



2026-2027
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. Activities are designed to allow for creativity and spark your child's imagination, encourage physical activity, or assist in the development of positive learning values. This care will take place at Eagle Elementary in Room 150 (in the morning--near door 1) and in Room 135 in the afternoon. Montessori will take place in Rooms 112/114/120. At times, students may also be in the gym or on the playground.

HOURS, DAYS, and MONTHS OF OPERATION:

Wrap Around Care is provided from 6:00 am -7:50 am and from 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 full day of school. The program follows the school calendar and is closed when school is not in session.

Please be aware that the scheduled days of wrap care are based on the calendar of each school building.

Consult the Early Learning Center Calendar for dates when wrap care is closed at the Montessori Early Learning Center. Only students enrolled in the infant and toddler programs are eligible to attend wrap care on district non-school days.

ARRIVAL PROCEDURES:

In the morning, parents or guardians must call the telephone number listed on the outside door and upon entrance to the building, proceed directly to the program area (Room 150 AM at EES / Room 114 at Montessori) and must sign in their child. Early Learning Center Families will be let in door 8 by a front desk worker or wrap care staff member. All Montessori families must use Transparent Classroom to sign in their child.

In the afternoon, students in grades 4K- 5th grade will be checked in by a teacher, or designated staff member. Students report directly to the Wrap Around Care program room (EES - Room 135 / Montessori Room 112/114/120) and will be checked in upon arrival.

The PEASD program assumes responsibility for your child when:

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

DEPARTURE AND RELEASE PROCEDURES:

Parents/Guardians must enter the building and sign their child out of the program (Montessori parents must use Transparent Classroom to sign their children out). Child safety is our primary concern and there are no exceptions. A photo ID may be required for the release of your child. If someone else will be picking your child up, please contact the director EES- Wrap Around Care Supervisor - Amy Muth by email at amuth@peasd.org, if someone else will be picking your child up.

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 office during school hours for students to receive medication. For

emergency medication, please complete an “authorization to administer medication” form which can be provided by the school office. This form requires the listing of the specific medication dosage and the full name of the child receiving the medication as listed by your physician.

MEDICAL EMERGENCY:

In case of a medical emergency, staff will call 911 and contact the parents/guardians. Responding emergency personnel will make any determinations as to if the children should be transported to the hospital. We will provide them with the information from your child’s registration 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, redirection, and logical consequences.

Child safety is the most important concern of Wrap Around Care; therefore children whose behavior is dangerous or repeatedly disruptive, will need to be picked up from the program. Staff will work with the parents to create a plan for future safe and respectful behavior. Repeated disruptive or dangerous behaviors will be

discussed with the parent/guardian and will result in loss of privileges or activities, suspension, or termination from Wrap Around Care.

SNACKS (FOOD SERVICE PRACTICES):

At EES - 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. At Montessori students are to bring/have their own snacks. Soda or candy is not allowed to be brought into the Wrap Around Care. Students will have access to water bottle filling stations for the duration of the program and will be provided with disposable cups if they don't have a reusable water bottle.

ENROLLMENT PROCEDURES AND NOTIFICATION OF POLICY CHANGES:

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

The following information is needed to enroll:

1. Emergency contact information for someone other than yourself(not parent/guardian)
2. Contact information for others allowed 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:

Parents are welcomed and encouraged to interact with the Wrap Around Care program. We appreciate your input regarding program expectations, suggestions, ideas and comments on ways to improve our program. Please call or email as needed.

FEES, PAYMENT POLICIES AND PROCEDURES:

Please refer to District communications and/or website regarding current fees.

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. Checks are payable to PEASD. Please enclose all payments in an envelope and write the child's name and Wrap Around Care Payment on the front.

PARENTS WHO HAVE NOT PAID BY THE FIRST WEEK OF THE MONTH, WILL NOT BE ALLOWED TO SEND THEIR CHILD UNTIL PAYMENT IS MADE.

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. No discounts are given if the school closes due to inclement weather. Parents who are able to provide a list of days a child will not be attending at the beginning of the month, may receive a discount for days not attended. This must be made in writing or email by the first of the month.

Added Text here:

STAFF/CHILDREN RATIOS:

We will maintain a staff/children ratio that is consistent with the ratio of classrooms in the elementary school.

Early Learning Center will follow state guidelines regarding student care and supervision based on the child's current ages.

TABLE DCF 251.055 Maximum Group Size and Minimum Number of Child Care Workers in Group Child Care Centers		
Age of Children	Minimum Number of Child Care Workers to Children	Maximum Number of Children in a Group
Birth to 2 Years	1:4	8
2 years to 2½ Years	1:6	12
2½ Years to 3 Years	1:8	16
3 Years to 4 Years	1:10	20
4 Years to 5 Years	1:13	26
5 Years and Over	1:18	36

Additional staff may be added to the program as needed to meet the needs of the students.

LATE PICK UP:

Wrap Around Care is only staffed until 5:30pm. All students must be picked up by 5:30pm. Please call the Wrap Around Care site (262) 594-2148, Ext. 4135 if an unexpected emergency will cause you to be late picking up your child. In the event you are late more than 2 times, we will charge \$1 for each minute past 5:30pm and add that to your balance.

Early Learning Center- After 5:30 pm, we will first attempt to contact you to establish a pick-up time. For every 5 minutes after our closing time of 5:30 pm your child is in our care, you will be charged a \$25 late pick-up fee. After 6:00 pm if no one has been reached, authorities may be notified.

CHILD'S BELONGINGS:

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

ACTIVITIES DURING WRAP AROUND CARE:

Students will spend the first portion of Wrap Around Care getting a snack. After snack, students will head outside or the gymnasium to participate in gross motor activities. Safe play will be encouraged and games will be encouraged. Following active play, students will have the opportunity to work on homework, read, color, or build with a variety of materials. Netflix and Disney programs may be viewed, as well as listening to music.

During Wrap Around Care at the Montessori School, students will have ample time to play outdoors (weather permitting) or in the gym, do arts and crafts, play board games, read, participate in dramatic play, and other hands-on educational experiences.

DISCIPLINARY PROCEDURES:

Wrap Around Care cannot serve children who display unacceptable behavior. Children who exhibit any type of behavior that is unacceptable or unsafe will be reminded to correct their behavior and parent contact will be made(either in person or by mail). If the behavior continues without improvement, the child may be suspended from the program. There are no refunds for suspension or termination due to unacceptable behavior.

1st incident: Parent Contact and student warning

2nd Incident: Parent Contact and one day suspension from WRAP

3rd incident: Action taken is at the discretion of the Wrap Around Care Supervisor and Principal. There will be communication with the

parent. This may result in suspension or termination from the program.

Unacceptable behavior may include, but is not limited to:

1. Using foul language
2. Disrespecting another child or adult--repeatedly
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

Disciplinary procedures at The Montessori will be determined on a case-by-case basis dependent on the developmental age of each child. All discipline will be at the discretion of the principal.

Acknowledgement

Please sign and return this page:

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 will reach out to the Wrap Around Care Supervisor, Amy Muth at amuth@peasd.org for assistance.

Adult Name: _____

Signature: _____

Date: _____

Child(ren)'s Name : _____