

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

Trinity's Extended Day program is open to all children who are at least three years of age and potty trained. We offer several extended care options as follows:

Morning Care:

Hours: 8:00 a.m. – 9:00 a.m.

Days: Monday – Friday

No. of Openings: 10

Daily Rate: \$7.00 per day

Lunch Bunch:

Hours: 12:00 Noon – 1:00 p.m.

Days: To be announced

No. of Openings: 10

Daily Rate: \$7.00 per day – Sign up sheets will be posted one week in advance. **Due to the limited number of spaces we ask that you sign-up your child ONLY.**

Bring lunch and drink.

*If less than 3 children are signed up for Lunch Bunch, it will be cancelled.

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: \$20.00 per day until 3:00 p.m.

\$30.00 per day until 5:30 p.m.

Bring lunch and snack – milk is provided.

Additional Services:

Hours: 3:00 – 5:30 (Enrichment students only)

Days: Monday - Friday

Daily Rate: \$15.00 per day

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TCDS will provide proper staffing, milk at lunch and appropriate rest times. **Parents must provide a nutritious lunch, snack, two small blankets & pillow, and comfort items for rest time.** Please do not send milk as a beverage in your child's lunchbox.

Children must be picked up by parents, or other persons authorized by parents as indicated on the child's form in the office or by special written arrangement.

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.**

Children must be picked up on time. Children left after the 3:00 p.m. pick up time by 15 minutes or more will be charged the 5:30 p.m. rate of \$30.00. 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.

A 5% late fee will be assessed on unpaid balances. **Children may not attend the program if payments are not current.**

Contracted Use:

The office will be accepting contracts for all extended day programs on a first come, first served basis beginning August 31. 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.

Contracted discount: 20% discount for students contracted 4 or 5 days per week.
10% discount for students contracted 3 days per week.

Occasional Use:

Occasional users of extended day may sign-up on posted daily sheets across from the office. Finalize your plans before you sign up your child to avoid being charged for a day you don't use. **If your child's name is on the sheet after 9:00 a.m. on the day of use, you will be charged.** Place your payment for the day in an envelope with your child's name and leave it in the mailbox on the office door. **PAYMENT IS DUE THE DAY YOUR CHILD ATTENDS. NO REFUNDS UNLESS THERE IS AN EMERGENCY SCHOOL CLOSING.** If you need to cancel your reservation, you must notify the office by 9:00 a.m. the day of the service.

If your child's name appears on both the Lunch Bunch and Extended Day sheets you will be charged for both services.

