Fee Schedule and Operating Policies for Wrap-Around Programs

Lakeland's Little Learners – Williams Bay Wrap Phone number: (262) 441-2618
Jackson Wrap-Around Program Phone Number: (262) 441-2617
Tibbets Wrap-Around Program Phone Number: (262) 742-2585
Lakeland's Little Learners' Main Phone Number: (262) 723-8391 Fax:(262) 723-8381
Address: 240 E. Commerce Ct., Elkhorn, WI 53121
Administrator/Director: Tami Adams Assistant Director: Debbie Nehs Program Manager: Abby Adams
School-Age Coordinator: Debbie Nehs Lead-Teachers: Mike Shor, Sawyer Moore & Jasmina Horoskovic
Deleg. of Authority: Admin/Director>Assist Director>Program Manager>School-Age Coordinator>Lead-Teacher> Assist Teacher

Notice to All Participants: This program is not connected with or operated by the Elkhorn Area School District or the Williams Bay School District. Any questions pertaining to the program should not be directed to School District officials, they should be directed to Lakeland's Little Learners, Ltd. Authorized parents and pick-ups are welcome at any time.

Hours of Operation – 6:30 a.m. to 8:45 a.m. and 3:30 p.m. to 5:30 p.m. for Jackson and Tibbets and 7:00 a.m. to 8:30 am and 3:30 pm to 5:30 pm for Williams Bay. The Wrap-Around Programs are open when Elkhorn Area Schools are in Session M-F as scheduled in the Elkhorn School Calendar for the school year only and the Williams Bay Wrap is open when Williams Bay Schools are in Session M-F as scheduled in the Williams Bay School Calendar for the school year only. Additional days and hours are available, on a first-come, first-serve basis, with proper notice and registration at our main center. Please call 723-8391 to request additional hours. If interested in touring, please stop by during hours of operation.

Ages & Licensed Capacity – Children will be accepted between the ages of 5 and 13 years with no more than 18 at one time at our Jackson Wrap and 36 at our Tibbets Wrap. Children ages 4-12 are accepted at Lakeland's Little Learners – Williams Bay, with no more than 18 at one time.

Enrollment Forms – All enrollments are taken through the main office. Please stop by at 240 E Commerce Ct in Elkhorn between 9-5 M-F to enroll your child. It is the parent's responsibility to complete and return the following forms before enrollment begins: Child Enrollment, Health History Form, Immunization Form, an Enrollment Agreement, Contract, and an Alternate Release Form. Records are kept confidential and onsite. We do not discriminate on enrollment – spots are given away on a first-come, first-serve basis. Lakeland's Little Learners abides by the Americans with Disabilities Act statement and requests that if special accommodations are necessary, the parent should make us aware upon enrollment.

Registration Fee – There is a $40.00 for the first child, $30 for the next, $20 for the next and $10 any thereafter per year registration fee charged upon enrollment. This fee is non-refundable. All enrollees are considered part-time.

Fees - $6.50 per hour, with a 1½ minimum charge per session (a.m. or p.m.) scheduled. Fees are due by 8:30 a.m. on "Fee Friday". Please include your child's name on your check. "Fee Fridays" are every other Friday as indicated on Lakeland's Little Learners calendar. Fees should be given to the Wrap-Around teacher in a clearly marked envelope by 8:30 a.m. or delivered to Lakeland's Little Learners' main center by 5:00 p.m. that day. Checks returned for insufficient funds will be charged $30.00 per presentation.

Late Pick-Up & Early Drop-Off Fees – You will be assessed a $5.00 fee for every 1–15 minutes you have arrived early to drop off your child, or late to pick up your child, according to your schedule submitted on "Schedule Friday." Early arrivals or late pick-ups outside of our licensed hours will be assessed $5.00 for every 1-5 minutes. Failure to sign in and or out will be assessed at $5.00 per incident.

Late Payment Fees – For all fees not paid on time on "Fee Friday", your account will be assessed a late payment fee of $30.00. Enrollment may be dropped if your account falls 2 weeks behind. Please call if payment will be late to see if acceptable arrangements can be made.

Schedules – All hours must be scheduled per your contract and do not change. You are entitled to one week's worth of hours off throughout the school year, otherwise, you are obligated to pay for hours you have contracted, regardless of attendance, or closings due to weather in order to hold your child's spot. If your child is going to be absent for any reason, we appreciate knowing this in advance. This helps us with safety issues as well as keeping track of illnesses. Schedules for planned absences are due on or before "Schedule Friday" (every other Friday) by 8:30 a.m. If your schedule does not vary from your contracted time, there is no need to hand in a new one on "Schedule Friday". Please hand schedules to the wrap-around teacher by 8:30 a.m. or fax them by 10:00 a.m. to the main center at 723-8381 and check to be sure that they have been received by calling 723-8391. NO VERBAL SCHEDULES WILL BE TAKEN WITHOUT WRITTEN BACK UP!! Drop-In Care will be available if staffing is appropriate and upon approval from the main office. Drop-In care is charged at the rates quoted above, plus an additional $5.00 scheduling fee.

Sign-In/Sign-Out – Every child should be dropped off with the Lakeland's Little Learner's staff person on duty. The parent is responsible for signing the child in at the kiosk in the morning and out at the kiosk in the afternoon. Children may not be dropped off outside and left to walk in on their own. The wrap-around teacher will sign your children in or out when they come from or go to the classroom. All pick-ups must have identification to verify identity. Children will not be released to a pick-up who appears to be under the influence of alcohol or drugs. Children will be released to a legal parent/guardian unless there is court documentation indicating otherwise.

Medications – Medications must be given to the staff person directly. They must be in the original container and labeled with the child's name. A medication sheet must be filled out by a parent and handed to the wrap-around teacher on duty. Medications will be kept in our possession until the parent picks it up. Medication administration will be recorded in the center's medical log and medication sheets will be kept on file. If a medication is missed, the parent will be notified.

School Closings – The Elkhorn Wrap-Around Programs will be closed when the Elkhorn Area schools are closed for planned days off or for inclement weather. The Williams Bay Wrap will be closed for planned days off or for inclement weather when the Williams Bay Schools are closed. You are not credited for inclement weather days. If you are in need of care on those days, please call to request drop-in hours at our main center at 723-8391. Lakeland's Little Learners is located at 240 E. Commerce Court in the Elkhorn Business Park, near AmericInn Motel.

Absences and Additional Pick-Ups – Absences should be called into the Wrap-Around Program's telephone number, for safety purposes. Staff should survey children upon arrival to be sure they are free from illness and ready for school (rested and reasonably clean.) Please remember the school's and center's policy of "Fever-Free and No Vomiting for 24 Hours" before returning after an illness. If a child becomes ill while at the wrap-around, the parent will be called and expected to pick-up within ½ hour of the call. The child shall remain within sight and sound of the staff on duty but off to the side so as to help prevent the spread of illness. All communicable diseases will be posted when the staff person becomes aware of the student's illness. Universal precautions are always used when handling body secretions. This includes proper hand washing and glove usage and disposal. The wrap-around teacher will attempt to call those parents who have not notified us of their child's absence if their child does not show up after school on a scheduled day and the child will be recorded as absent on the attendance clipboard. Staff on duty will know the number, names and whereabouts of the children in their care at all times and will recount children every 5 minutes. A written, signed and dated note must be handed to a staff person by a parent in order to allow someone other than those listed on the enrollment form to pick up your child. A valid ID must be shown as proof of identity to the staff. With proof, parents are always allowed to pick up their child unless a written custody report is on file forbidding the parent from contact.

Discipline – Children are provided with and encouraged to participate in activities while at the wrap-around. Activities are provided for transition times to avoid long waiting periods and the room will be set up so that a variety of activities are available and spread out throughout the room. If discipline problems do arise, children are encouraged to work things out themselves whenever possible with close staff supervision. If it becomes evident that staff intervention is necessary, staff will try to redirect children, encourage them to talk with one another and separate them if needed and time outs may be used (up to 5 minutes.) If the situation warrants a call to the parents, parents will be notified and asked to assist in the disciplinary process. No form of corporal punishment will ever be used nor is it allowed for children to be restrained.

Termination – Parents may terminate a child's enrollment with a 2 week's written notice. You will pre-pay for your last two weeks when you give notice. If proper notice is not given, you will be billed for 2 weeks. Failure to abide by the center's policies is cause for immediate termination by the center. Other reasons for termination due to a child's behavior will be discussed with the parent and child ahead of time, behavior modification will be tried with the child first and if a termination becomes necessary, the parent will be given an agreed upon notice – no more than 2 weeks. The child's behavior will be documented in the Incident Log and shared with the parent upon request. If an outside agency is involved such as the police or human services, the parent will be informed and the incident will be documented. If a parent feels that the termination is unfair and wishes to appeal the decision, they may set up an appointment between themselves, the main center's administration and the teacher(s) from the wrap-around program to discuss this possibility. If the center terminates a child for any prepaid time, that amount of payment will be refunded by check.

Fire/Tornado/Missing Child/Other Emergencies – Fire drills will be practiced monthly and the evacuation plan is posted on the "sandwich board" or cabinet inside the room. Tornado drills will be practiced during the months that tornados are prevalent. In the case of an actual fire, the staff person will call the main center as their emergency contact from her cell phone once outside and safe with all of the children. Parents will be called by the center's staff. Center staff will then assist in evacuating the children to their parents. A flashlight, additional batteries and a blanket are available at each wrap-around program for emergencies. Any children with disabilities will receive assistance from the staff on duty in case of an evacuation. If a child becomes missing while at the wrap-around, all children will be gathered together to sit in a circle. If the staff person on duty is alone, she will call the main center to enlist the help of the extra center staff. If there is a second staff person, he/she will search for the missing child inside the building and survey the playground and the outdoor premises. In addition, the other contact person in the school will be called and asked to assist in looking for the child. If, within 15 minutes, no one has found the child, the child's parent and the police will be called to assist. In the case of an intruder, all children will again be huddled together and if possible, the police will be called. A list of emergency numbers is posted next to the phone. If a child is injured and needs to be transported to an emergency facility, 911 will be called and the child's records will be brought along with the child to the emergency room. The staff person on duty will always have a vehicle available on site for emergency use. If building services are lost, parents will be called to pick-up their students.

Sanitation/Hand washing/First Aid – All toys and equipment are sanitized as needed and/or weekly. Toys are sanitized using Diversey Alpha-HP. Staff and children's hands shall be washed with soap and water upon arrival, before eating, before and after using the sensory table, after toileting and after coming in from outside. Staff shall also use universal precautions and wash hands with soap and water when handling body secretions. Gloves and any rags/towels with body secretions shall be disposed of immediately. A first aid kit is kept on site to be used for minor injuries. Parents shall be notified of all injuries either in writing if the injury is minor or by phone if it needs immediate attention. If the injury is serious enough, 911 shall be called and the child and their records shall be transported to Lakeland Medical Center. Additional staff shall be called in from the main center for assistance so that

a staff person may accompany the child to the hospital if the parent is not available. All special health needs shall be noted on the clipboard for all staff to see. If a teacher is injured and cannot fulfill their duties, they will call 911 if needed, contact the adult available within five minutes, and contact the main center for help. Tables will also be cleaned and sanitized before and after use with the Diversey PERdiem and Diversey J-512.

Incident and Accident Reports – Incident and accident reports are filled out for your child if required. They are also recorded in the center's Incident and Accident Logs and reported to the parent. Logs are reviewed every 6 months. Any suspected child abuse is reported to Child Protective Services. If a child is injured and needs to seek medical care, the licensing department will be notified within 24 hours.

Breakfast & Snacks – Breakfast is not provided by the center, but will be served to your child if you choose to send it along. Please do not send anything that needs to be warmed. We will stop serving breakfasts at 7:30 a.m. Snacks will be provided after-school and menus will be posted. Snack menus will be kept on site for at least three months and be USDA appropriate. If a child has special dietary needs, the parent shall notify the staff person and if the center cannot accommodate the special needs, parents will be asked to supply the food for their child. Staff will sit with the children during snack, guide the children's behavior and encourage socialization. Food shall be stored in air-tight food containers and brought to the wrap-around program by the staff. Special treats for holidays and birthdays are allowed and the menus will be written on to reflect these changes.

Bathroom Policy – If your child is eight years old or older, he/she may be dismissed from the classroom to go to the bathroom alone as needed though the preference and normal practice will be to release children 8 years of age and older in groups of 3. If he/she is under eight, the group will walk to the bathroom as needed. Children will be encouraged to use the bathroom as a group before going outside. Children must be toilet trained; diapering is not available at the wrap-around program due to a lack of facilities as well as lack of privacy for the child.

Activities – Lakeland's Little Learners' philosophy is that every child shall be cared for, nurtured, and guided as is needed for that child to grow physically, mentally, and emotionally. We, as teachers, are here to guide each child individually; helping her/him to realize what is best for herself/himself by giving ideas and providing a loving, warm atmosphere where they feel comfortable and confident. We must be prepared to guide and discipline in different ways for different children. The children will have a variety of activities available for them including active and quiet, teacher directed and student initiated, and inside and outside activities. They will also have a quiet area provided if rest and quiet is wanted. Lakeland's Little Learners' philosophy is based on a "Learning Through Play" approach. Developmentally appropriate programming is available for your school-ager daily. Children may choose to participate in the activities offered in the morning before school and in the afternoon, after school. Parents are encouraged to communicate with the teacher on duty on a daily basis either at drop-off or pick-up. If the parent has special requests, for example, for the child to complete homework daily, they should let the teacher know this. Lesson plans are themed and/or student interest generated created and posted by the Lead-Teacher with the current week's activities listed for parents to see. Throughout the year, activities are planned to include those that are culturally diverse.

Participation/Communication – Lead-Teachers welcome the opportunity to speak with parents regarding their student's participation in the program and any questions or concerns. Contact them for arrangements.

Postings/Licensing Book – All parent notices, license certificate, and results of most recent licensing inspection, and the typical schedule for the day may be found on the "sandwich board" or cabinet inside our room. A copy of the Fee Schedule and Operating Policies is also posted in this spot and given out with enrollment. The code book is on top of the mailboxes.

Orientation of New Staff and Volunteers and Continuing Education – New staff are orientated by the Administration at the main center and then toured at the Wrap-Around. Staff will spend at least 2 days orientating at the wrap-around with the other staff person learning the daily schedule, the names of children, the method for keeping track of the children in attendance through the use of the clipboard, behavior management techniques, all of the center's policies and procedures, the location of contacts and the procedure for contacting families if a child is absent without prior notification, and the use of the fire extinguishers. All information on children, including information on special needs of children will be given to the new staff person. All staff are reminded that children's records and all that occurs at work is confidential and not be shared outside of the center. Staff will also receive emergency training in first aid, CPR and AED. All staff receive annual continuing education and attend staff meetings monthly. Continuing Ed includes, but is not limited to refreshers on CPR and AED, First Aid, disciplinary procedures, parent communication procedures, fire extinguishers and training, Child Abuse and Neglect (biannually), recognition of childhood illnesses, etc. Continuing Ed shall be recorded and kept on file at the main center. All staff working more t han 20 hours per week shall have at least 25 hours of continuing education per year. New staff will be given copies of their job descriptions, a personnel handbook, center policies, licensing rules for review and a parent handbook.

Field Trips – Field trips are rare because of time constraints at the wrap-around programs but if a walking field trip is planned, parents will be informed ahead of time of the trip and asked to sign permission slips in order to participate.

Lakeland's Little Learners does not provide religious training. We may celebrate holidays.