



Tenafly High School
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Tel: 201-816-6600 Fax: 201-871-8509

www.tenaflyschools.org

December, 2023

Dear Prospective Tiger Tots Families,

In 2016, the Tenafly Public Schools created the Tiger Tots Early Learning Center to serve the Tenafly High School Child Psychology Career and Technical Education program. Since then, this teens and tots program has grown in popularity. In order to provide equal access to any Tenafly Public Schools family who wishes to send their pre-school age child(ren) to Tiger Tots, please note that we are revising our registration from “first-come, first-served” to a **lottery system**.

Lottery applications for the 2024-2025 school year will be available for Tenafly residents and full-time staff from **Thursday, January 4th, through 3:00 pm on Thursday, January 18, 2024**, via *Community Pass*. If your child was born between October 16, 2019 and August 31, 2021, they are eligible for this program.

The lottery will be a standardized process. All applications submitted prior to the deadline will receive an equal chance of selection. There will be no first-come, first-served consideration. After the lottery application window closes, all eligible families will receive a lottery number from the Tenafly Public Schools registrar **no later than January 30th**, and will be entered into the lottery and advised of the drawing date. Numbers will be drawn at random for a “seat” in the Tiger Tots classroom. Parents of multiples (e.g. twins) should complete one lottery application, which, if selected, will receive the appropriate number of seats provided they remain available. Once all available seats are filled, remaining numbers will be drawn and assigned to a waitlist in the order they are drawn. If a family declines to register their child, fails to meet the registration deadline, or withdraws from the program, the open seat will go to the next family on the waitlist. The waitlist will remain active throughout the school year.

Following the lottery drawing, families will be contacted of their selection and/or placement on the waitlist at the phone number and email address provided on the lottery application. All families will be **contacted no later than February 15, 2024**.

Children currently enrolled in Tiger Tots as 3 year olds will be automatically enrolled for a second year unless the registrar is notified otherwise. Therefore, the number of available seats in the Tiger Tots classroom will vary from year to year depending upon the number of 3 year olds choosing to continue in the program. Eligible siblings of those continuing Tots will receive priority registration. Siblings of ‘graduating’ Tots will not receive priority and will need to be part of the lottery.

Prior to participating in the lottery, please read the Tiger Tots Parent Guide carefully. Please note our updated tuition fees for the 2024-2025 school year. Please also note our policy that *requires* any student attending Tiger Tots to be *fully toilet-independent* by September 1, 2024.

Thank you for your continued support!

Miriam d’Adolf
Supervisor, Tiger Tots Early Learning Center
Tenafly High School

(Revised December, 2023)

TIGER TOTS

Early Learning Center

2024 - 2025

Parent Guide and Lottery Instructions



Tenaflly High School
Family & Consumer Science Department

Tiger Tots

Early Childhood Learning Center

Tenaflly Public Schools Family and Consumer Sciences Department
2024-2025

General Information

Welcome to Tiger Tots! Our program is designed to provide for the social, emotional, and academic development of all Tiger Tots participants. Please read through this guide carefully to familiarize yourself with the program and applicable guidelines and regulations.

A. Philosophy

Tiger Tots is a unique educational teens and tots program, combining a quality and engaging early childhood classroom with an opportunity for high school teenagers to learn by experience. Our preschoolers interact with other students in both free play and in structured learning activities that are planned, prepared, and conducted by our certified early childhood teacher with the support of the Tiger Tots classroom paraprofessionals and the Tenaflly High School students enrolled in the Child Psychology and Development Career and Tech Education program. Activities include music, arts and crafts, games, math, and reading readiness, science, language arts, technology, physical education, and story time.

B. High School Interaction

Child Psychology and Development courses are part of Tenaflly High School's Family and Consumer Science Department. In these courses high school students observe, work with, learn to teach and care for preschool students. By combining regularly scheduled in-person class sessions with the ability to observe the tot classroom remotely, high school students currently enrolled in the CTE program are given the opportunity to study the physical, intellectual, social, and emotional development of the preschool student. Classrooms are equipped with audio and video equipment to enable the students enrolled in the program to see and hear activities in the preschool classroom discreetly, using remote workstations during designated instructional times. Audio and video equipment in the classroom is used solely for activities related to the high school students' education and training.

C. Staff

The Tiger Tots program operates under Board of Education policies and procedures, and is administered through the Family and Consumer Science Department at Tenaflly High School. The classroom is staffed by a full-time certified early childhood teacher as well as qualified classroom paraprofessionals. All staff are appointed by the Board of Education, and must meet all of the Board's hiring and employment requirements.

D. Age and Other Requirements

Children who will be three years old by August 31, 2024, **and** who are FULLY toilet trained (can dress/undress and clean themselves, independently use and communicate their need to use the bathroom) are eligible for the program. Please be aware **NO** pull-ups/diapers are permitted.

Note: Children will not be admitted to the Tiger Tots program if they are five years of age on or before October 15th of the year in which admission is requested, as they are eligible for Kindergarten admission.

Program Operation

- A. **Location:** The program is offered at Tenafly High School.
- B. **Facilities:** The Tiger Tots classroom is a pleasant, well-lit, well-ventilated ground floor room equipped with student-size tables, chairs, and age appropriate play equipment. A safe, enclosed playground area has been specifically designed for the preschoolers' use. Toilet facilities are located within the classroom.
- C. **Schedule:** Program operates 7:30am-5:00pm every day that the high school is in full day session. On scheduled early dismissal days, the program runs from 7:30am-11:30am. The Tiger Tots "school day" begins at 8:45am with the classroom morning meeting. To ensure positive transitions, support planned instruction, and minimize disruptions to the learning environment, students are expected to arrive before 8:45 AM. The TPS district calendar identifying the days when THS is in session is available on the TPS website at www.tenaflyschools.org.
- D. **Emergency Closing:** The Tiger Tots program will not operate when school is closed due to inclement weather or other emergency situations. The Blackboard Notification/Alert System will notify parents/guardians of school closings. Infrequently, due to weather or other unanticipated circumstances, the school will close early. If this should occur, parents/guardians will be notified by telephone and will be expected to pick up their children by 11:30 am.. In the event of a delayed opening, the Tiger Tots program will begin at 10:45am. Please note that all parents/guardians will be required to provide emergency contact and pick-up options for their children at time of registration.
- E. **Arrival/Departure/Security:** Tiger Tot drop-off is located at the exterior door adjacent to the principal's office. Tiger Tot's staff meet students at the exterior door and escort them to the classroom. In accordance with our security protocols, parents/guardians are not permitted to enter the building for drop-off. Students arriving after 8:45 must enter through the Tenafly High School Visitor's Entrance located at the front of the building. At pick-up, students will not be released to any unauthorized person. Parents/guardians are required to specify in writing on the attached "Escort Authorization" form included in this guide who may pick up their student. Authorized individuals who are unknown to program staff are required to show a photo identification before a student will be released to their care.
- F. **Lunch and Snack:** Parents/guardians are responsible for providing a nutritious snack and lunch each day. These should be sent in an appropriate container with all necessary utensils and labeled with the student's name. A microwave oven and refrigerator are available for warming and storing lunches. Please do not send your student with soda, gum, candy, nut products, or junk food.
- G. **Clothing:** Label all clothing with your student's name. Children should be dressed appropriately for active play and daily weather conditions, including always wearing closed-toed shoes. No Crocs or open-toed sandals are allowed. Each student will be required to have a complete extra set of clothing in case an emergency arises. Such clothing should be kept seasonal and placed in a sealed plastic bag at the bottom of the student's backpack. In the event that a student has an accident and the student does not have an extra set of clothing, arrangements must be made to pick up the student immediately upon notification. In addition, please provide a smock or oversized shirt for art activities.
- H. **Rest:** Children will have a supervised "rest time" each day. A mat will be provided, but

parents/ guardians must supply ONE cot or twin size sheet. All items should be labeled with your student's name. Please do not send large blankets, pillows, or sleeping bags.

- I. Toys: Please do not send your student to school with any books or toys from home, except for use during Show and Tell.
- J. Discipline: The purpose of discipline is to encourage appropriate behavior. Tiger Tots uses positive guidance techniques to enhance a student's self-esteem. The interaction between the teachers, tots, and teenagers is very unique. Our carefully planned program encourages appropriate behavior.

Health and Safety

- A. Staff: The Tenafly High School Health Office is staffed with two full time health professionals - a certified school nurse and a licensed nurse. The office may be reached by phone at 201-816-6670 and by fax at 201-837-1035.
- B. Illness: It is necessary to protect the health of all school students and teachers. Therefore, Tiger Tots will not admit a student who has any of the following illnesses or symptoms of these illnesses:
 - 1. An oral morning temperature of 100 degrees or more. A student must be fever-free for 24 hours after medication has ceased.
 - 2. Conjunctivitis (pink eye) must be treated with antibiotic drops for 24 hours before the student can return to school.
 - 3. Sore throat, strep throat, or severe coughing.
 - 4. Upper respiratory infection and/or bronchitis.
 - 5. Vomiting or diarrhea.
 - 6. Impetigo or any undiagnosed or contagious rash. Please notify the school nurse of such.
 - 7. Contagious Diseases: Please notify the school nurse immediately. Re-admission to the program following a contagious disease (such as measles, chicken pox, mumps, roseola, head lice) requires a physician's written statement certifying that the student no longer presents a health risk.
- C. Medication: All medication will be kept in a secured area in the nurse's office. The Tenafly School District requires that all parents/guardians of students/students who need medication during program hours do the following:
 - 1. Parent/guardian must present the district with a Medication Permission Request form completed by the prescribing physician and signed by the parent/guardian. You may request this form from the school nurse.
 - 2. Bring medication in the original container or prescription bottle, properly labeled by a registered pharmacist as prescribed by law.
 - 3. Verbally inform the school nurse and present the medication.
- D. In-School Illness/Emergency: Tiger Tots has a school nurse available. However, *a sick student may not remain in school*. Arrangements must be made to pick up the student immediately upon notification any time he or she is ill. Please have a realistic alternate plan for your student in case you are unavailable.
- E. Notification of Absence: Please call the Tenafly High School attendance office at 201-816-6623 by 9:00am if your student will be absent.

F. Medical Forms: Proof of immunizations and a doctor's report on the health of your student are required by the State of New Jersey. Forms are included in this guide. A current physical is valid if it was completed within 365 days of the start of school.

Delayed Opening, Early Dismissal, or Emergency School Closing

In the event of bad weather or emergency conditions, it is the Tenafly Board of Education's policy that the Tenafly Public Schools remain open unless a decision is made by the Superintendent of Schools to delay the opening of school or to close for the day. If the decision is to remain open, parents are to send their students to school at their discretion, depending on the weather and driving conditions. All staff members are expected to report to work as usual. Please make it a priority to sign up for our Blackboard Notification/Alert System on our website at www.tenaflyschools.org. Also be sure to keep all your contact information updated in the event of an early dismissal.

If there is a delayed opening, early dismissal, or closing before the start of the school day, an announcement will be made via the following:

- FinalSite Notification/Alert System (requires online registration for all families and staff)
- Tenafly Public Schools Announcement Line Call 201-816-7729 to hear the message
- Tenafly Public SchoolsWebsite www.tenaflyschools.org

Additionally, please note:

- A fire siren will **not** sound in the event of a school closing.
- School office telephones will NOT be staffed until the delayed hour.
- If schools are closed during the day or dismiss early, all SACC, recreation programs, and any building use activities will be canceled for the day.

Delayed Opening

All schools open two (2) hours after their usual starting time as follows:
Elementary: 10:30am; TMS: 10:20am; THS: 10:10am; **Tiger Tots: 10:45am;**
PAWS: 11:00am; Cubs: AM Cancelled, PM 12:20pm; LLD: 10:30am

Early Dismissal

All schools dismiss at these times:
Elementary: 12:45pm; TMS: 12:30pm; THS: 12:45pm; **Tiger Tots: 11:30am;**
PAWS: 12:00pm; Cubs: AM 11:30am, PM Cancelled; LLD: 12:45pm

Tuition Rates and Fee Schedule

Tiger Tots makes every effort to provide a quality program while maintaining reasonable fees. Tuition is \$1200.00/month. The payment schedule is as follows:

- Upon registration, a payment of \$250 is due. Of this, \$50 constitutes a non-refundable registration fee. The remainder (\$200) constitutes a security deposit that will be deducted from the June tuition payment.
- Students currently enrolled in the program and eligible to return will not have to pay the \$50 registration fee but will be required to pay the \$200 security deposit.
- September tuition is due on August 1. All subsequent monthly payments beginning in October are due on the first of each month. Tuition payments are non-refundable. Any payment received after the 10th day of each month will be subject to a \$50.00 late fee. If payment is not received by the last day of the month, the District maintains the right to remove the student from the Tiger Tots program.
- All registration and tuition payments are made online via *Community Pass* which can be accessed through the TPS website.
- There are no refunds for withdrawal or absence during any month. Thirty (30) days' notice is required prior to withdrawal. Once enrolled, payment is expected whether or not the student is in attendance.
- A late pick-up fee will be charged when a student is not picked up by 5:00 p.m. The late fee is \$30 for the first 15 minutes and \$1 per minute after that. This is to guarantee the prompt pickup of all students.

Lottery Application and Registration

Lottery Application

Registration for Tiger Tots is managed through a lottery system. Families interested in securing a spot in the program must submit a lottery application during the annual lottery window. Applications for the next school year are available on the district website for two weeks, beginning the first Thursday following the district's return from holiday break. Applications are available to Tenafly residents and full-time Tenafly Public Schools staff members seeking a full time, five-day per week, early childhood program. Total enrollment is limited to 18 students. Parents of multiples (e.g. twins) should complete one lottery application, which, if selected, will receive the appropriate number of seats provided they remain available.

Drawing

After the lottery application window closes, all eligible families will receive a lottery number from the Tenafly Public Schools registrar and will be entered into the lottery and advised of the drawing date which will be scheduled for late January/early February (exact date TBD annually). All applications submitted prior to the deadline will receive an equal chance of selection. There will be no first-come, first-served consideration. Numbers will be drawn at random for a "seat" in the Tiger Tots classroom. Once all available seats are filled, remaining numbers will be drawn and assigned to a waitlist in the order they are drawn.

(Revised December, 2023)

Registration

Following the lottery drawing, families will be contacted of their selection and/or placement on the waitlist at the phone number and email address provided on the lottery application. All families will be contacted no later than February 15th. If a family declines to register their child, fails to meet the registration deadline, or withdraws from the program, the open seat will go to the next family on the waitlist. The waitlist will remain active throughout the school year.

Registration fee, security deposit, and proof of age and residency are required at the time of registration and must be submitted during the registration window. Space will not be held for a student until the registration fee, security deposit and required documentation are received, and will not be held beyond the registration window.

Special considerations

Children currently enrolled in Tiger Tots as 3 year olds will be automatically enrolled for a second year unless the registrar is notified otherwise. Therefore, the number of available seats in the Tiger Tots classroom will vary from year to year depending upon the number of 3 year olds choosing to continue in the program. Eligible siblings of those continuing Tots will receive priority registration. Siblings of 'graduating' Tots will not receive priority and will need to be part of the lottery.

Please note that in order to remain in the Tiger Tots program, students must maintain residency in Tenafly and/or district employment status. Should either change, students may remain in the program for 30 calendar days. After 30 days, students will be disenrolled.

Orientation

An in-person orientation program for registered parents and children will be held in late June of the preceding school year. Important information is distributed at the orientation so please make every effort to attend. Notification of the date will be emailed to the address provided during registration. For more information, please contact the following people:

Ms. Chanel Carela – Tiger Tots Teacher – ccarela@tenafly.k12.nj.us

Ms. Miriam d'Adolf – Supervisor – mdadolf@tenafly.k12.nj.us

Mr. Michael Ben-David – Superintendent of Schools - mbendavid@tenafly.k12.nj.us

Lottery Instructions



The Tiger Tots Lottery Application for the 2024-2025 school year is available online through *Community Pass*. You must sign-in or create a free *Community Pass* account in order to complete the application. Preliminary proof of age and residency must be attached to the lottery application. Payment and health/medical information is not required for the lottery.

To complete the lottery application, you will need the following:

1. *Community Pass* account (www.communitypass.com)
2. Preliminary Proof of Residency (one of the following)
 - A **deed plus current tax bill** if you own your home
 - An **original lease**, dated and signed, effective during the current school year
 - A **current utility bill OR a utility work order/confirmation** (such as PSE&G, Veolia Water, landline phone bill or internet/cable provider) listing family name, account number, and Tenafly address.

3. Proof of Child's Age

Child's **United States birth certificate**, or if born outside of the United States, a copy of their **non-U.S. passport**

Lottery applications will be available on the Tenafly Public Schools website from

January 4th through 3:00 pm on January 18th, 2024

at which time the lottery window will close. Incomplete applications will be removed from the lottery. Applications will not be available and submissions will not be accepted beyond this time.