

Extended Care Program Guidelines

Enrollment

To utilize our Extended Care program, the child must be currently enrolled at DMS.

Availability

Extended Care hours are 7:15 AM - 9:00 AM & 11:00 AM - 5:30 PM. Extended Care closed on non-school days. Children may be picked-up anytime between 12:30 PM - 1:00 PM during the Lunch Block.

Weather Related Cancellations

Dubuque Montessori School & our Extended Care program are closed when the Dubuque Community Schools are cancelled due to inclement weather. Dubuque Montessori School & our Extended Care programs **are not affected** by the Dubuque Community School's late arrivals.

Extended Care Rates

\$6 per hour	Toilet Trained Children
\$6.25 per day	Children in Diapers
\$12 per day	Primary Program Lunch Block (Children 3-6 years of age)
\$15 per day	Toddler Program Lunch Block (Children 2 years of age)

Scheduling

If you require Extended Care on a regular weekly basis, an Extended Care Form must be submitted. Changes to the schedule require a written notice **one week in advance** to avoid drop-in charges. After your Extended Care Schedule is confirmed in August, you will be allowed **two** schedule changes.

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 in 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 space is available. Please call (563) 556-5101 to confirm availability & rate.

Pick-Up

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

Billing & Receipts

Billing statements will be emailed to you on the first working day of the week. Payment is due on a weekly basis. Automatic payment is available through the Tuition Express program. If you would like more information regarding Tuition Express, please contact the DMS Office. 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 11:30 AM - 1:00 PM daily. The fee for the Lunch Block includes both lunch & care. Children may be picked-up anytime between 12:30 PM - 1:00 PM during the Lunch Block.

Meals

Children are served a nutritious hot lunch that meets the Child & Adult Food Care Program standards. Sack lunches sent 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 if any supplementation required. The menu will be posted on the website each month. Please notify the office of any special dietary needs relating to allergies or religious beliefs.

Emergency, Discipline & Illness Procedures

Dubuque Montessori School has emergency plans in place. Please refer to the Dubuque Montessori School Parent Handbook for procedures regarding emergencies, discipline & illness.

Medications

Children requiring medication during school hours will need a doctor's note & written permission from a parent which details times & dosages to be administered. All medications must be in their original containers 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 items with your child's name.**

Parent/Staff Communication

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