



Before π After school programs

WILDWOOD TIME TO SOAR (WTTS)

A Before and After School Program

Mountain Lakes Public Schools

Contact Person: Wildwood Elementary School

(973) 334-3609 x5

wwtimetosoar@mlschools.org

Tax ID #22-6002121

Our Before and After School Program, Wildwood Time to Soar, is operated by the Mountain Lakes Board of Education. We are looking forward to providing your child with a safe, nurturing environment filled with fun and enriching activities as well as an opportunity to socialize and develop positive relationships with peers.

Please take a few moments to read the handbook carefully. Our handbook contains information regarding our policies, important phone numbers, dates, etc. Keep your copy for future reference.

We cannot guarantee that your child will start the first day of school if we do not receive your registration and payment by the deadline. Complete and return all the required forms with your payment. Missing information may delay your child's enrollment. Your signed enrollment form ensures us that you have read and understand our policies and procedures.

To avoid misunderstandings, do not hesitate to call if you have any questions. We are looking forward to an exciting year and hope to see you all soon!

Sincerely,

Patrick Higgins, Jr.
Principal, Wildwood Elementary
Director, Wildwood Time to Soar

BASIC INFORMATION

The Wildwood Time to Soar (WTTS) provides a before and/or after care program. It is located at the Wildwood Elementary School in Mountain Lakes.

wwtimetosoar@mlschools.org

The principles we set forth are to:

- Provide high quality care.
- Provide a safe and healthy environment.
- Provide a positive atmosphere and enriching age-appropriate activities.
- Provide relationships with caring, competent and consistent adults.
- Recognize the uniqueness of each child by respecting race, ethnicity, gender, ability, religion and socio-economic status.
- Be familiar with the emerging base of knowledge about school-age children and demonstrate this knowledge in school-age care program practices.
- Be honest and fair in interactions with each child.

Parents are responsible for transportation to and from the school.

Medications may NOT be given by WTTS staff. However, please confirm updated medical forms and medication is current and available in the School Nurse's Office.

Programs are closed when:

- Schools are closed
- Schools have a scheduled early dismissal (i.e., Thanksgiving Eve, etc)
- Schools have an unscheduled/emergency early dismissal
 - **When schools have an unscheduled/emergency early dismissal for any reason, aftercare will be cancelled and students will be sent home at regular *early* dismissal time with the rest of the students.**

LATE afternoon weather emergency – If unsafe weather conditions threaten to develop in the afternoon the district Superintendent may require the closing of aftercare programs along with all school sports & activities. When this happens, all students will be sent home at dismissal time. ALWAYS HAVE A PLAN IN PLACE FOR YOUR CHILD TO GET HOME SAFELY IN THE EVENT OF AN EMERGENCY CLOSING. BE SURE TO REVIEW THIS PLAN WITH YOUR CHILD OFTEN.

ELIGIBILITY/ATTENDANCE

Any Mountain Lakes student in grades K through Grade 5 is eligible to attend the elementary WTTS program.

- Our programs are **not** designed for “drop-ins”. Children must be registered to attend.
- Prior notification of a student’s absence is **REQUIRED**. Please email any absences, changing in pick-up, etc to: wwtimetosoar@mlschools.org and wwattendance@mlschools.org and your child’s classroom teacher.
- **Refunds are only given for extended absences but MUST BE ACCOMPANIED BY A DOCTOR’S NOTE.**
- **Written notification is required** if your child will be attending an after school related function, for example, scouts or intramurals. Include where and with whom the child will be going and if the child will be returning to Aftercare. **The child will NOT be dismissed to another program without notification.**
- When registering, the “START DATE” on the family information form is very important. We will be expecting your child at the program on that day. During the school year, there is a **one-week waiting period** after registration and payment is received.
- A note to the teacher who is responsible for making sure children come to the after school program is required.
- The WTTS staff will assume responsibility for your child during program hours only.

IMPORTANT: IF YOUR CHILD IS NOT GOING TO ATTEND ON HIS/HER SCHEDULED DAY, YOU MUST CALL THE WTTS PROGRAM

Email wwtimetosoar@mlschools.org

POLICIES

To ensure your child's safety and well-being, the WTTS program adhere strictly to a policy of releasing program children only to authorized adults, eighteen years of age or older.

- All Aftercare students must be signed out daily by a parent, guardian or previously authorized adult.
- All childcare programs end at 6:00 p.m. unless emergency closing is necessary.
- Arrivals after 6:00 PM. incur a late fee of \$1.00 per minute. After three late pick-ups, the fine increases to \$5.00 per minute late and is considered 'chronic'. Chronic lateness is grounds for termination of enrollment. Late pick-ups also cause anxiety for the waiting child.
- Email the program with the name of any authorized adult who will be picking up your child.
- Please do not leave your car running while you enter the building to sign your child out.
- All persons picking up a child must come into the program, show identification and sign the child out.
- Children will not be released to a person who appears to be under the influence of drugs or alcohol at the time of the pick-up and will necessitate a call to the Mountain Lakes Police Dept. & DCP&P, as required by law.
- If a child is NOT allowed to be released into a parent's custody, a written request and a copy of the original legal document dictating such an order must be on file with WTTS.

DISCIPLINE: Our program cannot serve children who display chronically disruptive, physical or verbal behavior. If a child cannot adjust to the rules of the program setting and behave appropriately, he/she may be dismissed from the program. The Wildwood Code of Conduct will be followed. In conjunction with the district's policy, the WTTS staff must take seriously ALL demonstrations/communications of life-threatening violence. Such a behavior will be reported immediately to the principal of the school.

HOURS

EARLYBIRDS:

- Hours: 7:00 a.m. – 8:25 a.m.
- Fun activities such as board games, puzzles, cards, simple arts & crafts, reading and organized games.
- Never leave your child in the main entrance or outside; always make sure a staff member is present to sign in before leaving your child.
- **EarlyBirds will begin at 9:00 a.m. on days district schools have an emergency delayed opening (weather-related, etc.).**

AFTER SCHOOL PROGRAM:

- Promptly at dismissal of school (2:55 p.m.) Pick-ups no later than 6:00 p.m.
- A variety of interest based learning activities each day including board games, building supplies, arts & crafts, science centers, painting, organized indoor & outdoor games.
- Homework assistance.
- A snack is also provided each day. Due to food allergies, do NOT send in snacks to share.

A parent must notify the program by note, email or phone message if his/her child will be attending an after school related function, i.e., scouts, intramurals. Include where and with whom the child will be going and if the child will be returning. **The child will NOT be dismissed without notification.** The adult picking up must show identification.

IMPORTANT:

AFTERSCHOOL PROGRAMS ARE CLOSED IF THERE IS AN EMERGENCY EARLY DISMISSAL. CHILDREN WILL BE SENT HOME DIRECTLY FROM SCHOOL.

ILLNESS & MEDICATION

Our staff cannot dispense medication to your child during Before or After Care programs. A nurse is not available before or after school hours.

Parents are required to have at least **3 local emergency phone numbers** for authorized adults to assist with picking up sick children. These contact numbers **MUST** be kept up-to-date with the WTTS staff. Parents who cannot pick up their sick child within half an hour of contact by staff, or who cannot be reached immediately by staff, will automatically defer to their local emergency back-up individual to pick up the child expeditiously.

If your child was absent from school or picked up early due to medical reasons, he/she will NOT be admitted into the WTTS on that day.

MEDICAL EMERGENCIES

The WTTS staff will attempt to contact you or your emergency contacts (see paragraph above). If hospital attention is necessary, an ambulance or emergency vehicle may take your child to the hospital.

HOMEWORK POLICY

Approximately 30-45 minutes a day will be allotted for homework, usually after snack. During this time our staff assists children by keeping them “on task”, maintaining a controlled atmosphere and assisting with help when needed. Since children are not allowed to go back to their classrooms after dismissal, it is the child’s responsibility to bring all homework materials with them. *It is NOT the staff’s responsibility to check homework; force a child to participate; or provide one-on-one homework or tutoring assistance.* If there is a problem regarding homework, please speak to the Director or your child’s teacher.

PROGRAM VISITATION

To insure our children’s safety, it is our policy that any and all visitors to any care program must have authorization from the Principal/Director to visit or observe a program. We ask that the visit be brief so as not to interfere or disrupt the program.

Rates 2024-2025

DUE UPON REGISTERING: Annual Family Registration Fee of \$25.00 (non-refundable)
First and last month tuition (see fee schedule below)

CHILDCARE PAYMENTS:

- **Tuition is a yearly fee divided into 10 equal monthly payments and does not reflect the number of actual WTTS program days in any given month.** The fees are calculated on 180 days in the school year. Since school must be in session for 180 days, snow days/emergency closings are not refunded as the days are made-up. All rates are rounded to the nearest dollar.
- Second child rates are discounted and calculated into the fee schedule.
- **Payment is due on the 25th of the PRIOR month of service. Payments dropped off after 4:00 p.m. on the 1st or postmarked after the 1st day of the month of service will incur a \$10 late fee. If the 1st falls on a weekend or a day the office is closed, we will refer to the postmark.**
- Each registered student will receive a monthly invoice by email.
- Returned checks: If we receive 2 returned checks during the year, you will be required to pay by cash or money order for the remainder of the school year. A \$10 fee will be charged for each returned check.

ACCEPTABLE METHODS OF PAYMENT:

- Check or money order
- Make checks payable to Mountain Lakes Board of (ML BOE)
- Mail payment to *Wildwood Elementary School ATTENTION: WTTS, 51 Glen Road Mountain Lakes, NJ 07046*
- You can arrange payment with your bank using their Bill Pay service. Payments should arrive on the 25th of the month before the service month.

FEE SCHEDULE

Weekly Schedule:		5 days	4 days	3 days	2 days	1 day
Early Birds OR After School	Early Birds	\$217	\$178	\$134	\$92	\$48
	After School	\$390	\$338	\$271	\$190	\$118
Early Birds AND After School	Both	\$500	\$446	\$383	\$280	\$163

Families enrolling multiple children will pay full tuition for the first child and receive a 10% discount on subsequent siblings' tuition.

WITHDRAWAL/REFUND/DELINQUENT POLICY

- In accordance with your signed Enrollment Agreement, a written notice, 2 weeks in advance of the date of withdrawal must be submitted to the WTTS Director.
- A credit/refund will only be issued from the date of the requested withdrawal provided written notice was received at least 2 weeks prior.
 - Any fees owed plus a \$30 administrative fee will be deducted from all refunds.
 - Refunds take approximately 6-8 weeks from receipt of signed withdrawal form.
- Withdrawals must be for a period of more than one month. **Withdrawals for less than a month will not be accepted**, unless accompanied by a doctor's note.
- Refunds are not given for absences of less than 5 days. A request for a refund/credit due to illness (more than 5 days) must be accompanied by a doctor's note.
- Refunds are not given if a holiday or snow day is on one or more of your child's WTTS program dates.
- *Re-entry into the program is subject to availability and cannot be guaranteed.*

OUTSTANDING BALANCES:

Accounts one month or more in arrears may be subject to service termination or required prepayment of an additional month's installment. No response to settle the outstanding balance will result in a termination letter for your child's childcare services. In this event the child's homeroom teacher and our WTTS program staff have been advised that the child may not attend the childcare program, effective from the date indicated in the letter to the parent/guardian. The parent or guardian is responsible for the child at dismissal. If necessary, the account will be sent to collections.