



Immaculate Heart of Mary School  
**Extended Day Programs**  
**Handbook**  
**2018-2019**



4K Wraparound  
Before/Afterschool  
Homework Club

Welcome! Immaculate Heart of Mary School's extended day programs are designed to be a safe, caring environment for our students in grades 4K through the Middle School. Our programs will be in session from the first full days of school in September until the last full day of school in June, with year-round care through our Early Childhood Program. We will operate daily and on vacation and inservice days, excluding federal holidays, Good Friday, and Easter Monday.

IHM has established a set of policies and procedures that are monitored closely in order to assure the quality of our program. These policies and procedures outlined in your family handbook carry over into the extended day programs. This handbook focuses on some major policies of the 4K Wraparound program, the Before/Afterschool program, and Homework Club. We hope this information will answer many of your immediate questions. Please refer to your IHM Family Handbook if you have additional questions. Keeping the lines of communication open is a valued part of our program. We want to hear your thoughts, opinions, concerns, and questions so that we may continue to improve.

If you have a question or a concern about any issue, please talk to the teacher about it. Talking to a staff member, and then to the principal is the best route for problem solving. We are partners with you in the quality care of your child.

We thank you for allowing us to join you in providing the care, the love, and the nurturing for your developing child.



## 4K Wraparound Program

IHM's 4K Wraparound Program serves children in the IHM 4K classes, who join us after their school day, and is run in conjunction with our Early Childhood Education Program. Our goal for this age level is to provide a fun and interesting social environment which offers the child opportunity and guidance in developing character and confidence in his/her abilities and maturity. We want to encourage in each child the development of self-esteem and positive interactions in friendships and respect for the world. Activities are planned daily, challenging skills and providing enjoyment of play with friends.

Please be aware that although the IHM 4K Program is run through the public school district and is not faith-based, the wraparound program is run by IHM school, and the students may be exposed to faith-based education or environment. There is not, however, direct religious instruction.

Good communication between parents and staff is an important part of a successful program. A schedule will be posted on the parent board of daily routines.

Staff:

Callie Meiller, Principal

Phone: 222-8831

Fax: 221-4492

Email: [cmeiller@ihm-school.org](mailto:cmeiller@ihm-school.org)

Address: 4913 Schofield St.  
Monona, WI 53716



### 4K-AM Wraparound Schedule

7:00	Before School opens (extra fee)
7:30	School building opens
7:50 – 10:40	4K class
10:40 – 11:00	Religion Class
11:00	Lunch
11:30	Afternoon wraparound program (Early Childhood Room) Outside time, Story, Activity, Bathroom Break
1:00	Rest time, Snack is offered
3:00	Dismissal or afterschool care
5:30	Center closes

### 4K-PM Wraparound Schedule

7:00	Before School opens (extra fee)
7:30-11:00	Morning wraparound program (Early Childhood Room) Outside time, Snack, Story, Activity, Bathroom Break
11:00	Lunch
11:35-11:50	Religion Class
11:50-2:40	4K Class
2:40	Dismissal or afterschool care
5:30	Center closes

## 4K Wraparound Fee Policy

### Registration Fee (Upon Enrollment)

Monona Grove School District residents and those who are open enrolled into the Monona Grove District that require wraparound must pay a \$200 non-refundable deposit to hold your place in the wraparound program. \$150 of this fee will be applied toward the first \$150 of wraparound payment.



### 4K Wraparound Daily Care Rates

11:00	Lunch	\$2.25/day	
7:00-11:00 OR 11:00 – 3:05	4K Wraparound	\$36.00/day	
3:05 – 5:30	Afterschool	\$17.00/day	
	Wraparound & Afterschool (Same Day)		\$50.00

Late Fee: Any parent/guardian arriving after 5:30 will be charged a late fee of \$5.00 per 15 minutes late (1-15 minutes late=\$5, 16-30 minutes late=\$10) This fee is assessed per child and no sibling discounts will be given. This fee is added to your Smart Tuition account.

### 4K Wraparound No School Days

There is **NO 4K Wraparound** on the following holidays:

Jan. 1 -New Year's Day

MLK Day - 3<sup>rd</sup> Monday in Jan.

Good Friday & Easter Monday

Memorial Day – Last Monday in May

WEEK of July 4<sup>th</sup>

Labor Day - 1<sup>st</sup> Monday in September

Thanksgiving Day - 4<sup>th</sup> Thursday in November

December 24

December 25

December 31

### Fee Collection

At the end of each month, the days that your child has attended will be tallied and all fees will be charged through Smart Tuition. You will be asked to let the teacher know your child's usual schedule for 4K Wraparound at the beginning of the school year. All 4K Wraparound schedule changes must be in writing. Flexible schedules will be honored if space allows.

## Before/Afterschool Program

IHM's Before & Afterschool Programs serves children in the IHM 4K through 8<sup>th</sup> grade, who join us before or after their school day. Our goal for this age level is to provide a fun and interesting social environment which offers the child opportunity and guidance in developing character and confidence in his or her abilities and maturity. We want to encourage in each child the development of self-esteem and positive interactions in friendships and respect.

Activities are planned daily, challenging skills and providing enjoyment of play with friends. Teachers and children will plan their time cooperatively, encouraging individuals to pursue interests and hobbies.

Good communication between parents and staff is an important part of a successful program. A schedule will be posted on the parent board of daily routines.

Staff:

Callie Meiller, Principal

Phone: 222-8831 ext. 321

Fax: 221-4492

Email: [cmeiller@ihm-school.org](mailto:cmeiller@ihm-school.org)

Address: 4913 Schofield St.  
Monona, WI 53716



### Daily Before School Schedule

7:00 Center Opens  
7:30 Student released to school supervision

### Daily Afterschool Schedule

3:05 Teacher meets students in Marian Hall.  
3:15 Snack in afterschool room  
3:30 Outdoor/gym time  
4:00 Homework/quiet play time  
4:30 Games, art activities, play time  
5:30 Center closes

Children in grades 4-8 will report to homework club located in the main school building until 5:00. After 5:00 they will be in the Afterschool room. On days where there is no Homework Club, they can attend the Afterschool program from 3-5:30 for the afterschool price.



## **Afterschool Fee Policy**

### Before School Care Rate

Daily Rate for any fraction: \$2.00/day

### Afterschool Care Rates

Daily Rate (includes snack and milk)

3:05-5:30	\$17.00	1 <sup>st</sup> child
	\$14.00	2 <sup>nd</sup> child
	\$8.00	3 <sup>rd</sup> and more children (Sibling discounts are given toward the fees of siblings attending the center at the same time.)

Late Fee: Any parent/guardian arriving after 5:30 will be charged a late fee of \$5.00 per 15 minutes late (1-15 minutes late=\$5, 16-30 minutes late=\$10) This fee is assessed per child and no sibling discounts will be given. This fee is added to your monthly bill.

At the end of each month, the days that your child has attended will be tallied and all fees will be charged through Smart Tuition

You will be asked to let Before/Afterschool teachers know your child's usual schedule for at the beginning of the school year. All Before/Afterschool schedule changes must be in writing. If your child leaves Before/Afterschool for sports practice, music lessons, or other reasons, they cannot return to Before/Afterschool without prior approval from the teacher or office. Regular rates will apply for any portion of Before/Afterschool attended – deductions in fees will not be made for students attending other activities and returning to the Before/Afterschool program. Flexible schedules will be honored if space allows.

### Early Dismissal/No School Days

Afterschool will be available for grades 4K-4 (?) on Early Dismissal and No School days, through our Early Childhood Education (ECE) program, excluding these holidays:

Jan. 1 -New Year's Day

MLK Day - 3<sup>rd</sup> Monday in Jan.

Good Friday & Easter Monday

Memorial Day – Last Monday in May

WEEK of July 4<sup>th</sup>

Labor Day - 1<sup>st</sup> Monday in September

Thanksgiving Day - 4<sup>th</sup> Thursday in November

December 24

December 25

December 31

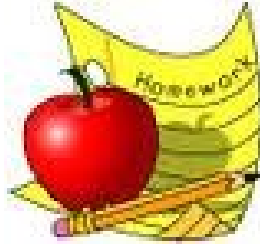
Please send a cold lunch with your child for Early Dismissal or No School days.

### Early Dismissal/No School Day Rates

Early Dismissal Days	\$35.00/day
----------------------	-------------

No School Day	\$50.00/day
---------------	-------------

Forgotten Lunch	\$10.00/for staff to arrange for a lunch
-----------------	--



## **Homework Club**

Homework Club is a program for students in grades 4-8. This time after school allows the students to work on homework, art projects, and socialize, with teacher supervision. Homework Club runs on most Monday, Tuesday, Thursday, and Friday afternoons in the supervising teacher's classroom. Students may leave at any time, but will not be readmitted to the school.

Students need to sign up in their homeroom in the morning to participate in Homework Club. Students may bring a nutritious snack to eat.

**Homework Club is NOT held weekly on Wednesday, due to teacher meetings.** There will also be no Homework Club on early dismissal days, no school days, and during Prairie Fire Theater week (in early November). These days will be noted on the monthly calendar. Students can attend the afterschool program on No Homework Club days, for the cost of the afterschool program.

### **Homework Club Fee Policy**

#### Grades 5-8 Daily Rate

3:05-5:00              Homework Club/Art Studio    \$6.50/day

You will be billed through Smart Tuition for the amount of Homework Club used for the past month. Homework Club students will be sent to the Afterschool Program in the afterschool room after 5:00 for no extra fee. Afterschool regular rates will apply if homework club/art studio is not held that day and student attends only afterschool. If students are not picked up by 5:30, fees will be accrued according to the Afterschool late fee policy.



## **Policies for 4K Wraparound and Before/Afterschool**

### **Vacation Days**

Students (4K-5) can sign up (well in advance) for days off of school. They will be incorporated into the ECE group on those days.

### **Parent Binder**

A sign-out sheet is provided. Please sign this sheet and note the time that your child was picked up.

Parents may use this as a means of communication for important information (Doctor appointments, early pickup, alternative arrangements, etc.)

### **Nutrition**

Parents must provide food for children who need a special diet. Please inform staff of any allergies your child may have. Snack and milk are served daily at 9:30 and 2:00 for 4K Wraparound, and at 3:15 for 4K Wraparound and Afterschool. Snack and milk are included in the fees.

### **Pick-Up Entrance**

4K Wraparound and Afterschool students should be picked up at the Early Childhood or Afterschool Room. Both rooms have a doorbell at the door of the gym building. If you are picking up your child between 3:00 and 3:30, they will be in Marian Hall.

### **Homework Club Pick-Up**

Please pull up outside of the front of the school to pick up your child. If you have not picked up your child by 5:00, please come to the Afterschool Room for pick up.

### **Location**

The 4K Wraparound and Afterschool programs are located in the Early Childhood Room (before 3:00) and in the Afterschool Room (across the hall from the gym) after 3:30.

### **Sign Out Board**

Please remember to sign your child out at pick up time.

### **Toys From Home**

We ask that the children keep all toys at home. Special permission will be given for small electronics on half-days only.

### **Fee Payments**

All families must register with Smart Tuition service. 4K Wraparound and Before/Afterschool fees will be itemized on the last day of the month, and added to each family's Smart Tuition invoice. These fees will then be withdrawn on the 20th of the next month. If there is a hardship paying fees, please contact the school office so arrangements can be made. If payments have not been made, and all measures (reminders, Parent/Guardian contact, payment schedules, etc.) to collect the balance have been exhausted, dismissal from the program may result until payment is made.



### Sick Child

If your child is sick and will not attend 4K Wraparound or Afterschool, please call the school office at 222-8831 to report the absence, and remind the office that your child will not be attending the extended day program that day.

### Discipline

The rules that are in effect at school carry over into the Extended Day programs. Rough play, foul language, disrespect, etc. will not be allowed.

### Snow Days

The Extended Day programs at IHM will be closed on all snow days. Please listen to the radio or TV announcements for school closings. If Monona Grove Schools are closed, IHM is also closed, even if it isn't listed separately.



## **Immaculate Heart of Mary School 4K Wraparound & Afterschool Contact Information**

4913 Schofield St.  
Monona, WI 53716

Phone #: 222-8831 ext.  
Fax #: 221-4492

### **Email Addresses:**

Callie Meiller, Principal: [cmeiller@ihm-school.org](mailto:cmeiller@ihm-school.org)