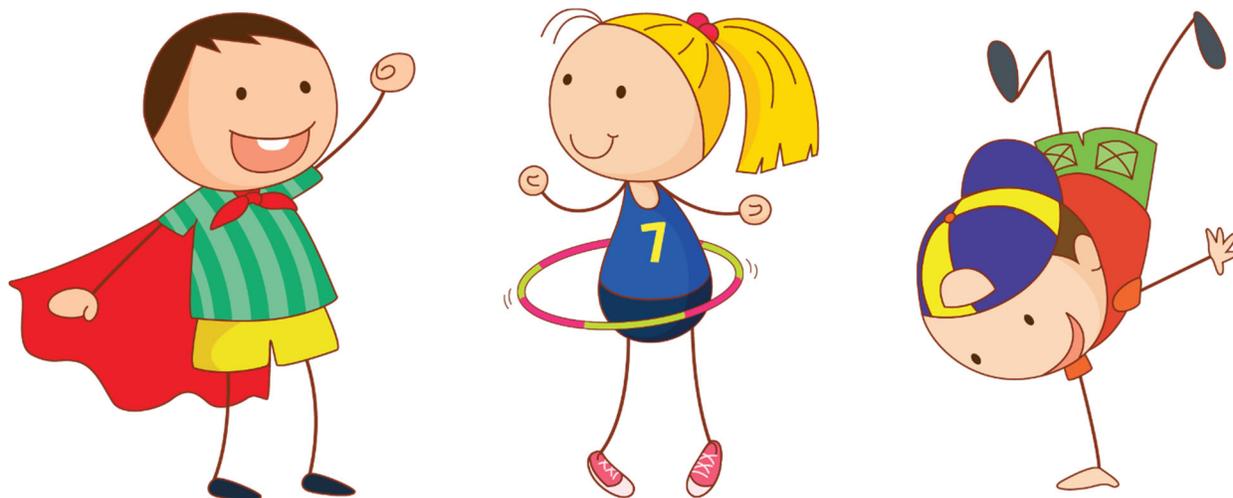


*Trinity Christian School*  
**Extended Care**  
**Parent and Student Welcome Packet**  
**2021-2022**



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# WELCOME TO EXTENDED CARE!

Extended Care is a program offered to Trinity Christian School's Preschool through 8<sup>th</sup> 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 Activities

- 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, plastic cup
- Age appropriate books available within the classroom's small library.
- 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:
  - Ms. Amy Horton
  - Mrs. April Clark
  - Mr. Jacob Carroll

## 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](mailto: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 7:00am – 10:30 am
- If TCS has an early dismissal, Extended Care will remain open until 5:30pm. In the event that you are later than 5:30 there will be a \$1 per minute fee due at the moment of pick up.

### Two Hour Delay Days

- When there is a two-hour delay, our Extended care program will open at 7:00am and will close when the children are released to their classrooms.
- All preschool students will transition to their classroom at 8:20 a.m. no matter if there is a school delay.
- Kindergarteners through grade 8<sup>th</sup> 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. Because of the Pandemic, we might be able to bring the homework outside to the pavilion.
- 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 satisfactorily 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

- During the morning sessions, students may have breakfast or a healthy snack that they bring to school that day (please no sugary foods or candy. Eg. Donuts )
- 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.
- Please provide some extra snacks for your child that can be stored in their classroom boxes. This way we can make sure everyone has a snack for the afternoon and we do not run into the issue of them running out of snacks in their lunchbox.
- 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 do not want your child(ren) to have these, please let us know.

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

- School uniforms are expected for all students in our program.
- Sneakers are required for physical activities.



### • **Reminder: TCS is a peanut and nut free school.**

- 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 it is not limited to phones, iPod, mp3 players, home tablets, etc. Middle school students will be allowed to bring the school chrome books in occasion for **HOMEWORK ONLY**.

## 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.
- 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. You can reach me at [pmitchell@tcskeene.com](mailto:pmitchell@tcskeene.com)

## 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.*** Please no stopping in the bathroom or to talk on the way to Extended Care.
- Remaining with a staff member at all times.
- Ask 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, and 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 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, please make sure the student has snack for snack time. We do not provide snacks or allow sharing of snacks.
- 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.
- I will do my best to keep myself and others safe by wearing my mask when asked.

## EXTENDED CARE COVID-19 GUIDELINES AND PROCEDURES

We will be mimicking the school's procedures, however, because our classroom has children of all grades, receives a lot of visitors and is a smaller place for the amount of children we receive on a daily basis, we are going to be asking for the students to wear their masks at all times within the classroom and halls. They make take their masks off when in the gym and outside.

### Extended Care Staff:

- 1) The Ext. Care staff will be wearing a mask at all times when in the classroom unless we have a low number of kids in the classroom and social distancing is possible. We will be wearing masks in the halls and gym.
- 2) The Ext. Care staff will not be required but they can choose to wear a mask when outside.
- 3) The Ext. Care staff will work on trying to keep the students and themselves at a safe distance from each other, however, this might be a bit challenging at times as our classroom is quite small for the amount of children we have at times.
- 4) The Ext. Care staff will be disinfecting the classroom completely after the morning and the afternoon times.

### Students:

- 1) Will wear a mask at all times within the classroom, hallways, and bathroom unless the teacher says it's okay not to at that moment.
- 2) Are welcome to take their masks off at the gym and outside and putting their masks away in the designated area.
- 3) Will bring everything they need directly to the classroom. **Please no walking back to the locker, classroom, hallways,** etc. because they forgot something.
- 4) Unless it is an emergency, we will not be allowing children to go to the bathroom, locker, classrooms, etc. between 3:10 and 3:30 pm. This is to prevent extra contact to people that are picking up students from pre-school and kindergarten.
- 5) Please tell the teacher if you are not feeling well. Please tell the teacher if your head hurts, your throat, your belly, you are extra cold, if you have a runny nose, are sneezing or coughing, or if simply you are not feeling like yourself. We want to keep you and everyone else safe.
- 6) Will calmly wait outside the Extended Care room before entering in the afternoon. We will be taking everyone's temperature before entering our classroom in afternoon.
- 7) Each child will have their bin with things to do. Please be respectful of the items given to you. These are yours to keep in the classroom until the end of the year, after that, you may take your bin contents home.
- 8) If your child is not a "regular" in our classroom, he/she will be assigned a "FRIEND" bin. The items in this bin have been all disinfected and "quarantined" for at least 3 days.
- 9) Be respectful on the way you wear your mask. Your mask should be worn over your mouth and nose. Covering your eyes, pretending it is a bow, etc. will serve you or others any good.
- 10) **Have an extra clean mask in your backpack or in your extended care hook bag** just in case the one you are wearing ends up getting dirty for one reason or another.

## Parents:

- 1) Provide a **CLEAN mask every day**.
  - 2) Provide an **extra clean mask** in case the first one get dirty or something happens to it. Extended Care **does not** have extra mask available. You are welcome to leave extra masks in your child's hook bag.
  - 3) Provide individually wrapped snacks that can be left in your student's hook bag for snack time in the afternoon. Please do remember that our entire campus is **PEANUT AND TREE NUT FREE**.
  - 4) Please talk to your children about not sharing their food. Even though sharing is a very important concept to learn, right now, in midst of the pandemic, sharing food will not be an option in Extended Care.
  - 5) **Be prepared to enter the school building with a mask.** You must enter the school to pick up your child, in order to do so. The Extended Care staff will not walk the child out of the school. You must come in unless there is an emergency.
  - 6) Please make sure your child is not running a fever before coming to school, as they will be asked to return home with you. In the event that the child has a fever in the afternoon, you will be called immediately and asked to pick up your child. Your child will be waiting for you at the office.
  - 7) Please do not give your child Tylenol or any fever reducer to be able to come to school. We all want to be able to be healthy.
  - 8) Please revise the school's parent/student handbook health pages.
  - 9) Please remember that if your child has gotten sick during the evening or night, **he/she needs stay home for 24 hours after the last episode, before returning to school.**
  - 10) Please help your children remembering our classrooms expectations. We want all the children to be happy and safe when attending our classroom.
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# Extended Care Parent Agreement and Consent Form

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

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## 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 have read, agreed and talked to my child (ren) about the “Extended Care Covid -19 Guidelines and Procedures”
- I agree to make my payments to the best of my ability and in a timely fashion through our school billing system. I understand that my child(ren) will not be allowed to use Extended Care unless I keep up with my payments.

Student’s Name (s) \_\_\_\_\_ Grade (s) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Parent Printed Name \_\_\_\_\_

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- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| - My child may watch <b>movies rated G</b> 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 <b>movies rated PG</b> 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 <b>No electronics</b> 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 <b>Extended Care rules</b> 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"/> |