



TRINITY CHRISTIAN SCHOOL

200 Trinity Way • Morgantown, WV 26505 • 304.291.4659 • www.tcsww.org

BEFORE/AFTER SCHOOL CARE GUIDELINES & FEES

Kindergarten – Grade 8

The Before School Care program is offered to all Kindergarten through 8th grade students at Trinity Christian School. Before School Care begins at 7:00am and ends at 7:30am.

The After Care program is offered to all Kindergarten through 8th grade students at Trinity Christian School. After Care begins at 3:05pm and ends at 5:00pm.

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	\$ 3.00 per day
Annual After School Care Enrollment & Snack Fee	\$75.00 per family
After Care Daily Rate	\$ 5.00 per day



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GUIDELINES

1. **ANNUAL REGISTRATION:** You must complete an Early Care/After Care registration form for your family. Please submit registration and emergency contact forms by August 18, 2023. 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.
 - B. After Care Only:
 1. All students not picked up from school by 3:00 pm will be sent to After Care.
 2. A flat rate fee of \$5 per day, regardless of the time spent in after school care will be charged.
 3. Students who are not picked up by 5:05pm will be charged **\$1.00** per minute past 5:05pm. 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 or after care email (aftercare@tcsww.org) if you have authorized someone who is not on your Pick Up list to pick up your student(s). This note needs to be received before we can release your student with the new authorized pick up.
 5. Parents of all students must enter the WELL door and walk to the multi-purpose room to sign out their children. (Door J). All students will be kept in the multi-purpose room and you can sign them out there.
 6. Parents will be billed at the beginning of each month for the previous month's charges.