




TIGER TIME

PARENT HANDBOOK

2025-26 SCHOOL YEAR

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WELCOME MESSAGE

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Dear PPS Elementary School Families,
Welcome to Tiger Time! I'm thrilled to introduce you to a program built with purpose, passion, and the unique needs of our Princeton community in mind.

As a long-time School Counselor, coach, and youth program director, I've spent my entire professional career working to create environments where kids feel safe, connected, and excited to grow. Tiger Time was born from that mission. Our goal is simple: to offer a program that doesn't just fill the hours after school, but enriches them.

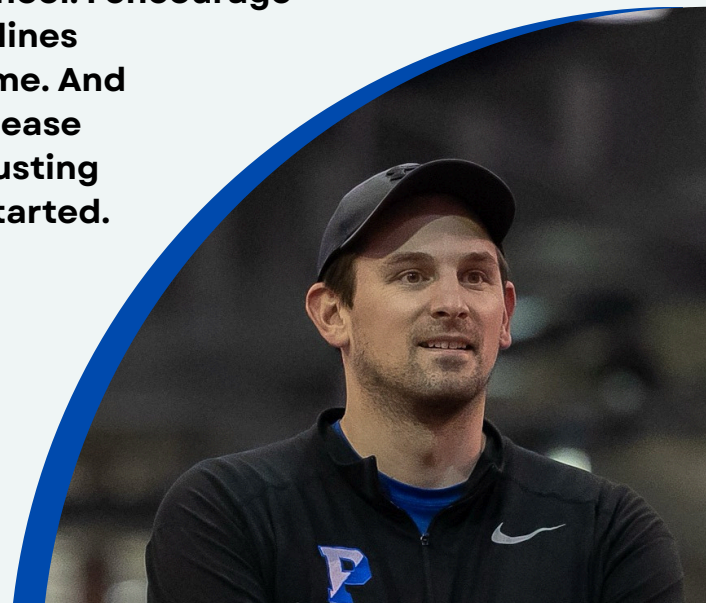
Tiger Time is built on five pillars: safety, engagement, connection, trust, and alignment with student growth. Our team will be made up of passionate educators, trained staff, and partners who know and love this community. Each day, your child will experience structured play, thoughtful SEL-driven reflection, fun activities, and a consistent routine that supports their well-being and development.

Most importantly, Tiger Time will be community-connected. That means we will listen, adapt, and evolve alongside our schools and our families. 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 Sunday, June 29, and the program officially launches on September 2, 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 for trusting us with your children. We can't wait to get started.



Ben Samara
CEO/Founder



Licensing Information for Parents

Tiger Time is fully licensed by the New Jersey Department of Children and Families (DCF), Office of Licensing. As a licensed program, In accordance with the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), all licensed child care programs in New Jersey must provide parents with written information about their rights and responsibilities, state licensing requirements, child abuse and neglect policies, and other important child care regulations. Tiger Time is in full compliance with these regulations and, as required, must obtain signatures from all parents and staff confirming that they have received this information.

A copy of our current license will be posted in a visible area at each program site. This license certifies that Tiger Time complies with the Manual of Requirements, which outlines rules related to:

- Facility safety and physical environment
- Staff qualifications, background checks, and ratios
- Supervision and program structure
- Curriculum and activities
- Health and hygiene
- Food and nutrition
- Rest periods
- Recordkeeping and administrative procedures
- Parent involvement
- Emergency preparedness



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A full copy of the Manual of Requirements for Child Care Centers is available at:
www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf.

Parents may also request to view Tiger Time's on-site copy or obtain their own printed version by sending a \$5 check or money order to:

NJDCF, Office of Licensing, Publication Fees
PO Box 657, Trenton, NJ 08646-0657

Tiger Time encourages open communication. If you have any questions about our policies, the Manual of Requirements, or how they apply to your child, we're happy to meet with you to discuss them. If you ever believe that Tiger Time is not complying with licensing regulations, you have the right to contact the Office of Licensing at 1 (877) 667-9845. We also welcome your concerns directly and are committed to resolving them collaboratively.

Tiger Time has the following required policies in place:

- **Release of Children:** Only parents or authorized individuals may pick up children. Authorized individuals are those who are listed on the student's registration and those listed on emergency contacts.
- **Medication Administration and Health Procedures:** Please speak with us to review these policies and ensure your child's needs are met.
- **Communicable Disease Management:** We follow clear exclusion and reentry guidelines to protect all students.
- **Expulsion and Behavior Policy:** We are committed to working with families to support student success and avoid removal whenever possible.

Tiger Time maintains and provides access to:

- Licensing Inspection Reports
- Complaint Investigation Summaries
- Letters of Enforcement or Corrective Action

These documents are available upon request or can be viewed online at: data.nj.gov/childcareexplorer

Tiger Time fully cooperates with all DCF inspections and investigations. DCF staff are authorized to interview children and staff when necessary.

We are also required to:

- Post our discipline policy prominently and provide copies to parents upon request.
- Post an approved floor plan showing all licensed program areas. Please speak with us if you have any questions about our space.
- Allow parents to pick up their child at any time, without needing prior permission from Tiger Time staff.
- Provide reasonable accommodations for children and families with disabilities under the New Jersey Law Against Discrimination (LAD) and the Americans with Disabilities Act (ADA).



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For LAD-related concerns, contact the Division on Civil Rights at (609) 292-4605 (TTY 711 → ask for 609-292-7701).

For ADA-related concerns, contact the U.S. Department of Justice at (800) 514-0301 or (TTY) (800) 514-0383.

Tiger Time is required to review the Consumer Product Safety Commission (CPSC) list of unsafe children's products annually. This list is available to all families at: www.cpsc.gov/Recalls

For questions, call the CPSC at (800) 638-2772.

Child Abuse and Neglect Reporting

By law, all Tiger Time staff are mandated reporters. If any staff member has reasonable cause to believe that a child has been or is being subjected to abuse, neglect, corporal punishment, harsh language, ridicule, or other inappropriate treatment, they are required to report it immediately to the State Central Registry (N.J. ABUSE) at 1 (877) 652-2873.

Calls may be made anonymously. For more information, contact DCF at (609) 292-0422 or visit www.state.nj.us/dcf.



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ABOUT TIGER TIME

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Tiger Time is a community-connected after-school program created specifically for the students and families of Princeton Public Schools. Designed and directed by a longtime 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:

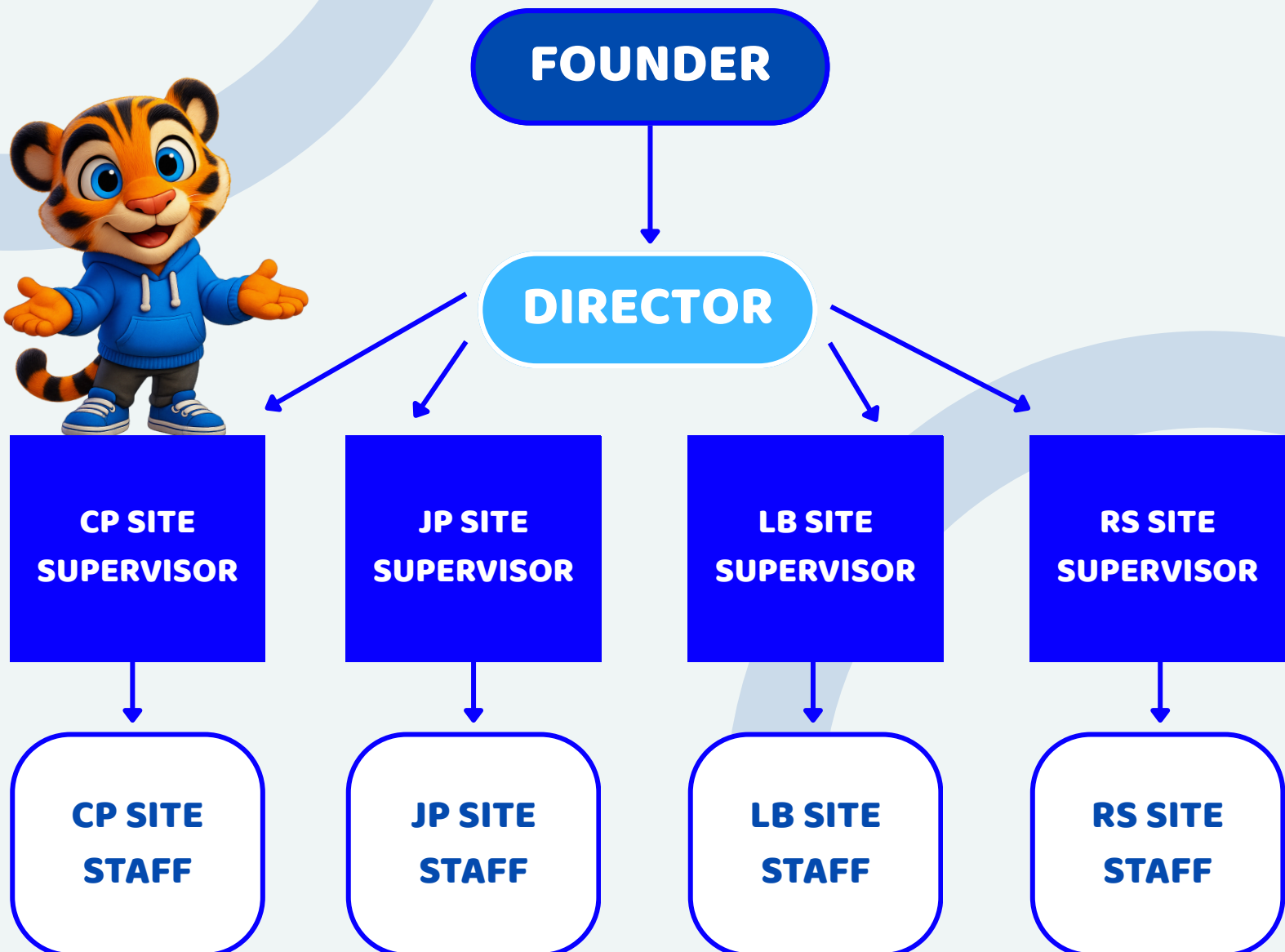
- **Safety:** From our supervision methods to our behavior management system, student safety is always the top priority.
- **Engagement:** Keep students interested, active, and inspired to participate.
- **Connection:** Building strong relationships between students, staff, and families.
- **Trust:** 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

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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, as Head Track & Field Coach at Princeton High School, among other roles. With deep ties to Princeton Public Schools and a proven record of program success, 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 swiftly and effectively 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 quickly. 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 (five days per week) or part-time. 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.

Online registration must be completed at least **one week** prior to your child's intended start date. Your child's enrollment is considered finalized only after all required forms and payments have been submitted and you receive an email confirmation from the Tiger Time registration system.

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

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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, character development, and relational practices. 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.
- 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.
- Paw Prints:
 - "Paw Prints" are a short reflective exercise where students share positive moments, express gratitude, and reflect on the day's experiences. These reflections help foster personal growth, appreciation, and a strong sense of community.

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 thoughtfully 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 set clear expectations and consistently reinforce desirable behaviors.

Effective staff supervision is also central to our approach. Tiger Time staff utilize proactive "Zone Coverage," ensuring consistent presence, attentive supervision, and early intervention to reduce behavioral incidents.

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

When aggressive or unsafe behavior occurs, staff intervene calmly and immediately, redirecting students away from the situation to help them regain composure. Parents receive same-day notification detailing the incident and outlining steps taken to prevent future occurrences. All behavior incidents are documented and tracked to ensure consistency, accountability, and continuous improvement.

Logical consequences are clearly explained and consistently applied, helping students understand the natural outcomes of their decisions and encouraging responsibility and reflection.

Each day, students are reminded to "Be good to yourself, and be good to each other."

"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.

POLICY FOR

SUSPENSION/TERMINATION

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.

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

Immediate reasons for suspension include:

- Physical aggression 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:

- Ongoing difficulty adjusting to the program after a reasonable period of intervention.
- Frequent tantrums, outbursts, or disruptive behaviors that cannot be resolved through normal interventions.

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.
- 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 immediately, both verbally and in writing, about concerning behaviors or circumstances.
- A Parent Partnership Meeting will be scheduled promptly 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.
 - Clear expectations of the behavior changes required for the child's successful return to Tiger Time.
 - A clearly stated effective date for suspension/termination.

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.

POLICIES FOR SNACK & FOOD

Snack

Tiger Time provides one nutritious snack daily for each student. Snacks provided are carefully selected to be healthy, nutritionally balanced, and individually packaged. Weekly snack menus are clearly posted at each site for your reference.

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 substantial nut-free lunch in a fully disposable bag clearly labeled with the child's name. 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.

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 on your child's registration 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

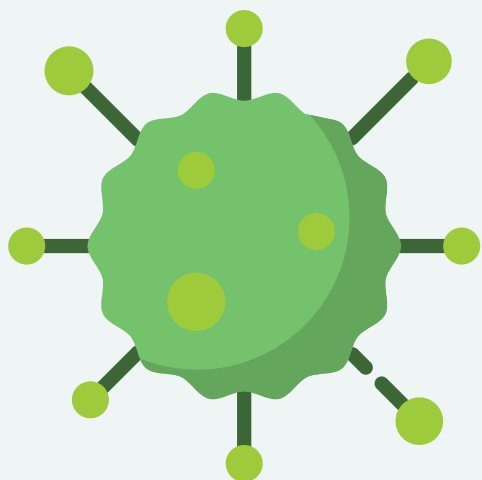
Medication may be administered at Tiger Time only under exceptional circumstances, such as life-threatening allergic reactions (e.g., Epi-Pen use) or severe asthma. The following steps must be completed before medication can be administered:

- 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.
- A written record will be maintained detailing any medication administered.

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, arrangements must be made in advance with the program's leadership.

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

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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

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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 each pick-up. Refer to our Late Pick-Up Policy for additional information regarding late 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 & ABSENCE

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 will be obligated 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 \$25.00 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

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

A student must attend school to attend Tiger Time on a given day. If your child attends school but will not attend Tiger Time afterward on a regularly scheduled day, we kindly ask that you please notify your Tiger Time site directly. Timely notification helps ensure your child's safety and allows our staff to maintain accurate daily attendance records.

POLICIES FOR EMERGENCY CLOSINGS

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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, please check our website at

www.tigertimeasp.com for the most current alerts and announcements.

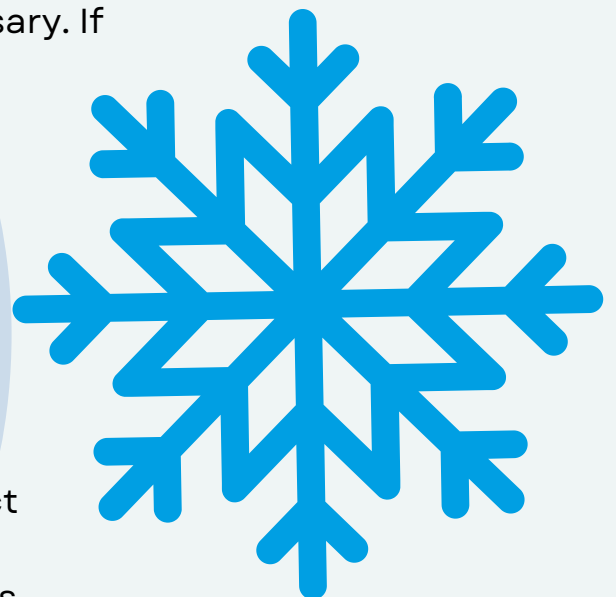
In the event of weather-related emergencies, our Founder and our Director will make the final decision regarding Tiger Time operations. This decision is made carefully, taking into account various factors, including the decisions made by the Superintendent and Princeton Public Schools, as well as discussions 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 and/or late buses 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. Tiger Time staff, together with school personnel, will actively communicate with families to ensure a smooth and safe dismissal process.

Stay Informed

Always visit www.tigertimeasp.com for timely alerts and announcements regarding emergency closings or delays. We appreciate your understanding, flexibility, and patience during these necessary decisions, as they are made solely to protect the safety and well-being of our students and staff.

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 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 half-days and selected holidays, 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.

Tuition payments received after the 5th of the month will incur a late fee of \$35. If tuition payment has not been received by the 5th of the following month, your child will be unable to attend Tiger Time until satisfactory payment arrangements are made. 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)
- Returned Check Fee: \$35
- Status Change Fee: \$35
- Late Pick-Up Fees:
 - From 6:01 p.m. to 6:15 p.m.: \$25
 - After 6:15 p.m.: \$1 per additional minute(See the Late Pick-Up Policy for more details.)

Withdrawal

If you need to withdraw your child from Tiger Time, please submit your request in writing by the first day of the previous month (one full month prior to withdrawal). Unfortunately, we cannot offer credits or refunds if the notice is submitted after the first of the month preceding the effective withdrawal date.

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. Additionally, limited scholarships may be provided directly through Tiger Time or via community partnerships, awarded on a first-come, first-served basis.

For questions regarding financial assistance, please contact Tiger Time directly.

TIGER TIME

MONTHLY FEES

**4-5 Days
Per Week**

PreK & K - \$395
Grades 1-5 - \$370

**2-3 Days
Per Week**

PreK & K - \$290
Grades 1-5 - \$275

**Drop-In
&
Full Day**

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

Notes

- **Registration opens June 29**
- **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 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 Spring Recess and other scheduled school breaks unless otherwise noted.

POLICIES FOR MISCELLANEOUS 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 staff member providing childcare must complete and sign a release form (available upon request) prior to the start of any outside babysitting services.

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 Princeton Public Schools.

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.

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.
- **"Paw Prints" Notes:**
 - Each week, Tiger Time sends home "Paw Prints," positive notes celebrating your child's achievements, moments of kindness, growth, or notable contributions.
- **Website Announcements:**
 - Our Tiger Time website (www.tigertimeasp.com) provides easy access to program calendars, forms, resources, and important announcements.
- **Surveys and Feedback Forms:**
 - Parent and student surveys are distributed regularly 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 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.

CONTACT INFORMATION

TIGER TIME ADMINISTRATION

| | | |
|-------------|------------------------|--|
| Ben Samara | Founder/CEO | ben@tigertimeASP.com |
| Nick Wright | Director of Operations | <i>Nick manages the emails below along with Site Supervisors</i> |

SCHOOL SITE EMAILS

| | |
|----------------|----------------------|
| Community Park | CP@tigertimeASP.com |
| Littlebrook | LB@tigertimeASP.com |
| Johnson Park | JP@tigertimeASP.com |
| Riverside | RS @tigertimeASP.com |

TIGER TIME PHONE

Beginning August 2025, Tiger Time will utilize AnswerConnect for its phone needs. In August, families will receive correspondence regarding Tiger Time’s phone number, and this manual will be updated accordingly.

