



Wraparound Care Handbook

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INTRODUCTION

Welcome to St. Paul Lutheran School's Wraparound Care Program. Morning and afternoon care is available for all St. Paul students (preschool age 3-grade 8) with convenient pick-up and drop-off times for families requiring greater flexibility and convenience. Parents have a peace of mind that their child(ren) are in a safe and active environment that is consistent with St. Paul's core offerings of keeping Christ at the center of learning and play.

This program is administered by the School Administrator, Pastor Mark Ball, Wraparound Care Program Director, Mrs. Jocelyn Slynko, and the St. Paul Lutheran School Board of Christian Education. During Wraparound Care students are provided with the time and space to complete homework, play and socialize.

PROGRAM CONTACTS

Wraparound Care Director

Mrs. Jocelyn Slynko

JocelynSlynko@stpaulhilton.org

585.392.4000 x214

St. Paul School Office Manager

Mrs. Roxanne Graumenz

school@stpaulhilton.org

585.392.4000 x200

A.M. Care Teacher

Mrs. Heidi Thorpe-Messmer

HeidiMessmer@stpaulhilton.org

585.392.4000 x214

P.M. Care Teacher

Ms. Danielle Klemz

DanielleKlemz@stpaulhilton.org

585.392.4000 x214

REGISTRATION

Children attending the wraparound care program must be students enrolled in preschool (age 3) through grade eight at St. Paul Lutheran School with no outstanding tuition balance. A full schedule of rates for two, three, five and drop-in care is listed on page 4.

To enroll in wraparound care, parents/guardians must complete the registration form for each child and pay a non-refundable registration fee of \$25.00 per family. A new registration form and registration fee must be submitted for each new school year. Registration forms are available online during the enrollment process on TADS or in paper form at the school office.

RATE SCHEDULE

Registration Fee: \$25.00 per family (non-refundable)

Wraparound Care Costs Per Week:

Care is billed each month based on the program selected. See billing policies for full details.

2-Day A.M. Care - \$15	3-Day A.M. Care - \$23
2-Day P.M. Care - \$27	3-Day P.M. Care - \$46
2-Day A.M. & P.M. Care - \$37	3-Day A.M. & P.M. Care - \$54

5-Day A.M. Care - \$33	Drop-In A.M. Care - \$12
5-Day P.M. Care - \$66	Drop-In P.M. Care - \$17
5-Day A.M. & P.M. Care - \$89	Drop-In A.M. & P.M. Care - \$23

Late Pick-Up Fee: A \$25.00 fee will be charged for late pick-ups. Families are given a warning prior to receiving this charge.

BILLING POLICIES

- Wraparound care charges are posted onto your TADS billing account by the first of each month. If you have not selected the ten installment plan in TADS an invoice will be created for the 25th of the billing month.
- Changes in your care needs must be provided to the St. Paul Office Manager two (2) weeks in advance of the change for scheduling and billing to be adjusted. This includes absences due to prolonged illness, injury, or vacation (one week or longer).
- Drop-in care is posted twice per month following the use of care.
- Refunds or credits are not given for absences.
- Families are not charged for days when the school is not open due to planned or emergency closings.
- Due to staffing requirements and administrative resources care used only for a portion of the time allotted is billed at the full rate.

Questions regarding billing for wraparound care can be directed to the St. Paul Lutheran School Office Manager, school@stpaulhilton.org or 585.392.4000 x200.

HOURS

- A.M. Care 7:00 a.m.-9:00 a.m.
- P.M. Care 2:00 p.m.-5:30 p.m.
- Wraparound Care (both sessions)

Early Dismissal Days: Wraparound Care will be available on designated early dismissal days or half-days. To receive care families must sign-up for care in advance with the wraparound care director. Early dismissal care is charged at the p.m. drop-in rate (\$17) for families that are not signed up for p.m. care.

Unscheduled Early Dismissal Days: In the event of an emergency or unscheduled early dismissal, wraparound care is not provided. Please have a backup plan for these instances.

ARRIVAL AND DEPARTURE

Signing Students In and Out: Parents/guardians must sign-in each child upon entering the wraparound care room. The same policy holds for parents/guardians or those authorized to pick-up students must sign a child out after each afternoon session.

ADDITIONAL WRAPAROUND CARE POLICIES

- St. Paul Lutheran School is not responsible for lost personal property.
- Parents are welcome to pack a snack for their child(ren) to partake in during their wraparound care session.
- Students are given time and space to complete their homework, but staff are not required to provide tutoring services for students during care.
- All school rules apply to wraparound care students (i.e. no running in halls, no foul language, and good sportsmanship at all times, etc.). Please refer to the St. Paul school student handbook for a full list of school policies.