

TRINITY LUTHERAN SCHOOL'S EXTENDED CARE PROGRAM

PURPOSE

Trinity Lutheran School views children as a precious resource, given by God, and acknowledges its responsibility, along with the parents, their care and nurture. Therefore, Trinity Lutheran School carries its ministry of love to provide a safe, secure, and caring setting in Christian nurture for the children of those parents, due to work-related responsibilities, find it difficult to find adequate direct or indirect care for their child(ren) before and after school. In addition to providing for the physical care of children, the Extended Care Program will provide child-centered programs through Christian interaction for the children and their parents.

PLACE AND TIME OF EXTENDED CARE

We will be using the Trinity Room located in the old church, after school for Pre-K through 8th grade. All students will use the Trinity Room for morning Extended Care. Extended Care will be open at 7:00 am and children must be picked up by 6:00 pm. You must sign your child(ren) in and out.

BEFORE SCHOOL ARRIVAL

- Children should be brought to Door #7 (facing 159th Street) for admittance.

AFTER SCHOOL ARRIVAL

- Children coming to Extended Care after school must go directly to the Trinity Room and sign in. **All children should report to the room by 2:50 pm. Children not picked up after school by 3:00 pm will be sent to the Extended Care room.**
- Should students be attending an after school activity instead of Extended Care, the Extended Care Staff must be notified of these plans.
- If your child(ren) are being picked up by someone that is not on the list please notify Extended Care or send a note with your child. If we are not notified or do not have a note you will receive a phone call before we will release the child. If your child is going home with another student that day, please make arrangements ahead of time and send a note to Extended Care informing us of this situation. No phone calls will be made.
- Should students be attending an after school activity instead of Extended Care, the Extended Care Staff must be notified of these plans. **If a child is going to watch an after school activity he/she must have a note from his/her parents. Children not having this written permission will not be allowed to leave the Extended Care room until their parent picks them up. The student should display Christian conduct at all times while he/she is attending any after school activity. Any other behavior may result in the loss of these privileges. Parents please be aware that the cost to get into the game is \$1.00 per student. When your child leaves Extended Care we are not responsible for them.** Parents are asked to keep Extended Care staff informed of children's schedules.

AFTER 6:00 pm LATE FEE

There will be a late fee of \$5.00 per child for every ten minute increment that a parent is late beyond 6:00 pm closing time (i.e. 6:01 – 6:10 incurs a \$5.00 fee, 6:11 – 6:20 would be an additional \$5.00 etc.). Parents it makes it very difficult for your child(ren) and for the staff that have children at home waiting for them if you are not on time to pick up your child. In the event that you cannot pick up your child(ren) call the Extended Care room at 708-532-7140 ext. 268 or 708-712-3529. Also, please inform the person picking up your child(ren) that they will be asked to show their photo identification before discharging your child.

TUITION INFORMATION

- **There is a registration fee of \$5.00 per child, which is to be paid at registration in August.**
- The tuition rate for the Extended Care program is \$4.00 an hour per child, \$11.00 an hour for families of three or more children in the program.
- **Any child not registered in August, will be charged a fee of \$5.00 the first time Extended Care is needed: this fee will be paid on that day.**
- **Children not picked up after school by 3:00 pm will be sent to the Extended Care room. Parents will be responsible for the registration fee of \$5.00 and the hourly fee of \$4.00 per hour.**
- **Students arriving earlier than 7:30 am must enroll for the Extended Care Program. Any children arriving earlier than 7:45 am and are not under the care of Extended Care are not the responsibility of the faculty or staff of Trinity Lutheran Church and School.**
- Parents are asked to bring tuition in on Friday. **A late fee of \$5.00 per week will be added to all tuition not paid by the following Wednesday.** If your child(ren) are not in Extended Care on Friday, you will receive a phone call on Monday.
- If tuition has not been paid after 2 weeks parents could be asked to leave the program. All payments may be sent to the school office. **Please mark attention Extended Care outside the envelope with your name on the envelope.**
- **All parents receive a receipt for payment weekly, please keep these receipts for tax purposes, we do not provide end of the year statements.**

After you have read the above guidelines, please complete, sign and return this form to Extended Care.

We have read the above and understand the rules of the Extended Care Program.

Parent's signature: _____ Date _____

Parent's printed name: _____

Child's name: _____ Grade _____ Child's name: _____ Grade _____

Child's name: _____ Grade _____ Child's name: _____ Grade _____

Please list the names of anyone that will be allowed to pick up your child(ren) from Extended Care:

What days will you be using our program: M___ T___ W___ TH___ F___

On a regular basis _____ On an as-needed basis _____ (This information is needed for staff scheduling purposes)

What hours will you be using the program: Before School _____ After School _____ Both _____

You may list anything else that you feel is necessary for the Extended Care Staff to know about your child(ren).

Please remember Extended Care is still part of the school day and all rules in the handbook are followed.