



THREE RIVERS MONTESSORI
BEFORE / AFTER CARE
HANDBOOK / POLICIES
2021/2022



Before and After School Childcare

Before and After Care is a Three Rivers Montessori program providing extended hours designed for your convenience. Featured enrichment activities include reading and math activities, cooperative play, playground games, science, art and more.

Enrollment is optional, monthly registration is flexible and there is no long-term commitment. Simply circle the days/times your child will attend for each month and submit by the 15th of the prior month. Perhaps you need just one morning to cover an early meeting, or every afternoon all month due to late work schedules, perhaps a changing schedule requires a few mornings and most afternoons. Your child's registration can change monthly if needed.

For the safety of the children as well as staff, all students attending Before and After Care must be able to participate in a group of up to 10 children without one-on-one supervision.

Morning Program Mon-Fri 6:30am to 8:00am \$12 per day/per child

Students attending before school may arrive any time between 6:30 am and 7:30 am via the front door. Parents must walk their child into the building to sign them in. School breakfast will be served after 7:30 am in their classroom.

Afternoon Program Mon-Fri 2:30pm to 6:00pm \$15 per day/per child

Students enrolled in the afternoon program will be dismissed from their classroom at 3:00 pm and may be picked up via the front door anytime before 6:00 pm. A snack will be provided daily. Please come into the building to sign your child out and to verify if the staff has any communication to share with you. A photo ID may be requested from anyone picking up the child.

Monthly Registration

A completed and signed TRM registration form is due by the 15th of each month for the following month. For example, registration for the entire month of September is due by August 15th. The registration form can be emailed to beforeandaftercare@threeriversmontessori.org or sent with your child to give to the office staff. Please only use the current TRM registration form that is sent home with your child (or you can also find it posted on the website each month). We can not accept registration details via email, handwritten note, verbally or phone call.

Registration Change Requests

All schedule change requests mid month must be submitted in writing via email. These requests will be considered PENDING until you receive an email notification from TRM Administration letting you know if the change can be accommodated or not.

ADD A DAY: If you need to add a day that you did not originally register for, we will do our best to accommodate, however due to staffing limitations, registration may be full. You will be notified either way within 24 hours of email. Payment for any additional days is due within 2 business days of your email request.

REMOVE A DAY: If you need to SHORT NOTICE cancel a day that you previously registered for and staffing has already been arranged, you will not receive a credit for that day even if your child does not attend. Refunds for registered days not attended are at the discretion of the Administration.

Payments

Payment in full is due when submitting the registration for that month. Payment can be made online via credit card or by attaching a check to the registration form. Only those who have fully paid in advance for childcare may attend.

Operating Hours and Late Pick-Up Fees

Doors open at 6:30am for before school attendance and close at 6:00pm for after school attendance. A late pick-up fee of \$1 per minute that your child remains at school past 6:05pm will be automatically applied to your childcare account.

Please communicate with the staff on-site if you anticipate any major changes in your "usual" schedule. Chronic late pick-ups or extreme lateness can result in other penalties, including exclusion from the program.

Sign-In / Sign-Out and Authorized Pick Up

Only you or a person authorized by you may pick up your child. Any person picking up your child may be asked to show identification before your child will be released from care. The Authorized Pick Up form that you provided to the school at enrollment will also be used for childcare pick up. It is your responsibility to maintain the list of people authorized to pick up your child. It is also your responsibility to provide the office with documentation of court orders that restrict named individual(s) from picking up your child. This documentation must include start and expiration dates

Absences

Please notify the office as soon as possible if your child will not be attending before or after school as planned via phone (763-595-1213) or email beforeandaftercare@threeriversmontessori.org

Financial Assistance:

If you receive County Child Care Assistance, the office must receive an official Notice of Decision document from the county before your child may begin to attend. If financial assistance is cancelled, you will be responsible for all expenses incurred. If you receive financial assistance, you assume responsibility for fulfilling county requirements, including providing information and childcare schedules, submitting timely reports and making payments not covered by the financial assistance program.

An alternative schedule for invoicing and payments will apply for families receiving County Child Care Assistance. You will be provided with a payment schedule prior to the start of school. Please direct all registration, scheduling, payment, and account questions or concerns to the Site Lead.

Uncollected Checks/Outstanding Balances

An additional processing fee may be charged for all checks returned from the bank. Collection on returned checks will be handled by the school's office. Failure to make payment on uncollected checks or accounts may result in termination of child care services. Delinquent balances will be forwarded to a collection agency for recovery. If forwarded, collection fees may be added to the current outstanding balance. If an account has a delinquent balance, no attendance will be allowed until the balance has been paid.

Health and Medication Policies

Students should not come if they have any of the symptoms below, or have had them within 24 hours. If You are unsure, please ask.

If your student has had a fever of 100 degrees or more, they should stay at home for 24 hours after the temperature returns to normal. If your student has vomited or had diarrhea, they should stay at home for 24 hours after the last episode. If your student has any rash, check with your family physician before sending them to school. Any student with an undiagnosed rash will not be allowed to stay. If your student is found to have live lice and/or nits within ½ inch from the scalp, parent/guardian will be notified. Please note--broken bones, concussions, etc., are also considered illnesses and are non-refundable/transferable if cancellation is received after the deadline, during the same day or same week. Due to planning and preparation costs, we are unable to provide refunds for students who are ill. If a student becomes ill during care, parents will be asked to take the student home.

Medications that are necessary during the course of the day must be sent in a current prescription bottle with the doctor's directions printed on it. Only designated TRM staff will have access and authority to administer the medications and will only give the dosages as printed on the label. Completion of a "Medications/Health Form" is also required and must be

turned in to the office. A health policy guideline is available upon request. It is very important that the site is aware of your child's health concerns before your student begins attending so that any concerns may be addressed with staff.

Illness or Injury

In the event of illness or injury, every reasonable attempt will be made to contact the parent(s)/guardian(s). If TRM staff are unable to reach the parent/guardian, we will then contact those listed as emergency contacts in your child's account. If the illness or injury is deemed more extensive, emergency treatment will be sought by calling 911. If transport is required, the student will be accompanied by a staff member to the nearest emergency facility.

School Accommodations

"Safe Eating Zones" practices will be used, as needed. For example, we will try to encourage students with food allergies to sit in a specific area. We encourage you to note ALL allergies on the Medications/Health Form.

Rules and Discipline

The general rules and expectations will be covered with the students. Discipline will be handled by the Program Coordinator in a fair and respectful manner.

The following steps are used:

- Inform the student of any inappropriate behavior and give them a warning. Remind them what behavior is expected.
- At the time of the second occurrence, redirection within the activity may be given.
- If the behavior continues, the student will be asked to leave the activity and will spend time with the Site Leader or childcare staff.
- When warranted, the student may work through a written Discipline Form with the Site Leader(s).
- Parental contact (if necessary) will be made either at the time of student pick-up or by telephone.
- All school rules and behavior expectations also apply at Before and After Care.
- In cases where a student is removed for a week, a day or partial day, refund is at the discretion of the Program Coordinator and the Executive Director..

Dismissal Policy

For serious and/or repeated behavior concerns, it may become necessary for a student to be removed from our program. If a student is having trouble being successful in the program, this may not be the best setting for that student. Since we are concerned with the well-being and safety of a large group of students, we need to consider what is best for all of them.

Therefore, any of the following behaviors may be brought to the attention of Three Rivers Montessori administration:

- Verbal behavior – includes the use of curse words, harmful put-downs, name-calling, disrespect for others, racist or sexist language.
- Physical violence against others – includes hitting, pushing, kicking, wrestling, biting, pinching, throwing objects at others or property.
- Sexual behaviors – includes showing private parts, negative words about sexuality, inappropriate touching of self, students or staff.
- Threatening behaviors – includes use of threats to do damage or harm to any other person(s) in the school or program, and/or threats of bringing or using a weapon at the program.
- Unsafe behaviors - hiding or leaving the designated area.

Depending on the severity of the conduct, immediate removal from the program may be warranted, and will be at the discretion of the Site Lead with input from the program staff. Parents/Guardians will be called to immediately pick up their student from the program site, and will be given the reason for the student's leave of absence from the program and the length of the leave or dismissal. Refunds will be at the discretion of the Site Lead. The Site Lead or Director reserves the right to reject registration or discontinue participation in the program due to matters such as ongoing discipline or behavior concerns, violations of school policies or state laws, delinquent payments or similar circumstances. Parents will be kept informed of any student concerns and decisions made by staff.

Child Abuse and Neglect

TRM Before and After Care staff are required by state law to report to the proper authorities any instances of observed or suspected child abuse or neglect. This includes a parent who appears to be intoxicated or impaired when dropping off or picking up a child from the site. TRM site staff is chosen based on their experience with school-age children. They receive ongoing child development training. As school employees, all staff must complete a criminal background check. Staff will directly supervise the students and interact with them.

Staffing

We follow a 1:10 adult-to-student ratio. This is subject to change dependent upon the needs of children in attendance.

Visitors

If a parent or guardian is visiting the program, a "Visitor" sticker may be required upon arrival. Please see the staff at the site for the policy guidelines regarding parent/guardian visitors. If siblings accompany the visiting parent/guardian, they are not allowed to participate in ongoing activities and must remain with the parent/guardian.

Weather Policy

The following policies are in place to ensure the safety of your child(ren) and our staff. Please note that it may be necessary to have back-up care in the event that TRM is closed. In the event that the weather conditions force ISD 728 schools to close, TRM will follow. The Before/After Care will be closed. If schools declare a late start, Before/After Care will open at 8am. If schools dismiss early, Before/After Care will also be closed the remainder of the day. In the event that weather conditions worsen or are declared dangerous once students are at Before/After Care, we may be forced to close early. If this occurs, parents or guardians will be called to pick up their child/ren. If there is inclement weather on a day of scheduled Non-School Day care, Before/After Care may be closed, have a late start, or an early dismissal. These conditions will be posted on the TRM website. No refunds will be given for weather-related closures.

Electronic Devices, Cell Phones and Texting

Student electronic devices, cell phone calls and texting are not allowed during the Before and After Care hours. If you need to contact your student during these hours, please call the site phone number. If your child needs to get in touch with you during Before/After Care hours, they should ask their Site Leader if it is appropriate to call. They will be allowed to use a site phone if necessary to call home.

Personal Items

Any item that disrupts the learning environment, including electronic devices and cell phones, will not be tolerated and may be confiscated. The first time this occurs, an item may be returned to your child at the end of the program session. Repeated offenses may result in the items(s) being returned to parents only. Electronic devices are easily stolen and rarely recovered. TRM cannot be held liable for lost or stolen items and has no responsibility to provide a secure location for such items or to provide assistance if these items are lost or stolen. All personal items must be labeled with your child's name.

After reading this Before and After Care Handbook, please list name(s) of children being enrolled, print your name, sign that you understand the policies as written and then return this page to Three Rivers Montessori along with your Registration Form.

Child's Name: _____

Child's Name: _____

Child's Name: _____

Child's Name: _____

I, _____, have read and understand the above contract as written. I agree to its terms and acknowledge my responsibilities for payment, schedule change notification, and all other policies as written.

Parent/Guardian Signature

Today's Date