



17267 Yale Street NW  
Elk River, MN  
763-595-1213  
admin@threeriversmontessori.org

## **712 Before and Aftercare Enrollment Policy**

**Number: 712**  
**Adopted: 07/20/2021**  
**Updated: 10/21/2025**

### **Purpose**

The Before and After Care Program (Pathfinders) extends the school day for enrolled TRM students by providing care and enrichment consistent with Montessori principles. The program supports students' social, emotional, and academic development in a safe, nurturing environment. This policy establishes eligibility, admission, and behavioral expectations for participation in Pathfinders.

### **Eligibility and Admission**

- Enrollment is open only to students currently enrolled at Three Rivers Montessori for the applicable school year.
- Admission is first come, first served, based on available space and staffing capacity.
- Returning students in good standing receive priority placement during open registration periods.
- The program maintains a maximum 15:1 student-to-staff ratio; enrollment may be capped or waitlisted when capacity is reached.
- Applications are reviewed for completeness and confirmation of eligibility before acceptance.
- Families will receive written confirmation once accepted.

### **Participant Requirements**

To be eligible for participation, students must:

- Function independently and safely in a group setting of up to 15 children.
- Be toilet-trained and able to meet their own basic self-care needs.

- Demonstrate behavior consistent with TRM's values of Respect, Responsibility, and Compassion.
- Follow staff directions and participate cooperatively in group activities.

Children who require one-on-one supervision, paraprofessional support, or frequent behavioral intervention during the school day may not be eligible for Pathfinders.

TRM complies with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act; reasonable accommodations will be considered when possible without fundamentally altering the nature of the program.

## **Application Process**

1. Families must complete a Pathfinders Application Form annually.
2. Applications are processed in the order received.
3. Acceptance depends on space, eligibility, and prior participation history.
4. TRM reserves the right to deny or revoke enrollment for safety concerns, chronic behavioral issues, or failure to follow policies.
5. All families must sign the Pathfinders Handbook Acknowledgment Form before attending.

## Behavioral Expectations

Participation in Pathfinders is a continuation of the school day; therefore, all TRM behavioral standards apply. Students are expected to demonstrate self-control, kindness, and cooperation. Disciplinary actions follow the Pathfinders Behavior Incident Matrix below.

Level	Examples of Behavior	Staff Response	Parent Notification	Possible Consequences
<b>Level 1 – Minor</b>	<ul style="list-style-type: none"> <li>Not following directions</li> <li>Disruptive play/noise</li> <li>Unkind words</li> <li>Refusal to participate</li> </ul>	Reminder and redirection	Verbal reminder	Continued participation with support; repeated behavior may escalate to Level 2
<b>Level 2 – Moderate</b>	<ul style="list-style-type: none"> <li>Repeated defiance</li> <li>Property misuse</li> <li>Leaving activity without permission (stays in group area)</li> <li>Excluding others</li> </ul>	Remove from activity, document behavior	Phone or written notice	Creation of a Behavior Support Plan or 1–3 day suspension from Pathfinders
<b>Level 3 – Major</b>	<ul style="list-style-type: none"> <li>Verbal assault (threats, racist/sexist language)</li> <li>Intentional property damage</li> <li>Physical aggression</li> <li>Unsafe actions (hiding, leaving group area)</li> </ul>	Immediate removal, parent called for pick-up	Immediate call and written report	Suspension pending meeting with Program Coordinator and parent/guardian
<b>Level 4 – Severe</b>	<ul style="list-style-type: none"> <li>Physical assault causing harm</li> <li>Sexual behavior</li> <li>Prohibited or dangerous items</li> <li>Repeated unsafe elopement</li> </ul>	Immediate removal and administrative review	Immediate call and written report	Suspension or expulsion from Pathfinders for the remainder of the school year

### Notes:

- All incidents are documented.
- Parents will receive written notice and an opportunity to meet with administration before permanent dismissal.
- Re-enrollment after dismissal is not guaranteed.

## **Policy Compliance**

All participants and their families must review and sign the Pathfinders Handbook Acknowledgment Form prior to participation.

Failure to comply with this policy or the Pathfinders Handbook may result in suspension or removal from the program.

## **Staff Enrollment Policy (Children of TRM Employees)**

Three Rivers Montessori recognizes that staff responsibilities often extend beyond instructional hours. To support employees in fulfilling their professional duties, TRM provides Pathfinders after-school care for their children who are enrolled as TRM students.

This section defines specific guidelines for staff child participation, fees, and approval processes.

### **Eligibility**

- Applies only to children of TRM staff members who are enrolled as TRM students.
- Care for staff children is provided automatically until 3:15 p.m. to allow completion of end-of-day responsibilities.
- Any care requested after 3:15 p.m. requires prior written or verbal approval from the Executive Director (ED).
- Extended care will be approved only when directly related to TRM work responsibilities.

### **Enrollment and Authorization**

- Staff members must submit an enrollment form annually for each child, including current emergency and health information.
- Approval from the Executive Director is required for all attendance beyond 3:15 p.m.
- Unannounced drop-ins are not permitted.
- The Executive Director retains discretion to approve, deny, or revoke enrollment or attendance based on capacity, safety, or compliance considerations.

### **Rules and Expectations**

- Staff children are subject to the same rules, expectations, and disciplinary procedures as all other Pathfinders participants.

- Repeated or serious behavior concerns may result in suspension or removal from the program, regardless of the parent's employment status.
- Participation is a privilege, not an entitlement, and may be modified or discontinued at any time.

## **Fees and Payment**

- TRM provides no cost care for employees until 3:15pm for the 2025-2026 school year, ending June 5th 2026.
- When care is requested for personal reasons after 3:15pm, standard program rates apply.
- Staff fee schedules are reviewed annually and communicated before the start of the school year.
- Payments, where applicable, follow the same procedures and timelines as all families.

## **Legal and Compliance**

TRM complies with all applicable childcare regulations and laws, including:

- Minnesota Department of Education (MDE) and Department of Human Services (DHS) standards
- IRS regulations regarding non-cash employee benefits
- Federal and state laws governing workplace fairness and equity

Nothing in this policy alters any employee's contractual rights or employment agreement. Participation is voluntary and may be modified or terminated by TRM at any time.

## **Non-Discrimination Statement**

TRM does not discriminate in program access or services based on race, color, creed, religion, national origin, sex, disability, sexual orientation, marital status, status with regard to public assistance, or age.

## **Acknowledgment**

All staff enrolling their children must sign an acknowledgment form confirming they have read, understood, and agreed to abide by this policy and the Before and After Care Handbook.