



West Marshall Community Schools

Trojan 6 to 6 Extended Care

Program Handbook

Updated March 2025

Welcome to West Marshall's Trojan 6 to 6 Extended Care Program! We are excited to provide this service to our students and families and look forward to building a relationship with your family. Please take time to review the following policies that have been created to ensure smooth operation of our program and the safety of all students participating in the program.

Program Structure

Students will be engaged with a variety of activities to support the strengths and needs of the children. These will include free choice play, games, art, STEM, and large motor activities.

We will create a safe environment where staff and students will follow the school's PBIS expectations. This means we will provide a nurturing environment where staff and students will respect and help each other. Staff will encourage students to problem solve and work through conflicts, while teaching and reinforcing social skills.

We encourage clear and open communication between home and school. Staff will be expected to share information with families and families are encouraged to do the same. We believe that communication is important to ensure students' needs are met.

Drop-Off & Pick-Up Procedures & Policies

Parents will drop-off and pick-up at the wrap-around classroom door (Door #3). Parents MUST accompany their child(ren) to the door and sign them in each morning. Parents must pick their child(ren) up from the door and sign them out each afternoon. Children will only be released to individuals listed on their pick-up list.

Preschool Wrap-Around: Students enrolled in the preschool wrap-around program will attend opposite their preschool session. Students in morning preschool may attend preschool wrap-around from 11:15 am until 3:25 pm. Students in afternoon preschool may attend preschool wrap-around from 7:45 am until 12:15 pm. Those enrolled in Wednesday wrap-around may attend from 7:45 am until 3:25 pm. If you need childcare before 7:45 am and/or after 3:25 pm, you will need to enroll in the before and/or after school program.

Before School: Students enrolled in before school care may begin arriving at 6:00 am. Children will be supervised by childcare staff until school recess begins at 7:45 am.

After School: Students will be greeted and checked in by childcare staff immediately following school dismissal. 6 to 6 Extended Care closes at 6:00 pm. Any student picked up after 6:00 pm will be charged an additional fee.

Summer Care: Students enrolled in our summer care program may begin arriving at 6:00 am and must be picked up by 6:00 pm. Any student picked up after 6:00 pm will be charged an additional fee.

Billing Procedures

Minimum charges will be based on days child(ren) are enrolled for, regardless of attendance. Changes in enrollment need to be discussed at least two weeks in advance with the child care coordinator.

Please review the table(s) below for the applicable 2025-26 charges due WEEKLY for care provided. Non-payment will result in the suspension of care until arrangements or payments are made. Below are important updates in the billing and payment schedules as it relates to both summer care and school-year care and note that by signing the enrollment agreement when you enroll your child(ren), you acknowledge and understand the timing requirements for payment on services provided and the consequences for non-payment.

There are different procedures for billing and payment schedules: one for care provided during the summer outside of the normal school year and one for care provided during the school year. While we use enrollment to determine the weekly amounts due in both scenarios which should not vary weekly, there are factors that impact attendance and amounts due during the school year such as early outs, no school days, late starts, etc. (school-driven impact when care is closed/changed) that make more sense to bill after the week is over during the school year for services already provided.

Below summarizes when charges are billed in JMC and when payment is due by session:

Summer Care: Charges for the upcoming week of care will be entered into JMC each Friday before the upcoming week of care. **Payment must be received by 3:00 pm on the Wednesday of the week care is provided/you are billed for.** If payment is not received by 3:00 pm that Wednesday and no contact has been made to discuss alternative arrangements with the Business/Superintendent's office, we reserve the right to deny your child(ren) the ability to attend care until payment is received

Example: 5 days of care for 1 child is scheduled for the week of June 2nd – June 6th. On Friday, May 30th, the \$140 charge would be added to JMC for the upcoming week care. That payment of \$140 must be received by 3:00 pm on Wednesday, June 4th in order for care not to be suspended.

If you enroll your child(ren) in the 2025 summer program, in order for your child(ren) to begin care on the first day of the summer care program, your JMC balance for the 2024-25 school year (and any outstanding balances from prior school years) **must be paid in full by 3:00 pm on Thursday May 29, 2025.**

School-year Care: Charges for the current week of care will be entered into JMC on the Monday after the week of care is provided*. **Payment must be received by 3:00 pm on the Friday of the week charges**

are billed in JMC (for prior week's care). If payment is not received by 3:00 pm that Friday and no contact has been made to discuss alternative arrangements with the Business/Superintendent's office, we reserve the right to deny your child(ren) the ability to attend care until payment is received. Charges accrued for care the week of December 15th – 19th, 2025, must be paid by Noon on Friday, January 2nd, 2026, in order for your child(ren) to return to care at the start of the 2nd semester (January 5th, 2026).

Example: 5 days of wraparound care for 1 child is provided the week of September 9th – 13th. On Monday, September 16th, the \$102 charge would be added to JMC for that prior week's care. That payment of \$102 must be received by 3:00 pm on Friday, September 20th in order for care not to be suspended.

If you enroll your child(ren) in the 2025-26 Trojan 6 to 6 school year program, in order for your child(ren) to begin care on the 1st day of school, your JMC balance for the 2024-25 school year (and any outstanding balances from prior school years) **must be paid in full by August 1st, 2025. Any outstanding balance from summer care must be paid in full by August 15th, 2025 to be eligible to attend the school year program.**

**Short weeks, holiday weeks, or end of semester weeks may be billed early which will be communicated at that time along with any change in required payment date.*

Weekly fees for 2025-26 school year and 2025 summer are as follows:

<u>Preschool Wrap-Around</u>	
5 Days	\$102.00
4 Days	\$72.00 (M, Tu, Th, F)
1-3 Days	\$20.00 per day (M, Tu, Th, F) \$30.00 for full day Wednesday
<u>Before School Care</u>	
5 Days	\$22.00
4 Days	\$19.00
1-3 Days	\$5.00 per day
<u>After School Care</u>	
<u>*\$7.50 will be charged for every student pick-up beyond 15 minutes of closing.</u>	
5 Days	\$27.00
4 Days	\$23.00

1-3 Days	\$6.00 per day
<u>Summer Care Program</u> <i>*\$7.50 will be charged for every student pick-up beyond 15 minutes of closing.</i>	
5 Days	\$140.00
4 Days	\$120.00
3 Days	\$95.00
2 Days	\$70.00
1 Day	\$35.00

Early Dismissals/No School Days

Child care will be available from 1:00 pm to 6:00 pm on scheduled 1:00 dismissal days. You must sign up at least 14 days in advance. There will be a \$6 fee per child for the extra time, if you sign up. Families that are enrolled in 6 to 6 but don't typically attend after school will be charged \$12 per child if you sign up for that afternoon.

There will be no Trojan 6 to 6 Extended Care after school on parent teacher conference days.

Trojan 6 to 6 Extended Care will not be available on scheduled days off, including winter break and spring break.

Drop-in Care

Drop-in care must be requested at least 2 business days in advance by emailing [Lori Shaffar](mailto:Lori.Shaffar@wmcsd.org) (Lshaffar@wmcsd.org). Drop-in care will be available if space and staffing allows per HHS regulations. Each child will be charged \$10 for before school or \$10 for after school care for each day of drop-in care attendance. If a child is using drop-in care for both before and after school care the charge is \$20 per day. Summer care drop-in will be charged \$50 per day. All enrollment forms and required paperwork must be completed before childcare can be provided.

Weather Related Policies

Preschool Wrap-Around Care:

Wrap-around care closings, delays, and early dismissals due to weather will be the same as the rest of the West Marshall schools. Wrap-around care hours will reflect the same hours as school (ex: 10:00 am late start for K-12 means that wrap-around will start at 10:00 am, 1:30 pm dismissal for K-12 means that wrap-around care will end at 1:30 pm). If school is canceled, there will be no wrap-around care.

Before School Care:

In the event of a school cancellation, there will be no 6 to 6 services.

In the event of a school delay, care will be available for those enrolled in before school care starting at 6:00 am, unless otherwise noted through school communication. If the school delay becomes a school cancellation, children will need to be picked up as soon as possible, within 1 hour of announcement to cancel.

After School Care:

In the event of a school cancellation, there will be no 6 to 6 services.

In the event of a weather related early dismissal, children will need to be picked up as soon as possible, within 1 hour of dismissal time.

Enrollment, Behavior, and Discharge Policies

Enrollment, health, and permission forms need to be completed before attendance, and updated periodically. The child care coordinator will notify you of what paperwork needs to be completed. All preschool students must provide signed copies of a recent [medical exam](#) and current immunization record. Elementary students will also need to provide these, unless they are on file with WMCSD.

Students who have identified special needs will require approval from administration to be accepted into the program. Acceptance will be determined based on additional support that may be required for the child to attend and participate in the program.

Trojan 6 to 6 Extended Care reserves the right to end services for children with severe disciplinary issues. The director and/or coordinator will work with families in an attempt to curb negative and harmful behaviors. It is our desire to meet the needs of every child; however, if it is determined that our program cannot meet the needs of a child, enrollment may be terminated.

The program utilizes our school's PBIS Positive Behavior Interventions and Supports. Our goal is to create an environment that is positive and safe for those enrolled. The PBIS framework enables us to create a predictable and consistent environment for students and staff. Students will be taught the expectations and will be positively acknowledged when demonstrating appropriate behaviors. The expectations are to be respectful, responsible, and safe while attending Trojan 6 to 6 Extended Care.

Health & Wellness Policies

Trojan 6 to 6 Extended Care will follow the same illness exclusion policy as West Marshall Elementary. Iowa HHS child illness and exclusion criteria for education and child care settings can be found [here](#). If you are notified that your child is ill, we ask that you make arrangements to pick up your child immediately. If a student does not attend school due to illness, he/she will not be allowed to attend Trojan 6 to 6.

Please notify the coordinator if your child will be absent from the program for any reason.

Nutrition

If your child is enrolled in before school care and/or preschool wrap-around care and will have school breakfast and/or lunch, families must deposit money into their student's meal account. The cost of meals are not included in weekly tuition. You may apply for the free and reduced meal benefit.

Children who attend Trojan 6 to 6 Summer Care are required to bring their own lunch.

If you provide your preschool-aged child lunch from home, it is required to meet [CACFP guidelines](#).

The program will provide a snack for those students enrolled in preschool wrap-around care and/or after school care. Two snacks will be provided each day during summer care. Snack menus will be posted in the classroom.

Field Trips & Non-Center Activities

Children will typically remain on-site during before and after school care.

The preschool wrap-around program will occasionally go for walks (in town) off premises.

Field trips during Trojan 6 to 6 Summer Care will include, but are not limited to: trips to the park and swimming pool in Melbourne; walks to the library, parks, and splash pad in State Center.

Transportation for out of town trips will be provided by school bus unless otherwise communicated.

Unlimited Parental Access

Parents shall be afforded unlimited access to their children and to the provider caring for their children during the center's hours of operation or whenever their children are in the care of a provider, unless parental contact is prohibited by court order. If parent contact is prohibited by court order, please provide a copy of the applicable portions of the court order to be included in the child's file.

Emergency Procedures

We are required to conduct emergency drills throughout the year. Staff will teach the procedures and expectations to follow during a drill/emergency. Emergency procedures are posted in all rooms.

School officials, staff, and families are critical in preventing and responding to school emergencies, should they arise. In the event that an emergency occurs, your first instinct will be to call your student, the school, and/or come to school to pick up your child. Others getting too close to an emergency site often hinders the work of law enforcement and school officials to resolve the situation. The best action parents/guardians can take is to monitor their phone, email and the district website.

In the event of an emergency, please do not go to the Trojan 6 to 6 site until directed to do so. Staff will contact parents with information on when and where to pick their child up.