



Trinity Extended Care Parent/Student Handbook

Trinity East – 515 3rd St. East, Dickinson, ND – (701) 225-9463

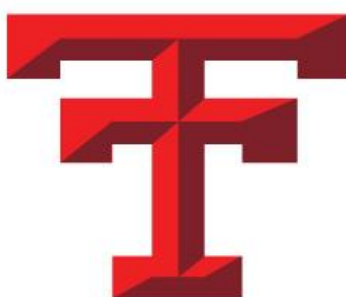
Trinity Elementary West – 145 3rd Ave. West, Dickinson, ND – (701) 225-8094

Trinity Elementary North – 810 Empire Road, Dickinson, ND – (701) 483-6081

Extended Care Cell Phone: (701) 590-9413

Alexa Fugere (Director) Cell Phone: (701) 264-9614

www.TrinityCatholicSchools.com



Dear Parents/Guardians,

Welcome to Trinity Extended Care (TEC). We are looking forward to getting to know you and your children. The program continues to grow and improve over the years. Our goal is to provide structured recreation and educational activities for the children in a safe, caring, and positive atmosphere.

We hope your children are looking forward to school and attending our program. We offer children nutritious snacks and a variety of activities to keep them occupied until your workday ends.

This handbook should answer any questions that you have about our program. Please feel free to stop by the school office or give us a call any time if you have any questions or concerns.

Sincerely - The Staff of Trinity Extended Care

Trinity Catholic Schools Mission Statement

To educate the whole student, Mind, Body, and Soul

Program Goal

Statement of Goals for the Students

- Feel comfortable in a safe environment
- Respect self, others, and property
- Increase self-confidence through decision making and goal setting
- Increase motivation to achieve personal success

Statement of Goals for the Parents

- To feel confident that your student's social, emotional, and physical needs are being met in our environment
- Communicate openly with Trinity Extended Care staff about the student's needs
- Respect staff and others
- Adhere to program policies and procedures

Statement of Goals for the Staff

- Ensure that student's social, emotional, and physical needs are being met
- Communicate openly with parents about the student's needs and successes
- Respect students, parents, and co-workers

Admission Policies

During the school year only students enrolled at Trinity Catholic Schools will be accepted in the after school program. During the summer, Trinity Extended Care will be available to the outside community. All participants must understand that Trinity Extended Care is a privilege, not a right. In order to participate in Trinity Extended Care, parents and children must understand that there are rules and regulations that they need to follow.

Prior to your child attending the Trinity Extended Care (TEC) program, all of the proper paper work will need to be completed. We will also allow other family members to come if they are staying with you for a couple of days during the summer, however, PAPERWORK WILL NEED TO BE FILLED OUT FOR THEM AS WELL. We will not allow the children to bring a friend for the day. Please remember that for the child's safety, you need to have prior approval for a drop-in.

Hours

Trinity Extended Care program will run from the first school day of the year through the last school day of the year. Days will be Monday through Friday, from after school until 6:00 pm.

The summer program start date and end date is determined in the month of April. The program days are Monday through Friday from 7:30 am-6:00 pm.

Location

School year – the location of Trinity Extended Care is at the school your child attends

Full days of Care - When there are full days of Trinity Extended Care, we will be located at Trinity Elementary East in the gym.

Summer Care - located at Trinity Elementary East in the gym.

Fees

Summer Adventure*:

- **Weekly Fee:** \$125/week for the first child and \$100/week per additional child
- **Drop-In fee:** \$35 drop in fee per day for the first child and \$25 per day for each additional child (those attending 3 days or less)
- We do not offer summer transportation to activities.

School year after school care*:

- **Weekly Fee:** \$30/week for the first child and \$20/week per additional child
- **Drop-In fee:** \$15 drop in fee per day for the first child and \$10 per day for each additional child (those attending 3 days or less or if you use and did not sign up for the week)
- **Full day care:** \$30/day during the school year (this is a separate fee)

*All fees are subject to change if need be.

All families will be given a calendar to be filled in with the days that their children will need care for the week. If you have a schedule change, please let us know at least 12 hours before. Please keep in mind that it is important to stick with your stated schedule. Otherwise, it will be difficult to plan staffing and stay within a budget.

If a family chooses to place their child in our Trinity Extended Care on an “as needed” basis, we ask that you give an advance notice of at least 24 hours. This is so that we can make accommodations with our staff. Please do not hesitate to call and ask for approval. We are here to meet the needs of our families.

All billing will be done through the Trinity Business Office. They can be reached at (701)483-6092.

Late Fee

If picking up your child after 6:00 pm, a \$5.00 late charge per child every 5 minute you are late will be added to your bill.

Communication

We find it very important for the staff and parents to communicate regularly about different concerns that either may have. In general, a good time to do this is at the time of arrival and departure. Parents also need to keep in mind that if other children are present the staff may not be able to give their full attention. For this reason you may want to consider scheduling a meeting so that both parties can provide their full attention to any concerns that need to be addressed.

Daily Release

Children will only be released to parents or legal guardians. If someone else is going to be picking up a child, we ask that the parent authorize the release of the child in writing. For the safety of the children, we will not release them without proper permission. On a daily basis parents will be required to verify and initial their child's time sheet. This is to ensure accurate billing.

Summer Care Clothes

For summer care, please be sure to dress your children accordingly at the beginning of the day (walking shoes, sweats, coats, etc.). Keep in mind that the weather can change during the day. Also, please try not to send them in good clothing. They will be playing outside and may get dirty. It is also important to put your child's name inside their coats, sweatshirts and other belongings. PLEASE SEND CHILD(REN) IN CLOSE-TOED SHOES.

Child(ren) Responsibilities:

In order for Trinity Extended Care (TEC) to operate successfully, parents and children, together with TEC staff need to support acceptable behavior. Children have the right to feel safe, to be cared for, to be respected, and to learn.

In order to maintain a safe, happy, healthy and positive environment, children will be expected to do the following:

- Keep hands, feet, and objects to self
- Respect others
- Cooperate with Trinity Extended Care staff
- Respect property and equipment

- Participate in activities to the best of their ability
- Clean up his/her toys, craft area and supplies, and generally straighten the areas used by the program
- Stay within the stated supervised area
- Refrain from the use of profanity
- Conduct themselves in a positive manner & Take responsibility for their actions

CONSEQUENCES:

- Verbal warning
- Time out
- Notify parent of behavior
- If behavior persists, parents may need to be called for a conference with Director and/or Principal.

*The level of discipline will depend on the severity or repetitiveness of the behavior.

*The disciplinary action will vary from removal from TEC or a suspension from 1-10 days.

RUN-AWAY POLICY:

- If a child is inside the school building & runs outside (to run away), the TEC staff must stop at the school doors & call the police. If a child is outside & runs away, the TEC staff must stop at the sidewalk & call the police. If a child runs away from the facility, the child may be terminated from the program.

Meals and Snacks

During the school year, Trinity Extended Care (TEC) will provide an after school snack and during full days the program will provide a morning and afternoon snack for each child. TEC follows the snack guidelines set by the Department of Public Instruction Child Nutrition & Food Program. \$1.00 of the daily fee goes toward the snack provided. If your child has a food allergy, special need or personal preference please send a snack for your child to eat during TEC.

During days of all-day care and summer care, you are required to send a lunch and beverage with your child(ren) daily. Lunches need to be a healthy balanced diet. We have a fridge and microwave in order for you to send a variety of foods with your child(ren). **Make sure that all beverages are in re-sealable containers. Pop, candy, gum, and sunflower seeds are not allowed.**

Water Bottles

If you would like, you may send a water bottle for your child to use throughout the day and on outings away from the school. Please be sure to have your child's name visibly written on the bottle. Also, the child will be responsible for keeping track of their water bottle if they choose to bring one.

Sunscreen

We spend a lot of time outside throughout the summer. We encourage parents to apply sunscreen before your child(ren) is brought to TEC. Please bring sunscreen for your child(ren) to keep at TEC.

Toys and Equipment

The program will have a variety of toys and sports equipment for the children to use. The children will be responsible for the proper care of these items. Children may also choose to bring a toy or game from home to play with. However, Trinity Extended Care will not be responsible for the care of that item. The children are responsible for their own belongings and must share with the other children that participate in the program.

Donations

Trinity Extended Care always welcome donations of any kind. If you have games, books, movies, toys, music, or art supplies that you no longer need we will happily accept them.

Health and Safety

Children who are ill with contagious symptoms (such as fever, pink eye, respiratory infections, etc.) should not be sent to the program. Please contact a supervisor within the program no later than 9:00 am to inform them of your child's absence. Ordinarily, children who are not well enough to play outside or participate in activities should be kept at home. When a child becomes ill at the program, a parent or person stated on the Emergency Form will be notified to come and pick up the student in a timely fashion.

Medical Conditions: Parents are asked to complete the section of the registration form for any medical conditions and list an emergency contact besides the parents.

Medication: Program personnel will administer medication only if parents put in writing the child's name, the name of medication, instruction regarding date, time, and dosage, and the parent/guardian's signature. All medication with instructions must be kept in the school office and dispensed from there. A form is available, especially if medication is needed daily. Children with asthma medications should keep inhalers in their possession.

Supervision

To make sure that there is enough supervision of the children within the program we will have a ratio of 1 supervisor to 15 children. The children will be required to stay within a given supervised area at all times.

Emergency Care

All papers must be kept up-to-date. Please keep us informed of new phone numbers, addresses and jobs. Parents or emergency contacts will be contacted if a child is injured and needs medical attention. In case of serious injury, 911 will be called first, and then the parents will be called.

Field Trips

Field trips are an important part of summer activity. They are selected and planned around other activities that children may be involved in. Parents will be informed by staff members about each field trip that is planned.

For the summer program, field trips are considered a privilege, not a right. Children who cannot be trusted to follow the rules will have this privilege withdrawn. Moving away from the school building into the field causes increased need for care.

Therefore, the following guidelines apply:

- Field trip permission forms are required for all trips away from the school. They will be handed out to the parents 1 week before the planned fieldtrip. The purpose of these forms is communication and approval by the parent(s) regarding the particulars of the trip.
- Any child whose daily behavior indicates probable disturbances in an excursion will have the privilege withdrawn. Such children will remain at the school with another supervisor or the child's parents may be asked to find other accommodations for the day.
- Only children whose parents have signed permission forms will be permitted to go on the trip. These permission forms must be returned at least one day before the event. **Phone calls granting permission will not be accepted.**

Principal's Right to Amend

The Principal has the right to amend the handbook at any time if so needed.