



Wilmington Montessori School

CHILDCARE POLICIES 2010-2011

It is our goal to provide consistent, quality childcare with excellent programming and the best possible staffing. On most days when classes are closed, Childcare will be open from 7:00 AM until 6:00 PM. **These days are listed on the reverse side of this policy statement.** In order to maintain a program that is flexible and meets the needs of the parents and children, we have established a registration system which allows parents to reserve a space in Childcare on an “as needed” basis.

1. Registering for Childcare Days: Registration forms will be posted on the Childcare Boards three weeks prior to the Childcare day(s). You may register by completing a form and leaving it in Cass’s box at the front desk or in the envelope provided. Spaces will be limited, and will be reserved on a first-come-first-served basis. You may also call the school or **e-mail to have your child registered for a childcare day: cass_winner@wmsde.org.**

We are very careful to observe appropriate child-to-adult ratios when staffing Childcare days. It is most helpful when parents register their children for these days as early in the registration period as possible. In order to maintain a quality program, we need timely information from parents.

2. Late Registration: Registration forms will be removed from the Childcare Board one week prior to the Childcare day. Requests after this time need to be made directly to Cass. If space/staffing ratios do not allow it, we will not be able to provide care.

3. Canceling Childcare: You may cancel Childcare up to the day before the Childcare day. It is important to call the school if your child will not be attending Childcare because of illness. **If your child is registered for Childcare but does not attend and you have not called to cancel, you will be billed for the day.**

4. Attending Childcare without Pre-Registering: Children must be pre-registered. In order to maintain appropriate staff-child ratios, drop-ins will not be accepted.

5. Childcare for alumni and siblings from outside the school: Occasionally, Childcare may be available to WMS alumni or siblings of WMS students, but **arrangements must be made directly with Cass Winner.**

6. Snow Days: When classes are closed because of bad weather, Childcare will be open from 7:00 AM-6:00 PM, if conditions allow. No pre-registration is necessary.

7. Billing: Childcare is billed at the rate of \$50.00 per day, half-price for siblings.

8. Pre-paid days: Parents who have pre-paid for Childcare may switch reserved days around in the Childcare calendar (with notice), but will not receive billing credits or refunds for unused days.

Questions? Please contact Cass Winner, Dir. Of Extended Programs, at 475-0555.