



**TRINITY OAKS**  
Christian Academy

## **EXTENDED CARE PROGRAM 2022-2023**

### **STATEMENT OF PURPOSE**

The purpose of the Trinity Oaks Christian Academy Extended Care Program is to provide students and their parents/guardians with a safe, nurturing environment before and after school.

### **STAFF**

The program staff will be employees of Trinity Oaks Christian Academy who support the mission and objectives of the school, have undergone the prescribed background checks, and are trained in basic safety and first aid procedures.

### **HOURS AND DAYS OF OPERATION**

1. Before Care is available from 7:15 a.m. – 8:15 a.m. \*Late Start Mondays from 7:15 a.m. – 9:15 a.m.
2. Husky Pups Care is available from 11:30 a.m. – 3:00 p.m. for our preschool, pre-K and half-day kindergarten students.
3. After Care is available from 3:00 p.m. – 5:00 p.m. \*Late fees will start at 5:00 p.m.
4. Extended Care Programs will be available on days when school is in session.
5. Husky Pups and After Care Programs will *not* be available on half school days.
6. See Emergency Closings for more details on when programs are closed.

### **REGISTRATION**

1. A parent or guardian must complete the TOCA Extended Care Registration Form. This form is available online or in the school office.
2. It is the parent's responsibility to update emergency phone numbers and names of people who are authorized to pick up their children. Updates require a parent's signature and must be made in writing.

### **DROP-OFF/PICK-UP**

1. We have an open door policy. Parents are invited to visit the program at any time.
2. Students will be released and signed out in the afternoon only by those listed as an authorized person on the parent-signed form.
3. It is the parent's responsibility to update the names of people authorized to pick up their children. Updates must be made in writing.
4. Drop-off for Before Care and pick up for After Care is through the front door.
5. Husky Pups Care students will be escorted by their teachers to Extended Care (room 210).
6. Parents must call or text TOCA Extended Care (224) 209-4555 to notify that their child(ren) has arrived or needs to be picked up.
7. If parents need to reach Extended Care Staff during hours of operation.
  - TOCA Extended Care (224) 209-4555

### **FEES**

1. Before Care will be charged at a flat rate of \$7.00/day. \*with the exception of Late Start Mondays which will be charged at a flat rate of \$10.00/day.
2. Husky Pups Care rates are based on an enrolled sliding scale. Please contact TOCA's bookkeeper for more information.
3. After Care will be charged at a rate of \$3.00/half hour. \*Late fees will start at 5:00 p.m. at a rate of \$15.00/15 minutes. \*\*If there are no students, After Care Staff will stay on site until 3:30 p.m. to catch any late comers.
4. All fees will be charged to your family FACTS account.

## **DISCIPLINE**

The Extended Care Program is intended to provide a safe, nurturing environment:

1. We will do our best to work through minor problems that may occur. Please feel free to contact any Extended Care staff with concerns or suggestions of effective discipline for your child.
2. If a child has a repeated discipline problem, the parent will be notified. If the problem persists, a conference will be scheduled.
3. All school discipline policies and procedures will apply.

## **INSURANCE**

Parents/Guardians are responsible for medical insurance coverage.

## **SNACKS**

1. Students attending Before Care may bring breakfast/snack or TOCA will provide a light breakfast/ snack.
2. Students attending Husky Pups Care should bring a lunch and snack or pre-order a lunch through our lunch program. TOCA will provide a light snack.
3. Students attending After Care will be provided a light snack. (Snacks will be served between 3:00 p.m. and 4:00 p.m.)
4. Parents are responsible to notify the staff of any food allergies on the registration form.

## **EMERGENCY CLOSINGS**

1. If there is a delay in starting school, Before Care will not be offered.
2. If there is an emergency early school closing, Husky Pups Care and After Care will not be offered.
3. If school is cancelled, **no** Extended Care Programs will be offered on that day.

## **MEDICAL EMERGENCIES**

1. Basic first aid supplies are available.
2. A nurse is not on duty.
3. Parents/Guardians will be called if the student needs emergency care. In the event the parent/guardian is unavailable, the emergency contact will be called. If immediate emergency medical assistance is needed, the Extended Care staff will contact 911.

## **TYPICAL SCHEDULE**

1. Before Care: free time to read, draw, play any provided games and/or enjoy a light breakfast/snack.
2. Husky Pups Care: lunch with full day kindergarteners, free time to read, draw, play any provided games, quiet/nap time, watch movies, enjoy some light snacks, and outdoor play (weather permitting).
3. After Care: free time to complete homework, free time to read, draw, play any provided games, physical activity outside (as weather permits), and/or enjoy a light snack.

**Trinity Oaks Christian Academy reserves the right to amend any aspect of this program as needed. A student's continued participation in the program will be contingent on cooperation with the goals and guidelines of the program as set forth in this document.**