



TRINITY CHRISTIAN SCHOOL

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

AFTER SCHOOL CARE GUIDELINES & FEES

Kindergarten – Grade 8

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 After Care room is 304-291-4096.

FEES

Annual After School Care Enrollment & Snack Fee \$80.00 per family

After Care Daily Rate

- \$5.00 pick-up before 4pm
- \$10.00 pick-up from 4-5pm
- \$2.00 per min. per child after 5pm



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GUIDELINES

1. **ANNUAL REGISTRATION:** You must complete an After Care registration form for your family. Please submit registration and emergency contact forms by August 18, 2025. 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:**
 1. All elementary students not picked up from school by 3:05pm will be sent to After Care.
 2. All middle school students not picked up from school by 3:25pm will be sent to After Care.
 3. Fees will be charged at a rate based on the table above.
 4. Students who are not picked up by 5:05pm will be charged **\$2.00** per minute past 5:05pm. Parents habitually arriving late may be released from the program.
 5. 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.
 6. Parents of all students must enter through Door J and walk to the multi-purpose room to sign out their children. All students will be kept in the multi-purpose room and you can sign them out there.
 7. Parents will be billed at the beginning of each month for the previous month's charges.