



**WALL TOWNSHIP PUBLIC SCHOOLS**  
Office of the Director of Curriculum & Instruction  
P.O. Box 1199 • 18<sup>th</sup> Avenue  
Wall, NJ 07719

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# WALL WRAP-AROUND PROGRAM PARENT HANDBOOK 2016-2017

## Before and After



## Program

THE CRIMSON KNIGHTS

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**WRAP-AROUND PROGRAM**

*Welcome to the Wall Township Public Schools Wrap-Around Program (Wrap)! The Wrap is a monthly, tuition-based program that provides Wall Township families with childcare during the critical before and after-school hours. Wrap provides supervision by responsible, attentive adults who serve as positive role models. The Wrap-Around Program was developed to provide Wall Township Public School students entering Kindergarten - 5th grade quality care in a safe environment that fosters mutual respect and offers children a variety of choices of developmentally appropriate and interest driven activities. The Wrap also provides an environment for students to work on homework as well as long-term projects when applicable.*



**Confidentiality**

All records and information concerning a child and his/her family are to be kept confidential. Information can only be released upon written consent from the parent/guardian. Please respect our children, families and staff by refraining from discussing sensitive and confidential information.

**Non-Discrimination Policy**

Wall Township Public Schools Wrap-Around is an equal opportunity provider. Applications for enrollment are accepted without regard to race, religion, sex, color, disability, sexual orientation, political beliefs, family status, or national origin. We celebrate diversity and know that our children benefit through an enriched learning environment. The program will attempt to make reasonable accommodations for children with special needs, consistent with the requirements of Section 504 and the Americans with Disabilities Act (ADA).

**Special Needs/Medical Issues**

The Wrap will provide reasonable accommodations for students with special needs. It is helpful for the staff to be aware of children whose medical, physical, learning, or social disabilities require special consideration. The accommodations will be made within the framework of existing staff rations and program organization, but do not extend to substantial modifications in the childcare purpose, cost, or availability of appropriate supervision. Upon registration, families are asked to provide information regarding any special needs that the child may have. If a child has needs that require particular accommodations, an assessment of those needs will be made through discussions between Wrap Program Supervisor, Site Coordinator, Group Leader, school staff, and the child's family.

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**PROGRAM OPTIONS**

**Morning Wrap**

Morning Wrap begins at 7:00 am and concludes at the start of the school day at 9:05 am. Morning activities include: board games, building stations, physical activity, reading centers, or small scale arts and crafts projects. Children are encouraged to move through the program for “free choice” options. Wrap does not provide breakfast. Parents are welcome to send their child in with a healthy snack.

**Afternoon Wrap**

Afternoon Wrap starts when school dismisses and concludes at 6:15 pm. As children arrive at Wrap, they will check-in immediately with their Group Leader, for attendance purposes. The program activities schedule varies from site to site, and day to day. First, all children are given the opportunity to have a light snack while unwinding from the school day. Then, they will have the chance to begin their homework before participating in activities. **Snacks are not provided, therefore, parents should send their child in with a healthy snack and drink.**

**Drop-In Day**

We understand there may be times when you need an extra afternoon or an occasional morning added on to your already existing Wrap schedule. A Drop-In Day may be added by notifying the Wrap office in advance by emailing [wallwrap@wall.k12.nj.us](mailto:wallwrap@wall.k12.nj.us), or calling (732) 556-2001. Additional fees will apply for Drop-In Days. For currently enrolled students, a drop-in fee of \$10.00 will be charged for the AM Session and a \$25 fee will be charged for the PM Session. \* Drop-In days may **only** be used by current Wrap participants. Please note: Wrap days are not interchangeable and may not be substituted for one another. In addition, Wrap will be **closed** when the district is closed and school is not in session.

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**PARTICIPATION**

- In order for a student to begin the Wrap-Around Program on the first day of school, registration must be completed and **received by Friday, August 19, 2016**. Students whose registration forms are **received after Friday, August 19, 2016**, may begin the Wrap program during the 2nd week of school. Please note: New registration forms **must** be completed **each** year for enrollment.
- The Wrap accepts students anytime throughout the school year. However, the Wrap office requires two full business days to process the registration form before a Wrap student can participate in the program.
- Students must be attending Wall Township Public Schools in order to be eligible to participate in the Wrap-Around Program.
- All required forms must be completed and returned prior to participation in the Wrap program.
- Tuition fees are monthly-based and will **NOT** be prorated for absences, holidays, planned vacations, or emergency closings.
- Withdrawal from the Wrap program will require a written notice to the Wrap-Around Program Supervisor in order to obtain a refund.
- It is the parent's responsibility to notify the Wrap staff if their child will be absent from the program on any given day. Please email [wallwrap@wall.k12.nj.us](mailto:wallwrap@wall.k12.nj.us) and/or call (732) 556-2001 to report your child absent. Please send in a note to your child's teacher as well.
- Please note: A nurse is not available during the morning or afternoon Wrap programs. Staff members **cannot** administer medication.
- Parents must inform Wrap if their child has allergies or special needs, as required on the emergency form.

**FOR MORE INFORMATION...**

Visit us at: <http://www2.wall.k12.nj.us/curriculum/wrap-around-program/>

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**DROP OFF AND PICK-UP PROCEDURES**

AM Wrap Arrival

Morning Wrap begins at 7:00 am. All children must be escorted into the Wrap site location and signed in by an adult. No one is permitted to enter the school prior to morning care.

PM Wrap Departure

Afternoon Wrap ends at 6:15 pm. All children must be picked up by their designated pick-up time, by an adult who is listed on the registration or permission to release form. It is the parents/guardians responsibility to make arrangements for an alternate pick-up, if necessary. Late fees will apply to those not arriving by the previously specified pick-up time.

Release of a Child

On your child's registration form, please provide the full names of all persons to whom we may release your child to. This includes the names of parents/legal guardians. Pick-up and drop off persons must be 18 years of age or older. ***Children will not be released to anyone whose name does not appear on the emergency contact list without prior notice from the parent/guardian and/or to anyone who cannot produce proper photo identification.*** Please note: Children are not permitted to leave the program unescorted.

Custody Agreements and Court Orders

If there is a court-ordered custody agreement, it is in your child's best interest to provide a copy to the Wrap Program Supervisor and Site Coordinator. This is especially important if there is an action or an order against a natural parent that denies he/she to see or obtain the child. Any situations that are disclosed to the Wrap Program Supervisor and Site Coordinator will remain confidential and will be discussed only with those parties in a need-to-know situation.

Late Pick-Up Fee

The Wrap program ends promptly at 6:15 pm. Late fees are accrued at a rate of \$15.00 for the first ten minutes of lateness, and \$1.00 per minute thereafter. Parents will be required to sign the late log at the time of pick-up. Late Pick-Up fees will be added to your child's monthly account.



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**INCLEMENT WEATHER PROCEDURES**

**Delayed Openings**

If the school district announces a delayed school opening due to emergency conditions, the morning program **will not** be in session.

**Emergency Closings**

Families will be notified via the Wall Township Public Schools Connect-Ed system in the event of an emergency closing. If school is closed, Wrap is CLOSED as well.

In the event school closes early due to weather or other emergency, **Wrap will be closed**. An alternate transportation form must be in place prior to an emergency situation. If your child is not to ride the bus, you must pick up your child by the emergency closing time. Make sure your child(ren) know the alternate transportation plan in the event of a school closing.

**CALLING THE AUTHORITIES**

At any time the staff feels that an individual presents a serious or imminent threat to others or themselves, the authorities will be called. Our goal is keep the students and staff safe at all times, therefore, it is our responsibility to notify authorities if a threat is present.

**MEDICATION/PRESCRIPTIONS**

**Prescriptions & Medications**

All Wrap program staff are CPR & First Aid certified. For children grades K- 5, EpiPens will only be administered by a Wrap staff member, during exceptional circumstances, such as when a child's health may be in jeopardy without it. Written documentation **must** be provided to the Wrap Program Supervisor indicating your child's allergy and permission to administer a dosage of EpiPen, if medically necessary.

Wrap program staff members do not have access to the Nurse's Office after school hours. Therefore, there will be a first-aid kit and AED in every Wrap location. In addition, Wrap program staff members will not administer any medications to your child(ren).

In the event of a medical emergency, Wall Township Police and First Aid will be notified first through 911. The Wrap Program Supervisor or Wrap Site Coordinator will contact person(s) on the emergency contact form. In the event that a child needs to be transported to the emergency room, the Wrap Program Supervisor will escort the emergency personnel until such time that the parent/guardian arrives at the emergency room.

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**GENERAL PROGRAM INFORMATION**

**Breakfast & Snacks**

Wrap will not provide snacks or meals during Wrap. Please send your child in with a healthy snack and drink. All Wrap programs are **NUT-FREE**. Students with food allergies must provide medical documentation to the Wrap Program Supervisor.

**Daily Activities**

Wrap Site Coordinators plan a variety of enriching and age-appropriate activities for your child(ren). Students engage in Science, Reading, Writing, Mathematics, Art, Technology, and physical activities. Calendars for each specific site will be provided to families and posted online at <http://www2.wall.k12.nj.us/curriculum/wrap-around-program/>.

**Homework Time**

Homework time is part of the Wrap daily schedule. Homework will conclude no later than 4:30 pm each day to allow time for other scheduled activities. Your child does not have to participate in homework time, but it is strongly encouraged. Alternate, quiet activities are available for children who do not have homework or who wish to complete their homework at home. **Wrap staff members do not check your child's homework or provide one-to-one tutoring at this time.** Please complete the Homework Agreement form and return it to your child's Site Coordinator. Forms are available at the Wrap Program website, <http://www2.wall.k12.nj.us/curriculum/wrap-around-program/>.

**Behavioral Expectations**

The Wrap program creates an environment in which all children are respected and encouraged to develop an appreciation of their own rights and responsibilities, as well as the rights of others. The Wrap Site Coordinator and Group Leaders will sit down together with students to write rules that will help them learn together in a positive environment. When they break a rule, a review of the rules is usually enough to correct inappropriate behavior. The general principles focus on positive statements that encourage a respectful, happy, and safe environment. If a behavioral problem arises the following steps will be instituted:

- First: Verbal Warning/Conference with Student
- Second: Removal from Activity
- Third: Meeting with parent, child, and Wrap Site Coordinator
- Fourth: Dismissal meeting with parent, Wrap Program Supervisor & Director of Curriculum & Instruction

**Personal Items**

Please label all coats, lunch boxes, backpacks, etc. Children are responsible for their own articles. Bringing in personal items not required for school/and or the Wrap program is prohibited. **This includes and is not limited to electronic devices.** Wall Township Public Schools cannot be held responsible for any items that are lost, stolen, or damaged.

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Illness

If your child shows signs of illness while at the program, he/she will be isolated from the rest of the children, and you will be contacted. If we cannot reach you, we will begin to call individuals on your emergency contact list. If children are ill during the school day, and the school nurse recommends they be picked up from school, the child may **NOT** attend the Wrap program. As per protocol, students are not permitted to return to Wrap or school until they are symptom free for 24 hours.

**PARENT INFORMATION**

Parent Code of Ethics

- Parents/guardians or authorized pick-up persons entering our program sites must conduct themselves in an educationally and socially sound manner.
- No parent can approach a child who is not his or hers for the purpose of disciplinary action or obtaining information of an incident.
- The Wrap Program staff will not accept any child being humiliated, scowled, hit, yelled at or spoken to in a harsh manner, whether it is to their own child or another.
- All adults entering program areas are expected to present themselves in a manner representative of good role modeling for children.
- Any adult who, in the Wrap program staff's opinion, displays inappropriate behavior will be asked to leave immediately. Failure to comply immediately will result in the Wall Township Police Department being called.
- A parent/guardian or authorized pickup person who does not comply with the Parent Code of Ethics may be asked to refrain from future pick up or drop off responsibilities.

Communication

Communication between parents/guardians and the Wrap program is important. It is **imperative** to remember to update information such as changes in:

- Work contact information
- Home contact information
- Cell phone numbers
- Emergency contact information
- Court-ordered documents
- Medical information
- Home address

Feedback

We welcome feedback from our families. Once a year, we will send out family evaluations of the Wrap Program. Input from our families is not limited to this time. Please feel free to communicate any suggestions to the Site Coordinator at your location, or contact the Wrap Program Supervisor, Colin Mackintosh, at [cmackintosh@wall.k12.nj.us](mailto:cmackintosh@wall.k12.nj.us).

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**REGISTRATION, TUITION AND PAYMENTS**

Wall Township Public Schools offers convenient registration options.

To access registration documents on-line, please follow the steps below:

1. Visit the district website <http://www2.wall.k12.nj.us/curriculum/wrap-around-program/>.
2. Print and complete all mandatory registration documents.
3. Email all mandatory registration forms and documents to [wallwrap@wall.k12.nj.us](mailto:wallwrap@wall.k12.nj.us)
4. Fax all mandatory registration forms and documents to (732) 556-2101.
5. Drop off or mail registration documents to the following location:

*Wrap-Around Program Office  
1620 18th Avenue, Building B  
Wall, NJ 07719  
Attention: Jenni DeCarlo, Wrap-Around Program Secretary*

\*If registering in-person, or dropping documents off, please do so between the hours of 8:00 am & 3:00 pm (Monday - Friday).

**QUESTIONS?**

Call Jenni DeCarlo, Wrap-Around Program Secretary at:  
(732) 556-2001  
Between:  
8:00 AM and 4:00 PM



or

Visit our website:

<http://www2.wall.k12.nj.us/curriculum/wrap-around-program/>



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**PAYMENT POLICY**

Tuition is broken up into 10 equal monthly payments and based on a 174 school day calendar. **First month payment, June 2017 payment, and a one-time \$25 non-refundable registration fee are due at the time of registration.** The remaining eight installment payments are due as follows:

- September payment is due September 1st
- October payment is due October 1<sup>st</sup>
- November payment is due November 1<sup>st</sup>
- December payment is due December 1<sup>st</sup>
- January payment is due January 1<sup>st</sup>
- February payment is due February 1<sup>st</sup>
- March payment is due March 1<sup>st</sup>
- April payment is due April 1<sup>st</sup>
- May payment is due May 1<sup>st</sup>
- June payment paid at registration

Payments can be made by check, money order, or by cash. **Wrap payments will not be accepted at your child's school or by Wrap Around staff members.** If you wish to pay in-person, please visit us at the Wrap-Around Program Office 1620 18th Avenue, Building B, Wall, NJ 07719 between the hours of 8am - 3pm. If you are mailing your payment, please send it to the same address, **Attention: Wrap-Around Program Secretary.** \*Please do not send cash in the mail. \*\*A \$30.00 fee will be charged for any returned checks.

**Late Payments**

Payments are due by the first day of each month. Payments not received by the 10th day of the month of service will be considered late and will be subject to a 10% late fee. **If payment is not received by the 10<sup>th</sup> day of the month, Wrap-Around program services will be suspended until all past due tuition is received.**

**Change In Program/Attendance Policy**

Any changes to your child's Wrap schedule are effective within 3 business days of request. The Change in Program Request Form is located on the Wrap Program website at <http://www2.wall.k12.nj.us/curriculum/wrap-around-program/>. Please submit the completed form to Jenni DeCarlo, the Wrap Program Secretary, at [wallwrap@wall.k12.nj.us](mailto:wallwrap@wall.k12.nj.us) or fax it to (732) 556-2101. The form can also be dropped off at the Wrap-Around Program Office. Wrap schedules are set schedules. **Please note: Wrap days are not interchangeable and may not be substituted for one another.** Please be advised, only one schedule change per year will be permitted. Any additional schedule change requests will be subject to the

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Superintendent's approval.

Vacations & Absences

No price reductions or pro-rated tuition will be given for vacations or for short periods of absence. If you decide to cancel Wrap services for vacation purposes, and wish to have your child return to our care once you have returned from vacation, you must re-register your child for the Wrap program (you will incur a \$25 non-refundable registration fee). Should your child be absent from the program on a regularly attended day, please notify the Wrap Program Secretary via email at [wallwrap@wall.k12.nj.us](mailto:wallwrap@wall.k12.nj.us) or call (732) 556-2001.

Withdraw Policy

Withdrawals are only effective the first of the month. Withdrawal forms must be received by the Wrap-Around Program Office 30 days prior to the first of the month of withdrawal.

**MORNING WRAP PROGRAM MONTHLY FEE INFORMATION**

Type of Care	Days per Week	Cost per Month
<u>Option 1</u> Before School Only 1 hour	5	\$95
	4	\$77
	3	\$58
	2	\$39
	1	\$19
<u>Option 2</u> Before School Only 2 hours	5	\$183
	4	\$147
	3	\$110
	2	\$74
	1	\$37

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**AFTERNOON WRAP PROGRAM MONTHLY FEE INFORMATION**

Type of Care	Days per Week	Cost per Month
<u>Option 3</u> After School Only 3 hours	5	\$261
	4	\$210
	3	\$158
	2	\$105
	1	\$53
<u>Option 4</u> After School Only 2 hours	5	\$183
	4	\$147
	3	\$110
	2	\$74
	1	\$37
<u>Option 5</u> After School Only 1 hour	5	\$95
	4	\$77
	3	\$58
	2	\$39
	1	\$19

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**MORNING & AFTERNOON WRAP PROGRAM MONTHLY FEE INFORMATION**

Type of Care	Days per Week	Cost per Month
<u>Option 6</u>  1 hour AM 3 hours PM	5	\$330
	4	\$266
	3	\$200
	2	\$133
	1	\$67
<u>Option 7</u>  1 hour AM 2 hours PM	5	\$261
	4	\$210
	3	\$158
	2	\$105
	1	\$53
<u>Option 8</u>  1 Hour AM 1 hour PM	5	\$183
	4	\$147
	3	\$110
	2	\$74
	1	\$37

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**MORNING & AFTERNOON WRAP PROGRAM MONTHLY FEE INFORMATION**

Type of Care	Days per Week	Cost per Month
<u>Option 9</u>  2 hours AM 3 hours PM	5	\$392
	4	\$315
	3	\$236
	2	\$158
	1	\$79
<u>Option 10</u>  2 hours AM 2 hours PM	5	\$330
	4	\$266
	3	\$200
	2	\$133
	1	\$67
<u>Option 11</u>  2 Hours AM 1 hour PM	5	\$261
	4	\$210
	3	\$158
	2	\$105
	1	\$53