



Trinity After School Care Program Handbook

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After School Care Program

About Our Program

Trinity After School program is a mission outreach of Trinity Lutheran Church and is supervised by the Board of Education, which reports directly to Trinity Church Council. The Director oversees daily operations.

Trinity After School Program is licensed to operate legally by the Texas Department of Family and Protective Services, and the rules and regulations governing its operation are available upon request. Our License is posted on the parent school bulletin board by sign in. The Center is licensed to serve ages four to eleven (grades pre-kindergarten through fourth grade.) The Texas Department of Family and Protective Services' local number is (254) 750-9336, and you may report suspected abuse or neglect of children by calling the abuse toll-free hot line at 1-800-252-5400. You can find out more about the regulation of child care facilities by visiting their website at www.txchildcaresearch.org.

Trinity After School Program exceeds basic state licensing requirements in the following areas:

1. Lower staff/child ratios
2. After school tutoring
3. Enriching planned activities

Philosophy

We believe that every child is specially created by God to be a blessing to his/her family, the community in which they live, and the entire world. Because of the love their creator has for them, each child is valuable beyond measure. While created in God's image, all children are unique and special individuals with unique and special needs.

We strive to provide quality Christian After School Care, for the children of South Bosque and Woodway Elementary. We see Christian education as the means by which children become aware of their place in God's creation, the blessings they receive as a child of God, and the Christian responsibility that goes with being a member of God's kingdom. As is stated in Proverbs 22:6, "Train up a child in the way he should go, when he is old he will not depart from it." Our goal is to meet or exceed the standard of early childhood education required by the state of Texas.

Worship Schedule for Trinity Lutheran Church

If you do not have a church home, Trinity would be delighted to have your family worship with us and would welcome you warmly as a member of our family of faith.

10:00AM Majestic Praise Service-This service is a blend of traditional and contemporary music led by a worship team.

Sunday School, for all ages, begins at 9:00AM with a breakfast bar beforehand at 8:30AM.

Program

You do not have to be a member of Trinity Lutheran Church for your children to attend. We welcome children of all races and religious backgrounds.

Children have a variety of needs and are only able to learn when their basic needs are met. At Trinity we strive to meet every individual child's basic needs in a warm loving environment. Each child is recognized for the individual he/she is. Each child is afforded the dignity he/she deserves.

We offer a variety of educational experiences geared specifically for the developmental level of age four through fourth grade.

Daily Schedule

After school care will follow the official Midway ISD Elementary schedule. Trinity After School Program will be closed on holidays and inclement weather days in conjunction with Midway ISD Elementary Schools. On early release days, care will begin at the time of early release and end at 6:00 PM. On regularly scheduled days, care officially starts when school is released for the day until we close at 6:00 PM. We close promptly at 6:00 PM. Late charges will apply at 6:05, and there will be a one dollar per minute late fee if you arrive to pick-up your child after 6:05 PM.

The goal of our program is to have the children leave the center with minimal homework left to do and to have quality time with their family. Therefore our schedule is as follows:

- Snack
- Homework/reading/tutoring
- Active play-indoors or out, weather permitting
- Developmentally appropriate educational games

Class Sizes

We maintain a maximum staff/child ratio of 1 to 10 for After School Care.

Enrollment Procedure

In order to register a child for Trinity After School Program, registration forms provided by our center are required. We require custody papers, if warranted, to be presented at the time of registration.

There is an annual registration fee of \$40.00. Make checks payable to Trinity Lutheran After School Care. We cannot guarantee your child a place in our school without the registration fee. Registration fees are not refundable. Our enrollment process requires parents to complete an admission form with information about the child's physician, emergency contacts, special needs and other important information. We will also provide a picture take and photo release form in your registration packet. All enrollment forms, annual registration fees, and the first week tuition payment must be received by the program director by August 1st to ensure your child's enrollment in the program.

We will maintain confidentiality of this information. Please give us updated information whenever there is a change. We will ask you to complete a new admission form and registration fee every August to make sure we have the most up-to date information possible.

We will also ask you to sign a statement acknowledging receipt of a copy of this parent handbook, which includes our operational policies. If we need to change any of these policies, you will be notified of the changes in writing two weeks before the change takes effect.

Immunization, TB and Vision/Hearing Requirements

For the protection of your child as well as the other children in care, your child must have all vaccinations required by the Texas Department of Health. TB tests are not required at this time. There is a place on the enrollment form to indicate that your child's immunization record and vision and hearing screening records are on file at the school.

Arrival and Dismissal Procedure

Each child will be signed in at pick up, and the guardian picking them up will be required to sign them out. To ensure the safety of all the children in care, please park in marked spaces in the parking lot prior to entering the facility to pick up your child. We will only release a child to the parents or to the persons who have been designated in writing by the parents. Please notify us in advance when someone other than a parent will be picking up the child. We will require a photo ID for anyone picking up a child other than the parent. If there is a restraining order on one of the parents keeping him/her from picking up a child, a copy of the court ordered documentation must be on file in our office. Without it, we cannot deny a parent access to their child.

Absenteeism

Please call the school to report if your child will be absent or if you pick your child up early from school. Let us know the reason your child will not attend. If you do not report your child's absence by 12:00 PM, you may be called to verify absence.

Tuition Fees

Tuition is due each Monday for the current week. If the full tuition is not paid by pick up on Tuesday, a late fee of \$15 will be assessed for each day it is late. If your child is absent, full tuition will be due upon return. Money will not be refunded for daily absences or vacation. Our weekly rates are as follows:

- One child-\$55
- Two children-\$50 per child
- Three or more children-\$45 per child
- Registration fee is \$40 per child (non refundable, due yearly)

Tuition must be paid with check or money order or talk to the director about automatic draft. Should you need to remove your child from the program for any reason, four weeks written notice is required. Exceptions may be considered based on circumstance.

Parental Participation/Notification

Parents are always welcome to visit his/her child at any time. If you have a hobby or special interest that you would want to share with the children, please talk to the director about volunteer opportunities. Good communication is important in building a relationship between center staff and parents! Please keep your

child's teachers informed about any significant events happening in your child's life. We will keep you informed of any significant happenings at our center. Staff usually cannot converse with you at length during arrival and departure time, since they must give their full attention to the children in care. If there is a need for a long discussion, because you have a question or concern, please contact the director to arrange a meeting.

Children often receive minor injuries (small cuts, scrapes and bruises) during the course of their active play. Staff members will complete a minor injuries form and will put a copy in your child's backpack to inform you about the injury.

We will contact you immediately in the unlikely event that your child sustains a more serious injury or is put at risk in any way. Licensing rules require us to complete a written report on serious injuries and incidents. You will receive a copy of the report and will be asked to sign the report.

Snacks

We serve a nutritious afternoon snack when the children arrive from their school. Please do not send additional food with your child. Please specify on admission forms if your child has any special dietary needs. We will make every effort to accommodate special diets with written approval from a doctor or dietician. If your child has a special diet, you may be asked to provide a snack for them. Food will not be allowed to be shared, and children will not be permitted to retrieve food from their lunch box. A menu of the snacks will be posted weekly.

Disciplinary Policy

Discipline is not punishment. It is the process of teaching children self-control and self-discipline. It refers to the whole process of classroom management. Our aim is to teach children what social acceptable behaviors are that will help them in school and in all the years of their life.

It is our policy to discipline children in a loving and gentle way. Care is given at all times to preserve, or work on improving, the child's self-image and further the development of his/her self-esteem. Since all children are different, disciplinary procedures are handled on an individual basis. A positive approach is employed in the classroom with good behavior being complemented and encouraged. All children are treated with the respect, tenderness, and good humor they are due as a child of God. Physical punishment has no place in our program.

The following disciplinary policy is acceptable and employed at Trinity After School Care:

1. Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child's good feeling about his/her behavior and serves as an example to other children to act in a similar manner. Bribes are not used as this could become the only method that will work in getting a child to behave as he/she should.
2. Children are asked to stop and think about their behavior ("Make right choices", "Is that the right choice?", "That was the wrong choice."). This enables the child to work at self-control.
3. Teachers offer suggestions for appropriate ways to redirect the behavior, offering choices when possible. Children will be encouraged

to work through minor disagreements without adult intervention. As needed, the teachers may coach the children in working through their disagreements.

4. Removal from the group for a short period of time out is used for a child who continues to demonstrate unacceptable behavior after other disciplinary methods have failed. Time-out is not a punishment but rather a time away from a situation giving the child an opportunity to calm down and think about how to change his/her behavior in a positive way. The child shall be in the classroom within sight and hearing of a staff member in a safe, lighted, and well-ventilated area at all times. The inappropriate behavior is discussed with the child. Children are told they may return to the group when they feel they can behave in the proper manner. Time-out is brief in duration and appropriate to the child's age and circumstances.
5. If a behavioral problem persists, parents are consulted to discuss what disciplinary measures have been effective in the home or how the parents and staff can work together to reach the desired goal. The staff may suggest that the child be involved in a behavior modification process that will be coordinated between the home and the school. In the event that a parent conference need to be scheduled to address significant behavioral issues, a \$20 fee will be assessed and the conference will be scheduled at the discretion on the teacher and director.
6. A last resort is the expulsion of a child from Trinity After School Care. This will only be employed when the child displays consistently disruptive behavior or behavior that could be

harmful to himself or others. Trinity After School Care is committed to creating a safe, comfortable and respectful school learning environment for all students. Bullying, harassment and intimidation have a negative impact on learning. Bullying behavior by anyone is prohibited and will result in immediate attention by the teacher, director, and parents.

Physical punishment is not considered to be an acceptable method of dealing with young children's behavior. While parents are in our building, they must follow our disciplinary policies with their children. Hitting or screaming at your children is not permitted in our building. This policy is stated here in accordance with state regulations.

Illness and Exclusion Criteria

We cannot care for children who:

- Cannot participate comfortably in the center's activities
- Has an illness that requires more care than staff can provide without compromising the health, safety and supervision of the other children
- Has uncontrolled diarrhea
- Has an oral temperature of 100.4, an armpit temperature of 99.4, a forehead temperature of 100.4, or an ear temperature of 100.4
- Has had one or more episodes of vomiting
- Has a communicable disease

The child can be returned to care if the child has been free of symptoms for 24 hours or if the child's doctor provides a statement verifying the child is no longer contagious. We do understand that parents often find it difficult to miss work, but if we call you and ask you

to pick up your sick child we expect you to do so as quickly as possible.

Procedure for Dispensing Medication

We will administer prescription medication at the time stated by the physician on the prescription label or as near as possible. Medication must be in its original container with the label and the child's full name. You must sign a form that authorizes center staff to administer the medication.

We will only administer Chapstick®, sunscreen, and insect spray with a parent release form, if it is provided. All other over the counter medication will not be administered.

Medical Emergencies

In the event of an emergency or critical illness or injury, we will take the following actions:

- Call 911 or take the child to the nearest emergency room
- Administer CPR or first aid when needed
- Contact the child's physician
- Contact the child's parent or the designated emergency contact if the parent can't be reached

Transportation

We will transport school-age children from the following elementary schools: South Bosque and Woodway. Or they may walk with the director from South Bosque Elementary, weather permitting at the director's discretion.

Staff and children must wear seat belts when they are in the van. The vans are equipped with fire extinguishers and first aid kits. The staff carries cell phones so the center can be contacted in case of a flat tire, mechanical trouble, etc. The staff person also carries a notebook with emergency numbers and other important information for each child.

We anticipate no field trips at this time; all activities will be on-site.