



# Wilmington Montessori School

## Before and After-School Program Policies

We at WMS are proud to provide high-quality programming and a warm, comfortable environment for children between the hours of 7:00 and 9:00 and the hours of 3:00 and 6:00.

**Children who will need care during these hours are assigned to a group based on their age, grade, and school-day room assignment.** We plan staffing and placement carefully, in the way that best provides consistency of environment/staffing and the comfort of the children. We usually cannot accommodate requests based on parent convenience (putting siblings from different school-day classrooms together for before- or afterschool care for ease of dropoff/pickup, etc.). **Packages are available for 3 days or 5 days each week.**

**After-School care has one price if the child(ren) will be picked up by 4:30, and another if the child(ren) will be picked up by 6:00.** We offer this choice so that families needing less than half of that 3-hour time span may have a less expensive alternative. We do use this information in our staffing plans, however, so that we are not wasting your money by overstaffing. If three children who are scheduled for 4:30 pickups begin staying until 5:30 without letting us know, then we will be short-staffed, which stresses everyone involved. For this reason, **there is a fee for late pickups.**

**Parents needing occasional care on a drop-in basis need to contact Cass by note, e-mail, or phone to arrange this. We will gladly provide it as long as space and staffing ratios allow it in a given group.** Drop in Before-School or After-School care will be billed at the rate of **\$20/use**, half-price for siblings. Please give us as much advance notice as you can.

**Our program ends at 6:00.** When children are left beyond 6:00, a familiar caregiver and the front desk person (at least) are required to stay until the child is picked up. These people have families and responsibilities, as well, so we ask parents to please have a backup plan in place for times when parents may run late. Often, another family in the school would be happy to set up a reciprocal agreement in which one may pick up the others' children when the other cannot make it.

**Late Pickup Fees for 4:30-pickup option:** **\$25** between 4:45 and 5:00  
**\$50** after 5:00

**Late Pickup after 6:00:** **\$25** between 6:00 and 6:30 p.m.; **\$50** after 6:30