



WILSON SCHOOL CHILDCARE PROGRAM

1-707-765-4363

Wildcat Welcome

Wilson School is pleased to offer a convenient, nurturing and safe place for students before and after school hours. Our program provides a variety of supervised age-appropriate activities which include arts and crafts, computer experience, outdoor recreation and structured time for assistance to work on their homework.

Mission Statement

We intend to enrich minds, appreciate individuality and inspire peaceful cooperation in a nurturing and safe environment.

Program Hours

We are open from 7:00 am until 6:00 pm daily, Monday-Friday and will operate on the same calendar as the school calendar. The childcare will not be open during school holidays or winter or spring breaks. We close promptly at 6:00 pm. A late fee of \$1.00 per minute (6:01) will be charged to your account for each additional minute thereafter.

Contracted Plans For School Year Sessions

We offer contracted care sessions in hopes of meeting the varied needs of our families.

- AM Care (7:00 – 8:15)\$ 7.00
- PM Care (2:50 – 4:30)\$ 7.50
- PM Care (4:30 – 6:00)\$ 7.50
- Wednesday (1:50 – 4:30).....\$12.50
- Wednesday (4:30 – 6:00).....\$ 7.50

Drop –In Care: \$10.00 hour

This rate is for those who choose not to register/contract. Call or come in to confirm space availability. Drop in charges are due the day of service and there is a one hour/day minimum.

Annual Registration Fees

Returned registration forms and a registration fee of \$40 per child, or \$70 per family holds your spot for each session. It is very important that you keep your completed Childcare Registration Form updated throughout the year which might include any changes made to your address, phone numbers (especially work and emergency numbers), and the names of people other than parents who may pick up your child or who are to be called if your child is ill.

Payment Policies

- Please make your check payable to Wilson School Childcare and reference your child's name on the memo line.
- There will be a \$14.00 service charge on returned checks and the check will need to be replaced with cash or money order.
- Invoices will be sent out at the end of each month and must be paid within 30 days.
- Students are billed based on attendance from the sign-in/out sheets.
- Payment can be turned into Childcare or into the office.
- We take checks or cash for payment. You can also set up online bill pay with your bank made payable to Wilson Childcare, 3775 Bodega Ave., Petaluma, CA 94952 (student name in memo) and a check will be mailed to us.
- Billing will be done by Beth Molinari in the office. Any questions regarding billing/payment please call her at 1-707-765-4340. Her office hours are generally between 9am-12pm. Email is the best way to reach her at bmolinari@wilmarusd.org.

Cancellation/Absences and Changes

Twenty-four-hour advance notice is required for students who will be attending on days not marked on the contract plan. Please call if you are sending your child to aftercare if no notice was given.

Signing In and Out

State law requires that upon arrival and pick-up, you or an authorized person are to sign your child in and out. There is also a space provided for you to note if someone different is to pick up your child. We will require that person to show identification.

Lunches and Snacks

Students may obtain a school lunch. More information about this program is sent home through the school office. They may also bring their own lunch and snacks as there are no snacks provided in childcare.

Medication

We are not allowed to administer or dispense medications (even over the counter ones) unless the following regulations have been met:

1. Written authorization from a physician that includes student's name, medication name, dosage and frequency of dose.
2. All medications must be kept in the original container labeled with the student's name, medication name, dosage and frequency.
3. All medications and authorizations must be renewed each school year.

Children exhibiting signs of illness such as an extremely runny nose, fever, diarrhea, vomiting, etc., will require a parent/authorized person to pick up the child as soon as possible.

Behavior

Students are expected to demonstrate the same high level of respect and cooperation that is expected during the school day. Behavior deemed unsafe, disrespectful or irresponsible by the childcare staff may result in your child being sent home and not allowed to return.

Communication

Please feel free to discuss any problems your child may have with our staff. It is helpful for us to know if something is happening in your child's life.

Parent Involvement

Please feel free to visit and observe the childcare center at any time. Your input is always appreciated.