



Trinity Oaks Christian Academy

EXTENDED CARE PROGRAM

2018-2019

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 for before and after-school care.

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 School Care is available from 7:00 a.m. – 8:15 a.m.
2. Late Start Mondays will have Before School Care available from 7:00 a.m. - 9:15 a.m.
3. Half-day After School Care is available from 11:30 a.m. – 3:00 p.m. for our preschool, pre-K and half-day kindergarten students (Extended Care for full-time TOCA students is available after 3:00 p.m.).
4. If using half-day afternoon care on a drop-in basis, you must contact Annie Bieschke anniebieschke@gmail.com at least 24 hours in advance to confirm availability.
5. After School Care is available from 3:00 p.m. – 5:00 p.m.
6. Extended Care will only be offered on days when school is in session.
7. Extended Care will not be available on half school days.
8. If there is a delay to the start of school (weather related), Extended Care will not be available before school but will be available after school.
9. If there is a school closing, Extended Care will not be available for that day.
10. Children must be picked up by 5:00 p.m. A late fee of \$15 per child will be charged for every 15 minute increment that a child is picked up late.

REGISTRATION

1. A parent or guardian must register each student by completing 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 School Care and pick up for half-day After School Care and Extended Care is through the front door.
5. Half-day After School Care students will be escorted by their teachers to Room 210.
6. Parents must call or text TOCA Extended Care #224-209-4555 to notify that their child(ren) is here 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-school care will be charged at a flat rate of \$7.00 per student, per day. *(24 hour notice required for changes and additions)
2. After-school care will be charged at a rate of \$3.00 per half hour, per student. *(24 hour notice required for changes and additions)
3. Children must be picked up by 5:00 p.m. **A fee of \$15.00 will be charged, for every 15 minute increment a child is picked up late.**
4. Late Start Mondays will be charged a flat rate of \$10.00 per student. This fee includes a hot breakfast.
5. All fees will be charged to your school account.

*Fee still applies for "No Shows"

ATTENDANCE

1. If school is not in session (scheduled full days off, snow days etc.), Extended Care will not be available.
2. Students attending Extended Care after school are to go directly to Room 210 and sign in by 3:05 p.m.

DISCIPLINE

The Extended Care program is intended to provide a safe, nurturing environment for before and after school care:

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 suggestion 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 school care may bring breakfast/snack or TOCA will provide a light breakfast/snack.
2. Students attending after school will be provided a light snack. (Snacks will be served between 3:00 p.m. and 4:00 p.m.)
3. 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, Extended Care will not be offered before school.
2. If there is an emergency early school closing, Extended Care will not be offered after school.
3. If school is cancelled, Extended Care will not be offered.

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 school (anytime between 7:00 and 8:15 a.m.) will be free time to read, draw, play any provided games and/or enjoy a light breakfast/snack in Room 210.
2. After-school activities will include: a snack in Room 210, assistance to complete homework, free time to read, physical activity outside as weather permits, or indoor activities. Students may also have the opportunity to draw, or play games.

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.