



THIS INFORMATION IS FOR ACADEMIC PROGRAMS (K3-8TH GRADE) ONLY

Dear Milwaukee Montessori School Parents:

Our Child Care Program offers a variety of safe, enjoyable, age-appropriate activities for your children when the school day is through, or before school when your workday starts.

Following are your child care options. Please note that payments for occasional care are **due on the day of service**.

Before and After School Programs				
Program	Ages	Time	Dates	Registration
EMCC Early Morning Child Care	All Ages	6:45 - 8:00 am	school year	Must be a chosen contract item.
CH PM Playgroup 1	Children's House Half Day	11:30 am - 6:00 pm	school year	Must be a chosen contract item.
CH PM Playgroup 2	Children's House Half Day	11:30 am - 3:45 pm	school year	Must be a chosen contract item.
CH ED Playgroup	Children's House Extended Day	3:45 - 6:00 pm	school year	Must be a chosen contract item.
Lower El Child Care	Lower El	3:45 - 6:00 pm	school year	Must be a chosen contract item.
Upper El/JH Child Care	Upper El & JH	3:45 - 6:00 pm	school year	Must be a chosen contract item.

Optional Vacation Programs				
These weeks are NOT included with Contracted Child care:				
Program	Grades	Time	Dates	Registration
School Preparation Week	K3 and up	6:45 am - 6:00 pm	8/13/18 - 8/17/18	<i>Must be a chosen contract item. Late sign-ups may be requested in the office.</i>
February Break	K3 and up	6:45 am - 6:00 pm	2/11/19 - 2/15/19	<i>Must be a chosen contract item. Late sign-ups may be requested in the office.</i>
Spring Break	K3 and up	6:45 am - 6:00 pm	4/22/19 - 4/26/19	<i>Must be a chosen contract item. Late sign-ups may be requested in the office.</i>

				<i>Included as indicated below:</i>
Parent/Teacher Conferences	K3 and up	6:45 am - 6:00 pm	10/4 & 10/5/18	This is free during your child's 30-minute conference. Conference days are included for children contracted for care on these particular weekdays.
December Break	K3 and up	6:45 am - 6:00 pm	12/20 – 21, 2018 12/26 – 28, 2018 1/2/19	Included for those children contracted for care on these particular weekdays.
Parent/Teacher Conferences	K3 and up	6:45 am - 6:00 pm	3/14 & 3/15/19	Free during your child's 30-minute conference. Conference days are included for children contracted for care on these particular weekdays.

Occasional Care

All children must be pre-registered for Occasional Care. Please note that Occasional Care should be arranged directly through the office and not your child's classroom.

To arrange for Occasional Care or Early Morning Child care (EMCC), parents have three (3) options:

- 1.) Fill out the form from our web site and submit to the office;
- 2.) Call the Front Desk and our receptionist will fill in the form for you; or
- 3.) Send an email to the front desk (mmsadmin@milwaukee-montessori.org) and we will fill out the form.

After school Occasional Care is offered at \$20.00 per hour per child, and is billed to the nearest half hour. EMCC is \$20.00 *per use*, and regardless of the length of time used. Payment is due at time of service. Please see our staff at the Front Desk to make your payment before you pick up your child from Occasional Care. Services used and not paid at the time of service will incur a \$3.00 late payment fee. If you would like to enroll, Occasional Care forms are available on our web site and at the school office. Though Occasional Care is available, parents must sign up for contracted Early Morning or After School Child care if you will be using it on a regular basis. We *highly* encourage contracting care as it is more economical and simplifies the child care process for both you and the school. **If Occasional Care is needed more than once a week it must be contracted;** please see the Business Manager to add contracted child care to your child's enrollment contract.

Pick-Up Procedure

For the safety of your child, Milwaukee Montessori School has a check-out policy when you pick up your child. The child care staff will enter your name and the time of pick-up at the end of your child's day in our electronic attendance. If parents are unable to pick up their children after school, they must send an adult that is listed in the family's My Back Pack record as an alternate pickup person. Our faculty and staff will ask for a driver's license or other form of photo ID and will not, under any circumstances, release your child without photo identification. For this reason, we recommend entering in all trusted pick-ups for your child at the beginning of the school year to allow for a smooth pick-up process.

Late Pick Up

Out of respect for the schedules of our faculty and in order to maintain the integrity of our program and the well being of our students, *parents must pick up their children at the contracted dismissal or closing times*. This is one of our most important and set policies. Parents who do not comply with this requirement will be subject to the following penalties:

1. Each occurrence of a late pick up, which means a pick up any time after the scheduled dismissal or closing time, ***including one minute after that time***, will result in a \$25.00 late pick-up fee for the parents.

2. Parents who do not comply with the pick-up policy may also lose their child's placement and enrollment in the School during the academic year or may not be offered the opportunity to enroll for the following school year, at the sole discretion of the School.

The School hopes parents will take the necessary steps to avoid these penalties.

Clothing

Students in Children's House and Lower Elementary and who are enrolled for child care *must* provide an extra change of season-appropriate clothing for their child. As you know, the necessity for a change can happen at any time for a number of reasons; it creates significant inconvenience when we do not have a change of clothes for your child. Clothing will be stored in your child's child care room. In general, please save favorite and hard-to-clean clothes for home. For safety reasons, all children must have closed-toe shoes on the playground at all times.

Food Policy

Please note that all Child Care Programs follow the Milwaukee Montessori School Food Policy as stated in your Family Handbook, specifically: low-salt, low-sugar, and no nut products below the first grade.

Communication

Our child care staff will make every effort to return your calls and answer your questions on the same day. The best way to reach us is: 1.) email 2.) Phone: 414-259-0370 or 3.) Main office: 414-259-0370 ext. 100. Regular office hours are Monday through Friday from 6:45 am-6:00 pm. We ask that you refrain from calling the classrooms during our naptime from 12:45-2:45pm. Please call the main office directly to get a message through to teachers at this time.

Throughout the year, the MMS Child Care program offers special events, activities, and field trips. We will let you know about these through our Weekly Broadcast as necessary.

We look forward to getting to know you and your child, and to sharing a year of fun, smiles, and laughter.

Sincerely,

Catherine Brys
Director of Child Care and Extra-Curricular Programs
414-259-0370 ext. 150
cbrys@milwaukee-montessori.org