



Adeline Montessori School's Wrap-Around Care Parent Handbook

Updated 10/2024

PROGRAM OVERVIEW:

Adeline Montessori's wrap-around care involves children participating in open play activities. Children have access to activities designed to spark your child's imagination, encourage physical activity, or assist in the development of positive learning values. Wrap-around care is held in Adeline's gym, stage, and playground areas.

HOURS, DAYS AND MONTHS OF OPERATION:

Wrap-around care is provided from 7:00 am-8:00 am and 3:00 pm-5:00 pm, Monday through Friday, when school is in session. The program begins on the first day of school and ends on the last day of school. The program follows the school's calendar and is closed when school is not in session.

ARRIVAL PROCEDURES:

In the morning:

- Parents and guardians should proceed directly to the program area (Gym) and **MUST** physically sign in their child.

In the afternoon:

- Students in grades 3K-5K: a teacher or designated staff member will physically check in your child.
- Students in grades 1-8: report directly to the wrap-around care program after school (when dismissed by a classroom teacher) and will be checked in upon arrival.

AMS assumes responsibility for your child when:

1. Your child enters the program area and is signed into the program by a parent.
2. Your child enters the program area from their classroom and is signed in by a designated staff member.

DEPARTURE AND RELEASE PROCEDURES:

Parents/guardians must enter the building and sign their children out of our program. This assures that child safety is our primary concern, and there are no exceptions. A photo ID may be required for the release of your child.



HEALTH AND SAFETY (ILLNESS AND EXCLUSION CRITERIA):

To protect the health of all children in our care, please keep your child at home if you notice that he/she begins to show any signs of illness or contagious disease or if he/she feels too ill to participate in a group setting. If your child becomes ill during the program, we will contact you to pick him/her up. In case of injury, parents will be notified immediately and be provided with written documentation of the injury via our student information system.

MEDICATION POLICY:

Regular and ongoing medication will not be administered during wrap-around care. Arrangements should be made with the school during school hours for students to receive medication. For emergency medication, please complete an “authorization to Administer Medication” form, which can be provided by wrap-around care staff. This form requires listing the specified medication dosage and the full name of the child receiving the medication as listed by your physician.

MEDICAL EMERGENCY:

In the case of a medical emergency, we will call 911 and contact the child’s parents/guardians. Responding emergency personnel will make any determinations as to if the child should be transported to a hospital. We will provide them with information from your child’s records regarding your choice of hospital and physician. In the event this information is not supplied, the child will be transported to the nearest available hospital.

PARENTAL COMMUNICATION:

Parent/guardian communication may be in writing via letters, emails, flyers, and/or signage at the sign-in/out table. Notifications may also be made by phone or directly in person by site staff. Open communication is very important to the success of your child’s wrap-around care experience.

SNACKS (FOOD SERVICE PRACTICES):

A nut-free snack will be provided during the PM wrap-around care sessions. Children may bring their own additional snacks, provided they are 100% nut-free. No soda or candy is allowed to be brought into the wrap-around care. Students will have access to milk, juice, and/or water for the duration of the program and will be provided with disposable cups if they do not provide their own reusable water bottle.

ENROLLMENT PROCEDURES AND NOTIFICATION OF POLICY CHANGES:

Enrollment may be completed through the school's student information system. The following items are needed to enroll:

1. Emergency contact information for someone other than yourself (not parent/guardian)
2. Contact information for others authorized to pick up your child.
3. Signed wrap-around care agreement by parent or guardian



FEES, PAYMENT POLICIES AND PROCEDURE:

Fees for wrap-around care are due prior to the first of each month. Parents may opt to pay through their student information system, or by cash/check. Cash and checks are payable to: Adeline Montessori School. Please note there is a small service fee for families choosing to pay online. Parents who have not paid by the first day of care of the month will not be allowed to send their children to the program. The monthly fee provides a child with care for each day that school is in session. No discounts or refunds will be issued for students who may not attend due to illness, family matters, etc. No discounts are given if the school closes due to inclement weather. Please note that if a parent selects only one section, they must fully pick morning or afternoon and may not interchange those days without first consulting the wrap-around care supervisor.

The costs associated with wrap-around care are as follows:

Wrap-Around Care Rates 2024-2025				
	Full Year	Monthly	A la Carte (Pre Arranged)	Drop-In Fee
Hourly Rate	\$7.50	\$8.00	\$10.00	\$25 per instance with less than 1 week notice
AM Only (7:00-8:00 am)	\$1,267.50	\$150.00	\$10.00	
PM Only (3:00-5:00 pm)	\$2,535.00	\$300.00	\$20.00	
Both (7:00-8:00 am AND 3:00-5:00 pm)	\$3,802.50	\$450.00	\$30.00	
4K Wrap-Around Early Afternoon Rates (Does not include 7:00-8:00 am or 3:00-5:00 pm)				
4K 4 Early Afternoons* (12:00-3:00 pm)	\$3,677.44	\$424.32	\$22.60	
4K 5 Early Afternoons* (12:00-3:00 pm)	\$4,542.72	\$524.15	\$27.91	

**4K is NO COST from Monday through Friday 8:00 am-12:00 pm under our Public School Charter and grant funding. Wrap-Around Early Afternoon Rates are calculated for Monday-Friday 12:00-3:00 pm.*

There is a 5% discount for each child enrolled after the first.

DROP-IN/LAST-MINUTE CARE

Advance sign-up is required for Wrap-Around Care so we can adequately staff the rooms. We realize that occasional drop-in care may be needed if a parent is running late for pick-up, needs



to drop off early, or other circumstances, we will be happy to support your family as long as there is open communication. Please email or call the office to let us know. An hourly drop-in rate will be applied to your account for each occurrence.

STAFF/CHILDREN RATIOS:

We will maintain staff/children ratios that are consistent with the ratios of daycare licensing regulations. For this reason, AMS may decline last-minute requests to add wrap-around services.

LATE PICK UP:

Please call Adeline's office (262-201-4492) if an unexpected emergency will cause you to be late picking up your child. In the event that you are late picking up your child more than three times, we reserve the right to terminate your child's enrollment in the program. Wrap around care is only staffed until 5:00 pm and all students must be picked up by 5:00 pm, lingering in the building past 5:00 stops our hard-working staff members from going home, and if this occurs more than 3 times, families in the building past 5:00 will be billed for late pick-up. The late fee is \$25 per 5 minutes after 5:00 pm.

After 5:00 pm, we will first attempt to contact you to establish a pick-up time. For every 5 minutes after our closing time of 5:00 pm that your child is in our care, you will be charged a \$25 late pick-up fee. After 5:00 pm, if no one has been reached, authorities may be notified.

CHILD'S BELONGINGS:

Children should be dressed for active indoor and outdoor play. A change of clothes is recommended. Please leave toys, money, video games, iPods, cell phones, and any other item prohibited during the regular school day at home. We will not credit or compensate for lost, damaged, or stolen items.

DISCIPLINE AND GUIDANCE PROCEDURES:

Self-management skills and positive social interactions among children and adults are encouraged and maximize everyone's enjoyment of the program. Wrap-around care uses positive guidance methods, including reminders, distraction, logical consequences, and redirection. Child safety is the most important concern of wrap-around care; therefore, children whose behavior is dangerous or repeatedly disruptive will need to be immediately picked up from the program by someone designated as a pickup person on the enrollment form.

**Repeated disruptive or dangerous behavior will be discussed with the child's parent/guardian and will result in loss of privileges or activities, suspension, or termination from wrap-around care.



DISCIPLINARY PROCEDURES:

Wrap-around care cannot serve children who display unacceptable behavior. Children who exhibit any type of behavior which is thought to be unacceptable or unsafe by a site worker will be warned to correct their behavior and a parent contact will be made. There are no refunds for suspension or termination due to unacceptable behavior. Unacceptable behavior may include but is not limited to:

1. Using foul language
2. Disrespecting another child or adult
3. Fighting
4. Refusing to listen to adults
5. Ignoring or disobeying rules of safety
6. Public or inappropriate displays of affection
7. Defacing property
8. Stealing

1st incident: Parent Contact/one-day suspension.

2nd incident: The child receives a two-day suspension.

3rd incident: The action taken is at the discretion of the wrap-around supervisor after consultation with the parent. This may result in suspension or termination from the program.