



Trinity Christian School

Extended Care

7:00-8:20 am & 3:10-5:30 pm

Parent and Student Welcome Packet

2020-2021



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WELCOME TO EXTENDED CARE!

7:00 am – 8:20 am & 3:10-5:30 pm

Extended Care is a program offered to Trinity Christian School's **Preschool - 8th grade students**. It includes Before School Care from 6:50am – 8:20 a.m. and After School Care from 3:10 – 5:30 p.m.

This program is offered by Trinity Christian School to meet the needs of working parents. Students may attend Before School Care only, After School Care only, or both, daily or occasionally. Payment options at reasonable rates and family discounts make this program affordable for all Trinity Christian School families.

Before and After School Care Activity Options

- Making friends of all ages in a Christian environment
- Homework time/Reading time
- Small Science experiments
- Arts and Crafts
- Board games and puzzles
- Building sets i.e. Legos, cardboard bricks, and wood blocks
- Age appropriate books
- Small S.T.E.M. projects and games
- Other toys

After School Care also offers outdoor play (weather permitting), and/or gym time (when available) with structure and/or free play.

Extended Care Staff

- Director: Mrs. Pilar Mitchell
- Aides: Mrs. April Clark Ms. Amy Horton Mrs. Karen Longever

How to Contact Extended Care Director

- You may leave a message for Mrs. Mitchell at school. Phone number: 603-352-9403 or by email at: pmitchell@tcskeene.com.
- You are also welcomed to send a note with your child or his/her teacher and Mrs. Mitchell will get back to you as soon as possible.

School Closings/Delays/Early Dismissals

- If TCS is closed, Extended Care is closed.
- If TCS is on a delay, Extended Care will be open 6:50am – 10:30 a.m.
- If TCS has an early dismissal, Extended Care will remain open until 5:30pm

Two Hour Delay Days

- When there is a two-hour delay, our childcare programs open at their usual times.
- Students on the monthly Before Care plan pay from 6:50am and 8:20 a.m. After 8:20 a.m. the childcare fee is \$3 per ½ hour.
- Childcare for all other students is \$3 per ½ hour.
- All preschool students will transition to Wee Care at 8:10 a.m no matter the school delay.
- Kindergarteners through grade 8th go to their classes at 10:20 a.m.

Additional Extended Care hours for select half days

On select half days, Extended Care will be open 12:00 noon to 3:00 and 3:00 to 5:30 p.m. if we have a minimum of eight students pre-registered for each session at least three days prior to the Half Day. We may close at 3:00 p.m. if the student pre-registration for the second block of time is less than the minimum of eight. ***We will contact you in the evening two days before the half day, if we are unable to offer all or part of the Extended Care half day due to low enrollment.***

Homework Policy

- Students may work on their homework at any time during Extended Care. There will be time designated specifically for homework in After Care Monday – Friday. During this time, Extended Care staff will provide a quieter environment in the classroom that is conducive to homework. Students without homework will be asked to read or look at a book. Younger students can do a quiet craft, coloring or puzzles during this time.
- If parents prefer that their student complete their homework without help, the Extended Care staff will honor that request.
- At Trinity, it is the student’s responsibility to complete their homework assignments. Extended Care staff is available to help students with questions. Tutoring or one-on-one instruction is not provided in Extended Care.

Snacks for Students

- Students are welcome to have breakfast or snack at one of our tables in the morning. Please no sugary snacks/breakfast.
- We have a set afternoon “snack time”.
- Families are asked to provide an extra snack(s) and drink for their student(s) at Extended Care.
- We are going to be asking the students to sit down while eating to avoid a possible choking situation.
- Occasionally, we provide healthy snacks such as popcorn or ice pops. If you don’t want your child(ren) to have these, please let us know.



• Reminder: For several students’ health, do not bring peanuts and nuts to Trinity.

Dress Code: Extended Care follows the School's Parent/Student Handbook Dress Code.

- Before Care students are to come dressed for the school day.
- After Care students may change into clothes that adhere to the casual dress code.
- Sneakers are required for physical activities.

Personal Toys

- We ask that children **DO NOT** bring in personal toys. We cannot be responsible for their care and security.
- If the child is bringing a toy for show and tell, we are going to ask them to keep the toy in their backpack.

Electronic Game Policy: We are following school policy.

- Students are **NOT** allowed to bring electronics into Extended Care. This includes but is not limited to phones, ipods, mp3 players, home tablets, etc.

Movie Policy

- Occasionally movies are shown. We will only show "G" or "PG" movies that are consistent with our school values.
- Please indicate on the consent form at the back of the Welcome Packet, if your student(s) may watch movies, and if "G" and/or "PG" are acceptable to you.

Health Matters

- We follow school policy. Please refer to the Parent/Student school handbook.
- COVID-19 Considerations: The students should arrive wearing their masks. When they enter the room, they may take them off unless we have some close-together activity at that time. If students exhibit any coronavirus symptoms, we'll call the parents to come pick up the children and check with their doctor, and they'll need the doctor's written clearance to return to school.
- We will review the health information you provided with your child's registration. However, if your child needs an EPI-Pen or an inhaler, please let the staff know. We may ask you if you can bring an extra one for our emergency bag.
- Please notify Extended Care staff and School Office staff of any changes in the health of your child(ren) during the school year. This would include allergies, physical limitations, and food limitations.

Discipline Policy

- An integral component of discipline is the Gospel of Jesus Christ. The Law accuses, pointing out our sinfulness. The Gospel forgives. Within the philosophy of Christian childcare, as well as education, a child needs to experience the Law if the child is not aware of their wrongdoing or does not accept correction. A child needs to experience the forgiveness of those in charge when necessary and be reassured of Christ's forgiveness.
- Student conduct and attitude is to be God pleasing and consistent with the school's philosophy and goals, as they strive to serve as ambassadors for their Savior and the school.
- Discipline for children who do not follow the rules will be carried out in a fair, consistent, and positive manner that promotes the physical, psychological, and spiritual wellbeing of child.
- Extended Care staff will assist children in discussing problems and promoting forgiving relationships with peers.
- The basic approach will be to use positive reinforcement, warning, time away from the group as necessary, and removal of privileges when necessary.
- Continued behavior issues will be addressed with a parent, and/or referred to the principal when necessary.
- Students who continue to display inappropriate behavior may be removed from the Extended Care program on a temporary or permanent basis.
- Discipline questions or concerns should be directed to the Extended Care Director.

Children's Rights & Responsibilities

Children are entitled to:

- Be cared for in a safe, reliable, and comfortable environment.
- Use of all the equipment and space on an equal basis.
- Be treated respectfully by both the staff and by other students.
- Have discipline that is fair, consistent, and equally applied as outlined in the Discipline Policy.
- Express anger, frustration, disappointment, joy, etc. in an appropriate and respectful manner.
- Express their creative talent.
- Explore and discover within set boundaries.
- Develop to their full potential in service and honor to the Lord.
- Experience an environment that offers a variety of choices - physical, quiet, indoor, outdoor, creative, dramatic play, etc.
- Be supervised by staff members who care about them, enjoy being with them, help them grow, and treat them in a loving, Christian manner.

Children need to be responsible for:

- Coming to Extended Care immediately when dropped off before school and dismissed after school or any approved extracurricular activity.
- Remaining with a staff member at all times.
- Asking permission to leave the Extended Care room or activity area for bathroom breaks, drinks, etc.
- Respecting the rules of the Extended Care program, as outlined in the Discipline Policy.
- Controlling their emotions so that their actions do not harm anyone in the program.
- Caring for any equipment or property in the building or owned by them or others.
- Dressing appropriately for indoor or outdoor play or for gym use.
- Returning equipment and materials neatly to the place they found them, as requested by Extended Care staff.
- Remaining in Extended Care until a parent or guardian arrives to take them home.

Parents' Rights and Responsibilities

Parents are entitled to:

- Know that their children are in a safe environment in which they are free to select a variety of activities.
- Know the types of programs and activities available and offer feedback on the kinds of activities children enjoy.
- Share concerns with the Extended Care supervisor present. If not satisfied with the EC staff response, see the TCS Parent/Student Handbook.
- Know when their child did something kind and/or special.
- Know if their child is misbehaving.
- Know if their child is responding to correction.
- Voice concerns, considerations, or suggestions to improve the Extended Care program.
- Enter the Extended Care room at any time during its normal operating hours.
- Be assured that their children are receiving quality, loving, Christian care at all times while in the program.

Parents need to be responsible for:

- Signing their child(ren) out from After School Care.
- Working with Extended Care staff members to address any behaviors concerns.
- Knowing discipline procedures as outlined in the school's and Extended Care Discipline Policy.
- Being aware of changes in policies and procedures as they are communicated; sign acknowledgement of any changes and give to the Extended Care Director.
- Replacing any equipment that their child is responsible for damaging, destroying, or otherwise rendering useless.

- Giving advance notice to Extended Care staff when anyone not listed on the school Enrollment Application form will be taking a child from Extended Care.
- Paying all regular fees.
- Keeping the child's records current with changes in phone numbers, addresses and authorized pickup family members, friends, etc.
- If the student is attending After Care, packing an extra snack for the student to have at snack time.
- Picking their child up on time. Extended Care will close at 5:30pm.
- Keeping Extended Care staff informed of any unusual circumstances at home or at school which may affect your child's needs and behaviors. We want to be sensitive to your child's needs, and to work as a team with the family and school staff. Your input is vital to our accomplishing this goal. We care about the children and are eager to meet their needs.

Extended Care Rules

– Parents and students are asked to review these together. Parents are asked to sign a form at the back of this Welcome Packet indicating that they have reviewed these rules with their child(ren).

- I will respect and obey the Extended Care staff.
- I will not bring any toys or electronics to Extended Care
- I will do my best to participate in group and individual activities.
- I will be respectful to my peers and remember the Golden Rule, "Treat Others the Way You Want to be Treated."
- I will show good sportsmanship.
- I will pick-up after myself.
- I will help clean-up the room when asked. It does not matter who played with it or used it, I will help as a team player.

Extended Care Parent Agreement and Consent Form

Please Fill and Detach this form and turn it in to an Extended Care Staff.
If you need a copy of this form, we can gladly provide you with one.

Parent(s) Agreement

- I have reviewed the “Extended Care Welcome Packet”.
- I have talked to my child(ren) about the Extended Care rules and expectations.
- I agree to make my payments through our school billing system. I understand that my child(ren) will not be allowed to use Extended Care with outstanding unpaid bills.

Student’s Name _____ Grade _____

Student’s Name _____ Grade _____

Student’s Name _____ Grade _____

Parent Signature

Parent Printed Name

- | | Yes | No |
|--|--------------------------|--------------------------|
| - My child may watch movies rated G which are consistent with Trinity’s values. | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>If you have more than one child in Extended Care, does your consent apply to all of them?</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| - My child may watch movies rated PG which are consistent with Trinity’s values. | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>If you have more than one child in Extended Care, does your consent apply to all of them?</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| - My child and I are aware of the No electronics policy and are willing to adhere to it. | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>If you have more than one child in Extended Care, does your consent apply to all of them?</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| - I have reviewed the Extended Care rules with my child(ren). | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>If you have more than one child in Extended Care, have you covered the rules with each of them?</i> | <input type="checkbox"/> | <input type="checkbox"/> |

2020-2021 Trinity Christian Extended Care Registration Form

Trinity Christian School, 100 Maple Avenue, Keene, New Hampshire 03431 (603) 352-9403
<http://tcskeene.com>

To help our school students' parents, our Extended Care provides student care in the hours before the 8:20 am and after the 3:10 pm regular school hours:

During the morning sessions, students may eat healthy snacks (please no sugary foods or candy) or breakfast food they bring from home for that day. The children may play some games, do homework, study for tests, read, talk, and prepare for the school day. At 8:10 am the Pre-K – 8th grade students are dismissed to classes.

During the afternoon sessions, students have free play time outside (weather permitting) or in the gymnasium (when available). If neither outside nor the gym are possible, they will have extra free play time in the classroom.

During the afternoon session they have a "Quiet Time" to allow students to read or do homework, they have time to choose their own free-play activity and do an organized project by the extended-care staff. The students will also have an afternoon snack time. Please send an extra snack from home for your child.

We want to enable students to exercise, develop positive social habits, and complete some of their classwork assignments.

To register: sign, detach, and submit the attached registration form with a \$30 check the first day your children use the Extended Care service. The fees will be charged through *Blackbaud Tuition & Fees Management* (formerly *Smart Tuition & Fees*) following the fee schedule you choose. (The fee schedules are on another form.)

If you have any questions, please don't hesitate on contacting me at pmitchell@tcskeene.com.

In His Service,

Pilar Mitchell, Extended Care Director

Trinity Extended Care 2020-2021 Registration Form:

Please register my child, _____, who

is enrolled in the _____ regular preschool or K-8 Trinity Christian Class. I have already submitted the contact information and all the needed enrollment forms to the school office. I understand that the school rules and behaviors apply to the Extended Care environment, and I will support the Extended Care staff caring for my child.

With this Registration Form, I'm attaching a \$30 one-time non-refundable fee for each of my children. In addition, beginning September 2, my checking account will be charged the Flat Rate I choose, or the Amount per Minute, which is page 2 of this form.

I will sign my child out to formalize and clarify the adult-to-adult transfer of care each time we use the Extended Care.

Parent/Guardian Signature

Date

Please Circle your **Payment Choice**: Standard Rate per Minute

Monthly AM

Monthly PM

Monthly AM-PM

Quarterly AM

Quarterly PM

Quarterly AM-PM

Annually AM

Annually PM

Annually AM-PM

Names of Adults allowed to pick up your children:

1. _____

2. _____

Special Comments or Notes:

**Trinity Christian School Extended Care
2020-2021 Standard Rate**

14¢ for each minute used (\$8.40 per hour)

Billing is done through the Blackbaud (Smart) tuition and fees collection program.

Morning	Afternoon	Morning & Afternoon
7:00-8:20 am	3:20-5:30 pm	7:00-8:20 am & 3:20-5:30 pm
14¢ for each minute used		

1st child = 14¢ per minute (\$8.40 per hour)
2nd child = 8.4¢ per minute (\$5.04 per hour)
3rd child = 4.2¢ per minute (\$2.52 per hour)

*4th child is free

	Monthly Flat Rates			Quarterly Flat Rates			Annual Flat Rates		
	Morning	Afternoon	Morning & Afternoon	Morning	Afternoon	Morning & Afternoon	Morning	Afternoon	Morning & Afternoon
	7:00-8:20 am	3:10-5:30 pm	6:50-8:20 am & 3:10-5:30 pm	7:00-8:20 am	3:10-5:30 pm	6:50-8:20 am & 3:10-5:30 pm	7:00-8:20 am	3:10-5:30 pm	6:50-8:20 am & 3:10-5:30 pm
First Child	\$100	\$200	\$280	\$250	\$500	\$700	\$1,000	\$2,000	\$2,800
2nd Child	\$60	\$120	\$168	\$150	\$300	\$420	\$600	\$1,200	\$1,680
3rd Child	\$20	\$40	\$56	\$50	\$100	\$140	\$200	\$400	\$560
	Totals	Totals	Totals	Totals	Totals	Totals	Totals	Totals	Totals
2 Children	\$160	\$320	\$448	\$400	\$800	\$1,120	\$1,600	\$3,200	\$4,480
3 Children	\$180	\$360	\$504	\$450	\$900	\$1,260	\$1,800	\$3,600	\$5,040

The standard rate is 14¢ for each minute used.
The \$30 registration fee helps us buy project supplies.

**Trinity Christian School Extended Care
2020-2021 Standard Rate**

14¢ for each minute used (\$8.40 per hour)

Billing is done through the Blackbaud (Smart) tuition and fees collection program.

Morning	Afternoon	Morning & Afternoon
7:00-8:20 am	3:10-5:30 pm	7:00-8:20 am & 3:10-5:30 pm
14¢ for each minute used		

**If the Student attended the maximum time possible,
this is the most that could be charged (if not using a Flat Rate).**

	Morning	Afternoon	Morning & Afternoon
	7:00-8:20 am	3:10-5:30 pm	7:00-8:20 am & 3:10-5:30 pm
First Child	\$1,436	\$2,873	\$4,309
2nd Child	\$862	\$1,724	\$2,586
3rd Child	\$287	\$575	\$862
	Totals	Totals	Totals
2 Children	\$2,298	\$4,596	\$6,895
3 Children	\$2,586	\$5,171	\$7,757

The standard rate is 14¢ for each minute used.
The \$30 registration fee helps us buy project supplies.