

Wild Wonder Microschool Parent Handbook

Welcome to Wild Wonder Collective! We are excited to have you as part of our learning community. This handbook outlines essential policies and procedures to ensure the safety, well-being, and smooth operation of our school. Please take the time to review this guide thoroughly, and feel free to reach out to the administration if you have any questions or concerns.

Discipline Agreement

We are committed to providing a positive and respectful environment. To maintain this atmosphere:

- Students are expected to follow school rules and guidelines.
- Inappropriate behavior may result in warnings, parent-teacher meetings, or, in extreme cases, removal from classes at Wild Wonder.
- We believe in restorative practices and aim to work with students and parents to resolve conflicts peacefully.

No Toy Policy

To support a calm, focused, and collaborative learning environment, Wild Wonder Collective has a No-Toy Policy for all students.

We kindly ask that no toys, stuffed animals, trading cards, dolls, action figures, or personal play items be brought from home unless a teacher has specifically requested them for a project or special event.

Why This Policy Exists

- Minimizes distractions during class and community time
- Prevents loss, damage, or conflict over personal belongings
- Helps students stay present, engaged, and ready to learn
- Ensures our space remains inclusive and equitable for all learners

Allowed Items

- Necessary comfort items for sensory support (must remain in backpacks unless needed)
- Teacher-approved items requested ahead of time

Unapproved Items Brought to School

If a student brings a toy to school, it will be:

1. Collected by staff and safely stored for the day
2. Returned directly to the parent at pickup

Statement of Inclusivity

At Wild Wonder, we are committed to creating a welcoming and inclusive environment where every learner is valued and respected. We celebrate the diverse backgrounds, identities, and perspectives of our students, families, and staff, recognizing that diversity strengthens our community and enhances the learning experience.

We believe in providing equitable opportunities for all students to thrive, regardless of race, ethnicity, nationality, gender, gender identity, sexual orientation, ability, religion, socioeconomic status, or any other characteristic that makes them unique. We actively work to foster an environment of mutual respect, empathy, and understanding, where each individual is encouraged to bring their whole self to school.

Together, we are building a community where all voices are heard, all identities are honored, and all students are empowered to succeed.

Liability Agreement

By enrolling your child in Wild Wonder Collective, you acknowledge that the school will take all necessary precautions to ensure the safety of your child. However, the school is not liable for any accidents or injuries that may occur while your child is participating in normal school activities, provided all safety protocols are followed. Parents will be notified immediately of any incidents, and appropriate care will be administered as needed.

Tuition and Refund Policy

Wild Wonder Collective operates on a flat monthly tuition rate. This rate remains the same regardless of holidays, scheduled breaks, or unexpected closures. Tuition secures your child's place in our program and ensures we are able to meet ongoing expenses such as rent, staffing, and supplies, which do not change based on attendance. Refunds are not available.

Unexpected Closures

While we strive to remain open, there may be rare circumstances when classes are cancelled due to illness, low attendance, weather, or other safety concerns and emergencies. In such cases:

- Tuition or Supply Fees will not be reduced, adjusted, or refunded.
- Wild Wonder is not responsible for closures due to illness, pandemic, natural disasters, or other emergencies.
- Wild Wonder may, at its discretion, communicate closures in advance (for example, when illness is circulating and a poll indicates low attendance).

Permanent Closure

If Wild Wonder Collective permanently ceases operations due to financial hardship, loss of facility, natural disaster, government action, or other circumstances beyond our control, all unpaid future tuition obligations will be canceled. Any tuition already paid may be applied toward outstanding operating expenses incurred before closure. Refunds are not guaranteed and will only be issued if funds remain available after required legal and financial obligations have been satisfied.

Semester Commitment

By enrolling your child, you are committing to a full semester. Tuition must be paid regardless of whether your child is able to continue attending mid-semester.

- Tuition is due on the first of every month.
- If tuition is not received by the third of the month, a \$25 late fee will be applied to your account.
- Repeated late payments may result in your child being unable to attend until the account is settled.

Sick Child Policy

To protect the health of all students:

- Children must stay home if they exhibit symptoms such as fever (100°F or higher), vomiting, diarrhea, or any contagious illness.
- Students may return to school 24 hours after symptoms have subsided without the aid of medication.
- If your child becomes ill during the school day, we will contact you immediately to arrange for pickup.

Attendance Policy

- Attendance: To ensure your child is successful, we ask that you prioritize core class attendance.
- Pick-Up/Drop-Off: Students must be dropped off and picked up at the designated times. Late pick-ups will result in additional fees.

Late Pick-Up Policy

Pick-Up Expectations

Students must be picked up no later than the designated dismissal time for their class, program, or event.

Late Pick-Up Fees

Fees begin immediately at dismissal time:

- \$10 for the first 10 minutes late
- \$1 per minute for every minute thereafter
- Charges must be paid that day when you pick up your child.

Examples:

- 7 minutes late → \$10
- 13 minutes late → \$13
- 25 minutes late → \$25

Emergency Consideration

We understand true emergencies happen. Please notify administration as soon as possible if an unexpected situation will cause lateness.

Emergency situations may be reviewed but fees may still apply.

Authorized Pick-Ups

Only adults listed on the student's approved contact list may pick up.

If another adult needs to pick up, families must notify administration before dismissal.

Medication Policy

- The school will **not** distribute any medications to students, except for emergency medications such as an inhaler or an EpiPen.
- Parents must provide written authorization for these medications, along with instructions for their use.
- All other medications must be administered at home.

Sanitation Procedures and First Aid

We take cleanliness and sanitation seriously to ensure a healthy environment for all:

- Classrooms and common areas are cleaned and sanitized daily.
- Hand sanitizers are available in classrooms, but handwashing with soap and water is encouraged.
- Staff are trained in first aid, and a fully stocked first aid kit is available on site.
- Minor injuries will be treated with basic first aid, and parents will be informed as necessary. For more serious injuries, we will contact you immediately and seek further medical assistance if required.

Incident and Accident Reports

- If your child is involved in an incident (e.g., physical altercations, disciplinary issues) or has an accident (e.g., minor injury), the staff will complete a report and inform you at the end of the school day.
- In cases of significant injury or concern, parents will be notified immediately, and medical attention will be sought as needed.

Communication Policy

At Wild Wonder, we value clear, respectful, and timely communication between families and staff. To maintain a healthy balance between professional responsibilities and personal well-being, the following guidelines have been established:

- Teachers and staff are available for communication between 8:00am – 4:00pm, Monday through Friday.
- Outside of these hours, staff will not respond to calls, texts, or emails, as they are dedicating time to their families and personal commitments.

Approved Communication Channels

- In-person conversations before or after class (not during instructional time).
- Email or Brightwheel correspondence with teachers or administration.
- Scheduled parent–teacher meetings, arranged in advance.

Expectations

- Families are expected to respect staff communication hours and use the approved communication channels.
- Urgent matters outside of communication hours should be directed to administration and will be addressed as soon as possible during the next business day.
- Text messaging and personal phone numbers are not considered appropriate methods of communication with staff unless explicitly provided for school use.

By following these guidelines, we ensure that communication remains professional, effective, and respectful of everyone's time and boundaries.

Thank you for being a part of Wild Wonder Collective. We look forward to a successful and engaging school year!