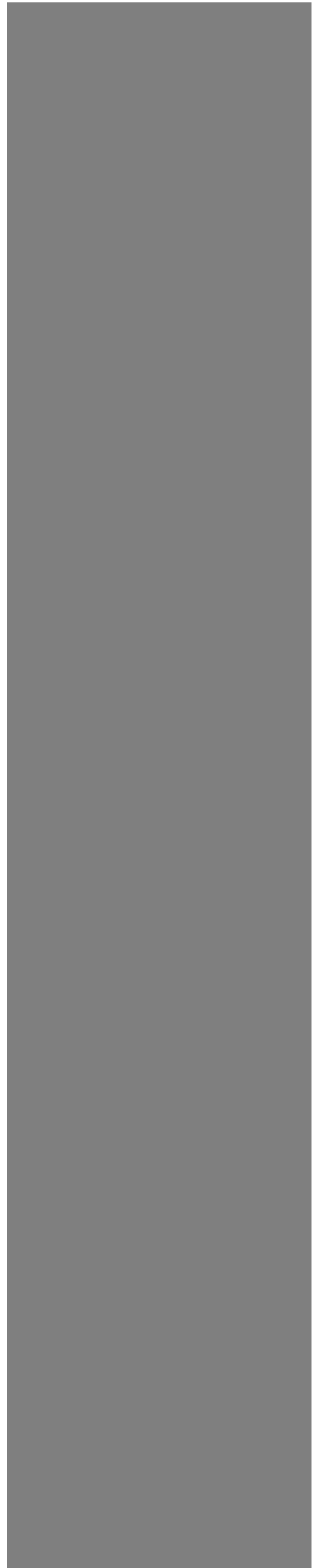




MARAUDER CARE
HANDBOOK



Marauder Care Handbook

Contact Information

Maraudercare@williamsoncentral.org

315-589-9661 x3403

Welcome to Williamson Central School Districts after school program, Marauder Care. After school hours are a very important part of your child's day. Marauder Care ensures that your child participates in a developmentally appropriate and enjoyable program. The focus on Marauder care is academic support as well as recreation-based activities.

Marauder Care is available to students in grades UPK through fourth. The program is operational on all full school attendance days. Marauder Care will not be open on superintendent conference days, half days and school break.

Hours and Program

Dismissal 3:30 – 6:00 p.m.: snack, homework, enrichment opportunities, special guests, recreation, indoor and outdoor play.

Marauder Care Program

Students will be dismissed to Marauder Care at dismissal time. There will be allotted time for homework support or reading time, physical activities, artistic expression, games, and themed activities. We are working on providing a variety of special guests and events throughout the school year. Students must be picked up by 6:00 p.m.

Mission and Vision

Marauder care is a program of the Williamson Central School District. Our mission is to provide high quality, safe, and affordable after school care for students grades UPK through fourth. Marauder Care aligns with the district's positive behavior through P.R.I.D.E.

Registration

Early registration is encouraged to guarantee a spot in the program. Registration is ongoing throughout the school year, pending capacity. Spots will be filled with families that want full time care. If there are positions open after that, then we will fill in spots with part time care.

Waitlist/Capacity

Due to limitations in school building space accessible to Marauder Care for after school use, enrollment is limited for the safety of students and staff members. If at capacity, a waitlist is available to register and are first-come first-served. Waitlisted families will be contacted via email if space becomes available, and, once notified, you have two days to accept or decline a spot in the program. If you decline we will go to the next family on the waitlist.

Annual Fees

Families will be billed every two weeks. This bill will include the next two weeks of care. For example, payment for September 8th-18th would be due the Friday before, which is September 4th. Payments are calculated by the total number of regular school days in the two week span. Days when school is not in session are not included in this calculation. You will receive a paper bill the Friday before its due date. Payments will be accepted through My School Bucks as well as a check. You will receive a receipt for your payments.

Rates

A full time child is \$8 per day per student. The biweekly payment will be \$80 per child. If there is a day off of school the total will decrease by \$8.

Part-time care is anywhere from 1-4 days a week and is \$10 per day per student.

Insufficient Funds Fee

There is a \$20 charge for a check payment that has insufficient funds.

Late Pick-Up

Marauder Care closes promptly at 6:00 p.m. daily. A \$10.00 per child late charge fee is assessed after 6:10 p.m. and every 10 minutes thereafter. (i.e. 6:10 p.m.: \$10, 6:20 p.m.: \$20, 6:30 p.m.: \$30. Parents/guardians are instructed to call the on-site Marauder Care phone number if they expect to be late. Chronic offenders of the 10 minutes late pick-up leeway may be charged the \$10 fee prior to 6:10 p.m., or asked to leave the program. **If Marauder Care staff cannot successfully contact a parent/legal guardian or authorized/emergency contact by 6:30 p. m., 911 will be called.**

Late Payment Penalty

Bi-weekly payments must be received by the Friday before the next cycle. A late fee will be charged after 7 days of nonpayment past the due date. After two consecutive billing cycles of non payment your child's enrollment will be discontinued.

Refund Policies

There are no credits or refunds for personal/family vacation days, sick days, or other unused days.

Change(s) to Enrollment/ Change Form

Please contact Marauder Care Coordinator Rebeccah Klejment for any changes to your child's information. If for any reason you need to discontinue your child care, a letter must be presented to the Director of Marauder Care at least two weeks prior to leaving. This allows the program to fill the vacancy.

Transportation

A transportation form needs to be filled out upon enrollment every year. This form can be found on the Williamson Central School Districts website. Although the children remain at school at dismissal time, the transportation department still needs to be able to account for the child's destination.

Communication

Communication between parents and Marauder Care staff is encouraged. Sharing of information begins when parents/guardians fill out the participation form, that gives parents/guardians the opportunity to tell staff about their child(ren).

The on-site staff will be the main point of contact for parents/guardians. Monthly newsletters are emailed to each family to share days of operation, upcoming events, and other necessary or exciting information.

Authorized Pick-Up List

Parents/guardians and authorized pick-up individuals must sign their child out daily. Children are only released to adults (must be 16 years of age) who are listed on the authorized pick-up list. Staff will request proper photo identification before releasing a child. Please note that staff may not continue to request identification once they recognize 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 Marauder Care coordinator.

Concerns with Releasing Child(ren)

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

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

Emergency Closings and Snow Days

If Williamson Central School District after school activities are cancelled, Marauder Care is also cancelled for that day. If school is canceled for the day, Marauder Care is also cancelled for the day, no refund or credits will be issued.

Absent or Sick From School

A child who is absent from school for any reason may not attend Marauder Care on that day. You must notify the elementary school attendance office any time your child will be absent from the program. There are no refunds/credits for absences due to illness or vacation on regular school days.

Special Needs

Please be aware that children in the Marauder Care 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. Marauder Care is unable to accommodate children who require one-to-one support, attention or need a small contained environment.

Medication During Marauder Care

Per NYS Education Law, students may receive medication at Marauder Care if it is emergency medication, only. Sharing medications between the school health office and Marauder Care is prohibited, parents must provide separate medications. An additional Medication Consent Form must be completed.

Because sharing medications between school health office and Marauder Care is prohibited, parents must provide separate medications and doctor's medical orders for Marauder Care.

Health/Emergency Information

You will need to complete a medical form for each child that will be attending Marauder Care. This form will provide staff with important health needs of your child(ren). You are responsible for assuring that the Marauder Care staff are aware of your child's health needs and have necessary paperwork and forms.

Sickness or Injury during Program Hours

If a child becomes ill or gets injured during Marauder Care hours, a parent/guardian is contacted first. If a parent/guardian does not return the call within 15 minutes, staff will begin to call authorized persons on the designated pick-up list and emergency contact list until their authorized pick up arrives.

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

Fire Drills, Lockout and Lockdown Drills, and Procedures

Williamson Central School District response guide and protocol for emergencies are adhered to in the Marauder Care program. Fire, lockout, and lockdown drills are 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

Marauder Care employees are mandated to report any and all suspected child abuse or neglect to Wayne County Office of Child and Family Services.

Personal Items

All children 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. Williamson Central School District is not responsible for lost, stolen, damaged, or broken items.

Discipline Guidelines

Marauder Care staff uses skilled techniques and approaches to help the child solve problems. These techniques include:

- Redirect the child to an alternate activity
- Reward positive behavior
- Encourage the child to communicate his/her feelings
- Provide an example for the child by using positive language and interactions

Discipline Process

1. **First Offense:** A warning is issued and the child may be removed from an activity for a designated period of time. During this time the child is supervised by a staff member. The reason(s) for the child being separated from the group is explained to the child and the parent/guardian.
2. **Second Offense:** A warning is issued and the child may be removed from an activity, and a parent or guardian is notified.
3. If the behavior persists, the child may be suspended from the program for one day OR one week OR the remainder of the program depending on the behavior. Any behavior needs that are frequent, intense, and require prolonged 1 on 1 from an adult that continually persists after interventions have been in place are suspended or potentially withdrawn from the program. Please refer to the Behavior Contract that was signed at the beginning of the year.

Discussing Concerns

Parents/guardians are encouraged to thoroughly and thoughtfully update the Marauder Care Coordinator. Concerns such as changes in the household, health concerns, special or behavioral needs, and other situations that may impact your child's wellness. We encourage you to share that information as soon as possible. Marauder Care staff is available to meet to discuss the changes or concerns in person. Information is kept confidential and is only shared on a need-to-know basis.

Code of Conduct

Children participating in the Marauder Care program are expected to follow Williamson Central School Districts Code of Conduct. Children are expected to follow the directions of program staff at all times in a respectful, positive manner; use appropriate language; avoid physical or verbal harassment or 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.

Williamson Central School District does not discriminate on the basis of sex in its education program or activities, including employment, as is required by Title IX. Furthermore, Williamson Central School District does not discriminate on the basis of race, color, national origin, creed, religion, marital status, age, sexual orientation, or disability in admissions, participation or employment. Inquiries regarding the application of Title IX may be directed to the Assistant Secretary of Civil Rights of the Department of Education or to the District's Title IX Coordinator, Kathryn Avery, who can be reached at Williamson Central School District, 5891 Route 21, P.O. Box 900, Williamson, NY 14589, via email at kavery@williamsoncentral.org, or via telephone at (315) 589-9661.