



Extended Care

Trinity Lutheran School

Tinley Park, IL

PURPOSE

Trinity Lutheran School views children as a precious resource, given by God, and acknowledges its responsibility to give care as needed, when needed. Therefore, Trinity Lutheran School continues its ministry after school by providing a safe, secure, and nurturing setting for the children of those parents in need of child care before and after school due to work-related responsibilities.

Extended Care is located in the Trinity Room on the church side of the building. Children will enter and be dismissed through Door #7 (unless on the playground). Extended Care is a part of the school day and all school rules and policies in the handbook apply in Extended Care.

There is a registration fee of \$5 per child, which will be billed in August. If you find that you do not need Extended Care at the beginning of the year, your child can be registered any time during the year. You will be billed the \$5 registration fee the first time you use Extended Care. Extended Care fees will be entered on Friday, posted on Monday and due 10 days later. A late fee of \$25 will be charged each month your account is past due.

All Extended Care fees must remain current in order for student to receive their report card. 8th grade students will not be allowed to participate in graduation activities until all Extended Care fees are paid in full.

MORNING EXTENDED CARE

- Morning Extended Care opens at 7 a.m. (ends at 7:45 a.m.)
- Morning Extended Care will cost \$3 per child regardless of check in time.
- 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.

AFTER SCHOOL EXTENDED CARE

- Afternoon Extended Care begins at 3 p.m. and ends at 6 p.m.
- The cost of the Extended Care program is \$6 an hour per child, \$17 an hour for families of three or more children in the program.
- Children coming to Extended Care after school must go directly to the designated room and check in. **Children will report to the Trinity Room at 2:50 pm. (after the bell). Children not picked up by 3 p.m. will be checked in to Extended Care.**
- Children not picked up after school by 3 p.m. will be checked in to Extended Care. Parents will be responsible for the registration fee of \$5 and the hourly fee of \$6 per hour.
- Children must be picked up from Extended Care by 6 p.m. There will be a late fee of \$5 per child for every five minutes increment that a parent is late beyond 6:00 pm closing time (i.e. 6:01 – 6:05 incurs a \$5 fee, 6:05 – 6:10 would be an additional \$5, etc.). In the event that you cannot pick up your child on time, please call Extended Care at 708-712-3529 to let them know of your delay and your expected arrival time or the name of the person who will be picking up your child and their expected arrival time.

Extended Care Phone Number 708-712-3529



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IMPORTANT EXTENDED CARE INSTRUCTIONS

- 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 Trinity by writing a note for your child's teacher to give to Extended Care or emailing the school office at school@tlcs.org.
- If your child is being picked up by someone that is not on the pick-up list, please notify Trinity by writing a note for your child's teacher to give to Extended Care or emailing the school office at school@tlcs.org. If we are not notified, you will receive a phone call before we will release the child.
- 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 can also be checked in after attending activities (ex: a club or sport that ends before 6 p.m.).
- 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 school@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 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.
- Extended Care is still part of the school day and all rules in the handbook are followed.

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