

EXTENDED CARE POLICIES

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.

Before Care (PS-12) operates before school starting at 7:15 a.m. until classes start at 8:25 a.m. (late start Mondays goes until 9:15 a.m.). We offer these days at a flat daily rate \$7/day; Late Start Mondays \$10/day.

After Care (PS-12) operates after school until 5:00 p.m. We offer this program for \$3/half hour; late fee rates of \$15/quarter hour start at 5:00 p.m. Light snacks and a homework area are available during operation.

DROP-OFF / PICK-UP:

We have an open-door policy. Parents are invited to visit the program at any time.

Students will be released and signed out only by those listed as an authorized person.

It is the parent's responsibility to update the names of people authorized to pick-up their children. Updates need to be made in the Family's FACTS account.

Before Care drop-off and After Care pick-up are through the front door.

Parents must call or text TOCA Extended Care **(224) 230-5441** to notify that their child(ren) has/have arrived or needs to be picked up.

If parents need to reach Extended Care Staff during hours of operation they can call **(224) 230-5441**.

DISCIPLINE:

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.

If a child has a repeated discipline problem, the parent will be notified. If the problem persists, a conference will be scheduled.

All school discipline policies and procedures will apply.

INSURANCE:

Parents/Guardians are responsible for medical coverage.

EMERGENCY CLOSINGS:

If there is a delay in starting school, Before Care will not be offered.

If there is an emergency early school closing, After Care will not be offered.

If school is canceled, Before Care and After Care will not be offered.

MEDICAL EMERGENCIES:

Basic first aid supplies are available.

A nurse is NOT on duty.

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 Husky Pups Care staff will contact 911.