

# TRINITY LUTHERAN SCHOOL'S EXTENDED CARE PROGRAM 2021-22

## 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

Place/Door Number-TBD

Morning Extended Care-7 a.m. to 7:45 a.m.

Afternoon Extended Care-3 p.m. to 5 p.m.

## MORNING EXTENDED CARE

- Morning Extended Care opens at 7 a.m.

## AFTER SCHOOL EXTENDED CARE

- Children coming to Extended Care after school must go directly to the designated room and check in. **Children should report to the room by 2:50 pm. Children not picked up after school by 3:00 pm will automatically be checked in to Extended Care.**
- Children must be picked up from Extended Care by 5 p.m.
- If your child(ren) are being picked up by someone that is not on the list please notify Extended Care by note or an email to [excare@tlcs.org](mailto:excare@tlcs.org). If we are not notified, you will receive a phone call before we will release the child. Also, please make sure that people picking up your children have a picture ID with them.
- If your child is going home with another student, please make arrangements ahead of time and notify Extended Care by note or an email to [excare@tlcs.org](mailto:excare@tlcs.org).
- Students involved in extracurricular activities will be allowed to leave Extended Care at the time of their activity or at the time requested by the activity coordinator.
- Students will not be allowed to attend after school events (i.e. athletic games) without being signed out and supervised by a parent or guardian. If your child will be signed out and supervised by another student's parent/guardian, please notify Extended Care with a note or email to [excare@tlcs.org](mailto:excare@tlcs.org). Children will not be allowed to leave the Extended Care room until the parent/guardian picks them up. Students should display Christian conduct at all times while attending all after school activities. Any other behavior may result in the loss of these privileges. Parents, please be aware that the cost to get into games is \$3.00 for adults and \$1 for students.
- It is very important for parents to keep Extended Care staff informed of children's schedules and any out of the ordinary pick-ups. This will help us keep your children safe.

### **AFTER 5:00 pm LATE FEE**

There will be a late fee of \$5.00 per child for every five minutes increment that a parent is late beyond 5:00 pm closing time (i.e. 5:01 – 5:05 incurs a \$5.00 fee, 5:05 – 5:10 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 at 708-712-3529. Also, please inform the person picking up your child(ren) that they may be asked to show their photo identification before discharging your child.

### **TUITION INFORMATION**

- There is a registration fee of \$5.00 per child, which will be billed in August.
- The tuition rate for the Extended Care program is \$4 an hour per child, \$11 an hour for families of three or more children in the program.
- Any child not registered/charged in August, will be charged a fee of \$5 the first time Extended Care is used.
- Children not picked up after school by 3 p.m. will be sent to the Extended Care room. Parents will be responsible for the registration fee of \$5 and the hourly fee of \$4 per hour.
- Students arriving at school earlier than 7:30 a.m. must sign in to Extended Care and remain there until 7:45 a.m. Any children arriving between 7:30 and 7:45 a.m. and are not under the care of Extended Care, are not the responsibility of the faculty or staff of Trinity Lutheran Church and School.
- Extended Care fees will be entered on Friday, posted on Monday and due 10 days later.
- All Extended Care fees must remain current in order for student to receive their report card.
- 8<sup>th</sup> grade students will not be allowed to participate in graduation activities until all Extended Care fees are paid in full.
- Extended Care is still part of the school day and all rules in the handbook are followed.