



**THREE RIVERS MONTESSORI**

**BEFORE / AFTER CARE**

**HANDBOOK / POLICIES**

**2020/2021**



## **Before and After School Childcare**

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

**Before and After Care will have a designated maximum registration. Once that maximum registration number is reached, registration will be closed to new families. Families interested in registering will be added to a waiting list in the order of receipt and will be contacted as space becomes available.**

### **Morning Program**

Students may attend starting between **6:30am** and the school start time Monday through Friday. A variety of games, cards, playground, and other choices will be available. Breakfast is provided daily.

### **Afternoon Program**

Students may attend after school care until 6:00pm Monday through Friday. A variety of games, cards, playground, and other choices will be available. An afternoon snack is provided daily.

### **Rates:**

Before Care (6:30am-8:00am): \$12.00 Daily

After Care (3:00pm-6:00pm): \$15.00 Daily

Both Before/After Care: \$27.00 Daily

### **Non-School Days Childcare - TBD upon staffing and student need**

Non-School Day Care format that is available from 8:00am-5:00pm. Students will need to bring a bag lunch/beverage for non-school Days. NON-SCHOOL days are subject to cancellation due to low enrollment.

## **Non-School Day rates:**

- 1st Child: \$41
- Sibling(s): \$35

## **Participation**

Participation is flexible, with choices for a variety of combinations of morning and afternoon times. There is no long-term commitment; registration is accepted weekly until the maximum registration number is reached. Registration and payment deadline is the Wednesday prior to the week attending. Payments are based on a full-time or part-time status.

## **Scheduling and Payments**

Before and After Care is a pay-in-advance program. Only those who have fully paid in advance for the week of childcare may attend. Schedules and payment must be done using the Before/After Care Calendar provided, and will not be accepted by email or phone.

The attendance calendar is due by Tuesday at 6:00pm of the week prior to the planned attendance week, unless an early due date has been posted. Attendance forms submitted after the Tuesday deadline will automatically be added to a waiting list. You will be notified via email if the Before/After Care program is able to accommodate your child.

Schedule change requests are due by Tuesday at 6:00pm of the week prior to planned attendance week, unless an early due date has been posted (see cancellations and changes below). Childcare accounts will be invoiced by 5:00pm on Wednesday of the week prior to the scheduled attendance week.

Payments are due by 6:00pm on Wednesday of the week prior to the planned attendance week and must be submitted in the form of credit card or check; cash payments will not be accepted. If payment is past due, your child will not be allowed to attend until all payments and late fees are paid.

There may be early scheduling and/or payment deadlines throughout the school year, typically around holidays. Refer to the schedules posted for more information.

## **Cancellations and Changes**

Schedule changes and cancellations must be made in writing using the Attendance Calendar.

Schedule change requests must be submitted by 5:00pm on Wednesday of the week prior to planned attendance using the Attendance Calendar. All schedule change requests are pending until approved by the Site Lead.

Requests for additional days of care made after the registration deadline (6:00pm Tuesday of the week prior to planned attendance) will be added to a waiting list. You will be notified via email if the site is able to accommodate the requested change.

Same-day or same-week cancellations made after the 5:00pm on Wednesday deadline are non refundable.

NON-SCHOOL DAYS: TBD upon staffing and student need. Non-School Day care will be approved two weeks prior to attendance week. Non-School Day care must be canceled seven days prior to scheduled day. To request to cancel a day of Non-School Day care after it has been approved, you must contact the Site Lead. Non-School Day Care is not available on major holidays. Please see the Attendance Calendar for Non-School Day care.

## **Operating Hours and Late Pick-Up Fees**

Doors open at 6:30am for before school attendance and Non-School Day care 8:00 am. Doors close at 6:00pm for after school attendance and 5:00 pm Non-School Day care. A late pick-up fee of \$1 per minute your child remains at school past 6:05pm for school days and 5:05 for Non-School days will be automatically applied to your childcare account.

You or another authorized person will need to sign your child in at pick up and drop off times. 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 and Sign-Out**

Only you or an authorized person may pick up your child. You and an authorized person may be asked to show identification before your child will be released from care. You will be asked to provide an authorized persons list to the office. It is your responsibility to maintain the list of people authorized to pick up your child. It is 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 and Unscheduled Attendance**

Please notify the office if your child is going to be absent.

### **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.

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 or site. 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, and, 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 SiteLeader(s).
- Parental contact (if necessary) will be made either at the time of student pick-up or by telephone.
- See list of rules posted at the site for students and parents.
- In cases where a student is removed for a week, a day or partial day, refund is at the discretion of the Program Coordinator.

### **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.

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. Refund 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.



## **Non-School Days**

What to bring:

- A school bag, duffle, backpack or something similar. These are helpful for extra clothes, shoes, paperwork or projects.
- Additional morning and/or afternoon snack and/or beverage, if desired.
- Any games, toys or books that your child would like to use or share. They must be appropriate to a school setting (non-violent, etc.). Your child will be responsible for the safety and care of any items brought from home and for following the rules of how or when they may be used. All items **MUST** be labeled.
- A cold lunch and a beverage is needed. A refrigerator is available , or you may send a small cooler or insulated lunch box. On outing days, it is best to send a small cooler, insulated container or non-perishable lunch.
- Your child should wear or bring appropriate clothing for the scheduled activities and the weather; sneakers and comfortable clothes are recommended for outdoor activities, a plain shirt or old clothes for art-related projects.

## **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.



## BEFORE AND AFTER CARE MONTHLY SCHEDULE

Name of child: \_\_\_\_\_ Class: \_\_\_\_\_

### Before/After School Care Example Attendance Calendar

MONTH: \_\_\_\_\_

Monday	Tuesday	Wednesday	Thursday	Friday
AM	AM	AM	AM	AM
PM	PM	PM	PM	PM
AM	AM	AM	AM	AM
PM	PM	PM	PM	PM
AM	AM	AM	AM	AM
PM	PM	PM	PM	PM
AM	AM	AM	AM	AM
PM	PM	PM	PM	PM
AM	AM	AM	AM	AM
PM	PM	PM	PM	PM

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.