

scheduling of staff.

**MEDICAL ISSUES** – Please advise us of any medical conditions that your child may have.

#### **EXTENDED DAY BEHAVIOR POLICIES**

The TCA Extended Day Program is part of the school and follows the rules and regulations that are in the TCA 2015-2016 Parent/Student handbook.

#### **PICK UP**

The program closes at 6:00 P.M. Please allow extra travel time on days when driving conditions are poor or when traffic is heavy. If weather is bad and you are traveling from out of town please arrange for someone close by to pick up your child, but notify the extended day office if you have made alternate plans for pickup. No child will be released unless we have prior approval and the adult is listed on the contact form. Proof of identification will be requested when children are picked up by anyone other than a parent or when the person is unknown to the staff. When picking up children, sign them out in the “sign out” book. Please check in with the staff member and sign the dismissal book prior to leaving.

#### **LATE PICK UP**

If a child is not picked up by 6:00 p.m. and parents have not contacted the Extended Day office, the staff will contact those people who are listed on the emergency information form and who are authorized to take the child from the program. If after 30 minutes we fail to make contact with the aforementioned contacts and the child is not picked up, the staff may contact authorities. Two members of the Extended Day staff will remain at the school with the child until a parent or other authorized person arrives. A late fee of \$1.00 per minute will be assessed for late pick up.

## **TRINITY CATHOLIC ACADEMY BROCKTON**

### **Extended Day Handbook**

**2018-2019**

#### **Lower Campus**

**Preschool - Grade 3 ♦ 631 N. Main Street ♦ Brockton, MA 02301**  
**Phone (508)583-6231 Fax (508)583-6336**

#### **Upper Campus**

**Grades 4 - 8 ♦ 37 Erie Avenue ♦ Brockton, MA 02302**  
**Phone (508) 583-6225 Fax (508) 583-6229**

**[www.tcabrockton.org](http://www.tcabrockton.org)**



#### **Vision**

Trinity Catholic Academy Brockton’s vision is to have every child be successful spiritually, emotionally, and academically. Each and every child should be at or above grade level and at the completion of eighth grade will be able to gain acceptance to the high school of their choice.

#### **Mission**

Trinity Catholic Academy strives to instill the spirit and teachings of the Catholic faith while offering a challenging academic curriculum that is enriched with fine arts, technology, and athletics. We are committed to maintaining the highest standards of excellence for all students.

Questions regarding TCA Extended Day Program should be referred to Elizabeth Giblin, Program Supervisor at 508-583-6231 after 3:00.

## PHILOSOPHY

The teaching staff will maintain a safe nurturing environment that promotes the physical, social, emotional, and cognitive development of the children while responding to their needs and the needs of their families. The Extended Day Program at Trinity Catholic Academy (TCA) is a place for your child to explore, create, invent, expand vocabulary, knowledge, and experiences, and share with peers and adults in a caring atmosphere. Our staff are education specialists, affiliated with Trinity Catholic Academy, who care very much about your child.

## PURPOSE

The Trinity Catholic Academy Extended Day Program provides a high quality supervised program for children by experienced staff from our school community. The program runs on days that school is in session for children in preschool to grade 8 and runs from 6:30 a.m. to the beginning of school each morning and from the end of school until 6:00 p.m. each afternoon on days that school is in session. Age appropriate activities and experiences encourage children to be involved in educational, enrichment, and recreational programs.

## PROGRAM

The program provides a balance of physical, intellectual, and social experiences to meet your child's needs. Activities include quiet and active play, individual and group activities, indoor play, outdoor activities, projects and a designated homework time. Age-developmentally appropriate activities include art projects, manipulatives, books and games, teacher-prepared and approved thematic units, opportunities to explore hobbies, computer time and many other activities.

**HOURS** – School days: 6:30 a.m. to the beginning of school and at the end of the school day until 6:00 p.m.

**STUDENT INFORMATION** – At the start of the program each child must have three (3) different contact people with valid phone numbers on file, in case of an emergency.

**CALENDAR** – The Extended Day Program operates on days that school is in session.

**INCLEMENT WEATHER** – If school is canceled, the program will not operate. In case of a **delayed opening, there will be no morning program.**

**TRANSPORTATION** – It is the parent's responsibility to provide for or arrange transportation.

**ARRIVAL** – Parents must bring their children into the building and sign them in each morning using the designated entrance.

**ABSENCE** – If a child is in the afternoon session and he/she is dismissed early from school **no adjustments** are made in the tuition for absences.

**ILLNESS** – If a child becomes ill while at the program, a parent will be contacted for pickup.

**BREAKFAST & SNACKS** – Children enrolled in the morning program will be able to go to the breakfast program each morning. Nutritious snacks are provided free for the afternoon program.

**PAYMENT** - Payments are made through the FACTS website. All participants must be registered with FACTS to attend extended day. Vouchers are accepted from PACE Child Care Works and Community Care for Kids.

## WEEKLY PAYMENT INFORMATION

### For Families on a regular schedule:

Afternoons only - 15.00/\$75.00 per week

Mornings only - \$ 7.50 daily/\$37.50per week

Morning and afternoon program - \$22.50 daily/\$112.50per week.

Half Days - an additional \$10.00 fee will be assessed for the half day.

Drop-ins will be accommodated with notice being given to the extended day supervisor and their child's teacher .

### Drop-in rate (not on a regular schedule)

\$9.00 mornings

\$17.00 afternoons

### Drop ins must pay on the day service is provided.

All billing will go through Facts for automatic deductions

All Program operation is dependent upon sufficient enrollment.

**WITHDRAWAL** – Notification must be addressed to the program supervisor. A two-week notice in writing of withdrawal or decrease in enrollment days is required so that allowances can be made in the