

Enrollment

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

Availability

Extended Care hours are 7:30 AM - 9:00 AM and 11:00 AM - 5:30 PM. Extended Care is closed on non-school days. Children who leave after lunch may be picked up anytime between 12:30 PM - 1:00 PM.

Weather Related Cancellations

Dubuque Montessori School & our Extended Care program are closed when the Dubuque Community Schools are canceled due to inclement weather, including virtual learning days. Dubuque Montessori School & our Extended Care program **are not affected** by the Dubuque Community Schools' late arrivals.

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.

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 space is available. Please email billing@dubuquemontessori.org 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.

Children are served a nutritious hot lunch that meets the Child & Adult Care Food Program standards. A monthly menu is posted on the website and in the office. Please notify us of any special dietary needs relating to allergies or religious beliefs. If a child brings a sack lunch, it must also meet the CACFP standards, and DMS is required to supplement any sack lunch which does not.