



## Wraparound Care Handbook

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## INTRODUCTION

Welcome to St. Paul Lutheran School's Wraparound Care Program. Our program has been organized to provide supervision for children who are students in preschool through grade eight. This program is administered by the School Administrator, Mr. David Spiehler, Wraparound Care Program Co-Director, Mrs. Therese Flannery, and the St. Paul Lutheran School Board of Christian Education.

Wraparound Care is an optional service for families that offers a variety of flexible care options to meet the needs of busy St. Paul families. The mission of this service is to provide a safe and Christ-centered environment for students to have time for homework, exercise, and recreation.

## PROGRAM CONTACTS

### **Wraparound Care Co-Directors**

Mrs. Therese Flannery  
[therese.flannery@stpaulhilton.org](mailto:therese.flannery@stpaulhilton.org)  
585.392.4000 x206

### **St. Paul School Office Manager**

Ms. Sharon Carpenter  
[school@stpaulhilton.org](mailto:school@stpaulhilton.org)  
585.392.4000 x201

## REGISTRATION

Students attending the Wraparound Care Program must be students enrolled in preschool through grade eight at St. Paul Lutheran School with no outstanding tuition balance.

To enroll in Wraparound Care, parents/guardians must complete the registration form for each child and pay a non-refundable \$25.00 registration fee per family. A new registration form and registration fee must be submitted for each new school year.

## RATE SCHEDULE

**Registration Fee:** \$25.00 per family (non-refundable)

### **Wraparound Care Costs Per Week:**

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

2-Day A.M. Care - \$20	3-Day A.M. Care - \$30
2-Day P.M. Care - \$30	3-Day P.M. Care - \$50
2-Day A.M. & P.M. Care - \$40	3-Day A.M. & P.M. Care - \$60
5-Day A.M. Care - \$40	Drop-In A.M. Care - \$15
5-Day P.M. Care - \$75	Drop-In P.M. Care - \$20
5-Day A.M. & P.M. Care - \$100	Drop-In A.M. & P.M. Care - \$30

**Late Pick-Up Fee:** A \$25.00 fee will be charged for late pickups. Families are given warning prior to receiving this charge.

### BILLING POLICIES

- Wraparound care charges are posted onto your TADS billing account by the 5th of each month. If you have not selected the ten installment plan in TADS an invoice will be created for the 20<sup>th</sup> 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.
- Drop-in care is posted one month behind following the use of care.
- Refunds or credits are not given for absences with the exception of absences due to long term illness.
- Families are not charged for days when the school is not open due to planned or emergency closings.

Questions regarding billing for wraparound care can be directed to the St. Paul Lutheran School Office Manager.

### HOURS

- A.M. Care 7:00 a.m.-9:00 a.m.
- P.M. Care 2:00 p.m.-5:30 p.m.
- Wraparound Care (both sessions)

**Early Dismissal Days: Wraparound Care will not be offered for scheduled half days (11:00 and 11:30 a.m.) dismissal during the 2020-2021 school year to school family's or staff.** St. Paul school has four half days scheduled for this school year. Please plan accordingly.

**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.

### ABSENCES

- If your child will not be attending their Wraparound Care session because of a scheduled appointment, vacation or other planned absence, notify the School Office Manager and Wrapcare Director two (2) weeks in advance, or you will be charged as usual.
- If your child is ill, when you call the school to report the illness or pick-up your child from school, please tell the School Office Manager to notify the Wraparound Care Director of absence.
- Qualifying absentees without prior notification will be charged at weekly rate.

### ARRIVAL AND DEPARTURE

**Signing Students In and Out:** Wrap Care will be held in the cafeteria for school year 2020-2021. Parents may park in the back of the building. Students will be signed in by a member of the wrap care staff outside the building, and will be walked in with staff. The same policy holds for afternoon pick up.

**ADDITIONAL WRAPAROUND CARE POLICIES**

- St. Paul Lutheran School is not responsible for lost personal property.
- 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.
- Students utilizing wrap care are expected to follow all COVID-19 protocols such as; wearing masks in communal areas, and keeping a safe distance. Please contact Karen Brown or Therese Flannery with any questions.