

# Blessed Trinity School

## Extended Care Program

Phone # - 239-1518

**Our Mission:** The Blessed Trinity School Extended Care program is intended to provide a service for working parents. We want you to have peace of mind knowing that your child/children are in a safe, Christian, caring environment, with a committed staff dedicated to your children. Please take time to review the following information.

### **Extended Care Fees:**

**Registration fee:** \$15.00 per year one child  
\$20.00 per year two children  
\$25.00 per year three or more children

**Morning Care ONLY:** \$6.00 per week per child

**After School Care ONLY:** \$21.00 per week per child  
3 or more children \$10.00 per additional

**Morning & After School Care:** \$27.00 per week per child

**Extended Care ends at 6:00 pm. There is a late fee of \$15.00 per 15 minutes (\$60.00 per hour) if your child is not picked up by 6:00 pm.**

- Rates are per child. There are no hourly or daily rates. If you use Extended Care at all during the week, you must pay the rates listed above. Please indicate on your check that the payment is for Extended Care and the child(ren)'s names(s). If paying by cash, please send in an envelope with that information on the outside.
- All fees must be paid in full in advance of use of Extended Care. Payments may be sent to the school office or given to Mrs. Hahn or Mrs. Watts during Extended Care hours.

Please pack additional snacks and drinks for your child in his/her lunch box to have during aftercare.

### **Discipline:**

The school's policies and procedures for student behavior expectations extend to the children in Extended Care.

### **SPORTS:**

Students may NOT attend any sports events during Extended Care, unless the student is participating in the game.

Parent can expect the following method of discipline for **MINOR** infractions:

1. Teacher verbally requests that the student ceases the negative behavior.
2. Student is given time out.
3. Student loses privileges.
4. If the child is spoken to again, he/she will be given a note home. After three notes home, a member of the school administration will be contacted.

5. If the child is written up again within the school year, he/she will be suspended from Extended Care for three consecutive days.

In the case of **MAJOR** infractions (extreme disrespect of authority, physical contact with another student/teacher, use of inappropriate language, etc) the parent may expect the following method of discipline:

1. Teacher verbally requests that the student to ceases the negative behavior.
2. The Aftercare director is contacted and will investigate.
3. The student will receive a note home and Blessed Trinity's administration team will be contacted.

In extreme cases, Blessed Trinity's Extended Day Program reserves the rights to suspend or withdraw any student from the program after he/she has acted out in a manner that compromises the safety of other students and /or teachers.

### **Morning Hours, Locations and Pick-Up Procedures:**

Children enrolled in Morning Care (6:30 am – 7:30 am) will report to the Music Room. There is no supervision in the regular school drop-off areas before 7:30 am. Therefore, children must be dropped off in morning care if they arrive at school before 7:30am. There is a fee for participation in morning care.

**August through December**, all after-school care children will be in the Elementary Building.

**January through May**, all after-school care children will be in the Primary Building.

***For the safety of all children on campus, you must sign out your child with his/her grade level supervisor.***

### **\*\*\* AN EARLY HEADS UP . . . PLEASE MARK YOUR CALENDAR! \*\*\***

- **There will be Extended Care on 2:00 Dismissal**
- **There will be Parish Day on ISE Days, Christmas Break and Spring Break**
- **There will be NO EXTENDED DAY OR PARISH DAY ON LEGAL HOLIDAYS**

Sept 7<sup>th</sup> - - **NO SCHOOL**, Labor Day

Sept 16<sup>th</sup> - - 2:00 Dismissal (Extended Day)

Sept 17<sup>th</sup> & 18<sup>th</sup> - - **NO SCHOOL**, ISE Day (Parish Day)

Sept 30<sup>th</sup> - - 2:00 Dismissal (Extended Day)

Oct 14<sup>th</sup> - - 2:00 Dismissal (Extended Day)

Oct 22<sup>nd</sup> . . 11:30 Dismissal (Extended Day)

Oct 28<sup>th</sup> - - 2:00 Dismissal (Extended Day)

Nov 11<sup>th</sup> - - 2:00 Dismissal (Extended Day)

Nov 25<sup>th</sup> - - **NO SCHOOL** (Hurricane Day)

Nov 26<sup>th</sup> & 27<sup>th</sup> - - Thanksgiving (No School)

Dec 9<sup>th</sup> - - 2:00 Dismissal (Extended Day)

Dec 18<sup>th</sup> - - 11:30 Early Dismissal, Christmas Party (Parish Day)  
 Dec 21<sup>st</sup>-Jan 1<sup>st</sup> - - **NO SCHOOL** , Christmas Break (Parish Day)  
 Jan 13<sup>th</sup> - - 2:00 Dismissal (Extended Day)  
 Jan 27<sup>th</sup> - - 2:00 Dismissal (Extended Day)  
 Feb 10<sup>th</sup> - - 2:00 Dismissal (Extended Day)  
 Feb 12<sup>th</sup> - - **NO SCHOOL**, ISE Day (Parish Day)  
 Feb 15<sup>th</sup> - - **NO SCHOOL**, President's Day  
 Feb 24<sup>th</sup> - - 2:00 Dismissal (Extended Day)  
 March 5<sup>th</sup> - - **NO SCHOOL**, ISE Day (Parish Day)  
 March 10<sup>th</sup> - - 2:00 Dismissal (Extended Day)  
 March 31<sup>st</sup> - - 2:00 Dismissal (Extended Day)  
 April 2<sup>nd</sup> - - **NO SCHOOL**, Good Friday  
 April 5<sup>th</sup> - 9<sup>th</sup> - - **NO SCHOOL**, Spring Break (Parish Day)  
 April 14<sup>th</sup> - - 2:00 Dismissal (Extended Day)  
 April 28<sup>th</sup> - - 2:00 Dismissal (Extended Day)  
 May 12<sup>th</sup> - - 2:00 Dismissal (Extended Day)  
 May 26<sup>th</sup> - - 2:00 Dismissal (Extended Day)  
 May 31<sup>st</sup> - - **NO SCHOOL**, Memorial Day  
 June 10<sup>th</sup> - - 11:30 Dismissal (Extended Day)  
 June 11<sup>th</sup> - - 10:30 Dismissal (LAST OF SCHOOL)

**Primary Playground Schedule**

**Kindergarten – 1<sup>st</sup>**

3:00 – 3:30 Out  
 3:30 – 4:30 In  
 4:30 - 5:00 Out  
 5:00 In

**2<sup>nd</sup> – 3<sup>rd</sup>**

3:00 – 4:00 In  
 4:00 - 5:00 Out  
 5:00 In

**2:00 Early Dismissal Playground Schedule**

**Kindergarten -1<sup>st</sup>**

2:00 – 2:30 Out  
 2:30 – 3:00 In

**2<sup>nd</sup> – 3<sup>rd</sup>**

2:00 – 2:30 In

**Elementary Playground**

**4<sup>th</sup> – 5<sup>th</sup>**

3:00 – 3:30 Out  
 3:30 – 4:30 In  
 4:30 - 5:00 Out  
 5:00 In

**6<sup>th</sup> – 8<sup>th</sup>**

3:00 – 4:00 In  
 4:00 - 5:00 Out  
 5:00 In

**4<sup>th</sup> – 5<sup>th</sup>**

2:00 – 2:30 Out  
 2:30 – 3:00 In

**6<sup>th</sup> – 8<sup>th</sup>**

2:00 – 2:30 In

2:30 – 3:00 Out

2:30 – 3:00 Out