



## BEFORE/AFTER SCHOOL CARE GUIDELINES & FEES

### Pre-School – Grade 12

The Before School Care program is offered to all Pre-School through 12<sup>th</sup> grade students at Trinity Christian School. Before School Care begins at 6:45am and ends at 7:30am.

The After Care program is offered to all Pre-School through 12<sup>th</sup> grade students at Trinity Christian School. After Care begins at 3:15pm and ends at 5:30pm.

The Direct Line to the Before/After Care room is 304-291-4096.

### **FEES**

Annual Early Care Enrollment Fee	\$25.00 per family
Early Care Daily Rate	\$ 2.50 per day
Annual After School Care Enrollment & Snack Fee	\$75.00 per family
PK/Elementary After School Care Hourly rate	\$ 3.00 per hour
Secondary After School Care Hourly rate	\$ 2.00 per hour



## GUIDELINES

1. **ANNUAL REGISTRATION:** You must complete an Early Care/After Care registration form for your family. Please submit forms by August 12, 2019. Please submit fees with enrollment.
2. **DROP-IN ENROLLMENT:** Should a situation arise where you may need to use this service and have not pre-registered, your child will be automatically enrolled on first day of attendance and you will be charged in \$20.00 increments each time your child attends until the \$80.00 drop in enrollment and snack fee is paid in full. We will give you the necessary paperwork to complete when you pick up your child.
3. **PROGRAM SPECIFICS:**
  - A. Early Care Only: ALL STUDENTS must enter through the elementary After School Care area. (Door H). Parents of all elementary students must sign in their child/ren. Secondary students may sign themselves in.
  - B. After Care Only:
    1. All students not picked up from school by 3:15 pm will be sent to After Care.
    2. If a student is picked up any time after 3:15pm, the first full hour will be charged. After 4:15pm, charges will be rounded up to the nearest 15-minute increment. (Example: pickup at 3:33 will be charged until 3:45).
    3. Students who are not picked up by 5:30pm will be charged **\$10.00** for each 10 minutes past 5:30pm. Parents habitually arriving late may be released from the program.
    4. Students will not be released to someone who is not on your Pick Up list. You must send in writing (either note or email) to the office prior to 2:30pm if you have authorized someone who is not on your Pick Up list to pick up your student(s).
    5. Parents of all students must enter the elementary After Care area to sign out their children. (Door H). Each age group (pre-school, elementary and secondary) will have their own specific area and you will sign them out there.
    6. Parents will be billed at the beginning of each month for the previous month's charges.



