience for all students.

Tiger Time Mentors

Tiger Time maintains a high standard of excellence and commitment in selecting our staff. All Tiger Time employees undergo rigorous professional reference checks and comprehensive criminal background screenings before hire. Training is extensive and continues throughout the entire school year.

As part of the Federal Child Care Development Block Grant (CCDBG) Reauthorization Act of 2014, the State of New Jersey mandates that all individuals providing direct care or supervision of children complete the following required health and safety trainings:



OUR STAFF TEAM

- Pediatric CPR & First Aid
- Prevention and Control of Infectious Disease
- Food Allergies and Appropriate Responses
- Child Abuse and Neglect Identification and Mandated Reporting
- Prevention of Shaken Baby Syndrome/Abusive Head Trauma
- Safe Sleep Practices and Sudden Unexpected Infant Death Syndrome (SUIDS) Prevention
- Medication Administration Procedures
- Building Safety and Safe Physical Premises
- Handling and Storage of Hazardous Materials
- Emergency Preparedness Procedures
- Transporting Children Safely (for applicable staff)
- Child Development
- COVID-19 Health and Safety Guidelines

In addition to these mandatory trainings, Tiger Time staff participate in additional training specifically designed for Princeton students, exceeding the state's minimum requirements. These extra trainings include social-emotional learning (SEL) facilitation, conflict resolution techniques, zone coverage supervision, behavioral management strategies, and proactive parent communication.

Tiger Time staff includes certified teachers, experienced instructional assistants, college and graduate students studying education or related fields, and individuals with significant childcare experience. Most importantly, they are dedicated professionals who shape an engaging, safe, and nurturing environment every day, truly forming the core of Tiger Time's success. Each site has a dedicated Site Supervisor and multiple trained site staff members, who work collaboratively to implement the daily programming consistent with Tiger Time's mission, the Princeton Public Schools district goals, and state licensing requirements.

TIGER TIME

ENROLLMENT

Enrollment in Tiger Time is accepted throughout the school year, subject to available space and required staff-to-student ratios as mandated by our state licensing guidelines. Enrollment is offered on a first-come, first-served basis, and some locations may reach capacity. Once a site reaches its maximum enrollment, families will be placed on a clearly communicated and transparent waitlist and promptly informed as soon as space becomes available.

A minimum enrollment commitment of one full calendar month is required, whether your child attends full-time (4-5 days per week) or part-time (2-3 days per week). Families enrolling students fewer than five days per week must specify the exact days of attendance in advance to ensure proper staffing ratios and safety. Additionally, please communicate directly with your child's classroom teacher to confirm the days your child will attend Tiger Time, especially when first enrolling.

Your child's enrollment is considered finalized only after all required forms and payments have been submitted and you receive an email Tiger Time with a confirmed start date.

Keeping your contact information up-to-date is crucial. Please notify Tiger Time immediately of any changes to phone numbers, email addresses, emergency contacts, or home addresses. Current and accurate contact information ensures staff can quickly reach you if necessary. You may verify or update your contact details through your Tiger Time online account or by contacting our staff directly.



TIGER TIME

CURRICULUM

Our curriculum is thoughtfully designed to align closely with Princeton Public Schools district goals, emphasizing social-emotional learning (SEL), social development, and engaging, age-appropriate enrichment activities.

Daily programming at each Tiger Time site is structured to be meaningful and enjoyable, providing students with a healthy balance of structured and unstructured activities. Our daily schedule typically includes:

- Warm Welcome & Streak Meetings:
 - Each day begins with staff warmly greeting students and facilitating small-group SEL sessions known as Streak Meetings. These gatherings emphasize emotional awareness, relationship building, teamwork, and gratitude. A nutritious snack is served during this reflective, community-building time.

Streak Meetings are powered by the **CharacterStrong** curriculum, an evidence-based program rooted in social-emotional learning and character development. Designed to be both teacher- and student-friendly, CharacterStrong provides engaging, age-appropriate content that helps students build self-awareness, empathy, and positive relationships. Streak Meetings use these tools in short, consistent daily doses. This structured but flexible approach aligns seamlessly with Tiger Time's commitment to whole-child development and positive school culture.



TIGER TIME

CURRICULUM

- Active Indoor & Outdoor Play:
 - Regular opportunities for supervised, unstructured playtime encourage physical activity, socialization, team-building skills, and creative exploration. Outdoor play is prioritized whenever weather permits and when appropriate based on the State of New Jersey's strict requirements regarding commingling (see page ???)
- Choice Time:
 - Students choose from various structured and enriching activities tailored to their interests, such as arts and crafts, age-appropriate games and puzzles, quiet reading, and opportunities to discover new hobbies and interests.
- Homework Haven:
 - A dedicated space and supervised time for students to complete homework or receive quiet academic support.
- Overall, the Tiger Time curriculum promotes character education, encourages responsible decision-making, and nurtures a safe, respectful, and engaging environment for every child.



BEHAVIOR EXPECTATIONS

At Tiger Time, we believe the most effective way to manage student behavior is through proactive, positive approaches that foster respect, empathy, and self-control. Our daily curriculum, including intentional Streak Meetings, is designed to promote these skills and minimize behavior concerns before they arise. By engaging students regularly in structured conversations about emotions, decision-making, and positive interactions, we seek to set clear expectations and consistently reinforce positive behavior.

Effective staff supervision is also central to our approach. Tiger Time staff utilize proactive "Zone Coverage," a practice of attentive supervision and scanning to ensure early intervention to reduce behavioral incidents.

In moments of conflict, our staff model and guide students through effective conflict resolution. Staff members calmly identify issues, demonstrate active listening, and facilitate discussions where students can collaborate to brainstorm solutions, select the best option, and receive positive reinforcement for a successful resolution.

When inappropriate or unsafe behavior occurs, staff intervene calmly and immediately, redirecting students away from the situation. Parents receive same-day notification detailing any relevant incidents. All behavior incidents are documented and tracked to ensure consistency, accountability, and continuous improvement.

When necessary, we will implement clear, logical consequences designed to help students understand the natural outcomes of their decisions and to encourage responsibility and reflection.

Each day, students are reminded to "Be good to yourself, and be good to others." "Be good to yourself" encourages students to use positive self-talk, believe in their abilities, and practice self-respect. "Be good to each other" reminds students to always use kind words, be respectful toward peers and staff, and maintain physical boundaries by keeping hands and feet to themselves.

At Tiger Time, the safety and well-being of every child and staff member is our top priority. Although most behavioral concerns can be effectively addressed through proactive strategies, clear expectations, and consistent communication, there are times when suspension or termination from the program may become necessary.

While we deeply value every student and family in Tiger Time, creating and maintaining a safe and secure environment for all participants is paramount. Students who repeatedly threaten or harm other children verbally or physically, despite intervention, will not be permitted to remain in the program. We will do everything possible to collaborate with families and avoid implementing these measures.

POLICY FOR

SUSPENSION/TERMINATION

Behavior Incident Reports

When students exhibit negative behavior or poor choices that impact other students, staff, or the program as a whole, they will receive a Behavior Incident Report, which parents or guardians must sign at pickup. These reports are primarily for our tracking purposes and to follow patterns of behavior that may require additional interventions. The main purpose of a behavior report is to keep you in the loop as our partner and to ensure that our staff is effectively tracking and managing behaviors during the afternoon. Rather than being purely punitive, the ultimate goal of a behavior report is to partner with parents so that every child can thrive and have a positive experience at Tiger Time. If parents refuse to sign the report, the Site Supervisor will indicate this on the report and initial next to the parent signature line.

If multiple behavior reports accumulate over a short period of time, Tiger Time leadership may begin to explore additional measures, depending on the behaviors noted and their severity.

Below are the circumstances under which a student may be suspended or terminated.

Immediate reasons for suspension include:

- A single act of physical aggression or an incident resulting in injury or significant harm to oneself or others.
- Harassment, Intimidation, or Bullying as defined by the NJ Anti-Bullying Bill of Rights (<https://pub.njleg.state.nj.us/Bills/2010/PL10/122 .PDF>)

Other reasons for suspension:

- Continued physical or verbal aggression toward staff or other children despite multiple interventions.
- Ongoing difficulty adjusting to the program after a reasonable period of intervention.
- Ongoing refusal to follow the instructions of Tiger Time staff
- Frequent tantrums, outbursts, or disruptive behaviors that cannot be resolved through normal interventions or that jeopardize required staff-to-student ratios as outlined by the State of New Jersey

Parent/Guardian-related reasons for suspension:

- Failure to complete required enrollment forms.
- Consistent late pickups or tardiness (see Late Pick-Up Policy).
- Habitual late payments or non-payment of tuition or fees.

POLICY FOR

SUSPENSION/TERMINATION

Immediate reasons for termination include:

- Parent/guardian threats, intimidation, or abuse (verbal or physical) directed at staff members.

Child-related reasons for termination:

- Continued physical or verbal aggression toward staff or other children despite multiple interventions and following a suspension.
- Persistent inability to adjust to program expectations after repeated support and intervention.

Process of Suspension/Termination:

When serious or repeated behavioral issues occur, the following steps will be taken:

- Parents/guardians will be informed in writing, either via email or through written reports, about concerning behaviors or circumstances.
- A Parent Partnership Meeting may be scheduled after multiple behavioral incidents to collaboratively develop a plan aimed at preventing further concerns. Our goal is always to keep your child in the program and to partner with you in addressing behavioral challenges effectively.
- If these collaborative steps do not result in improved behavior, parents/guardians will receive a written notification detailing a suspension or termination action, outlining the specific behaviors that prompted this decision.
- This notification will include:
 - Duration of suspension/termination.
 - Expectations of the behavior changes required for the child's successful return to Tiger Time.
 - A stated effective date for suspension/termination.
- If behavior does not improve after suspensions, termination may occur.

Tiger Time ensures that no child or family will be suspended or terminated due to:

- Filing a complaint with the Office of Licensing.
- Reporting abuse or neglect concerns.
- Raising questions or concerns regarding Tiger Time's policies or procedures.

POLICY FOR SUSPENSION/TERMINATION

Physical Aggression

Our number one goal is for students at Tiger Time to feel safe and supported. When we allow children in our care to be victims of physical aggression without consequences, that compromises the safe environment we've worked to create for all students. If your child engages in an act of physical aggression at Tiger Time, a parent or guardian will be contacted for immediate pick-up. We understand that children are often working through difficult issues or have trouble managing their emotions. Often, their behavior can be remediated through partnership between Tiger Time and home and escalating consequences. Children will receive escalating consequences for physical aggression towards other students and/or staff.

The following guidelines are in place for acts of physical aggression during the 2026-27 school year:

1st Offense: Parent Pick-Up

2nd Offense: Parent Pick-Up, 1-Day Suspension

3rd Offense: Parent Pick-Up, 3-Day Suspension

4th Offense: Parent Pick-Up, One-Week Suspension

5th Offense: Parent Pick-Up, Termination from the Program

Please note that acts of aggression that seriously injure or harm another child may result in immediate suspension.

For purposes of this policy, physical aggression refers to intentional physical behavior directed at another student or staff member that causes harm. This policy is not intended to address minor physical interactions, such as a brief frustrated shove during a basketball game or children becoming too physical while playing, unless the behavior is serious or repeated.

Examples of physical aggression include:

- A student punching or kicking another student.
- A student tackling or throwing another student to the ground during a conflict.
- A student intentionally throwing an object that strikes another student.
- A student pinching another student and breaking the skin.
- A student biting another student.

We ask for your help in reviewing our guidelines with your child and proactively speaking with them about the appropriate way to communicate feelings and resolve disagreements.

POLICY FOR

SUSPENSION/TERMINATION

Please note that, while Tiger Time does give grace to our youngest students in Pre-K and Kindergarten when it comes to social expectations, physical reactions, and other self-regulation behaviors, repeated acts of physical aggression will eventually result in escalating consequences and suspension. Physical aggression endangers other students and creates an unsafe, stressful environment at Tiger Time that we cannot permit at any age.

As noted earlier, there are other reasons a child may be suspended or terminated, including ongoing refusal to follow the instructions of Tiger Time staff or frequent tantrums, outbursts, or disruptive behaviors while at the program.

Tiger Time complies with the Americans with Disabilities Act (ADA) and will consider reasonable accommodations for children with disabilities on an individualized basis. Please note that Tiger Time does not receive IEPs or 504 Plans from the school, so copies will need to be provided by parents if necessary.

Reasonable accommodations may include:

- Modified routines
- Advance notice of transitions or changes in routine
- A behavior support plan
- A check-in/check-out routine with a consistent staff member
- Seating or activity placement intended to reduce known triggers
- Or other appropriate strategies that allow a child to participate safely.

Under ADA, reasonable accommodations do not include providing dedicated one-to-one staffing or allowing behavior that places other students or staff at risk of being hit, kicked, bitten, or injured. If a child continues to pose a safety risk to others after reasonable accommodations have been implemented, Tiger Time may suspend or terminate enrollment in accordance with program policy and applicable law.

We thank you for helping us keep Tiger Time a safe place for all children in the program

POLICIES FOR SNACK & FOOD

Snack

Tiger Time provides one snack daily for each student. Students who prefer not to eat the provided snack or have special dietary requirements may bring their own nut-free snack from home. Snacks from home may not be shared with other students due to allergy considerations and program safety policies. If your child is still hungry after finishing their provided snack, they may check their lunchbox, and Tiger Time staff will inform parents if hunger remains a consistent concern.

For safety and cleanliness reasons, gum and candy are not permitted during Tiger Time.

Full-Day Lunch

On full-day program days, students are required to bring a nut-free lunch. Please note that, just like when your child brings lunch to school, we are not able to refrigerate lunches. We kindly ask that parents/guardians avoid including sweets in their child's lunch whenever possible.

Please remember that students are not be permitted to consume nut products at Tiger Time. If a child's lunch contains nut products, parents will be immediately contacted and asked to replace the lunch item to ensure the safety of all students and staff.

POLICIES FOR

ALLERGIES & MEDICATION

Allergies

Tiger Time takes allergies seriously and makes every effort to ensure a safe environment for all children. Please clearly indicate allergies on your child's registration form and School-Age Medical Statement Form, and notify your site's supervisor directly if your child has any allergies or develops any during the program year. This allows our staff to take all necessary precautions to safeguard your child's health.

For children with severe allergies or those requiring medication (such as Epi-Pens or inhalers), please see our Administration of Medication policy below.

If your child has seasonal allergies or another medical condition requiring indoor care, please provide a doctor's note indicating the specific dates and duration the child should remain indoors.

Administration of Medication

Prescription and Non-Prescription Medications

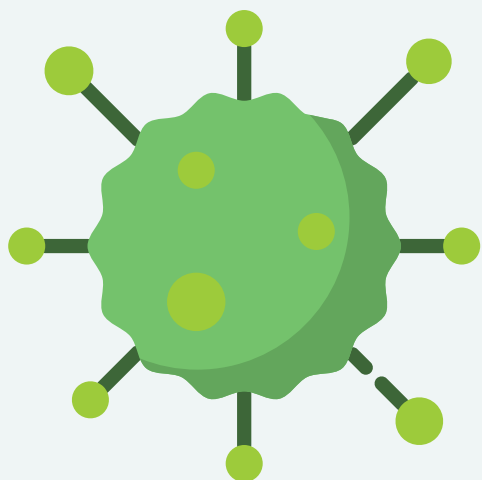
Medication may be administered at Tiger Time only under exceptional circumstances, such as life-threatening allergic reactions (e.g., Epi-Pen use) or severe asthma. The following steps must be completed before medication can be administered:

- A physician's signed order with explicit administration instructions must be submitted.
- Medication must be provided in its original container with the pharmacist's label clearly displaying the child's name, medication name, dosage instructions, and prescribing physician's name.
- A written authorization for medication administration must be attached to the child's medical records.

POLICIES FOR ALLERGIES & MEDICATION

Whenever possible, medication should be administered by the school nurse during regular school hours. Children are not permitted to carry medication themselves or keep it in their backpacks during Tiger Time hours. If medication must be administered during Tiger Time hours, you may drop in off on August 24th at our medication drop-off day .

Asthma inhalers and Epi-Pens may be securely stored at Tiger Time with prior written approval from parents and the prescribing physician. Please send inhalers or Epi-Pens, along with Benadryl (if required), in their original boxes accompanied by the doctor's script. Place these clearly labeled items in a sealed Ziploc bag marked with your child's name, age, school, and allergy details. Tiger Time staff will exclusively handle, store, and administer all medications during program hours.



POLICIES FOR COMMUNICABLE DISEASES

Tiger Time is designated as a well-child program, in order to ensure a healthy environment for all children and staff. If your child becomes ill during Tiger Time hours, you will be immediately notified and asked to pick up your child. If we cannot reach you, we will contact individuals listed on your emergency contact and authorized pick-up list. An emergency contact or authorized person must arrive within 30 minutes. If necessary, the physician listed on your registration form will be contacted for additional guidance. In case of a medical emergency, the local rescue squad will be contacted immediately.

Please ensure your medical information, emergency contacts, phone numbers, and email addresses remain current at all times. Outdated or inaccurate information could delay medical care.

Children exhibiting symptoms of specific contagious illnesses such as chickenpox, measles, strep infections, pink eye (conjunctivitis), impetigo, ringworm, head lice (pediculosis), unknown rashes, or severe poison ivy/oak must remain home and may return only with a doctor's note indicating the child is no longer contagious.

Symptoms Requiring Exclusion from Tiger Time:

If your child displays any of the following symptoms, they should not attend Tiger Time. If these symptoms develop during program hours, you will be asked to promptly pick up your child:

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature (101°F or above)
- Sore throat or severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Untreated, infected skin patches
- Difficult or rapid breathing
- Skin rashes persisting longer than 24 hours
- Swollen joints
- Stiff neck
- Blood in urine



POLICIES FOR COMMUNICABLE DISEASES

Your child may return to Tiger Time when symptom-free or upon presentation of a physician's note stating that the child no longer poses a health risk to themselves or others.

Table of Excludable Communicable Diseases

If your child contracts any of the following communicable diseases, please inform Tiger Time staff immediately. A child diagnosed with one of these illnesses must not return to the program until a physician provides a note stating the child no longer poses a health risk to themselves or others.

Respiratory.

Chicken Pox

German Measles*

Haemophilus Influenzae*

Measles*

Meningococcus*

Mumps*

Strep Throat

Tuberculosis*

Whooping Cough*

Gastrointestinal

Giardia Lamblia*

Hepatitis A*

Salmonella*

Shigella*

Contact

Impetigo

Scabies

*These illnesses are classified as "reportable diseases" according to N.J.A.C. 10:122-7.10(a). In the event of a reportable disease exposure at Tiger Time, parents will receive written notification.

Head Lice

Students identified with live head lice do not require immediate dismissal from Tiger Time; they may complete the program day, receive appropriate treatment at home, and return to Tiger Time with a note from their parent/guardian or treatment provider indicating the type of treatment given.

POLICIES FOR

ARRIVAL AND DEPARTURE

Departure

All students must be picked up by 6:00 p.m. daily. A parent or guardian must ring the Tiger Time doorbell upon arrival at pick-up. Be prepared to show a valid, government-issued photo identification at pick-up. Refer to our Late Pick-Up Policy for additional information regarding late pick-up fees.

Authorized Release of Children

Only individuals designated on your child's registration form are permitted to pick up your child from Tiger Time. The registration form allows you to clearly list authorized individuals and also provides space to indicate any individual who is specifically not authorized to pick up your child.

If someone who is authorized but unfamiliar to our staff arrives to pick up your child, they will be asked to present valid government-issued photo identification before your child is released. For the protection of your child, we strictly enforce this policy without exceptions.

Should you require an individual who is not listed on the registration form to pick up your child, you must notify Tiger Time in advance in writing, providing the full name of the authorized person. This person must bring your written note with your signature and must present valid identification at pick-up.

Tiger Time will not release any child unsupervised. Students are not permitted to walk home or ride late buses from Tiger Time without direct adult supervision. Additionally, Tiger Time will not release children to anyone under the age of 18.

It is the parent/guardian's responsibility to inform Tiger Time of any changes to authorized pick-up individuals, emergency contacts, or any other important updates.

POLICIES FOR

ARRIVAL AND DEPARTURE

Arrival on Full-Day Programs

For full-day program sessions, each child must be dropped off by an authorized adult. Please do not have your child walk or bike to Tiger Time for full day sessions, even if they do so on regular school days. Upon arrival, a Tiger Time staff member will directly greet you and your child and will sign them in on the attendance sheet. This process may seem inconvenient, especially during busy mornings, but it is essential to ensure your child's safety and proper accountability at all times.

Custody Orders and Legal Documentation

To comply fully with any legal custody arrangements, Tiger Time requires certified copies of court-issued custody or restraining orders. Copies must be provided upon initial registration or immediately after any new court order is issued. Tiger Time maintains confidentiality of these records and securely stores them on-site to ensure compliance and student safety. Please notify us immediately of any changes to custody or restraining orders.

Safety During Pick-Up

If, at any time, Tiger Time staff determine that the parent, guardian, or authorized adult who arrives for pick-up appears physically or emotionally impaired and unable to safely transport the child, Tiger Time staff will take immediate steps to ensure the child's safety by:

- Refusing to release the child to the impaired individual.
- Attempting to contact the other custodial parent or another authorized emergency contact for alternate pick-up.

If no authorized individuals can be reached, Tiger Time staff will contact the police and the New Jersey Department of Children and Families' 24-Hour Hotline at 1-877-NJ-ABUSE to seek assistance.

This policy is intended solely to protect the safety and well-being of your child.

POLICIES FOR

LATE PICKUP & ATTENDANCE

Late Pick-Ups

Every effort must be made to pick up your child promptly by the Tiger Time dismissal time of 6:00 p.m. If you anticipate running late, please immediately contact the designated emergency pick-up person listed on your registration form, ensuring they have sufficient notice to arrive at Tiger Time by 6:00 p.m.

In case of unforeseen circumstances or emergencies that prevent timely pick-up, you must notify your Tiger Time site directly. If we do not hear from you and your child has not been picked up, we will attempt to reach you and all emergency contacts on file. If we are unable to reach anyone, Tiger Time staff are required to contact local authorities or the DCF 24-Hour Child Abuse Hotline at 1-877-NJ-ABUSE for assistance.

Late pick-ups create undue stress on your child and unfairly burden Tiger Time staff members who have other commitments. As a result, a late pick-up fee of \$30.00 for the first 15 minutes and \$1.00 per additional minute thereafter will be charged. If late pick-ups become a recurring issue, you may be asked to make alternative childcare arrangements. You are considered late at 6:01 p.m. and any time thereafter.

Absences & Attendance

If your child is absent from school during the regular school day, you do not need to notify Tiger Time separately. Our staff members receive and review school absence lists daily..

However, if your child did attend school but will not be attending Tiger Time, please email the site address for your school to let us know. Otherwise, we may call you to ensure your child is safe and accounted for.

POLICIES FOR EMERGENCY CLOSINGS

How Decisions are Made

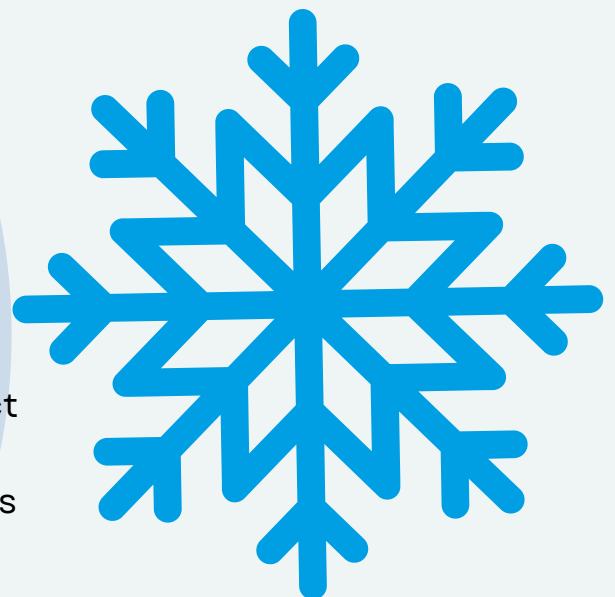
Due to unforeseen emergencies (most often weather-related) school may be delayed, closed early, or closed entirely. When severe weather is predicted or emergency conditions occur, our Founder and Director will make the final decision regarding Tiger Time operations. This decision is made carefully, taking into account various factors, including the decisions made by the Superintendent and Princeton Public Schools, as well as discussions with individual schools.

Additionally, our Founder and Director will closely monitor weather forecasts and local road conditions. Decisions are made not only considering whether staff and families can safely arrive at the program but also ensuring they can safely return home afterward. The safety and well-being of all Tiger Time participants, families, and staff members are always our highest priority.

Early Dismissals and Emergency Closures

When storms or emergencies occur after students have already arrived at school, an early dismissal may become necessary. If Princeton Public Schools announce an early dismissal due to emergency conditions, Tiger Time will be cancelled for that day.

In these situations, Tiger Time will coordinate closely with school principals and district officials to ensure buildings remain appropriately staffed until all children are safely picked up or alternative transportation arrangements are made. Principals and district staff will remain on-site to supervise students until Tiger Time staff can arrive or until parents have safely picked up their children.



POLICIES FOR EMERGENCY CLOSINGS

It is imperative that your emergency contact information remains up-to-date. Please ensure that your emergency contacts listed on file are current and able to pick up your child promptly if needed. Parents and guardians should arrange pick-up for their children as early as possible in emergency dismissal situations.

Tiger Time and Princeton Public Schools officials recognize the unpredictability and fluidity of emergency situations. Both parties will work closely and communicate clearly to ensure your child's safety and well-being, as is our shared priority.

If Princeton Public Schools close entirely due to an emergency, Tiger Time will not operate on that day.

Delayed School Openings

If Princeton Public Schools announce a delayed opening due to weather or emergency conditions, Tiger Time will continue to operate as scheduled after school, unless otherwise communicated. Please check the Tiger Time website for any updates.

Cancellation of After-School Activities

If schools dismiss at the normal time but cancel after-school activities due to weather or other emergencies, Tiger Time will also be cancelled. In these situations, Tiger Time will immediately collaborate with principals and district officials to ensure school buildings remain staffed and students are fully supervised until safely picked up, but we ask that you please try to pick your child up as soon as possible, both for your safety and for ours.

POLICIES FOR TUITION & FEES

Enrollment in Tiger Time is accepted on a first-come, first-served basis and requires completion of our online registration process. Upon enrolling, families will be charged:

- \$100 Registration Fee
- \$75 Supply Fee (per child)
- First month's payment

Tuition is a monthly subscription and will be billed on the first of each month. Monthly tuition payments remain consistent throughout the school year, even though actual attendance days may vary slightly from month to month. The monthly tuition covers the entire school year, including scheduled 1pm dismissal days, for both full-time and part-time students. There are no refunds, reimbursements, or credits provided for unused days, nor is tuition prorated for shorter months.

Upon completing your online registration, please allow up to three school-business days for processing. After processing, you'll receive a confirmation email verifying your child's enrollment and start date and a link to a parent welcome packet.

Tuition payments received after the 5th of the month will incur a late fee of \$35. On the second month where a late payment is received, the late fee will change to \$35 on the 5th of the month followed by \$5 per day after that until payment is processed, and this new policy will remain in place for your account for the remainder of the school year..

If you're experiencing financial difficulties, please contact Tiger Time immediately so alternative payment arrangements can be discussed, preventing interruption of your child's participation in the program. For families needing financial assistance, please refer to the Financial Aid section of this handbook.

POLICIES FOR TUITION & FEES

Additional Financial Information

- Registration Fee: \$100
- Materials Fee: \$75
- Late Tuition Fee: \$35 (if paid after the 5th of the month)
- Status Change Fee: \$35 (for any changes made within two weeks of the date)
- Late Pick-Up Fees:
 - From 6:01 p.m. to 6:15 p.m.: \$30
 - After 6:15 p.m.: \$1 per additional minute
(See the Late Pick-Up Policy for more details.)

-There are no refunds for monthly tuition fees

-Refunds may be processed, minus the taxes and fees charged by Tiger Time's payment provider.

Withdrawal

If you need to withdraw your child from Tiger Time, please submit your request in writing at least two weeks prior to the 1st of the next month. Refunds requested less than two weeks prior to the start of the next month will be processed but will be charged the \$35 change fee. Unfortunately, we cannot offer credits or refunds if the notice is submitted after the first of the month.

Status Changes

Any changes to your child's enrollment status (such as changing from part-time to full-time or vice versa) must be submitted to Tiger Time in writing. To ensure accurate billing and staffing ratios, written notification of changes must be received at least two weeks before the end of the current month to take effect for the following month. A \$35 status change fee will apply for changes requested without sufficient notice.

Financial Aid

Financial assistance is available for families who qualify. Tiger Time accepts subsidies through the New Jersey Child Care Assistance Program (CCAP), which provides childcare subsidies based on income eligibility.

For questions regarding financial assistance, please contact ben@tigertimeasp.com.

TIGER TIME

MONTHLY FEES

**4-5 Days
Per Week**

PreK & K - \$400
Grades 1-5 - \$380

**2-3 Days
Per Week**

PreK & K - \$300
Grades 1-5 - \$280

**Drop-In
&
Full Day**

Daily Drop-In - \$75
Full Day - \$120

Notes

- Registration opens June 20
- First come, first serve
- Transparent lottery system, if necessary

POLICIES FOR

CALENDAR & OPERATING DAYS

Hours of Operation

Regular School Day - 3:00pm to 6:00pm

1pm Dismissal Day - 1:00pm to 6:00pm

Full Day Program - 7:30am to 6:00pm (Independent Signup, See Below)

Calendar

Tiger Time operates according to the Princeton Public Schools calendar. Our program begins on the first day of the school year and runs through the last scheduled day of school.

For the most current and up-to-date calendar, please visit:

www.tigertimeasp.com/calendar

Please note: The calendar may change based on any adjustments made by the Princeton Public Schools. Families should regularly check our website to ensure they have the latest scheduling information.

1pm Dismissal Day Information

On scheduled half days, Tiger Time students will report directly to their regular Tiger Time location immediately upon dismissal.



POLICIES FOR

CALENDAR & OPERATING DAYS

Full-Day Program Information

On days when schools are closed but Tiger Time remains open, the program operates from 7:30 a.m. to 6:00 p.m.

Families must register their child's attendance for full-day programs at least two weeks in advance via the Tiger Time online Parent Portal. At the time of initial program registration, families will also be asked to indicate which full-day sessions they are likely to use throughout the school year. This information helps us ensure appropriate staffing and preparation to provide the highest quality care for your child.

Tiger Time is closed during Winter Break and on the following national holidays:

- Thanksgiving Day & the day after Thanksgiving (Black Friday)
- Christmas Day
- New Year's Day
- Dr. Martin Luther King Jr. Day
- Presidents' Day
- Good Friday
- Memorial Day

Tiger Time remains open during the Monday-Thursday of Spring Recess and other scheduled school breaks unless otherwise noted.

POLICIES FOR MISCELLANIOUS ITEMS

Electronics, Cell Phones, and Toys from Home

Personal toys, electronics, cell phones, and other items brought from home are not permitted during Tiger Time program hours. This policy applies during regular Tiger Time hours, early dismissal days, and full-day programs (7:30 a.m. - 6:00 p.m.). Tiger Time provides appropriate games, toys, recreational supplies, and activities for students. If students bring personal items to Tiger Time, these items will be held securely by staff and returned directly to parents or guardians at pick-up.

Childcare/Babysitting by Tiger Time Staff

If a parent or guardian wishes to arrange childcare services with a Tiger Time staff member outside of program hours, the parent/guardian must clearly state the purpose of the childcare arrangement. Additionally, the parent and staff member providing childcare must complete and sign a release form (available upon request) prior to the start of any outside services. If the arrangement is during the summer, and the Tiger Time staff member plans to return to Tiger Time in the Fall, we require the release form to be signed to ensure full separation between the arrangement and Tiger Time.

Computers & TV (Movies)

Audio or visual presentations used in Tiger Time programming will directly support the curriculum, focusing specifically on themes of social-emotional learning (SEL), character education, enrichment, and aligned with the goals of PPS.

Social Media

Tiger Time occasionally posts announcements, updates, and photographs to our official website and/or social media pages. Student photos will never be shared without explicit parental permission. Parents and guardians are strictly prohibited from posting or publishing images of any children other than their own.

Potty Training

All students at Tiger Time **must** be potty trained. If your child has an accident at the program, you may be called to pick them up. Multiple accidents during program time may necessitate removal from the program. Repeated accidents can be difficult for staff to manage in a large group setting, and they can also be uncomfortable and emotionally difficult for the child involved, especially because we have to keep the student separated from the group and wait for a caregiver to arrive, often in their wet clothes. Please keep this policy in mind when registering your child.

PLAYGROUND & COMMINGLING

State of NJ regulations state that Tiger Time is not permitted to “commingle” with other groups on the playground. This means our students cannot mix or play with children who are not enrolled in Tiger Time while participating in our program. We understand and agree that this may be frustrating at times, but we must comply with regulations in order to maintain our childcare license, which leaves no wiggle room on this issue.

Complying with the State’s commingling requirements does not mean students will be unable to use the playground. It simply means that we must be mindful of who is outside at any time and may need to adjust our schedule or location to stay in compliance. Tiger Time has developed a plan that allows our students to use the playground while maintaining compliance with these regulations. However, there may be times when the playground is too crowded, and we will have to remain indoors or use an alternative space.

When signing our required policies for enrollment, parents will acknowledge that they understand:

- That State regulations prohibit the commingling of Tiger Time students with others on the playground.
- That Princeton Public Schools playgrounds are open to the public after school hours, which may occasionally limit Tiger Time’s outdoor access.
- That Tiger Time will continue to provide playground time whenever possible, while first and foremost ensuring compliance with State regulations.
- That outdoor playground time is not a state requirement for licensed child-care programs in New Jersey, and that Tiger Time is going above and beyond State requirements to provide this opportunity for students whenever possible.
- That if your child continues to interact with non-Tiger Time students after redirection, they may be required to stay indoors during playground time to ensure compliance.

POLICIES FOR PARENT COMMUNICATION

At Tiger Time, strong communication with parents and guardians is fundamental to our program. We believe that open, clear, and timely communication strengthens our partnership with families, creating the best environment for your child's growth, learning, and success. Tiger Time uses multiple communication methods to ensure parents remain well-informed, engaged, and connected to their child's experiences, including:

- **Regular Email Updates:**
 - Families receive consistent newsletter communications highlighting important dates, reminders, and program updates.
- **Surveys and Feedback Forms:**
 - Parent and student surveys may be distributed throughout the school year, offering families opportunities to share valuable feedback and insights. We've used our experience in data-driven reflection to design, distribute, and analyze these surveys.
- **Parent Partnership Meetings:**
 - When needed, Tiger Time schedules proactive, collaborative meetings with parents or guardians to address concerns, discuss progress, or strategize support for your child.
- **Direct Communication of Behavioral, Injury, and Medical Incidents:**
 - Parents will always receive same-day notification regarding any behavioral, medical, or other incidents involving their child, including detailed incident reports and clearly defined next steps.

Our overall communication philosophy is centered around openness, responsiveness, and proactivity. We encourage parents to contact us anytime with questions, concerns, or feedback.

FINANCIAL ASSISTANCE

Tiger Time accepts assistance through the New Jersey Child Care Assistance Program (CCAP). This program offers financial help to eligible families to offset the cost of childcare. Families must apply directly through CCAP, and approvals are managed by the state, not by Tiger Time.

STEP 1 - Start the Process

The best way to start the process is to call the Child Care Connection Community Line (609-989-8101) where you can request that a counselor help guide you through the process.

Alternatively, parents can visit <https://childcareconnection-nj.org/families/financial-assistance/nj-cares-for-kids> for more information.

STEP 2 - Tiger Time Registration

All families must use the same registration procedure on June 29, which is first come, first serve. Families who will be seeking financial assistance should let Tiger Time know by emailing ben@tigertimeasp.com. We will send them a code to zero out the cost when they register on June 29.

STEP 3 - Child Care Connection Approval and Forms

Once families are approved for financial assistance, you will receive a form called PAPA (Parent/Applicant and Provider Agreement) and an e-Child Care Parent/Provider Responsibilities (CCR&R) Agreement. You should complete your part and email both forms to ben@tigertimeasp.com. Tiger Time will fill out its portions and send the forms back for you to submit.

STEP 4 - Confirm with Tiger Time

Families who register with the provided code will have until August 20th to fully enroll in the financial assistance program and confirm with Tiger Time. If families who used the code on June 29th are not squared away with Child Care Connection by August 20th, we will have to offer their spot to another family on the waitlist.

If you do not qualify for assistance through CCAP but are still experiencing difficulties, please reach out to ben@tigertimeasp.com. Limited sliding scale opportunities are available. In your correspondence, please include messaging from Child Care Connection indicating that you were not approved for funding, as that is the first step in the financial assistance process.

CONTACT INFORMATION

TIGER TIME ADMINISTRATION

Ben Samara	Founder/CEO	ben@tigertimeASP.com
Nick Wright	Director of Operations	nick@tigertimeASP.com

SCHOOL SITE EMAILS & SITE PHONES (SITE PHONES 3-6PM ONLY)

Community Park	CP@tigertimeASP.com • (609) 810-9486
Littlebrook	LB@tigertimeASP.com • (609) 810-9452
Johnson Park	JP@tigertimeASP.com • (609) 810-9485
Riverside	RS @tigertimeASP.com • (609) 810-9501

For absences and site-specific questions, please email the address for your child's specific site.

For any elevated concerns, or inquiries/issues related to registration, payment, or financial assistance, please email Ben at ben@tigertimeasp.com and copy the site email.

INFORMATION TO PARENTS

Under provisions of the ***Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)***, every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint

investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the *State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873*. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/.