

Fee Schedule and Operating Policies for Wrap-Around Programs

Jackson Wrap-Around Program Phone Number: 723-2327 (serving West Side and Jackson)

Tibbets' Wrap-Around Program Phone Number: 742-2327

Lakeland's Little Learners' Main Phone Number: 723-8391 Fax: 723-8381

Address: 240 E. Commerce Ct., Elkhorn, WI 53121

Administrator/Director: Tami Adams

Assistant Director: Debbie Nehs Program Director: Juli Muehl

School Age Coordinator: Debbie Beaudin

Notice To All Participants: This program is not connected with or operated by the Elkhorn Area School District. Any questions pertaining to the program should not be directed to School District officials, they should be directed to Lakeland's Little Learners, Ltd.

Revised on September 1, 2008

Hours of Operation - 6:00 a.m. to 8:30 a.m. and 3:15 p.m. to 6:00 p.m. The Wrap-Around Programs are open when Elkhorn Area Schools are in Session as scheduled in the Elkhorn School Calendar.

Additional days and hours are available, on a first-come, first-serve basis, with proper notice and registration at our main center. Please call 723-8391 to request additional hours.

Ages & Licensed Capacity - Children will be accepted between the ages of 5 and 13 with no more than 18 at one time.

Enrollment Forms - It is the parent's responsibility to complete and return the following forms before enrollment begins:

Child Enrollment and Health History Form, Immunization Form, and an Enrollment Agreement, Contract, and Transportation Form.

Registration Fee - There is a \$30.00 per family, per year registration fee charged upon enrollment. This fee is non-refundable.

Fees - \$3.70 per hour, with an 1½ minimum charge per session (a.m. or p.m.) scheduled. Fees are due by 8:30 a.m. on "Fee Friday". Please include your child's name on your check. "Fee Fridays" are every other Friday as indicated on Lakeland's Little Learners calendar. Fees should be given to the Wrap-Around teacher in a clearly marked envelope by 8:30 a.m. or delivered to Lakeland's Little Learners' main center by 5:00 p.m. that day.

Late Pick-Up & Early Drop-Off Fees - You will be assessed a \$5.00 fee for every 1-15 minutes you have arrived early to drop off your child, or late to pick up your child, according to your schedule submitted on "Schedule Monday." Early arrivals or late pick-ups outside of our licensed hours, will be assessed \$5.00 for every 1-5 minutes. Failure to sign in and or out will be assessed at \$5.00 per incident.

Late Payment Fees - For all fees not paid on time on "Fee Friday", your account will be assessed a penalty of \$1.00 per day until the entire amount is paid. Enrollment may be dropped if your account falls 2 weeks behind. Please call if payment will be late to see if acceptable arrangements can be made.

Schedules - All hours must be scheduled per your contract and do not change. You are entitled to one week's worth of hours off throughout the school year, otherwise, you are obligated to pay for hours you have contracted, regardless of attendance, or closings due to weather in order to hold your child's spot. If your child is going to be absent for any reason, we appreciate knowing this in advance. This helps us

with safety issues as well as keeping track of illnesses. Schedules for planned absences are due on or before "Schedule Monday" (every other Monday) by 8:30 a.m. If your schedule does not vary from your contracted time, there is no need to hand in a new one on "Schedule Monday". Please hand schedules to the wrap-around teacher by 8:30 a.m. or fax them by 10:00 a.m. to the main center at 723-8381 and check to be sure that they have been received by calling 723-8391. **NO VERBAL SCHEDULES WILL BE TAKEN WITHOUT WRITTEN BACK UP!!** Drop-In Care will be available if staffing is appropriate and upon approval from the main office. Drop-In care is charged at the rates quoted above, plus an additional \$5.00 scheduling fee.

Sign-In/Sign-Out - Every child should be dropped off with the Lakeland's Little Learner's staff person on duty. The wrap-around teacher is responsible for signing their child in and/or out and the parent is responsible for initialing the time recorded. Children may not be dropped off outside and left to walk in on their own. The wrap-around teacher will sign your children in or out when they come from or go to the classroom.

Medications - Medications must be given to the staff person directly. They must be in the original container and labeled with the child's name. A medication sheet must be filled out by a parent and handed to the wrap-around teacher on duty. Medications will be kept in our possession until the parent picks it up. Medications will be recorded in the center's medical log and medication sheets will be kept on file.

School Closings - The Wrap-Around Programs will be closed when the Elkhorn Area schools are closed for a planned days off or for inclement weather. If you are in need of care on those days, please call to request drop-in hours at our main center at 723-8391. Lakeland's Little Learners is located at 240 E. Commerce Court in the Elkhorn Business Park, near AmericInn Motel.

Absences and Additional Pick-Ups - Absences should be called into the Wrap-Around Program's telephone number, for safety purposes. Please remember the school's and center's policy of "Fever-Free for 24 Hours" before returning after an illness. The wrap-around teacher will attempt to call those parents who have not notified us of their child's absence if their child does not show up after school on a scheduled day and the child will be recorded as absent on the attendance clipboard. A written, signed and dated note must be handed to a staff person by a parent in order to allow someone other than those listed on the enrollment form to pick up your child.

Termination - Parents may terminate a child's enrollment with a 2 week's written notice. You will pre-pay for your last two weeks when you give notice. If proper notice is not given, you will be billed for 2 weeks. Failure to abide by the center's policies is cause for immediate termination by the center.

Incident and Accident Reports - Incident and accident reports are filled out for your child if required. They are also recorded in the center's Incident and Accident Logs and reported to the parent.

Breakfast & Snacks - Breakfast is not provided by the center, but will be served to your child if you choose to send it along. Please do not send anything that needs to be warmed unless arrangements are made with the wrap-around teacher. Breakfast will be served at 7:15 a.m. Snacks will be provided after-school and menus will be posted.

Bathroom Policy - If your child is eight years old or older, he/she may be dismissed from the classroom to go to the bathroom alone as needed. If he/she is under eight, we will walk to the bathroom as a group when needed. Children will be encouraged to use the bathroom as a group before going outside. Children must be toilet trained. Diapering is not available at the wrap-around program due to the lack of facilities as well as lack of privacy for the child.

Activities - The children will have a variety of activities available for them including active and quiet, teacher directed and student initiated, and inside and outside activities. They will also have a quiet area provided if rest and quiet is wanted.