

Introduction

Trinity Christian School (TCS) provides an Extended Care Program (ECP), both before and after school, for students enrolled at TCS. The purpose of this manual is to detail the operational procedures that facilitate and direct the ECP. The safety of, structure for, and service to our children are of utmost importance. Toward that end, these Extended Care (EC) procedures should be strictly adhered to.

Hours of Operation

Morning EC is available each school day from 7:00am to 7:30am for grades **K5 – 8th**.

No TCS student may be dropped off before 7:00am, and TCS bears no legal responsibility if such a situation occurs.

Afternoon EC is available each school day from 30 minutes after school dismissal to 6:00pm.

All TCS students who are in Preschool through 12th grade, and are not in an extracurricular activity, **must go to and be picked up from EC by 6:00pm.**

Late fees accrue after a five-minute grace period at 6:05pm.

If a student is left for an unreasonable amount of time past the end of the ECP hours of operation, and a parent or emergency contact person cannot be reached, the Cedar Hill Police Department (CHPD) will be contacted to retrieve the child. If they are unable to respond, Child Protective Services (CPS) will be contacted to retrieve the child. The EC Director will initiate this procedure.

Tuition and Billing

ECP charges are based on a fee schedule that is published annually by TCS.

Extended Care Rates

Preschool – (4:00 p.m. – 6:00 p.m.)	\$134.00 per student
Grades Kindergarten to 5 th – (7:00 a.m. – 8:00 a.m.)	\$ 44.00 per student
Grades Kindergarten to 5 th – (3:15p.m. – 6:00 p.m.)	\$ 134.00per student
Grades 6 th to 8 th – (7:00 a.m. – 8:00a.m.)	\$ 44.00per student
Grades 6 th to 8 th – (3:15p.m. – 6:00p.m.) student	\$ 134.00per student
Grades 9 th – 12 th (3:15p.m. – 6:00p.m.)	\$ 134.00per student
Drop-In Rates (payable daily)(per session – a.m./p.m.)	\$ 12.00per day/std.

All students must be picked up from EC by 6:00pm.

A five-minute grace period is allowed with billing at the normal rate.

Any parent who arrives after 6:05pm will be charged \$1 per child, per minute ending when the first child is picked up.

Parents operating on a contractual basis will be billed monthly for the ECP.

All late fees, however, must be paid on the same day at student pick-up.

All TCS billing and tuition policies also apply to the ECP, including student removal from the ECP for non-payment.

Parents operating on a drop-in basis must pay for ECP use that same day at student drop-off and/or pick-up. **There will be a \$5.00 fee added to your tuition account if the drop in fee is not paid the day of the service.**

TCS faculty and support staff may leave their children in EC at no charge with the appropriate age group. They also must be picked up by 6:05pm.

Contract Enrollment

An ECP tuition contract and emergency permission forms should be obtained from and submitted to the TCS registrar.

The registrar will forward a copy of all emergency permission forms to the ECP staff.
ECP tuition will be billed on a monthly basis.

All ECP late pick-up fees must be paid at the time of occurrence.

Parents who wish to cancel their ECP contract may do so by completing an ECP Monthly Withdrawal form. Forms should be obtained from and submitted to the TCS registrar. A copy will be submitted to the TCS accounting manager.

Parents who cancel their contract will be billed through the end of the month in which they are withdrawing.

Their child/ren will still be permitted to participate in the ECP until the end of said month.

Re-enrollment will require a \$25 processing fee.

New or renewed ECP contracts become effective on the 1st day of the subsequent month after the contract is signed. Drop-in fees will be charged until the contract takes effect.

Drop-off and Pick-up Procedures

Morning Drop-off

Locations

Parents are to walk their child into the EC location and sign the student in. Please do not drop them off at the door.

Parents of **Kindergarten through 5th grade** students may drop them off at the Cafeteria in the Student Center (Elementary Building) through the Chapel entrance.

Parents of 6th through 8th grade students may drop them off at the NAB gym through the front entrance.

Sign-in

All students must be signed-in using the official EC contract list or drop-in sheet until 7:30am, and are subject to any and all ECP charges at that time.

Any student not already on the official EC contract list will be considered a drop-in and will be charged the appropriate drop-in fee. Drop-in fees are due at time of service for each student. Any drop-in fees not paid at time of service will be billed to the family's TCS account and a \$5.00 fee will be added.

Afternoon Pick-up

Locations

Parents of Preschool students may pick them up at Room 99 of the Children's Center through the front entrance.

Parents of Kindergarten through 5th grade students may pick them up from the Lower School office in the Student Center through the front entrance.

Parents of 6th through 12th grade students may pick them up in Room 206 of the Nutting Arena Building (NAB) through the front entrance.

Sign-out

All Preschool parents must sign-out their children after 4:00pm, and are subject to any and all ECP charges at that time.

All Kindergarten through 5th grade parents must sign-out their children after 3:45pm, and are subject to any and all ECP charges at that time.

All 6th through 12th grade parents must sign-out their children after 3:45pm, and are subject to any and all ECP charges at that time.

All students involved in athletics that are brought to EC must have their parents sign them out, however there will be no charge unless the student remains in EC for more than 30 min.

All students must be signed-out using the official EC contract list.

Any student not already on the official EC contract list will be considered a drop-in and will be charged the appropriate drop-in fee. Drop-in fees are due at time of service for each student. Any drop-in fees not paid at time of service will be billed to the family's TCS account.

Any persons given permission on the emergency pick-up form are still required to sign-out a student.

Written parental permission of child pick-up for someone not on the authorized pick-up list is acceptable if delivered prior to student retrieval.

If a student is in EC, the EC staff can not release the student to a school/church event (ex. Football game, volleyball game, Wednesday service, etc.) without first being signed out by a parent or guardian.

Without exception, everyone MUST be able to produce proper photo identification.

Parents and Volunteers

Volunteers must fill out a Volunteer Application and a Background Check Consent form. The EC Director will submit the form to the Human Resource Department. A clearance from the Human Resource Department must be received before the volunteer can participate in any Extended Care activities. Volunteers must check in with the receptionist to obtain a "Volunteer Badge."

Parental Visits

It is recommended that parents set up a time with the EC Director in advance to discuss any questions/ concerns or to visit the program.

Parents must sign in at the EC pick-up/drop-off location and receive a name badge before visiting the program.

Employee Responsibilities

Director

Designated to have the daily, on-site responsibility for the operation of the ECP.

Provides leadership and direction to those responsible for providing safe and healthy care for the children.

Oversees all activities and employ a workforce sufficient to provide adequate supervision of the children.

Balances business concerns with what's good for children.

Leads

A Lead must be at least 18 years of age, have a high school diploma, or high school equivalent, and have completed 8 hours of pre-service training. Caregivers with at least six months prior experience in a regulated child-care center or with documentation of equivalent child-care training are exempt from the pre-service training requirements.

A Lead is in charge of student discipline in their group.

Aides

An Aide must be at least 16 years of age (15 with limited duties), is expected to obtain a high school diploma, and will not be left alone with children.

An aide assists the Leads as needed.

Aides are not in charge of student discipline; however they may redirect a child when needed.

All EC caregivers

Must complete the following:

An application for employment

A background check

Cardiopulmonary resuscitation (CPR) training

First Aid training

Child abuse prevention training

Staff orientation

General Duties

Must demonstrate good judgment and self-control in presence of children and parents.

Must relate to children with courtesy, respect, acceptance, and patience.

Must never abuse, neglect or exploit children.

Must report suspected abuse, neglect or exploitation to CPS or law enforcement. The caregiver is to report to the Director and then call CPS from the Administrator's office.

Must know which children that they are responsible for.

Must supervise children at all times.

Must ensure the children are not out of control.

Wages

EC caregivers will be paid a standard hourly rate as established by the Human Resources department.

EC caregivers will submit payroll time reports on specific reporting dates as established by the Human Resources department.

EC caregivers will be required to wear an official TCS uniform.

EC caregivers are required to forgo any babysitting for TCS families.

The TCS Elementary or Intermediate Principal and the TCS Superintendent must approve all workforce applicants prior to employment.

Snacks

All children are provided with a snack during EC.

Children are permitted to bring a snack from home. However, unprepared snacks are discouraged, as preparing them distracts a caregiver from focusing on the children.

Children with food allergies will be provided with a supplementary snack. Food allergies are noted at the time of enrollment, however parents are requested to provide a written documentation of the specific allergies with appropriate food substitutions and care to the EC Director at the time of enrollment. It may be advisable that parents provide an appropriate snack substitute to ensure the safety of the child/ren.

Field Trips and Water Activities

It is the policy of EC that there are no occasions for field trips or swimming.

Illnesses

A child will not be permitted to stay in EC if:

An illness prevents the child from participating comfortably in activities.

The child has an oral temperature of 100.4 degrees or greater.

The child has signs of possible severe illness such as lethargy, uncontrolled diarrhea, two (2) or more vomiting episodes in 24 hours, a rash with fever, mouth sore with drooling behavior, or other signs that the child may be severely ill.

A health professional has diagnosed the child with a communicable disease and the child does not have medical documents to indicate that the child is no longer contagious.

If a child becomes ill while in EC caregivers will:

Contact the parent to pick up the child.

Care for the child apart from other children.

Give appropriate attention and supervision until the parent picks the child up.

Give extra attention to hand washing and sanitation if the child has diarrhea or vomiting.

If critical illness or injury requires immediate attention of a physician EC caregivers will:

Contact the child's parent.
Give the child CPR or First Aide if needed.
Contact the physician listed in the child's school medical records.
Contact 911 (Emergency Medical Services) or take the child to the nearest Emergency Room.
Ensure supervision of other children in the group.
Medication Dispensing
Any medication that needs to be taken must be given between 8:00am and 3:00pm.
There will be no medication given during EC. (Exceptions must be cleared through the Director.)

Emergency Medical Situations

After ensuring the safety of the child, EC caregivers will notify the parent immediately after the child:
Is injured and requires medical attention by a health care professional.
Has a sign or symptoms requiring exclusion from other children.
Has been involved in any situation that places him/her harm.
Has been involved in any situation that renders EC unsafe (fire, flood, damage due to weather).
EC caregivers will notify the parent of a less serious injury when parent picks the child up (minor cuts, scratches, etc).
EC caregivers will notify all parents within 24 hours if a child has contracted a communicable disease.
EC caregivers will notify parents within 48 hours if there is an outbreak of lice or other infestation in the ECP.
An "Incident Report" will be filled out for all injuries that:
Require medical attention by a health care professional.
Involves any situation that placed a child at risk.
The Director or person in charge will sign this form.
This report will be shared with the parent and the parent will sign within 48 hours, to indicate that they have been made aware of the situation.
This form will be kept on file for at least three (3) months after the last day in EC.

Immunizations, Hearing and Vision Screening

The compliance for State guidelines is maintained through the Trinity Christian School nurse's office.

Discipline and Guidance Procedures

Daily Discipline

Pre-School

Pre-School EC will follow the established discipline policy of the TCS Pre-School
See the Pre-school handbook for detailed information

Elementary (Kindergarten -4th Grade)

Elementary EC will follow the established discipline policy of the TCS Elementary School

c. Junior High / High School (5th – 12th Grade)

- i. Junior High / High School EC will follow the established discipline policy of the TCS Junior High School.
- ii. See the Junior High School/High School Student Handbook for detailed information.

For all intents and purposes a child begins each day in EC with a clean slate. However, if a pattern of offenses emerges, further discipline measures may need to be taken. Filed documentation of daily occurrences will provide an evidence for this need.

After three (3) documented and filed offenses in one school year:

A conference will be set up with the child's parents.

The child may be placed on disciplinary probation and thus must not have another documented and filed offense for thirty (30) days.

If another documented and filed offense occurs within the thirty (30) day probation, with the approval of the Elementary or Intermediate/Junior High Principal and the Superintendent, the child may be removed from the TCS ECP, and the parents must make other arrangements for care.

The parents will be allowed one (1) week to make these arrangements.

After five (5) documented and filed offenses in one (1) school year:

With the approval of the Elementary, Junior High, High School Principal and the Superintendent, the child may be removed from the TCS ECP, and the parents must make other arrangements for care.

The parents will be allowed one (1) week to make these arrangements.

Because all children in the ECP are students at TCS, any child expelled from the ECP may be allowed to return after successfully winning a formal appeals process as described in the TCS handbook.

Emergency Procedures

See the Emergency Policy and Procedures in the TCS handbook.