

**WILDWOOD TIME TO SOAR (WTTS)**  
**A Before and After School Program**  
Mountain Lakes School District



Wildwood Elementary School  
(973) 334-3609  
[wwtimetosoar@mlschools.org](mailto:wwtimetosoar@mlschools.org)  
Tax ID #22-6002121

Our Before and After School Program, Wildwood Time to Soar, is run by the Mountain Lakes Board of Education. We are committed to providing your child with a safe and supportive environment that offers engaging and enriching activities, as well as opportunities to socialize and the development of positive relationships with peers.

Please take a few moments to read the information packet carefully. Be sure to keep your copy for future reference.

**We cannot guarantee that your child will be able to start on the first day of school if we do not receive your registration and payment by the deadline.** Please complete and return all required forms along with your payment. Incomplete or missing information may delay your child's enrollment. Your signed enrollment form confirms that you have read and understand our policies and procedures.

We are looking forward to an exciting year with your children!

Sincerely,

Wildwood Elementary School Staff

## 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](mailto: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**
- Schools have an unscheduled/emergency early dismissal
  - **When schools have an unscheduled/emergency early dismissal for any reason, aftercare will be canceled, 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

Students in grades K–5 at Wildwood Elementary are eligible to participate in the WTTS program. **Students in grades above 5 are not eligible for enrollment.**

- Our program is **not** designed to accommodate “drop-ins”. To ensure a safe and structured environment, all children **must** be registered in advance to attend. No exceptions will be made.
- Advance notification of any changes to your child's aftercare schedule is necessary. Please ensure that any updates are made in PickUp Patrol (PUP), the web-based application we utilize to manage absences and dismissal modifications.
- If your child is participating in an on-campus after-school club or activity, please update their dismissal information in PickUp Patrol accordingly. **Include where and with whom the child will go, and if the child will return to Aftercare. If your child is not attending Aftercare following dismissal from a club or activity, please do not go to the Aftercare program to pick them up. Instead, follow the guidance provided by the club or activity advisor regarding pickup time, location, and other important details.**
- Refunds are only given for extended absences and **MUST BE ACCOMPANIED BY A DOCTOR'S NOTE.**
- When registering, the “START DATE” on the family information form is very important. Start dates occur on the 1<sup>st</sup> or 15<sup>th</sup> of the month. No exceptions. During the school year, there is a **two-week waiting period** after registration and payment are received.
- **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 ENTER THE CHANGE IN PUP.**

or

Email [wwtimetosoar@mlschools.org](mailto:wwtimetosoar@mlschools.org)

**Before 1:30 PM**

## POLICIES

To ensure your child's safety and well-being, the WTTS program adheres 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 an emergency closing is necessary.
- Late pick-ups can cause anxiety for the waiting child. 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.
- Email the program with the name of any authorized adult who will be picking up your child.
- 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 copy of the original legal document dictating such an order must be on file with WTTS.

**DISCIPLINE:** Our program maintains a zero-tolerance policy for behavior that is chronically disruptive, defiant, aggressive, physically or verbally abusive. Children who are unwilling or unable to follow program rules and expectations may be suspended or removed from the program. Any behavior that endangers the safety or well-being of others will not be tolerated. The WW Code of Conduct will be strictly enforced.

## HOURS

### **BEFORE CARE PROGRAM:**

- Opens at 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.
- **Before Care will begin at 9:00 a.m. on days the district schools have a delayed opening.**

### **AFTER CARE PROGRAM:**

- Promptly at the 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, and organized indoor & outdoor games.
- Homework assistance.
- A snack is provided daily. Due to food allergies, PLEASE do not send snacks to share.

Parents must inform the program via PUP or email if their child will be attending an after-school activity (e.g., scouts, clubs, intramurals). Please include details about the location, who the child will be with, and whether the child will be returning to the program. Children will not be dismissed without prior notification. The adult picking up the child must present 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 the 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 left early and did not return to school, they will not be permitted to attend WTTS 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

Each day, approximately 30–45 minutes will be set aside for homework. During this period, staff will support students by helping them stay focused, maintaining a quiet and structured environment, and helping as needed. Students are not permitted to return to their classrooms after dismissal, so it is their responsibility to bring all necessary homework materials with them.

**Please note that staff are not responsible for checking homework, enforcing participation, or providing one-on-one tutoring. If you have concerns about your child's homework, please contact the Director or your child's classroom teacher.**

## Rates 2025-2026

**DUE AT REGISTRATION:** Family Registration Fee of \$25.00 (non-refundable)  
First and last month's tuition (see fee schedule below)

### CHILDCARE PAYMENTS:

- Tuition is an annual 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 25<sup>th</sup> of the PRIOR month of service. Payments dropped off after 4:00 p.m. on the 1<sup>st</sup> or postmarked after the 1<sup>st</sup> day of the month of service will incur a \$10 late fee. If the 1<sup>st</sup> falls on a weekend or a day the office is closed, we will refer to the postmark. Three late payments can result in termination from the program.**
- Each registered family 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 Education (ML BOE)
- Checks can be dropped off at the school, or mailed to **Wildwood Elementary School, ATTENTION: WTTS, 51 Glen Road, Mountain Lakes, NJ 07046**
- You may use your bank's BILL PAY SERVICE to schedule payments. Please ensure that payments arrive on or before the 25th of the month preceding the month of service.

## TUITION

Families enrolling more than one child will pay full tuition for the first child and receive a 10% discount on the tuition for each additional sibling.

### IMPORTANT NOTICE:

Please be aware that we do not issue separate statements for claiming Child and Dependent Care Expenses. Your invoice includes our taxpayer identification number, name, and address. We recommend keeping all invoices for your records and tax reporting purposes.

| Days Per Week                  | Annual Tuition | Monthly Installment Option |
|--------------------------------|----------------|----------------------------|
| <b>BEFORE SCHOOL</b>           |                |                            |
| 5 Days                         | \$2,430        | \$243                      |
| 4 Days                         | \$1,990        | \$199                      |
| 3 Days                         | \$1,510        | \$151                      |
| 2 Days                         | \$1,040        | \$104                      |
| 1 Day                          | \$530          | \$53                       |
| <b>AFTER SCHOOL</b>            |                |                            |
| 5 Days                         | \$4,370        | \$437                      |
| 4 Days                         | \$3,780        | \$378                      |
| 3 Days                         | \$3,030        | \$303                      |
| 2 Days                         | \$2,120        | \$212                      |
| 1 Day                          | \$1,330        | \$133                      |
| <b>BEFORE AND AFTER SCHOOL</b> |                |                            |
| 5 Days                         | \$5,600        | \$560                      |
| 4 Days                         | \$4,990        | \$499                      |
| 3 Days                         | \$4,290        | \$429                      |
| 2 Days                         | \$3,140        | \$314                      |
| 1 Day                          | \$1,820        | \$182                      |

## WITHDRAWAL/REFUND/DELINQUENT POLICY

- As stated in your signed Enrollment Agreement, written notice of withdrawal must be provided at least two weeks in advance of the intended withdrawal date.
- 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 outstanding fees, plus a \$30 administrative fee, will be deducted from all refunds
  - Refunds are processed approximately 6–8 weeks after receipt of the signed withdrawal form.
- **Withdrawals must be for a period longer than one month. Requests for withdrawal of less than one month will not be accepted unless accompanied by a doctor's note.**
- Refunds are not issued for absences shorter than five days. Requests for a refund or credit due to illness lasting more than five days must include a doctor's note.
- Refunds will not be given for program dates that include holidays or snow days.
- *Re-entry into the program is subject to availability and cannot be guaranteed.*

## PAST DUE ACCOUNTS

Accounts that are one month or more past due may result in termination of services and/or require prepayment or an additional month's deposit to continue enrollment.

For balances overdue by more than one month, a phone call and/or written notice will be issued. If no action is taken to resolve the balance, a formal termination notice will be sent.

At that point, the child's homeroom teacher and WTTS staff will be informed that the child is no longer permitted to attend the program as of the date indicated in the termination letter. The child will be sent home that day via their regular school bus or walking route, and the parent/guardian assumes full responsibility upon the child's arrival home.

If necessary, unpaid accounts will be referred to a collection agency.