

***BLESSED TRINITY
EXTENDED
SCHOOL CARE***

***HANDBOOK
2017-2018***



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Blessed Trinity Extended-School Care Program**

2017-2018

Extended-school care is provided for currently enrolled students of Blessed Trinity Catholic School Pre-K - Eighth grade. These programs provide caring supervision, recreation and enrichment activities. It serves working families who desire both a Catholic School Education and a supplementary after school program in a Christian environment.

Morning Care: 6:30am until 7:40am at which time the students are released to the cafeteria to begin the school day.

Extended-school care for Pre-K – Eighth: 2:50pm -6:00pm.

Early Birds (Pre-K students only) 8:00am-11:40am at which time the students will be dismissed to the Pre-K classroom.

Lunch Bunch (Pre-K students only) 11:10am until 2:50pm.

The programs operate on all days during which school is in session; this may exclude some days on which we have early dismissal. (Check your school calendar)

Program Registration

All necessary forms must be completed prior to your child attending the program. The following forms must be signed by parents or guardians and be on file with the day care supervisor:

1. Registration
2. Discipline
3. Authorization for emergency care
4. Child release form

Program Fees

There is a **\$10.00 registration fee per family**. This fee is **non-refundable and due at registration**.

The fees for the program have been set according to the number of days that school is in session, and have been broken down into monthly payments. School is dismissed during

Christmas and Easter breaks, but the full month's fee is charged; those days have been deleted from the annual rate.

AUGUST

If you plan on using the extended day service for the month of August, the fee is 75% of the monthly fee and due at the time of registration.

SEPTEMBER - MAY

Children enrolling before the 15th of the month will be charged a full month's fee. After the 15th will be one half of the month's fee. The monthly rates are payable on a nine-month basis from September through May and are due the first of each month. Hourly After-school care fees are billed weekly. If you register for the monthly fee then decide to switch to hourly, you will be billed by the hourly rate for the remainder of the school year. If you wish to switch from hourly to monthly, you must notify the school office in writing prior to the beginning of the month.

Monthly fees are as follows:

		After-Care (Pre-K-8th)
Morning Care (6:30am- 7:40am)		(2:50 – 6:00)
<u>1 child</u>	\$23.00	\$150.00
<u>2 children</u>	\$33.00	\$240.00
<u>3 children</u>	\$43.00	\$360.00
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<b>Pre-school Early Bird</b>	<b>After-Care (Pre-K-8th)</b>	<b>Early Bird and After Care</b>
<b>(8:00 – 11:40am)</b>	<b>(2:50 – 6:00)</b>	<b>(8:00am-11:40am &amp; 2:50pm- 6:00pm)</b>
<u>1 child</u>	\$145.00	\$150.00
<u>2 children</u>	\$260.00	\$260.00
<u>3 children</u>	\$390.00	\$390.00
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Pre-school Lunch Bunch	After-Care (Pre-K-8th)	Lunch Bunch and After Care
(11:10am – 2:50pm)	(2:50 – 6:00)	(11:10am – 6:00pm)
<u>1 child</u>	145.00	\$150.00
<u>2 children</u>	\$260.00	\$260.00
<u>3 children</u>	\$390.00	\$390.00

ALL OCCASIONAL ATTENDEES ARE CHARGED PER HOUR

1 child	\$5.00
2 children	\$7.00
3 children	\$9.00

The hourly fee is payable when the child is picked up or you will receive a weekly bill.

Delinquent payment

All fees for a month must be paid 5 days from the date of billing. After the 5th day, a \$10.00 late fee will be assessed. If fees are not kept up to date, the child will not be permitted to obtain the extended care service.

Dismissal and Parent Pick-up

School is dismissed at 2:50 (K-8th). All extended-school care students will be sent directly to the extended day-care room. Any student left in the carpool line after 3:05PM will be sent to extended day and charged a minimum of \$5.00.

Extended-school care will close promptly at 6:00PM. **Any child left after this time (regardless of reason) will be charged an additional fee of \$1.00 per minute/per child. This fee is payable to the attendant who has stayed the extra time with your child.**

All children will only be released to a parent or another adult who is listed on your child's release form. Emergency situations do arise and other responsible adults may pick up your child with a phone call to the office of extended day. When calling, you will be asked to give the code word you have indicated on your release form to insure the caregiver that they are speaking with a parent or guardian. If you know ahead of time, a signed note should be sent in with your child. A picture ID will be requested from persons picking up your child.

Pre-K---Early Bird

This program is for Pre-K Class B (afternoon) students and provides care from 8:00AM – 11:40AM.

Pre-K students in the Early Bird program must bring a lunch and drink daily. If you would like your child to purchase a hot lunch from the cafeteria, you will need to establish an account with SLA, or food Management Company. Information on how to set up an account may be acquired from the school office. Please inform the caretaker as to which days you wish for your child to purchase a hot lunch. If your child is not counted for hot lunch in the morning roll they will be unable to purchase the lunch.

You must send in a mat for your child as they will have a rest period for about one half-hour. Your child may wish to bring a SMALL blanket and/or pillow. Please write your child's name on all items that are brought to school.

Early Bird students will be dismissed at 11:40 to the Pre-Kindergarten classroom. Pre-Kindergarten will dismiss at 2:50PM.

Pre-K---Lunch Bunch

This program is for Pre-K Class A (morning) students and provides care from 11:10AM – 2:50PM.

Pre-K students that stay for Lunch Bunch must bring a lunch and drink daily. If you would like your child to purchase a hot lunch from the cafeteria, you will need to establish an account with SLA, or food Management Company. Information on how to set up an account may be acquired from the school office. Please inform the teacher as to which days you wish for your child to purchase a hot lunch. If your child is not counted for hot lunch in the morning roll they will be unable to purchase the lunch.

You may send in a mat or we will provide a mat for your child and they will be required to rest for about one half-hour. Your child may wish to bring a SMALL blanket and/or pillow. Please write your child's name on all items that are brought to school.

Lunch Bunch students will be dismissed at 2:50 and must be picked up at this time or enrolled in the after school care program.

Early Morning Care

Early Morning Care is available from 6:30AM – 7:40AM. Any child that is dropped off before 7:40AM will be charged for morning care.

Clothes and Snacks

After-school care students may bring a change of clothes if they wish. All uniforms and sweaters must have names inside should they be misplaced we can get them back to their rightful owner. Your child must be responsible to put his/her things in their own backpack if they change. Any clothes brought for after-school must adhere to the non-uniform regulations stated in the student handbook.

A snack and drink will be provided each day. This usually consists of crackers, cheese balls, pretzels, etc. and Sunny Delight, pink lemonade or water. If your child has an extra snack in their lunch box, they may eat it at this time. If your child requires special diet items, you must provide them.

Homework and Activities

There is an allotted period of time provided for homework. The day care supervisor is not required to provide assistance or check homework. This is the responsibility of the parents when the children get home.

Daily activities will vary. The children will go to the playground (weather permitting). We do not go out if it is too hot or too cold. There will also be occasional arts and crafts, group activities, and movies.

Discipline

Discipline is very important for the safety of all children in the After-school care program. All children **MUST** practice

obedience to authority, self-control, charity and thoughtfulness of others. If a child seriously undermines the school policies, it can lead to expulsion from the program. Please see the discipline policy in the student/parent handbook for more details. **NO VIOLENCE** of any kind will be tolerated.

Toys/Personal Items

Most extended programs do not allow personal toys from home. We have allowed it in the past and it will continue with certain stipulations. Parents should monitor closely the items their child is bringing to school. Toys/Personal items are the sole responsibility of the student. If it is lost, stolen, or broken the school is not responsible. No guns or violent toys of any nature will be allowed. Electronic games must not contain violence. If a toy is found to be inappropriate or is causing a disturbance, the supervising adult will take it away and return it to the parent that picks up the child. Any device used to play or display music or video of personal choice may not be shared with another student. Game devices that contain a camera are not permitted. **It is at the principal's discretion as to what may and may not be permitted to be brought from home and used at after care.**

Illness

Your child's health is a matter of major importance to all of us. If your child has a fever, the parents will be notified and the child must be taken home.

Head Lice

If head lice are found on a child, the parents will be notified and the child must be taken home. The school will be notified and proof of treatment must accompany the child upon return to school and the program.

Medications

Staff cannot dispense medicine.