



dubuque **montessori** school

## Dubuque Montessori School Extended Day Program Policies and Procedures

### Enrollment

To utilize our Extended-Day Program, the child must be currently enrolled at DMS

### Availability

Extended-Day hours are 7:15am-9:00am and 11:00am – 5:30pm, during our school year.

Extended Care is not open on non-school days.

### Weather Related Cancellations

Dubuque Montessori School and Extended-Day are closed when the Dubuque Community Schools are cancelled due to bad weather. Dubuque Montessori School is **not affected** by late arrivals; we will open Extended-Day on time and begin classes as scheduled.

### Fees

\$5/hour

\$5.25/hour children in diapers

\$11/Day Lunch Block (11:30a-1p) for 3-6 year old classrooms

\$13.50/day Lunch Block Rate (11 AM- 1 PM) for toddlers

\$13/day Drop-In Lunch Block Rate for 3-6 year old classrooms

\$15/day Drop-in Lunch Block Rate for toddler room

Drop-In Rate is charged for anything less than a seven day notice.

### Scheduling

If you require Extended care on a regular weekly basis, a form must be submitted. Changes to the schedule require a one week written notice to avoid drop in charges. After August confirmation of schedules, ONLY 2 schedule changes will be allowed per school year.

In cases where a one week written notice was not given, you will be billed at the regular rate for the child's scheduled hours even if the child does not attend. Hours used beyond those scheduled will be billed at the drop in rate.

### Drop Ins

Drop ins are accepted on an as needed basis, provided we have space available. Please call 556-5101 to check availability.

### Arrival of Children

In instances where children attend Extended Day after class, a teacher will escort them down and a DMS staff will sign them in. Often times dropping a child off, especially for the first time, can be difficult. Before starting the service we

recommend that the child be introduced to the staff and the facility. After that the t parents should simply say goodbye, give hugs and kisses, and leave promptly. Please feel free to call later to see that your child has settled in.

#### Pick-Up

Parents are responsible for signing their child out of Extended Day at the end of the day and for gathering the child's belongings.

#### Cancellations

Please call 556-5121 to notify us if your child will not be in Extended Day when scheduled. A one-week written notice is required for permanent schedule changes or cancellation of services.

#### Billing

Billing statements will be emailed on the first working day of the week. Payment is due on a weekly basis. You may choose to have your bill automatically deducted from your checking or savings account through a program called Tuition Express. If you would like more information or to sign up, please contact the office.

#### Receipts

Your bill will serve as your receipt. Annual statements will be provided in January for tax purposes.

#### Lunch Block

The lunch block is scheduled from 11:30am-1pm daily. The fee covers lunch as well as care.

#### Meals

Children are served a nutritious hot lunch that meets the Child and Adult Food Care Program standards. Menus will be posted on the website monthly. Please notify the office of any special dietary needs relating to allergies or religious beliefs. Sack lunches sent in must also meet these standards. DMS is required to supplement any sack lunch which does not meet standards. You will be billed a full lunch price for any supplementation required.

#### Emergency Procedures

Dubuque Montessori School has emergency plans in place. Please refer to the Dubuque Montessori School Parent Handbook.

#### Discipline

Please refer to the Dubuque Montessori School Parent Handbook for discipline policies.

#### Health

Please refer to the Dubuque Montessori School Parent Handbook for Illness Policies.

Children requiring medication during school hours will need a doctor's note and written permission from a parent which details times and dosages to be administered. All medications must be in their original container whether prescription or over-the-counter.

#### Clothing

Children should be dressed appropriately for the weather in casual/comfortable clothing that will allow them to participate in all activities. We do try to go outside daily, even in the winter when temperature allows. **PLEASE LABEL ALL OUTERWEAR WITH YOUR CHILD'S NAME.**

#### Parent/Staff Communication

Good communication is essential to a successful experience for the children, staff, and parents. Please address staff with any questions or concerns.

Thank you for giving us the opportunity to share in the development of your child.