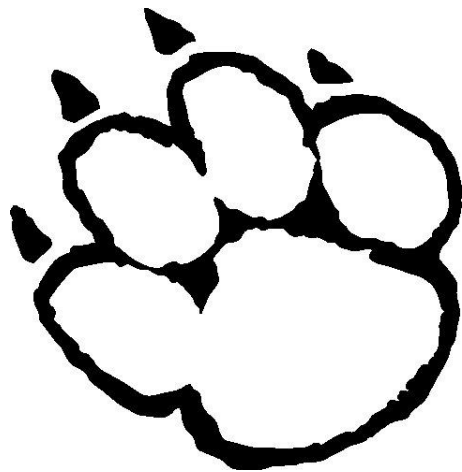


Noah Webster Schools-Pima



2020-2021

Extended Wildcat Hours Handbook

(After School Care Only)

Dear Parents,

Welcome to Noah Webster Schools' Extended Wildcat Hours. We are excited to offer after school care to help make the school year a little less stressful. Please read this handbook completely as it will answer most of the frequently asked questions.

### **Important Contact Information**

<b>Pima Campus:</b>	<b>5399 N. Pima Road Scottsdale, Arizona 85250</b>	<b>480-291-6900</b>
Program Director:	Robert Rodenbaugh rrodenbaugh@noahwebster.org	ext. 3103
Part-Time Director:	Savannah Urban surban@noahwebster.org	480-298-2070 cell
Billing Department:	billing@noahwebster.org	ext. 3130

### **HOURS OF OPERATION**

The Extended Wildcat Hours program will be open on all regular KG-6th mandated school dates. The facility will not be open during school holidays, breaks or summer vacation.

- After school care is 3:00 p.m. to 5:00 p.m. on regular school days.
- After school care is 1:00 p.m. to 5:00 p.m. on early dismissal days.

All students on campus after 3:00 pm (1:00 pm on early dismissal days) who are not riding the bus or waiting in parent pick up will be directed to the After School Extended Hours and assessed a fee. All fees will begin at 3:30 pm (1:30 pm on early dismissal days).

### **ENROLLMENT OF CHILDREN**

- To be eligible for the Extended Wildcat Hours program, a student must be enrolled, as an on-campus student, in Noah Webster Schools for the current school year.
- Any and all past due invoices with Noah Webster Schools must be PAID IN FULL to be eligible for the program.
- For staffing purposes, the student must be enrolled in after school care program prior to attending.
- **Enrollment MUST be done through our online system to attend.** Please visit Noah Webster Schools' website ([www.noahwebster.org](http://www.noahwebster.org)) and select *Enroll in Before and After School Care* under the *Enroll* drop-down menu.
- The parent/legal guardian will complete the online Extended Wildcat Hours Enrollment Form that contains:
  - The student's name, grade and date of birth;
  - The care needed for the current school year;
  - The name, home address, telephone numbers, email and social security number of the person who will be responsible for the account and any charges incurred.
- By signing the enrollment/application form, the legal guardian agrees:

- To be responsible for any charges incurred on behalf of the students listed on the enrollment form
- Payment is due prior to the week of attendance.
- If payments are not received prior to attendance, the payment must be received upon receipt of the weekly statement.
- Drop in payments must be made the same week as the “drop in”
- A Late Payment Fee of \$15.00 per month may be charged on any unpaid balances at the end of each month.
- Noah Webster School has the right to remove a student from any school program if balances are not brought current on a weekly basis.
- Any account that is past due will be sent to an outside collection agency.
- Due to the limited number of seats available, enrollment is on a first-come, first-serve basis.
  - The student(s) will be removed from the program and the seat given to a student awaiting acceptance if the program is not utilized for 5 consecutive days.

### **SIGNING IN & OUT**

Students must be electronically signed in and out of the Extended Wildcat Hours program each day the student attends via a unique PIN number and password. Students can be signed out from After Hours, located through the KG Gate, after 4:15 p.m. on regular school days and 2:15 p.m. on early dismissal days.

Students can only be signed out by the parent/legal guardian or an individual on the contact list which was completed at the time of enrollment into the program. Students can also be signed out by an individual who is granted permission by the parent/legal guardian to pick up for a specific day. This permission must be listed on the call list. Any individual signing out a student must provide a state issued ID.

### **CHARGES & FEES**

- Noah Webster Schools-Pima has a charge for before and after school care and offers two different rates to help meet the individual needs of each family.
- Upon enrollment, the legal guardian chooses the rate that best fits their individual schedule and needs:
  - **Flat Rate:** A flat rate of \$10.00 per week per student will be charged each week the student attends before/after school extended hours. The same amount is charged regardless of how often the program is utilized during the week.
  - **Hourly Rate:** A hourly rate of \$2.00 per hour per student will be charged for the time the student attends the program
  - **Flat and Hourly Rates are subject to change if/when After School Hours are extended.**
- Payment is due prior to the week of attendance.
- If payments are not received prior to attendance, the payment must be received upon receipt of the weekly statement.
- All “drop ins” will be charged on an hourly rate.

- If a parent misses parent pick up, the child will be sent to after school extended hours and will be charged the hourly rate, with fees incurring at 3:30 p.m. (1:30 p.m. on early dismissal days).
- Switching between Flat and Hourly Rates is not permitted during the school year, unless prior approval is received.
  - For approval, please contact the Billing Department via email at [billing@noahwebster.org](mailto:billing@noahwebster.org).
- Late Parent Pick Up Fees
  - A fee of \$5.00 per minute (according to site clock) will be charged after 5:00 p.m. on regular school days. Police will be called at 5:30 p.m. if the student is still on campus.
  - A fee of \$5.00 per minute (according to site clock) will be charged after 5:00 p.m. on early dismissal days. Police will be called at 5:30 p.m. if the student is still on campus.

### **WEEKLY INVOICES**

- Charges are invoiced to the account on a weekly basis, once the week of attendance is complete.
- Once applied to the account, updated statements showing the new charge, will be emailed to the email address provided for the account at the time of enrollment into the program.
- Noah Webster Schools does not divide weekly invoices between parents.
  - If divorced/separated parents wish to only pay for the time the student is in his/her custody, each parent MUST enroll online.
  - Each parent must be set up as the Primary Payer on his/her own online account with the child listed on both accounts.
  - If only one parent account is created online, NWS will invoice all charges to the account; it is up to the parents to decide how to separate the charges and who will remit payment.
  - Parents are responsible to keep track of which payments each parent makes.

### **MONTHLY STATEMENTS**

- Monthly statements will be sent via email once the month is complete.
- Statements are provided monthly for the sole purpose of showing payments toward your account.

### **PAYMENT REQUIREMENTS**

- Payment is due prior to the week of attendance.
- If payments are not received prior to attendance, the payment must be received upon receipt of the weekly statement.
- Drop in payments must be made the same week as the “drop in”
- A Late Payment Fee of \$15.00 per month may be charged on any unpaid balances at the end of each month.
- Noah Webster Schools has the right to remove a student from any school program if balances are not brought current on a weekly basis.
- Any account that is past due will be sent to an outside collection agency.

## **PAYMENT OPTIONS**

Noah Webster Schools has a variety of options to make the payment process quick and convenient. Payments are accepted online, in the front office or at the sign out kiosk in After Hours.

- Online Payments
  - Payments can be made via your parent portal at [www.myprocare.com](http://www.myprocare.com).
  - Payments can be made at <https://noahwebsterpima.boonli.com> (account required, see Online Payments on NWS website)
- Payments at the Sign Out Kiosk
  - Debit or credit card payments can be made while signing the student out.
- Cash, check, and credit card payments can be made in the front Administrative Office during regular office hours.

For more information regarding payments, please see the Noah Webster Schools-Pima Extended Wildcat Hours Parent Portal and Payment Information Flyer.

## **ADMISSION & RELEASE OF CHILDREN**

- Noah Webster Schools will maintain digital attendance forms containing a child's name with the time of each admission and release of the child.
  - The attendance form will be electronically signed, via a unique PIN number, by each child's parent or individual designated in writing by a parent, each time the child is admitted or released.
  - Before releasing a child to an individual other than a parent, we shall require each individual collecting a child to present a state issued ID.
  - A child will not be released to an individual other than a child's parent or other individual designated in writing by a parent except when the parent is unable to collect the child and authorizes Noah Webster School by telephone to release the child to a designated individual. The school will verify the telephone authorization using a means of verification that has been agreed upon between the school and the parent at the time of enrollment.
  - Self-admission or self-release of a child is not permitted.
  - Sign In/Out Records will be maintained on the premises for 12 months from the date of attendance.

## **PARENT RESPONSIBILITIES**

Parents who enroll their student in our Extended Wildcat Hours are expected to abide by the policies and procedures of the school. These policies can be found in both the Pre-K and KG-6<sup>th</sup> Grade Noah Webster Schools Parent Handbook.

- All parents/authorized individuals must present a state issued ID prior to signing the student out of the program.
- No child under the age of 18, will be permitted to sign the student in or out of before/after school care.

Per safety requirements and the Arizona Administrative Code, Title 9, Chapter 5, the playground is closed to the public. In order to ensure a safe environment, parents are not permitted to remain within the play area and the after hours' room once the student is signed out.

## ACTIVITIES AND PROGRAM

Program Directors have designated activity times available to the students. Students can choose, if they wish, to participate in recess, snack time, homework time, electronics and game time, group games and free time.

For electronic time, students are allowed to have cell phones to play appropriate games. No social media sites or YouTube is allowed. No phone calls or texting is permitted in before and after school care. **Noah Webster Schools is not responsible for lost, stolen or damaged electronics.**

## HEALTH OFFICE

- Either the Health Service Director or Health Assistant is on duty during regular school hours, 8:00 a.m. – 4:00 p.m. and 8:00 a.m. – 2:00 p.m. on early dismissal days.
- We ask all parents to complete an Emergency Medical Referral card for each of their children each year at the time of enrollment into the school. Tell us how to contact you or another guardian if your child becomes ill or is injured in after school care.
- Like you, we want to do what is best for your child. **If we cannot reach you in an emergency, we will call the paramedics who may decide an ambulance should be called.** The cost of this service is the parent's responsibility.
- It is the parent's responsibility to ensure that their contact information, and that of their emergency contacts, are up to date. All changes of telephone numbers must be done through a Change Form at the Front Office during regular business hours (7:30 a.m. – 4:15 p.m.).
- Students are recommended to have a jacket for cooler weather.
- **Any student with a temperature of 100.4 degrees or more must not attend school.** When a student is sent home from school with a fever, the student must not return to school until he/she is fever free for twenty-four hours without the use of Tylenol or similar medications.
- Any student sent home from after care, regardless of the reason, is required to be picked up within the hour. Any students not picked up within the hour may be subject to being billed for specialized care at a rate of \$12.00 per hour.
- For further Noah Webster Schools policies please refer to the Parent Handbook.

## BATHROOM ACCIDENTS

- All students are required to be bathroom trained for enrollment at Noah Webster and attendance in before and after school care.
- Any student that is sent home from the health office due to multiple bathroom accidents during school hours is not permitted to attend same day after care.
- Any student that has a bathroom accident in after care will need to be picked up for the day. Students will not be permitted to change their clothing and remain in after care.

## DISCIPLINE GUIDELINES AND METHODS

When a student is misbehaving we will follow the following procedures:

1. Redirect
2. 1<sup>st</sup> Warning
3. Think Time
4. Disciplinary action and contact parents
5. Possible disenrollment of the student from the program

### **SAFETY DRILLS**

Noah Webster School has procedures in place to handle emergency or crisis situations. These procedures could include fire drills, lock downs or evacuations, depending on what is appropriate for the situation. The school has a Human Response team to assist staff and students in preparing for, responding to or recovering from a crisis.

### **CHILD ABUSE REPORTING**

A.R.S. 13-3620 states that all school personnel are obligated to report suspected abuse, including teachers, support staff and administrators. This obligation arises when observation or disclosure provides “reasonable grounds to believe” that a minor is a victim of child abuse, non-accidental injuries, physical neglect or sexual abuse. All school personnel must “immediately report or cause a report to be made” of suspected child abuse to the police and/or Child Protective Services (CPS).