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## ENROLLMENT

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To utilize our Extended-Day Program, the child must be an enrolled Montessori student. Call 556-5121 to schedule.

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## AVAILABILITY

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Extended-Day hours are 7:15 –9:00 AM and 11:00 AM-5:30 PM September through May.

Please refer to the Dubuque Montessori School Calendar to confirm Extended-Day's schedule for non-school days such as in-service and conference days and schedule your child accordingly. A special sign up sheet will be sent home for non school days.

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## WEATHER RELATED CANCELLATIONS

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Dubuque Montessori School and Extended-Day are closed when the Dubuque Community Schools are cancelled due to bad weather. Dubuque Montessori School is *not affected* by late arrivals; we will open Extended-Day on time and begin classes as scheduled.

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## FEES

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\$3.50/Hour

\$3.75/Hour Children in Diapers

\$4.00/Hour Drop-In Rate

\*Drop-In Rate is charged for anything less than seven-day notice.

Thank you for giving us the opportunity to share in the development of your child.

### **Dubuque Montessori School**

2605 Pennsylvania Ave,  
Dubuque, IA 52001  
Phone (563) 556-5121  
[www.dubuquemontessori.org](http://www.dubuquemontessori.org)

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## **DUBUQUE MONTESSORI SCHOOL**

### **EXTENDED-DAY PROGRAM**

### **POLICIES AND PROCEDURES**

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A not-for-profit, parent run, 501(c)3 corporation

Welcome to Dubuque Montessori School's Extended-Day Program. Today begins what we hope to be a nurturing and lasting relationship between you, your child and the staff of Dubuque Montessori School.

## SCHEDULING

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To schedule your child for Extended-Day on a regular basis, a written schedule form must be submitted. **Changes to the schedule require a seven-day written notice to avoid charges.**

In cases where a seven-day written notice was not given, children will be billed at the regular rate for scheduled hours and lunch even if he/she does not attend. Hours used beyond those scheduled will be billed at the drop-in rate.

## DROP-INS

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Drop-ins are accepted on an as needed basis provided we have space available. Please give us a call to check availability.

## ARRIVAL OF CHILDREN

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Parents are required to escort their child into Extended-Day and **sign them in**. Extended-Day is located in the lower level. Please enter the doors near the play yard. In instances where children attend Extended-Day after class, a teacher will escort them down and an DMS staff will sign them in.

Often times dropping a child off, especially for the first time, can be difficult. We have found it to be beneficial to the child that he/she be introduced to the staff and the facility before he/she will be using the services. Once the child has been introduced it is best that parents simply say good-bye, give hugs and kisses and leave the facility promptly. Please feel free to call later to see that your child has settled in.

## PICK-UP

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Parents are responsible for signing their child out of Extended-Day at the end of his/her day and for gathering the child's belongings.

## CANCELLATIONS

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Please call 556-5121 to notify us if your child will not be in Extended-Day on any given day. A one-week written notice is required for permanent schedule changes or cancellation of services.

## BILLING

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Bills are sent home in mailbags on Wednesdays and Thursdays for the previous week. These bills are to be paid weekly.

## RECEIPTS

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Your bill will serve as your receipt. Annual statements will be provided to all in January for tax purposes.

## MEALS

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Children are served a nutritious hot lunch daily which meets the Child and Adult Food Care Program standards. Lunch fee is \$1.75 per child, per day. Menus will be sent home weekly. Please notify the Extended-Day staff of any special dietary needs relating to allergies or religious beliefs. Sack lunches sent in must also meet standards. DMS is required to supplement any sack lunch which does not meet standards. You will be billed lunch price for any supplement.

## EMERGENCY PROCEDURES

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Dubuque Montessori School has emergency plans in place for fire, tornado, etc.

## DISCIPLINE

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Please refer to the Dubuque Montessori School Parent Hand Book for discipline policies.

## HEALTH

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Please refer to the Dubuque Montessori School Handbook for Illness Policies.