



WALL TOWNSHIP PUBLIC SCHOOLS

Office of the Wrap-Around Program
925 17th Ave.
Wall, NJ 07719

Mintaz Shah-Hosein
Wrap-Around Program Supervisor

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2023-2024 WALL WRAP-AROUND PROGRAM PARENT HANDBOOK



WRAP-AROUND PROGRAM

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Welcome to the Wall Township Public Schools Wrap-Around Program (Wrap)! The Wrap Program 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 Program 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 Program 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 Program 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 ratios 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, 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. 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 day to day. First, all children are given the opportunity to have a light snack while unwinding from the school day. 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, nut free snack and drink.**

Drop-In Day

We understand there may be times when you need an extra afternoon or an occasional morning added to your already existing Wrap schedule. A Drop-In Day may be added by completing the drop in day form, which can be found at <https://goo.gl/forms/5P2tznJ40ibmGXOf1>. Additional fees will apply for Drop-In Days. For currently enrolled students, a drop-in fee of \$15.00 per child will be charged for the AM Session and a \$25 fee per child 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.

Please see the attached list of available schedules and fees:

https://www.wallpublicschools.org/cms/lib/NJ50010904/Centricity/Domain/108/2021_2022%20Wrap%20Around%20Program%20Monthly%20Fee%20Sheet1.pdf



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PARTICIPATION

- The Wrap-Around Program is available only to students attending Wall Township Public Schools
- **Wrap Around will begin the first day of school, Wednesday, September 6, 2023. In order for a student to begin the program Wednesday, September 6, 2023, registration must be completed and received by Thursday, August 31, 2023. Students whose registration forms are received after Thursday, August 31, 2023, may begin the Wrap program no earlier than Thursday, September 7, 2023. Please note: New registration forms must be completed each year for enrollment.**
- **The Aftercare Wrap-Around program will be closed the following days:**
 - **Wednesday, November 22, 2023**
 - **Friday, December 22, 2023**
 - **Friday, March 29, 2024**
 - **Friday, June 14, 2024, the last day of school.**
- **Before Care will still be available the above days.**
- The Wrap Program accepts students anytime throughout the school year. However, the Wrap-Around office requires **two full business** days to process the registration form before a Wrap student can participate in the program.
- Registration is on the district website. See below for instructions.
- Parents must inform Wrap if their child has any allergies or special needs, as required on the registration form.
- Tuition fees are monthly-based and will **NOT** be prorated for absences, holidays, planned vacations, or emergency closings. Parents will be credited for quarantine related absences as a result of covid related exposure in the Wrap Around Program.
- It is the parent's responsibility to notify the Wrap staff **and** school staff if their child will be absent from the program on any given day. Please email egrav@wallpublicschools.org and wraphelp@wallpublicschools.org or call (732) 556-2644 to report your child absent. Please send in a note to your child's teacher as well.



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- Withdrawal from the Wrap program will require written notice to the Wrap-Around Program Supervisor. Please note, participants will be responsible for the daily tuition rate if withdrawal forms are received after the 1st of the month.

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:
https://www.wallpublicschools.org/apps/pages/index.jsp?uREC_ID=340324&type=d
 2. Click the Registration Here to register link
 3. Complete all required fields and enrollment information

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. 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.



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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-Around Program Supervisor. This is especially important if there is an action or an order against a natural parent that denies him/her to see or obtain the child. Any situations that are disclosed to the Wrap Program Supervisor 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. Late Pickup fees will be added to your child's monthly account.

INCLEMENT WEATHER PROCEDURES

Delayed School Openings

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

Emergency School Closings

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

After School Wrap Cancellation

All Wrap students must have an alternate transportation form in place with school and Wrap

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 to keep the students and staff safe at all times. Therefore, it is our responsibility to notify authorities if a threat is present.



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MEDICATION/PRESCRIPTIONS

Prescriptions & Medications

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/is 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. **Please note:** A nurse is not available during the morning or afternoon Wrap programs. Staff members **cannot** administer medication.

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 the event of a medical emergency, Wall Township Police and First Aid will be notified first through 911. The Wrap Program Supervisor or Group Leader 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.

GENERAL PROGRAM INFORMATION

Breakfast & Snacks

All Wrap programs are **NUT-FREE**, please send your child in with a healthy nut free snack. Students with food allergies must provide medical documentation to the Wrap Program Supervisor.

Daily Activities

Wrap staff 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. Please contact your child's site staff with any questions regarding student activities.

Homework Time

Homework time is part of the Wrap daily schedule. Homework will conclude no later than 4:00 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**



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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 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-Around Program Supervisor
- Fourth: Suspension of Wrap-Around Program service. Length determined by Program Supervisor.
- Fifth: Dismissal meeting with Program Supervisor.

Personal Items

Please label all coats, lunch boxes, backpacks, etc. Children are responsible for their own possessions. 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.

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 and fever free for 24 hours.



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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 at, hit, yelled at or spoken to in a harsh manner, whether it is to their own child or another.
- All adults entering the 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
- Cell phone numbers
- Emergency contact information
- Court-ordered documents
- Medical information
- Alternate Transportation Information

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 staff or contact the Wrap Program Supervisor, Mintaz Shah-Hosein, at mshahhosein@wallpublicschools.org.



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PAYMENT POLICY

Tuition is broken up into 10 equal monthly payments and based on a 183 school day calendar. **First month payment and a one-time \$25 non-refundable registration fee are due at the time of registration.** The remaining 10 installment payments are due as follows:

- September payment is due September 1st
- October payment is due October 1st
- November payment is due November 1st
- December payment is due December 1st
- January payment is due January 1st
- February payment is due February 1st
- March payment is due March 1st
- April payment is due April 1st
- May payment is due May 1st
- June payment is due June 1st

Payments can be made using your EZ Child Track Parent Portal or via check. Please note: All invoices will be uploaded to your child's EZ Child Track account. **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 at West Belmar School between the hours of 10am – 3pm. Additionally, there is a drop box outside the Superintendent's Building, Building B. If you are mailing your payment, please send it to the same address, **Attention: Wrap-Around Program.** 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 5th day of the month of service will be considered late and will be subject to a \$25 late payment fee. **If payment is not received by the 10th day of the month, Wrap-Around program services may be suspended until all past due tuition is received. Failure to pay June tuition on time will result in suspension the week of 6/10/24.**



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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: https://www.wallpublicschools.org/apps/pages/index.jsp?uREC_ID=340324&type=d . Please submit the completed form to Mintaz Shah-Hosein, Wrap Program Supervisor, at mshahhosein@wallpublicschools.org. The form can also be dropped off at the Wrap-Around Program Office. **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 Superintendent's approval.

Vacations & Absences

No price reductions or prorated 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 Elizabeth Gray, at the Wrap-Around program, via email at egray@wallpublicschools.org or call (732) 556-2644 **and** your child's school.

Withdraw Policy

Withdrawals are only effective the first of the month. Withdrawal forms **must** be received by the Wrap-Around Program Office **2 weeks prior** to the first of the month of withdrawal.

QUESTIONS?

Call or email Elizabeth Gray, Wrap-Around Program at:
(732) 556-2604, egray@wallpublicschools.org

Visit our website: <http://www.wallpublicschools.org/curriculum/wrap-around-program/>