

# WonderCare



**WEBSTER CENTRAL SCHOOL DISTRICT  
BEFORE AND AFTER SCHOOL PROGRAM BEGINS  
SEPTEMBER 2019 AT ALL ELEMENTARY SCHOOLS**

*Compassionately Connected, Joyfully Engaged,  
Always Learning.*

WonderCare Program Office: [wondercare@webstercsd.org](mailto:wondercare@webstercsd.org) (585) 216-0019

*\*Please note that all hyperlinked information within the WonderCare Parent Handbook may also be found by visiting WCSD's website, [websterschools.org](http://websterschools.org).*



**Parent Information Nights**  
**2019**

**Monday, February 25, 7:00 p.m.:** Plank Road North and Plank Road South

**Wednesday, February 27, 7:00 p.m.** Dewitt Road

**Thursday, February 28, 7:00 p.m.:** Klem Road South

**Monday, March 4, 7:00 p.m.:** Schlegel Road

**Tuesday, March 5, 7:00 p.m.:** Klem Road North

**Wednesday, March 6, 7:00 p.m. :** State Road

Information nights will be geared for parents only. WonderCare will be hosting meet and greet nights for families in August 2019.

If you can not attend your home school date, you may attend at another location.



## 2019 - 2020

Welcome to Webster Central School District's (WCSD's) before and after school program, WonderCare. Before and after school hours are a very important part of your child's day. WonderCare will ensure that your child participates in a developmentally appropriate and enjoyable program that balances and complements the academic experience.

WonderCare is available to students in grades kindergarten through six and will be offered at each of Webster's seven elementary schools beginning in September 2019. In addition to the before and after school program, WonderCare will be open on half days of school, superintendent's days, and school breaks (with the **exception** of summer).

WonderCare staff are skilled professionals dedicated to providing high quality programs for children. Each school will have an on-site coordinator who will plan and supervise activities. The coordinator will also meet with curriculum specialists in (WCSD to provide enrichment from their daytime learning experiences.

### **Morning Hours and Program**

6:30 a.m. - 7:45 a.m. - breakfast, quiet socialization, indoor play

*Busing for sixth graders will be provided to Spry and Willink middle schools.*

### **Afternoon Hours and Program**

Dismissal - 6:00 p.m. - snack, homework, enrichment opportunities, special guests, recreation, indoor and outdoor play

<b>Erin Berns</b> <a href="mailto:erin_bern@webstercsd.org">erin_bern@webstercsd.org</a> Webster Schroeder Catchment Schools	<b>Kristin Fenton</b> <a href="mailto:kristin_fenton@webstercsd.org">kristin_fenton@webstercsd.org</a> Webster Thomas Catchment Schools
<b>Plank North Elementary School</b> 705 Plank Road	<b>Klem North Elementary School</b> 1015 Klem Road
<b>State Road Elementary School</b> 1401 State Road	<b>DeWitt Road Elementary School</b> 722 DeWitt Road
<b>Plank South Elementary School</b> 715 Plank Road	<b>Schlegel Road Elementary School</b> 1548 Schlegel Road
<b>Klem South Elementary School</b> 1025 Klem Road	

## **HOLIDAYS**

After care will be closed the following holidays in the 2019-2020 school year: New Year's Day, Memorial Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day. This information is subject to change pending the 2019-2020 school calendar.

## **OTHER NON-SCHOOL DAYS AND HALF DAYS**

When school is not in session due to half days, care will be provided at your child's home school. In addition to breakfast and a snack, lunch will be provided on half days of school. Half days will be **included** for all WonderCare participants who are scheduled to attend that day. If you will not be utilizing the half day, parents must follow the Absent from WonderCare protocol (page 13).

On superintendent's days, school recesses, and school holidays (day before Thanksgiving, Friday before Memorial Day) when care is offered, care will be provided at Klem North and Plank North elementary schools. The non-school days are **not** included in your monthly program fee and all students must be registered separately.

*A minimum number of participants must be registered for the program to run or may be moved to a combined elementary program. A two week notice will be given if the program will not run.*

## **RECESS WEEK CARE**

Care will be provided for December recess, February recess, and spring recess. Programming may also include off-site trips, special guests or activities. These recess weeks are **not** included in your monthly program fee and all students must be registered separately.

## **DROP-IN CARE**

Drop-in care will be offered. The online enrollment, as well payment, \$10 for AM care/ \$25 for PM care and registration fee must all be received two (2) weeks prior.

## **REGISTRATION**

The non-refundable yearly registration fee is \$20 per child or \$25 for two (2) or more children. Online registration for September 2019 is required by August 1, 2019 and will open on Monday March 18, 2019. Early registration is encouraged to guarantee a spot Enrollment is complete once the registration fee is paid, an account is created on Regwerks and the first payment is received.

The financial agreements and parent handbooks are available at [WonderCare website](#).

Registration is ongoing after the start of the school year. Enrollment is complete once the registration fee is paid, all forms are completed and approved, and the first payment is received. Please allow up to five (5) school days to have your child(ren) start.

**FEES**

WonderCare is a fee-based program and operates on tuition paid by parents. Fees are based on the number of days your child(ren) attend the program. Children may be enrolled part-time in the program two to three (2-3) days per week, or full-time, at least four (4) days per week. Half days are included for registered participants at no additional cost.

	MONTHLY Rates per Student 10 payments		Discounted <b>YEARLY</b> Rates per Student <i>Reflects 5% discount when paid in full</i>	
	Single Child	2 or More Children	Single Child	2 or More Children
Part-time AM	\$94	\$84	\$895	\$795
Part-time PM	\$157	\$146	\$1,491	\$1,392
Part-time AM & PM	\$251	\$230	\$2,386	\$2,187
Full-time AM	\$157	\$139	\$1,491	\$1,326
Full-time PM	\$261	\$244	\$2,486	\$2,320
Full-time AM & PM	\$418	\$383	\$3,977	\$3,646
Annual Registration Fee per Family	\$20	\$25	\$20	\$25

Drop-in days are also available with two (2) weeks notice and a non-refundable annual registration fee. The enrollment packet and financial forms must be completed two (2) weeks prior to attend. See the **drop-in payment form** for more information regarding this option.

Payments must be received by the 15th of every month that your child is enrolled, or a late fee of \$25 will be charged. If full payment and late fee are not received one week after the due date (please see payment schedule below), your child’s placement will be discontinued. Should you request re-enrollment and space is available, a new registration fee will be incurred. There will be a \$20 bank fee for insufficient funds. Should you request re-enrollment and space is available, a new registration fee will be incurred.

Month of Service	Payment Due Date	Late Fee \$25	Program participation is suspended for non payment
September	Thursday, August 15, 2019	8/16/19-8/22/19	Friday, August 23, 2019
October	Friday, September 13, 2019	9/14/19-9/20/19	Monday, September 23, 2019
November	Tuesday, October 15, 2019	10/16/19 - 10/22/19	Wednesday, October 23, 2019
December	Friday, November 15, 2019	11/16/19-11/22/19	Monday, November 25, 2019
January	Friday, December 13, 2019	12/20/19-12/26/19	Friday, December 27, 2019
February	Wednesday, January 15, 2020	1/16/20-1/22/20	Thursday, January 23, 2020
March	Friday, February 14, 2020	2/15/20-2/21/20	Monday, February 24, 2020
April	Friday, March 13, 2020	3/14/20-3/20/20	Monday, March 23, 2020
May	Wednesday, April 15, 2020	4/16/20-4/22/20	Thursday, April 23, 2020
June	Friday, May 15, 2020	5/16/20-5/22/20	Monday, May 25, 2020

*\*In the event of enrollment cancellation, payments will be refunded for future months paid but not for the remainder of the month already in progress.*

**SPLIT PAYMENTS**

Please indicate if more than one payment will be coming from two different sources (two households) on the one-time payment form or the monthly payment form. Payments from both parties are required for the child(ren) to be in good standing.

**SIBLING DISCOUNT**

The sibling discount is available to siblings residing in the same household. Please see the fee structure on the previous page.

**RETURNED CHECK CHARGE**

There will be a \$20 charge for any check returned for insufficient funds. In the event of a returned check, the \$20 fee must be paid by cash or credit card.

**LATE PAYMENT PENALTY**

Monthly payments **MUST** be received by the 1st of every month that your child is enrolled or a late fee of \$25 will be charged. If payment and late fee are not received by

the 15th of the month your child's placement will be discontinued. Should you request re-enrollment and space is available, a new registration fee will be incurred. There will be a \$20 bank fee for insufficient funds.

**WCSD reserves the right to discontinue services to any family that is in arrears.**

### **REFUND POLICY**

There are no credits or refunds for personal/family vacation days, sick days, or other unused days. In the event of enrollment cancellation, payments will be refunded for future months paid but not for the remainder of the month already in progress.

### **WITHDRAWAL POLICY**

In the event of enrollment cancellation, payments will be refunded for future months paid but not for the remainder of the month already in progress. All cancellations must be in writing. Please refer to the payment schedule (located on page 7 to assist with the date of withdrawal).

### **SCHEDULE CHANGE**

If there is a need to change your child(ren)'s WonderCare schedule, please notify the WonderCare office in writing. The deadline for changes is the Tuesday before the week of the change.

### **TRANSPORTATION**

A transportation form needs to be filled out upon enrollment. This form is found on WCSD website or follow this link; [Childcare Transportation Form](#). Although they will be staying at the school the transportation department still needs to be able to account for the child's destination.

### **RECEIPTS AND STATEMENTS**

Receipts will be available to the parents/guardians who sign the WonderCare financial agreement. Year-end tax statements will be provided to the parents/guardians who sign the WonderCare financial agreement and mailed or emailed to the address on the enrollment form. In the event of split payments, all parties paying WonderCare fees will be provided with a receipt.

### **ENROLLMENT PACKET**

The enrollment packet consists of valuable information for contact, pick-up, and release of your child, health and safety information, as well as space for you to tell us more about your child(ren). This packet is required to be completed before enrollment is finalized. The enrollment packet is available at [WonderCare website](#) and hard copies are available in the main office at each elementary and middle school.

## **MISSION AND VISION**

WonderCare is a program of WCSD. As such, we share the [district's mission, vision, Essential Skills](#), and [C.A.R.E. \(Cooperation, Accountability, Respect, Excellence\) acronym](#) to teach students about our expectations. WonderCare also follows the same guidelines WCSD does regarding [Positive Behavioral Intervention Support \(PBIS\)](#).

## **WCSD MISSION**

We are a community of learners who nurture and inspire personal excellence, foster creativity, and explore diverse opportunities, celebrate achievements and overcome challenges, and contribute locally and globally for positive change.

## **WCSD VISION**

Compassionately Connected, Joyfully Engaged, Always Learning.

## **PROGRAM**

WonderCare will operate during the WCSD school year. The program will also be available to registered children on half days, superintendent's days, some federal holidays, and school recesses (excluding summer). Drop-in days will be offered with a two (2) week notice, registration fee payment, and completion of all forms.

Monthly calendars and newsletters will be provided to keep families informed of daily events and programming.

WonderCare will open at 6:30 a.m. and provide care until school begins. After school hours are dismissal until 6:00 p.m. Half day care will begin at dismissal and the program will provide care until 6:00 p.m. On non-school days, the program hours will be 6:30 a.m. - 6:00 p.m. A hot breakfast and afternoon snacks will be provided daily. On half days of school, children will also be provided lunch.

Elementary students will be escorted to their classrooms each morning and middle school students will board their buses. Elementary students will be escorted to the program after school and sixth grade students will be dropped off at the designated door for WonderCare and signed in by staff.

Your child will be greeted by caring and experienced staff, ready to embrace an afternoon or day of exploration and fun. Each site will have an on-site coordinator and consistent staff with a staff to child ratio of 1:8. Children will get settled in by putting their belongings away, washing up, and having a nutritious snack. Homework support or reading time will then be followed by supervised physical activity, artistic expression,

games, themed activities, and programming that supports the WCSD core values and curriculum. Each WonderCare site will be visited by guest speakers or specialists and have special events throughout the year.

**STAFF**

Two WonderCare directors will oversee the entire program. They are designated to oversee the WCSD population that falls either on the Webster Thomas or Webster Schroeder catchments. Each site will have a site coordinator and staff to maintain a student to staff ratio of 8:1.

<p>Erin Berns at  <a href="mailto:erin_bern_s@webstercsd.org">erin_bern_s@webstercsd.org</a></p>	<p>Kristin Fenton at  <a href="mailto:kristin_fenton@webstercsd.org">kristin_fenton@webstercsd.org</a></p>
<p>Webster Schroeder catchment elementary schools (Plank North, Plank South, and State Road)</p>	<p>Webster Thomas catchment elementary schools (Klem North, DeWitt, and Schlegel Road)</p>
<p>There will be a shared responsibility for Klem South since this school is a blended catchment.</p>	

Erin Berns has an extensive background in youth programming and development with over 19 years at the YMCA of Greater Rochester. During her time there, she held multiple positions in school age childcare, summer camp, and family programming. Providing families with safe, reliable, and exciting programming is paramount to her and to WonderCare.

Kristin Fenton has seven years’ experience in before and after school care, as well as summer programs, as the site director of Expressive Beginnings Childcare Center. Prior to that she served as preschool program advisor and a preschool teacher for 10 years. She brings to WonderCare a passion for providing innovative and exciting programming for children.

**COMMUNICATION**

Communication between parents and WonderCare staff is encouraged. The sharing of information will begin with parents/guardians filling out the participant form, which gives parents/guardians the opportunity to tell staff about their child(ren).

The on-site coordinators will be the main point of contact for parents/guardians. Monthly

newsletters will be sent out to each family to share days of operation, upcoming events, and other necessary and exciting information.

### **MORNING ARRIVAL**

Children must be escorted into the building at the designated entrance and signed in daily by the parent/guardian dropping them off. There are no exceptions to this policy. Drop off begins at 6:30 a.m.

### **AFTER SCHOOL ARRIVAL**

Elementary school children in each school will meet at the designated WonderCare entrance. Children in sixth grade will board their designated bus at their middle school and arrive at the WonderCare entrance. Sixth graders will be checked in by WonderCare staff upon arrival at the designated WonderCare entrance.

At that time, children are expected to put their belongings away in the designated areas, wash their hands, and prepare for snack.

### **AUTHORIZED PICK-UP LIST**

Parents/guardians and authorized individuals must sign their children out daily. Children will only be released to adults (must be at least 16 years of age) who are listed on the the authorized pick-up list field in the enrollment packet. Staff will request proper photo identification before releasing a child. Please note that staff may not continue to request identification once the staff recognizes the adults picking up your child(ren). If you need to make arrangements in an emergency situation for someone different to pick up your child, you must make the request in writing to the WonderCare site coordinator or administrative assistant.

### **LATE PICK-UP**

WonderCare will close at 6:00 p.m. daily. A \$20 late charge will be assessed for the first 10 minutes, or any part of that time period, if a child is picked up after 6:00 p.m. After 6:10 p.m., the charge is an additional \$10 for every five (5) minutes. Parents/guardians are instructed to call the on-site WonderCare phone number if they expect to be late. Chronic offenders may be asked to leave the program.

**If WonderCare staff cannot successfully contact a parent/legal guardian or authorized/emergency contact by 6:30 p.m., 911 will be called.**

### **CONCERNS WITH RELEASING CHILD(REN)**

If concerns with the physical or mental health of the person picking up the child(ren) or concerns of impairment are observed, the on-site coordinator will use their best judgement in determining if the person is in a condition which may prevent the child(ren) from getting home safely.

If a concern exists, the staff will make alternate arrangements by contacting the persons on the designated pick-up. If the person picking up the child(ren) disputes this assessment, 911 will be called to assist in determining impairment and to assist with an intervention for all to leave safely.

### **DAILY BREAKFAST AND SNACK**

All registered children will be offered a hot breakfast and a beverage. Breakfast is included in the fee. A breakfast from home may also be sent in with the child, however the fee will not be adjusted. All children registered for the after school WonderCare program will be offered a snack and beverage soon after dismissal. Your child may also bring a snack that will be eaten at snack time. The fee will not be adjusted if your child does not eat the provided snack. On half days of school, lunch will be provided and is included in the WonderCare fee. All meals and snacks will comply with USDA regulations.

### **LUNCH ON HALF DAYS AND FULL DAYS**

On half days, a hot school lunch will be provided. On full days, children must provide their own non-perishable lunch and beverage. Breakfast and an afternoon snack will be provided on all program days.

### **EMERGENCY CLOSINGS AND SNOW DAYS**

WonderCare will provide families with a reliable, safe, and enriching before and after school program. If WCSD after school activities are canceled, WonderCare will remain open until 6:00 p.m., unless otherwise notified. If school is canceled, WonderCare is also canceled for the day, no refund or credits will be issued.

When school is not in session (i.e non school day) and there is an event such as a travel ban for Monroe County or a State of Emergency is declared, a decision will be made with the safety of all in mind. Closings will be announced on all local media outlets, WCSD's website ([websterschools.org](http://websterschools.org)), and WCSD's social media platforms (Facebook.com/WebsterCentralSchools, Twitter @WCSDProud and @superwebstercsd, Superintendent Gumina's feed). WonderCare will give a credit for weather-related closings for registered non-school days only.

### **KNOWING YOUR CHILD**

Our staff is looking forward to meeting your child(ren). The more we know about your child, the better we can help him/her to have the best experience possible. Please take the time to thoughtfully answer the questions pertaining to your child on the two-page *participant information form* in the enrollment packet.

## **MEDICATION**

Per NYS Education Law, students may receive medication at school *only* if it is medically necessary and cannot otherwise be administered outside school hours. All daily early morning and late afternoon medications will be administered by your child's school nurse during her work hours. Daily medications will only be administered by WonderCare staff during vacations and holidays when the school nurse does not work. Parents must provide separate medications and medical orders for WonderCare. There is no sharing of medication between the school Health Office and WonderCare.

## **HEALTH/EMERGENCY INFORMATION**

In order to keep your child safe, WonderCare staff have access to any medical alerts documented by the school nurse on WCSD's Infinite Campus for teachers and staff. Even though staff may be communicating with your child's school nurse, you are responsible for assuring that WonderCare staff are aware of your child's health needs and have the necessary paperwork and forms. If your child has special health needs, medication in school and/or an Individual Health or Action Plan, you will be required to meet with Wondercare Directors and your child's on site coordinator two weeks before school begins. If you enroll after the school year begins, this meeting will be required before your child begins the WonderCare program.

## **ABSENT OR SICK FROM SCHOOL**

A child who is absent from school for any reason may not attend WonderCare on that day. You must notify your child's attendance line and the WonderCare office any time your child will be absent from the program. There are no sick days, and payment is required even if your child(ren) will be absent due to illness or vacation.

## **ABSENT FROM WONDERCARE**

A child who will be absent from WonderCare (attended school that day) will need to notify the school office as well as the on-site coordinator via email or site phone no later than 2:00 p.m. of the child's planned absence.

## **PERSONAL ITEMS**

All children will have a designated spot to keep their belongings. Personal toys, weapons, toy weapons, electronic devices, and/or computing devices are not permitted in the program. WCSD is not responsible for lost, stolen, damaged, or broken items.

## **SPECIAL NEEDS**

Please be aware that children in the WonderCare program must be able to function independently within our structure and be able to transition in and out of activities several times during program hours. Children must be able to follow directions, adhere to the behavior policy, eat and use the bathroom independently. WonderCare is not able

to accommodate children who require one-to-one support, attention, or need a small, contained environment. If your child is enrolled in WonderCare and these issues arise, you will be advised to make other arrangements for your child's care.

### **SICKNESS OR INJURY DURING PROGRAM HOURS**

If a child becomes ill or gets injured during WonderCare hours, a parent/guardian will be contacted first. If a parent/guardian does not return the call within 15 minutes, the staff will begin to call the authorized persons on the designated pick-up list and emergency contact list. Children who become ill during program hours will be made comfortable until their ride arrives. WonderCare staff will be following [WCSD's exclusion policy](#).

In the event of a serious medical emergency, 911 will be contacted first, and the parent/guardian will be informed immediately following. **Please note that parents/guardians are responsible for all medical treatment and care that your child receives in the event of a medical emergency.**

### **FIRE DRILLS, LOCKOUT AND LOCKDOWN DRILLS, AND PROCEDURES**

WCSD's response guide and protocol for emergencies will be adhered to in the WonderCare program. Fire, lockout, and lockdown drills will be conducted to familiarize children and staff with the protocol.

### **EVACUATION**

In the event it is necessary for participants and staff to evacuate from the school building, a sign will be posted on the entrance door, a parent alert will be posted on the district website and social media pages, and parents/guardians will be contacted.

### **SUSPECTED CHILD ABUSE**

WonderCare employees are mandated to report any and all suspected child abuse or neglect to Monroe County Office of Children and Family Services.

### **DISCIPLINE GUIDELINES**

WonderCare staff will use acceptable techniques and approaches to help the child solve any problems. These techniques will include:

- Redirecting a child to an alternate activity
- Rewarding positive behavior
- Encouraging the child to communicate his/her feelings
- Providing an example for the child by using positive language and interactions.

### **DISCIPLINE PROCESS**

- First offense: warning will be issued and the child may be removed from an activity for a designated length of time. During this time the child will be supervised by a staff member. The reason(s) for the child being separated from

the group will be explained to the child.

- Second offense: warning will be issued, the child may be removed from an activity, and a parent will be notified.
- If behavior persists, the child may be suspended from the program for one day OR one week OR the remainder of the program.
- For the safety of all children, bullying and physical contact will not be tolerated and may lead to immediate suspension or dismissal.

## **DISCUSSING CONCERNS**

Parents/guardians are encouraged to thoroughly and thoughtfully complete the participant form in the enrollment packet. If changes in the household, with family, health concerns, or other situations occur that may impact your child's wellness, we encourage you to share that information as soon as possible. WonderCare staff is available to meet to discuss the changes or concerns in person. Information will be kept confidential and will only be shared on a need-to-know basis.

## **CODE OF CONDUCT**

Children participating in the WonderCare program are expected to follow WCSD's Code of Conduct. Children will be expected to follow the directions of program staff at all times in a respectful, positive manner; use appropriate language; avoid physical and verbal harassment and bullying behaviors; and refrain from any conduct that endangers the safety, physical or mental health, or welfare of others.

More information regarding the district's Code of Conduct may be found by visiting [WCSD's Code of Conduct](#). Families and children failing to follow expectations/policies/procedures as outlined in this handbook may be dismissed. The program has the right to dismiss your child immediately under severe circumstances.

## **ATTIRE**

During program hours, the district's Code of Conduct is in effect. We follow the dress code as outlined in the code of conduct at all times. It is expected that all children will wear appropriate attire and footwear. Sandals and backless shoes are not permitted for safety reasons. On non-school days, children may attend the program in play clothes, along with sneakers.

## **BEHAVIORAL EXPECTATIONS**

WCSD and WonderCare have implemented Positive Behavioral Intervention Support (PBIS). This is a broad range of systemic and individualized strategies for achieving important social and learning outcomes while preventing problem behaviors with all students. The purpose of the PBIS program is to establish and maintain a safe and effective school environment that maximizes academic achievement and behavioral competencies for all students.

WonderCare uses the [C.A.R.E. \(Cooperation, Accountability, Respect, Excellence\)](#) acronym to teach students expectations for behavior and interactions. WonderCare staff will follow these expectations and use common language of the C.A.R.E. program.

Participants are expected to:

- report directly to the program and check in with staff members
- put belongings in the assigned area and follow program procedures
- view quiet time as a good time to do homework; remain quiet even if homework is completed
- walk in the cafeteria or hallways and use a respectful voice
- stay in areas that are designated and supervised by the program staff
- be respectful to and listen to staff members
- treat others in the program with respect
- refrain from bullying or using physical force with others
- be respectful of items belonging to others, as well as school property and program supplies
- practice good sportsmanship at all times
- wear sneakers in the gym.

In WCSD and WonderCare, incidents of discrimination/harassment are taken very seriously and are not tolerated. It is important to work with your WonderCare staff initially, including on-site coordinators, directors, etc., to ensure that they are aware of the concern and are able to address, without delay, situations related to discrimination and/or harassment.

The Dignity for All Students Act (§§10-18 of Education Law) defines harassment as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. The harassing behavior may be based on any characteristic, including but not limited to a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).

Please visit [WCSD's DASA information](#) for more details.