



Webster Montessori School Wrap-around Parent Guidelines

Program Participation

Wrap-around Care 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, at least throughout the day (see below).

Hours of Operation

Wrap-around Care 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, Wrap-around Care will provide advance notice and close.
- The school and Wrap-around Care are closed for inclement weather, whenever the Webster School District is closed.

Vacation allowance

- During the School term, September through June, Wrap-around Care attendance must be a continuous commitment.
- Each family is entitled to one (free) “vacation week” during the school term with one week prior notice. For example, if your child will not be attending Wrap-around 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 not be required to pay your normal Wrap-around rate.
- Vacation forms are available in the Wrap-around room.
- Regular payment is required for additional vacation absences during the school term.
- Parents are not required to submit fees or claim a vacation week for the July 4 holiday week.

Scheduling

- Parents must complete a Wrap-around Enrollment Form indicating a consistent pattern of days and hours.
- Occasional and emergency variations must meet with the prior approval of the Wrap-around Care Director, Carol Asis.
- A new WA 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 WA Enrollment Form is not filled out, the highest rate will be charged.

Payment

- Fees are based upon the indicated total Wrap-around Care hours required. Please refer to the fee schedule on the WA Enrollment Form.
- You will not receive a bill.
- Payment must be made at the start of the week for the period to follow.
- Families are strongly encouraged to enroll in Tuition Express for automatic deduction from your bank account.
- Please indicate the payment term on the check.
- If your child's last name is different than that of the person signing the check, please write your child's name on the check.
- Payment will be remitted to the office.
- Receipts will be distributed in your mailbox, please save them for tax purposes.

Fees

- A payment will be considered late if it is not received by closing Friday. A late fee of \$10 will be assessed.
- A \$20 fee is charged for returned checks.
- 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 commit to the next level of use, if applicable.

Required supplies

- Wrap-around Care children will need a lunch. Milk, juice, and an 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 **small** pillow which will be sent home for bi-weekly 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 Wrap-around Care.
- Telephone conversations and requests for conferences are encouraged.

Withdrawing your child from wrap-around

- If you wish to withdraw your child from wrap-around, you must obtain a *Disenrollment Form* from Carol Asis, Wrap-around Director.
- Parents must give at least one week's notice prior to pulling their child from the program.

Toilet Training

- All children **must be** toilet trained before joining Wrap-Around. If your child has more than 3 accidents, the following procedure will take place:
 1. Your child will be asked to use the bathroom every 20 minutes until there are no more potty accidents. They will be encouraged to try to go even if they do not have to go.
 2. If your child continues to have more than another 3 accidents, we will have to ask your child to temporarily leave the Wrap-Around program until they are accident free for 2 weeks.