# A PARENT'S GUIDE TO THE EXTENDED DAY PROGRAM AT TCDS

Trinity's Extended Day program is open to all children enrolled in TCDS who are potty trained. We offer several extended care options as follows:

#### **Morning Care:**

Hours: 7:30 a.m. – 9:00 a.m. Days: Monday – Friday No. of Openings: 10

Daily Rate: \$18.00 per day

#### **Lunch Bunch:**

Hours: 12:00 Noon – 1:00 p.m.

Days: Monday -- Friday No. of Openings: 10

Daily Rate: \$12.00 per day or 1 punch on card (see Occasional Use on back)

## **Afternoon Extended Day:**

Hours: 12:00 Noon – 3:00 p.m. or 5:30 p.m.

Days: Monday – Friday No. of Openings: 20

Daily Rate: \$36.00 per day until 3:00 p.m. or 3 punches on card (see Occasional Use on back)

\$60.00 per day until 5:30 p.m. or 5 punches on card (see Occasional Use on back)

#### **Additional Services:**

Hours: 3:00 – 5:30 (4s/K Enrichment students only)

Days: Monday - Friday

Daily Rate: \$24.00 per day or 2 punches on card\* (see Occasional Use on back)

#### **Materials Needed Each Day:**

- Nut-free lunch & additional snack (if staying past 3:00)
- Water Bottle
- Tote for rest time (see below)

#### **Important Information:**

TCDS will provide proper staffing, 2% white milk at lunch, and appropriate rest times. Parents <u>must</u> provide a nutritious nut-free lunch, snack, and water bottle each day they attend Extended Day. Please do not send juice as a beverage in your child's lunchbox. MSDE regulations state that children are to have either water or milk with their meal. Please remember that TCDS is a peanut-free facility. *Please pack items that do not contain peanut butter* and we appreciate the limiting of all other nut-based products as well.

A small reusable tote bag containing a small blanket and comfort items for rest time must be provided at the beginning of each week. All items sent in must be labeled with your child's name. This tote will be sent home at the end of each week for cleaning and should be sent back into school the day your child returns to Extended Day.

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Children must be picked up by parents or other persons authorized by parents as indicated on the child's Authorized Pick Up form in the office. If an unfamiliar person arrives to pick up your child, proper photo identification must be presented to the teacher to verify the person is authorized. If someone comes who does not have permission to pick up your child, he/she will not be released until a parent or legal guardian can be reached by phone. If someone new is coming to pick up, please notify the office <u>in writing</u> prior to pick up to eliminate confusion and streamline the process.

If TCDS is closed for any reason, the Extended Day program will be closed. If Baltimore County Schools must close during the day due to inclement weather, Extended Day will close. Please pick up your child as soon as possible. If Baltimore County Schools have a 1 or 2-hour delayed opening, morning care will be cancelled.

<u>Children must be picked up on time.</u> Children left after the 3:00 p.m. pick up time by 15 minutes or more will be charged to the next hour. Children left beyond the 5:30 pick up time will be charged \$5.00 for lateness up to 15 minutes and \$5.00 for every additional five minutes or part thereof.

### **Contracted Use:**

The office will be accepting contracts for all Extended Day programs on a first come, first served basis beginning August 7, 2024. Students that are contracted will be guaranteed a place on the daily sign-up sheets as standing reservations. Parents must pay for standing reservations regardless of their child's attendance, unless there is an emergency school closing. Monthly bills will be distributed at the beginning of each month. Payment is due upon receipt of your monthly bill. A 5% late fee will be assessed on unpaid balances. Children may not attend the program if payments are not current.

<u>Contracted discounts:</u> 20% discount for students contracted 5 days per week.

10% discount for students contracted 3 or 4 days per week.

#### **Occasional Use:**

Occasional users of Extended Day may sign up on posted daily sheets outside the school office. Payment for occasional use will be tracked using our prepaid punch card options outlined below. We will not be accepting daily payments unless there is an emergency situation. You <u>must</u> sign up 24 hours in advance to ensure we have proper staffing in place; if an emergency occurs and your child must stay last minute, an additional fee may be assessed based on the situation. If you need to cancel your reservation, you must notify the office by 9:00 a.m. the day of the service or you will be charged. Any unused time left on a prepaid punch card at the end of the year will be reimbursed to the family by June 30.

#### Prepaid Punch Card Options:

Punch cards can be purchased or replenished in the office at any time using the Prepaid Punchcard Form, which can be found on our website or Brightwheel.

5% discount on a 20 hour punch card: (reg. \$240.00) \$228.00\* 10% discount on a 32 hour punch card: (reg. \$384.00) \$346.00\*