



Wrap-around Parent Guidelines Program Participation

Wrap-around Care (W/A) was established to provide safe, consistent care for current students and alumni of the Webster Montessori School. Students must be three years of age and toilet trained.

Hours of Operation

W/A is open from 7:00 a.m. until 6:00 p.m. year-round.

Schedule

- Please refer to your WMS Calendar.
- If the scheduled attendance is less than eight children when School is closed, W/A will provide advance notice and close.
- The school and W/A are closed for inclement weather, whenever the Webster School District and or Webster Montessori School are closed.

Vacation allowance

- During the School term, September through June, W/A attendance must be a continuous commitment.
- Each family is entitled to one (free) "vacation week", Monday – Friday (the children of that family are not in attendance at school) during the school term with two weeks prior notice. For example, if your child will not be attending W/A for one full week (Monday through Friday) because your family will be going away to Florida, you may choose this week as a "vacation week" and are not required to pay your normal W/A rate. Vacation forms are available in the W/A room and/or the office.
- Regular payment is required if there are additional vacation absences during the school term.
- Parents are not required to submit fees or claim a vacation week for weeks when both school and wrap-around are closed.

Scheduling

- Parents must complete a W/A Enrollment Form indicating a consistent pattern of days and hours.
- For approval of schedule changes or emergency variations to existing schedules, approval from the Head of School is required. We request that any changes in schedule be kept to a minimum due to the fact that inordinate staff time is required to complete such requests and to ensure the adequate staffing and safety of all children. Repeated requests for schedule changes will incur a \$20.00 service charge per occurrence.
- A new W/A Enrollment Form must be submitted one week in advance of a LONG-TERM CHANGE of hours and/or days. Forms are available in the office.
- IF A WRAP-AROUND ENROLLMENT FORM IS NOT FILLED OUT, THE HIGHEST RATE WILL BE CHARGED.
- Days that school is closed & Wrap-around is OPEN need to be SCHEDULED SEPARATELY. A school-provided special enrollment form needs to be completed. Requests should be submitted by date requested on the form. Requests will be honored on the basis of space availability.

Payment

- Fees are based upon the total Wrap-around Care hours required, which are indicated on the enrollment form. Please refer to the fee schedule on the W/A Enrollment Form.
- Payments are processed through *Tuition Express* on every applicable Monday. (Please refer to your original *Tuition Express* guidelines)
- All receipts are provided through Tuition Express, please save them for your records.
- Payment categories, including the hourly fee, may not be combined to create a new rate

Fees

- A \$20 fee is charged for returned checks.
- There is no extra charge on a *school-closed (Wrap-around-open)* day if a family request for Wrap-Around use corresponds with their normal weekday usage.

- During School Break weeks (Monday through Friday), when Wrap-around is open, (e.g.: February & Spring break), families commit to a minimum of their regular Wrap-around usage. Families who exceed their regular hours during break weeks will be charged accordingly.
- A charge will incur if the Wrap-Around usage is requested on a weekday which is not on the family's Wrap-Around schedule.
- Wrap-around care children must be picked up by 6:00 p.m. Pick-up after closing time will result in a late fee charge of \$20 for the first 15 minutes or any part thereof. An additional \$10 fee will be assessed for each additional 15 minute period.
- Families that repeatedly pick up after their regularly scheduled pick-up time will be subject to the next applicable W/A use level.

Refund Policy

- Refunds and or rollovers regarding unused hours from previous week's wrap - around are not allowed.

Required supplies

- Wrap-around children will need a lunch. Milk and afternoon snack will be provided. Heating capability is not available and ice packs will be required for cold foods. Early morning children may bring cereal.
- Napping children will need a blanket and optional pillow which will be sent home for biweekly laundering.
- Summer children will need a swimsuit, towel and sunscreen.
- Children may bring a stuffed animal for sleeping or a book. No toys please.

Communication

- Incidents or minor accidents will be documented.
- Parents must check their mailboxes daily.
- Questions or concerns can be discussed with the Head of School.
- Telephone conversations and requests for conferences are encouraged.
- Repeated toilet accidents will be documented and the parents will be called for a conference.

Discipline Policy

- If necessary, children will be redirected to alternate materials and activities as needed. If needed, a child will be moved away from the group or activity to sit independently until the child is able to regain composure and return.

Napping Procedures

- For those children that require a nap time is provided each afternoon. Parents should send in a blanket and pillow to be used on a napping mat on the floor. Staff will remain in the room for this quiet period.

Withdrawing your child from Wrap-around

- If you wish to withdraw your child from Wrap-around, you must obtain a *Withdrawal Form* from the office.
- Parents must give at least one week's notice prior to withdrawing their child from the program.

Please sign and return (a copy will be provided for you).

I have read and understand the above guidelines.

Parent Signature

Date