

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

Trinity's Extended Day program is open to all children enrolled in TCDS who are 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: \$10.00 per day

Lunch Bunch:

Hours: 12:00 Noon – 1:00 p.m.

Days: To be announced

No. of Openings: 10*

Daily Rate: \$10.00 per day

Bring lunch and water bottle.

Afternoon Extended Day:

Hours: 12:00 Noon – 3:00 p.m. or 4:00 p.m.

Days: Monday – Friday

No. of Openings: 20*

Daily Rate: \$30.00 per day until 3:00 p.m.

\$40.00 per day until 4:00 p.m.

Bring lunch, snack and water bottle.

Additional Services:

Hours: 3:00 – 4:00 (Enrichment students only)

Days: Monday - Friday

Daily Rate: \$10.00 per day

*While the Pandemic Addendum is in place, we can only provide Extended Day services to contracted students. Students will remain in their morning classroom, with their morning classmates, during Extended Day. One staff change is permissible between the morning class and afternoon Extended Day.

TCDS will provide proper staffing, milk at lunch and appropriate rest times. **Parents must provide a nutritious lunch, snack, a small blanket, and comfort items for rest time.** Please send all bedding materials in a labeled tote bag. Please do not send juice as a beverage in your child's lunchbox. New regulations state that children are to have either water or milk with their meal. * Please remember that TCDS is a peanut free facility. **Please pack items that do not contain peanut butter.**

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. **(CONTINUED ON BACK)**

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 4:00 p.m. rate of \$40.00. Children left beyond the 4:00 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 17. 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 5 days per week.

10% discount for students contracted 3 or 4 days per week.

Occasional Use:

~~Occasional users of extended day may sign up on posted daily sheets outside the school 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.~~

2 PREPAID PUNCH CARD OPTIONS:

~~5% discount on a 20 hour punch card: (reg. \$160.00) — \$152.00~~

~~6.3% discount on a 32 hour punch card: (reg. \$256.00) — \$240.00~~

~~Punch cards can be purchased or replenished in the office at any time.~~

Occasional Use of Extended Day is not permitted at this time.