

Marauder Care Handbook

Contact Information

Erina Lynch (Guilfoil) and Sara (Stamer) Butler
maraudercare@williamsoncentral.org
315-589-9668

Welcome to Marauder Care, Williamson Central School District's after-school program. The hours after school are an important part of your child's day; Marauder Care provides a safe, engaging, and developmentally appropriate environment where students can learn, grow, and have fun. The program emphasizes both academic support and recreation-based activities.

Marauder Care is available to students in Universal Pre-Kindergarten (UPK) through fourth grade and operates on all full school attendance days. The program is not available on Superintendent's Conference Days, half days, school breaks, or any day when after-school activities are canceled.

Hours and Program

Marauder Care begins at school dismissal and operates from 3:30 p.m. to 6:00 p.m. All students must be picked up no later than 6:00 p.m.

At dismissal, students report directly to Marauder Care, where they participate in a structured, engaging afternoon that includes a snack, homework support or independent reading time, recreational activities, artistic expression, games, themed activities, and both indoor and outdoor play opportunities.

Mission and Vision

Our mission is to provide high-quality, safe, and affordable care in a supportive and engaging environment. Marauder Care reinforces the district's commitment to positive behavior and character development through the principles of P.R.I.D.E.

Registration

Early registration is encouraged to secure a spot in the program. Enrollment remains open throughout the school year based on program capacity.

Priority placement is given to families seeking full-time care. Available openings will then be offered to families requesting part-time care.

Waitlist/Capacity

Due to limited school space and providers available for after-school programming, enrollment in Marauder Care is capped to ensure the safety and well-being of students and staff. Maximum capacity for the Marauder Care Program is 36 students.

When the program reaches capacity, families may join a waitlist on a first-come, first-served basis. If a space becomes available, waitlisted families will be notified and will have two business days to accept or decline the offer. If the offer is declined or no response is received within that timeframe, the spot will be offered to the next family on the waitlist.

Program Fees and Billing

Families are billed on a biweekly basis in advance for the upcoming two weeks of care.

For example, payment for care provided from September 8 through September 18 would be due on the preceding Friday, September 4.

Fees are calculated based on the number of regular school attendance days within each billing period. Days when school is not in session are not included in the fee calculation.

Payments for Marauder Care are made through [MySchoolBucks](#), Williamson Central School District's secure online payment system. All Marauder Care program fees are billed through MySchoolBucks based on your child's enrollment and attendance. Account balances, payment history, and receipts for each payment can be accessed at any time through the MySchoolBucks website or mobile app. For more information and support with this platform, please do not hesitate to reach out to the program directors.

Rates

Marauder Care is a self-sustaining program. Annual program fees are established based on the anticipated cost of operating the program and the number of students enrolled. Registration fees are designed to cover all program expenses, including staffing, supplies, and administrative costs.

Because program costs are shared among participating families, higher enrollment may result in lower per-student costs. As an example, during the 2025–2026 school year, the full-time rate for one child averaged \$8.00 per day.

Program rates are established annually and may vary from year to year based on enrollment, operating expenses, and program needs. Current full-time and part-time rates for the applicable school year will be communicated to families once registration opens following the early registration period and will be posted on the Williamson Central School District website and included in the registration materials.

Full-time care: Available for students attending five days per week.

Part-time care: Available for students attending one to four days per week.

All fees are charged on a per-student basis and are billed biweekly in advance for the upcoming two weeks of care.

Late Pick-Up

Marauder Care closes promptly at **6:00 p.m.** To ensure the safety of all children and to respect our staff's scheduled work hours, we ask that all students be picked up by this time.

If you anticipate being delayed, please notify the on-site Marauder Care staff through ParentSquare as soon as possible so we know your child is safe and can plan accordingly.

A late pick-up fee of **\$10 per child** will be assessed beginning at **6:10 p.m.** The fee increases by **\$10 for every additional 10-minute interval**, as outlined below:

- **6:10 p.m.** – \$10
- **6:20 p.m.** – \$20
- **6:30 p.m.** – \$30

Repeated late pick-ups may result in a meeting with program administration and could lead to dismissal from the program if the issue continues.

The safety and well-being of every child is our highest priority. If a child has not been picked up by **6:30 p.m.** and Marauder Care staff have been unable to reach a parent, guardian, or any authorized emergency contact, emergency services (911) will be contacted to ensure the child's safety.

Late Payment Penalty

Biweekly payments are due by the **Friday before the start of each billing cycle**. A late payment fee may be applied to accounts with a balance that remains unpaid more than seven days after the due date.

To ensure the continued operation of our self-sustaining program, accounts must remain current. If payment is not received for two consecutive billing cycles, your child's enrollment in Marauder Care will be suspended until the outstanding balance has been paid in full.

Refund Policies

Marauder Care does not provide credits, refunds, or make-up days for absences, including personal or family vacations, illness, or any other unused scheduled days of care.

Change(s) to Enrollment/ Change Form

Please notify the Marauder Care Coordinators promptly of any changes to your child's information, including contact details, emergency contacts, authorized pick-up individuals, or schedule changes.

If you need to withdraw your child from the program, written notice (such as a letter or email) must be submitted to the Marauder Care Director at least **two weeks prior** to your child's last day of attendance. Providing advance notice allows the program adequate time to fill the vacancy.

Transportation

A Williamson Central School District transportation form must be completed annually at the time of enrollment. This form is available on the district website.

Although students remain at school after dismissal to attend Marauder Care, the Transportation Department must be able to account for each child's designated destination.

Families are also required to complete a Marauder Care transportation form indicating their child's transportation arrangements for half days, early dismissals, and days when all after-school activities are canceled.

Please notify the Marauder Care Coordinators promptly of any changes to your child's transportation information to ensure accurate records and student safety.

Communication

Open communication between parents/guardians and Marauder Care staff is encouraged and essential to providing the best possible experience for each child.

Information sharing begins with the enrollment process. The participation form gives parents and guardians an opportunity to share important details about their child that will help staff support their individual needs.

The on-site Marauder Care staff will serve as the primary point of contact for parents and guardians regarding daily communication, questions, and program updates.

Authorized Pick-Up List

To help ensure the safety and security of every child, students will only be released to a parent/guardian or an individual who is at least 16 years old and listed on the child's authorized pick-up form. These procedures are in place to provide a safe and secure dismissal process for all families.

A valid photo ID is required before a child will be released to an authorized individual. Once staff are familiar with approved pick-up individuals, identification may not be required at every pick-up.

If an emergency requires someone not listed on the authorized pick-up form to pick up your child, the parent or guardian must notify the Marauder Care Coordinator in writing before the child's release. The individual must also present a valid photo ID.

Concerns with Releasing Child(ren)

The safety and well-being of each child is our highest priority. If Marauder Care staff have concerns about the physical or mental condition of an individual arriving to pick up a child, including signs of possible impairment, the Marauder Care Coordinator will use their professional judgment to determine whether the individual is able to transport the child safely.

If staff determine that releasing a child may place the child at risk, they will take appropriate steps to ensure the child's safety, which may include contacting another authorized pick-up individual, a parent or guardian, or emergency services, as necessary.

Emergency Closings and Snow Days

Marauder Care follows the Williamson Central School District schedule for emergency closings and cancellations.

- If school is canceled for the day due to weather or another emergency, Marauder Care will be canceled.
- If all after-school activities are canceled, Marauder Care will be canceled.

During registration, families must indicate their child's transportation and dismissal plans for days when after-school activities are canceled, for half days, or for emergency early dismissals. This information is essential and will remain in effect for the entire school year unless updated by the parent or guardian.

If your child's dismissal or transportation arrangements change at any time during the school year, please notify the elementary school main office at (315)589-9668 as soon as possible.

Absent or Sick From School

Children who are absent from school for any reason are not eligible to attend Marauder Care that day.

Parents or guardians must notify the elementary school attendance office whenever their child will be absent from the program.

Please note that no refunds, credits, or make-up days will be provided for absences due to illness, vacations, or other personal reasons on regularly scheduled school days.

Medication During Marauder Care

In accordance with New York State Education Law, only emergency medications may be administered during Marauder Care.

Medications may not be shared between the school health office and Marauder Care. Parents or guardians must provide a separate supply of any required emergency medication for use during the program.

A completed Medication Consent Form and current physician's orders are required before any medication can be administered in Marauder Care. Families are responsible for ensuring that all medication and documentation remain current throughout the school year.

Health/Emergency Information

A health information form must be completed for each child enrolled in Marauder Care. This form provides staff with important information regarding your child's medical needs, allergies, emergency contacts, and any accommodations necessary to ensure their safety and well-being.

Parents and guardians are responsible for informing Marauder Care staff of any health concerns or changes to their child's medical information and for providing all required documentation, forms, and updated medical orders as needed.

Illness or Injury During Program Hours

If a child becomes ill or is injured while attending Marauder Care, staff will contact the parent or guardian immediately. If a parent or guardian cannot be reached or does not return the call within 15 minutes, staff will contact individuals listed on the child's authorized pick-up and emergency contact forms until arrangements are made for the child to be picked up.

In the event of a serious medical emergency, staff will call 911 immediately and notify the parent or guardian as soon as possible.

Parents and guardians are responsible for any medical treatment, transportation, or related expenses incurred as a result of emergency care provided to their child.

Fire Drills, Lockout and Lockdown Drills, and Procedures

Marauder Care follows all Williamson Central School District emergency response protocols and procedures.

Fire drills, lockout drills, and lockdown drills are conducted during the regular school day in accordance with district requirements. Staff review and reinforce emergency expectations and procedures with students to help ensure they are familiar with appropriate responses during after-school programming.

In the event of an emergency during Marauder Care hours, staff will implement the district's established safety protocols and procedures.

Evacuation

If it becomes necessary to evacuate participants and staff from the school building during Marauder Care hours, families will be notified through the district's communication systems. Parents and guardians will be contacted as soon as possible with information regarding their child's location and pick-up procedures.

Suspected Child Abuse or Neglect

All Marauder Care employees are mandated reporters and are required by law to report any suspected cases of child abuse or neglect.

Reports are made in accordance with New York State law and are submitted to the appropriate child protective services agency, including the Wayne County Office of Children and Family Services, as required.

Personal Items

Williamson Central School District and Marauder Care are not responsible for lost, stolen, damaged, or broken items. Families are encouraged to label all personal belongings and avoid bringing valuable items to the program whenever possible.

Discipline Guidelines

Students participating in Marauder Care are expected to follow the Williamson Central School District's Code of Conduct and demonstrate the District's P.R.I.D.E. expectations at all times while attending the program. These expectations help ensure a safe, respectful, and welcoming environment for all students, families, and staff.

Marauder Care staff use positive behavior support strategies to help children develop appropriate social skills, solve problems, and make responsible choices. Guidance techniques may include:

- Redirecting a child to an alternative activity
- Recognizing and reinforcing positive behavior
- Encouraging children to communicate their feelings appropriately
- Modeling respectful language and positive interactions

These approaches are intended to teach appropriate behavior while fostering a safe, supportive, and inclusive environment.

Marauder Care is committed to maintaining a positive learning environment for all participants. When behavioral concerns arise, staff will use progressive interventions designed to help students understand expectations, repair harm when appropriate, and make positive choices. Families will be informed of significant or ongoing behavioral concerns and may be asked to partner with program staff to develop strategies that support student success.

When behavioral concerns arise, Marauder Care staff will respond in a manner that is developmentally appropriate, consistent with the Williamson Central School District Code of Conduct, and designed to support student success while maintaining a safe environment for all participants.

Interventions may include one or more of the following, depending on the student's age, the nature and severity of the behavior, and any previous interventions:

- Reviewing program expectations and discussing appropriate choices with the student.
- Redirecting the student to a different activity or providing a supervised break from the group to allow the student to regain self-control and prepare to return successfully.
- Teaching and reinforcing appropriate problem-solving, communication, and conflict-resolution skills.
- Documenting the incident and communicating with the parent/guardian when behaviors are repeated, significant, or impact the safety or well-being of others.

If behavioral concerns continue despite appropriate interventions, or if a student's behavior poses a risk to the safety of themselves or others or substantially disrupts program operations, the Marauder Care Coordinator and/or District administration may determine that additional action is necessary. Depending on the circumstances, this may include a parent conference, a behavior support plan, temporary suspension from the program, or dismissal from Marauder Care.

Because Marauder Care is a group child care program, students must be able to participate safely with the level of supervision and staffing available. If a student's behavioral, emotional, or supervision needs require services or support beyond those the program can reasonably provide, despite documented interventions and

collaboration with the family, the District may determine that continued enrollment is not appropriate.

Behavioral decisions will be made on an individual basis after considering the student's age, developmental level, the frequency, duration, intensity, and impact of the behavior, safety considerations, and the effectiveness of prior interventions.

Discussing Concerns

Parents and guardians are encouraged to keep the Marauder Care Coordinator informed of any changes or circumstances that may affect their child's well-being or participation in the program.

Examples may include changes within the household, health concerns, special accommodations, behavioral needs, or other situations that could impact a child's experience in Marauder Care. Sharing this information as soon as possible helps staff provide appropriate support and ensure a positive environment for your child.

Marauder Care staff are available to meet with families to discuss concerns or changes in person.

All information shared with program staff will be treated confidentially and will be disclosed only to individuals with a legitimate need to know in order to support the child's health, safety, and well-being.