



Wraparound Care Handbook

158 East Avenue
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www.stpaulhilton.org

INTRODUCTION

Welcome to St. Paul Lutheran School's Wraparound Care Program. Morning and afternoon care is available for all St. Paul students with convenient pick-up and drop-off times for families requiring greater flexibility and convenience. Parents have a peace of mind that their child(ren) are in a safe and active environment that is consistent with St. Paul's core offerings of keeping Christ at the center of learning and play.

This program is administered by the School Administrator, David Spiehler, Wrap Care Director, Wilma Colotti, School Office Manager, Sharon Carpenter, and the St. Paul Lutheran School Board of Christian Education. During Wraparound Care students are provided with the time and space to complete homework, play and socialize.

PROGRAM CONTACTS

Wrap Care Director

Ms. Wilma Colotti

wilmacolotti@stpaulhilton.org

585-392-4000 ext. 225

St. Paul School Office Manager

Ms. Sharon Carpenter

sharoncarpenter@stpaulhilton.org

585.392.4000 x201

REGISTRATION

Children attending the Wraparound Care Program must be students enrolled in Preschool through Grade 6 at St. Paul Lutheran School with no outstanding tuition balance.

To enroll in Wraparound Care, parents/guardians must complete the registration form in FACTS. A new registration form must be submitted for each new school year.

RATE SCHEDULE**Wraparound Care Costs Per Week:**

Care is billed each month based on the program selected. See billing policies for full details.

	1 st Child	2 nd Child	3 rd Child
Preschool (3 yrs) – 6th Grade Rates			
5-Day A.M. Care	\$1,600	\$1,440	\$1,280
5-Day P.M. Care	\$3,000	\$2,720	\$2,400
5-Day A.M. and P.M. Care	\$4,000	\$3,600	\$3,200
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3-Day A.M. Care	\$1,200	\$1,080	\$960
3-Day P.M. Care	\$2,000	\$1,800	\$1,600
3-Day A.M. and P.M. Care	\$2,400	\$2,160	\$1,920
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2-Day A.M. Care	\$800	\$720	\$640
2-Day P.M. Care	\$1,200	\$1,080	\$960
2-Day A.M. and P.M. Care	\$1,600	\$1,440	\$1,280
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Drop-In Rates: A.M. Care	\$15	\$15	\$15
Drop-In Rates: P.M. Care	\$20	\$20	\$20
Drop-In Rates: A.M. & P.M. Care	\$30	\$30	\$30

Late Pick-Up Fee: A \$25.00 fee will be charged for late pickups. We give a five-minute grace period before the charge is applied. Families are given one written warning prior to receiving this charge.

BILLING POLICIES

- A TADS invoice will be created for the 20th of the billing month.
- Changes in your care needs must be provided to the St. Paul Office Manager two (2) weeks in advance of the change for scheduling and billing to be adjusted. You will be responsible for the full month of last usage.
- Refunds or credits are not given for absences, with the exception of absences due to long term illness at the discretion of St. Paul Lutheran School.
- Drop in care is posted one month behind following use of care.
- Due to staffing requirements and administrative resources, care used only for a portion of the time allotted is billed at the full rate.

Questions regarding billing for wraparound care can be directed to the St. Paul Lutheran School Office Manager, Sharon Carpenter: sharoncarpenter@stpaulhilton.org or 585.392.4000 x201.

HOURS

- A.M. Care - 7:00 am - 9:15 am
- P.M. Care - 1:45 pm - 5:30 pm

Unscheduled Early Dismissal Days: In the event of an emergency or unscheduled early dismissal, wraparound care is not provided. Please have a backup plan for these instances.

ARRIVAL AND DEPARTURE

Signing Students In and Out: Wrap care will be held in the cafeteria. Parents may park in the back of the building, right across from the pavilion. Children will be signed in by a staff member upon arriving.

ADDITIONAL WRAPAROUND CARE POLICIES

- Drop-in wrap care students: A minimum of 24 hours notice is required for any drop in student. Please email or call the school office for further information.
- St. Paul Lutheran School is not responsible for lost personal property.
- Parents should pack a snack for their child(ren) to partake in during their Wraparound Care session(s).
- Students are given time and space to complete their homework, but staff are not required to provide tutoring services for students during care.
- Please leave all tablets and other electronic devices at home.
- Due to an increase in food and other allergies, students are not allowed to share food brought from home.
- Please apply sunscreen at home.
- All school rules apply to Wraparound Care students (i.e. no running in halls, no foul language, and good sportsmanship at all times, etc.). Please refer to the St. Paul school student handbook for a full list of school policies.