



2021-2022

**Elementary Wrap Around Care
Parent Handbook**

PROGRAM OVERVIEW:

In PEASD wrap around care, children participate in a balanced program of open play and structured activities. Every activity is carefully designed to spark your child's imagination, encourage physical activity or assist in the development of positive learning values. This care will happen at Eagle Elementary, Room 126 and or gym/playground areas).

HOURS, DAYS AND MONTHS OF OPERATION:

Wrap around care is provided from 6:00 am-7:55 am and 3:05 pm-5:30 pm., Monday through Friday *when school is in session*. The program begins on the first day of school and ends on the last day of school. The program follows the school's calendar and is closed when school is not in session.

ARRIVAL PROCEDURES:

In the morning: Parents and guardians should proceed directly to the program area(Room 126) and **MUST** physically sign in their child.

In the afternoon: Students in grades 4K-1st grade will be physically checked in by a teacher, or designated staff member. Students in grades 2-5th must report directly to the wrap around care program after school and will be checked in upon arrival.

The PEASD assumes responsibility for your child when:

1. Your child enters the program area and is signed into the program by a parent.
2. Your child enters the program area from their classroom and is signed in by a designated staff member.

DEPARTURE AND RELEASE PROCEDURES:

Parents/guardians must enter the building and sign their children in and out of our program. This assures child safety is our primary concern there are no exceptions. A photo ID may be required for the release of your child.

HEALTH AND SAFETY (ILLNESS AND EXCLUSION CRITERIA):

In order to protect the health of all children in our care, please keep your child at home if you notice that he/she begins to show any signs of illness or contagious disease or if he/she feels too ill to participate in a group setting. If your child becomes ill during the program, we will contact you to pick him/her up. In case of injury, parents will be notified immediately and be provided with a written documentation of the injury.

MEDICATION POLICY:

Regular and ongoing medication will not be administered during wrap around care. Arrangements should be made with the school during school hours for students to receive medication. For emergency medication, please complete an "authorization to Administer Medication" form which can be provided by wrap-around care staff. This form requires the listing of the specified medication dosage and the full name of the child receiving the medication as listed by your physician.

MEDICAL EMERGENCY:

In the case of a medical emergency, we will call 911 and contact the child's parents/guardians. Responding emergency personnel will make any determinations as to if the child should be transported to a hospital. We will provide them with the information from your child's records as to your choice of hospital and physician, in the event this information is not supplied, the child will be transported to the nearest available hospital.

PARENTAL NOTIFICATIONS:

Parent/guardian notifications may be made in writing via letters, emails, flyers and or signage at the sign in/out table. Notifications may also be made by phone calls or directly in person by site staff. Open communication is very important to the success of your child's wrap around care experience.

DISCIPLINE AND GUIDANCE PROCEDURES:

Self-management skills and positive social interactions among children and adults are encouraged and maximize everyone's enjoyment of the program. Wrap around care uses positive guidance methods including reminders, distraction, logical consequences and redirection.

Child safety is the most important concern of wrap-around care; therefore children whose behavior is dangerous or repeatedly disruptive, will need to be immediately picked up from the program by someone designated as a pick up person on the enrollment form. Repeated disruptive or dangerous behavior will be discussed with the child's parent/guardian and will result in loss of privileges or activities, suspension, or termination from wrap around care.

SNACKS (FOOD SERVICE PRACTICES):

A nut free snack will be provided during the AM and PM wrap around care sessions. Children may bring their own additional snacks, provided they are 100% nut free. No soda or candy is allowed to be brought into the wrap around care. Students will have access to a water filling

station for the duration of the program and will be provided with disposable cups if they do not provide their own reusable water bottle.

ENROLLMENT PROCEDURES AND NOTIFICATION OF POLICY CHANGES:

Enrollment may be completed through the PEASD website or by asking the elementary office for a form.

The following items are needed to enroll:

1. Emergency contact information for someone other than yourself (not parent/guardian)
2. Contact information for others authorized to pick up your child.
3. Skyward Access through PEASD

Any policy changes will be provided to the participant's parent or guardian in writing.

PROCEDURES FOR PARENT INTERACTION~VISITING, COMMUNICATION:

During non-pandemic times, parents are welcomed and encouraged to participate and interact with the wrap around care program, however at this time we are not allowing parents/guardians and or visitors and non-enrolled children to participate or visit the wrap around care program. Thank you for your cooperation and understanding.

We appreciate input regarding program expectations, suggestions, ideas and comments on ways to improve our program and encourage you to call or email as needed.

FEES, PAYMENT POLICIES AND PROCEDURE:

Fees for wrap around care are due prior to the first of each month. Parents may opt to pay through their Family Skyward Access, or by cash/check. Cash and checks are payable to: PEASD. Please note there is a small service fee for families choosing to pay online.

Parents who have not paid by the first day of care, of the month, will not be allowed to send their children to the program.

The monthly fee provides a child with care for each day that school is in session. No discounts or refunds will be issued for students who may not attend due to illness, family matters ect. No discounts are given if the school closes due to inclement weather. If the school district, as a whole, moves to virtual learning for a period of more than 10 days and it is before the 15th of a month; a full refund will be issued to parents; any date after the 15th of the month there will be no refund issued.

Please note that if a parent selects only one section, they must fully pick morning or afternoon and may not interchange those days without first consulting the wrap-around care supervisor.

The costs associated with wrap around care are as follow:

- 1. Both AM and PM session: \$265.50 per month per child;**
- 2. Either AM or PM session: \$132.50 per month per child.**

There is a 5% discount for each child enrolled after the first.

There is a 10% discount for the third child and beyond after the first and second.

STAFF/CHILDREN RATIOS:

We will maintain staff/children ratios that are consistent with the ratios of the elementary school. Additional support staff may be added to the program as needed to meet the needs of the students.

LATE PICK UP:

Please call the wrap around care site(262-594-2148, Ext: 4126) if an unexpected emergency will cause you to be late picking up your child. In the event that you are late picking up your child more than three times, we reserve the right to terminate your child's enrollment in the program. Wrap around care is only staffed until 5:30 and all students must be picked up by 5:30.

CHILD'S BELONGINGS:

Children should be dressed for active indoor and outdoor play. A change of clothes is recommended. Please leave toys, money, video games, ipods, cell phones and any other item prohibited during the regular school day, home. We cannot credit or compensate for lost, damaged or stolen items.

ACTIVITIES DURING WRAP AROUND CARE:

Students will spend the first portion of wrap around care working on academic activities. These may include assignments from their regular classroom teacher, obtained during the course of the day or independent reading. Younger students will be encouraged to work with math manipulatives, fine motor skills, phonics skills and communication.

The remainder of the wrap around care session will include activities that include playing games, coloring, outside recess and other organized activities. Students may elect to participate in group activities or read/color/work at a table independently.

DISCIPLINARY PROCEDURES:

Wrap around care cannot serve children who display unacceptable behavior. Children who exhibit any type of behavior which is thought to be unacceptable or unsafe by a site worker will be warned to correct their behavior and a parent contact will be made. There are no refunds for suspension or termination due to unacceptable behavior.

Unacceptable behavior may include but is not limited to:

1. Using foul language
2. Disrespecting another child or adult
3. Fighting
4. Refusing to listen to adults
5. Ignoring or disobeying rules of safety
6. Public or inappropriate displays of affection
7. Defacing property

8. Stealing

1st incident: Parent Contact/one day suspension

2nd incident: Child receives a two day suspension

3rd incident: The action taken is at the discretion of the wrap around supervisor after consultation with the parent. This may result in suspension or termination from the program.

Please sign and return this form.

I acknowledge that I have received, reviewed and understand the policies and procedures as listed in the Wrap Around Care Parent Handbook. I understand that myself, and my child, must adhere to the policies within. I understand that if I have questions or concerns, at any time, I should reach out to the wrap around care supervisor for assistance.

Adult name: _____

Signature: _____ Date: _____

For child: _____