

TED HANDBOOK

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Trinity Extended Day (TED)

TED is committed to offering a safe, fun and educational extension to the Trinity school day. TED provides support for students in academics as well as personal and social growth in various ways.

- TED is committed to the safety and well-being of our students. The TED instructors will be diligent in the protection and safety of all students while on and off campus.
- Snacks are provided. In addition, rest, relaxation and recreational times are built into the daily schedule, as are sophisticated programs that promote team-building and activities designed to improve leadership skills and cultivate teamwork.
- TED staff will continually emphasize the importance of personal respect. Through modeling and interpersonal relationships, teachers will create a safe and tolerant environment where all are accepted and respected.

Hours of Operation

Extended Day begins at dismissal and concludes at 6pm. There is a five-minute grace period. Pick-up after 6pm, **according to the school clocks**, will result in a late fee. The late fee, which is billed through the Business Office, will be charged according to the following scale:

- 6-15 minutes late: \$25
- 16-30 minutes late: \$40
- 30 minutes or more: \$75

Rates and Fees

There are various rates and fees related to the services provided by Extended Day. These fees, explained below, have been designed to be as equitable and as low as possible. Please note that all fees are fixed rates that begin at sign-in. *We do not charge by the hour or prorate fees.* Monthly invoices will reflect all appropriate charges.

Monthly Rate - \$300

Monthly Rate (Siblings) - \$270

This flat rate fee allows pick up until 6pm. The price also covers the cost of all half-days. ***A 30-day notice must be provided in order to withdraw from the program and billing cycle.***

For those receiving financial aid, please contact Mike Primiani or Linda Ibsen for the appropriate monthly rates.

Drop-In Rates

Drop-in fees apply to those who have not registered for full-month care.

Regular Day..... \$25
Half Days..... \$45
Full Days \$65

*Sports \$15
**Late Carpool \$15

*For middle school athletes who check into TED after practice or a game. If student athletes are in Extended Day less than 10 minutes, there will be no fee. Athletes who check in and remain longer than 10 minutes will be charged the sports check-in fee regardless of the check-in time.

***Carpool ends at 3:40pm on full days and 11:50am on half-days/mini teacher workdays. Students who have not been picked-up by this time will be checked into Extended Day. There will be a \$15 charge if the student is signed out by 4pm on full days and 12:10pm on half days. Please note that after this time, the full drop-in rate is applied.*

For those receiving financial aid, please contact Mike Primiani or Linda Ibsen for the appropriate drop-in rates.

Spring Break Package

TED will be open for childcare during the Spring Break holiday (contingent upon registrations). Please see below for our discounted rates during this time frame.

Spring Break Package (Non-TED Regulars)	\$50/Day; \$200/Week
Spring Break Package (TED Regulars)	\$40/Day; \$150/Week

Early Dismissal (Half-Day) Care

Fees for early dismissal care are incorporated into the monthly rates listed above. There is no additional charge. The charge for those not registered for TED on a monthly basis is \$45. These fees will appear as a separate charge on your monthly billing statement.

Enrichment and Vacation Care

Fees for enrichment classes and vacation care vary depending upon the program offered and are **not** included in monthly rates. These fees will appear as a separate charge on your monthly billing statements.

Carpool

Carpool ends at 3:40pm on full school days and 11:50am on teacher mini-workdays. Students who have not been picked-up by this time will be checked into extended day. There will be a \$15 charge if the student is signed out by 4pm or 12:10pm. Please note that after 4pm or 12:10pm on half-days, the full drop-in rate is applied. Please contact Program Director Mike Primiani to make special accommodations.

Late Fees

A late fee will be assessed if a child is picked up after his/her scheduled departure time. The following charges will take effect (a five-minute grace period is applied):

6-15 minutes late: \$25

16-30 minutes late: \$40

30 minutes or more: \$75

All families will be billed accordingly through the Business Office.

Procedures

Arrival

TED instructors and administrators greet students and check them in to the program each day as the grade levels are dismissed. To start the afternoon successfully, we begin with a daily routine consisting of play, eating a snack and participating in a quiet game and/or reflection to offer some “wind down time.” Students then either participate in a pre-registered enrichment activity or participate in the daily themed curricular activities provided by the Extended Day instructors.

Departure

Your child’s safety is our number one priority. To pick up a child from TED, a parent or other authorized adult of at least 18 years of age must physically come inside and sign his/her child out on the Sign-Out Sheet, located on the check-out counter in the Extended Day Room. We understand that the evenings can be busy with extracurricular activities; however, we are unable to alter our schedule to provide for expedited pick-up nor “curb-side” pick-up service. **ALL STUDENTS MUST BE SIGNED OUT.** Persons other than parents who are authorized to pick up the child must be listed on the child’s registration form. Otherwise, written permission is required and must be verified before any child is released.

Please respect our policy of NO cell-phone usage during TED check-out time: this ensures our ability to effectively communicate important information to you in regards to your student’s time in Extended Day.

Homework

Time is set aside during each day for students in grades 2-8 to work independently and in groups with an instructor on homework. It is vital that parents discuss with the child the importance of using this time in a wise manner. In association with both the parents and TED instructors, students will be required to sign a homework/behavior contract upon registration. Many teachers assign homework each day so every child will be expected to spend this time reading or working independently unless additional aid is requested. TED will provide academic enrichment through a variety of activities and all students are required to participate.

Lost and Found

While we do our best to aid students with organization, it is important to note that we also encourage personal responsibility and accountability. As such, we are unable to guarantee responsibility for student items. Students should place their items in the cubby areas throughout the room. Lost-and-found items will be kept in central location in TED for one week after which all unclaimed items will be transferred to the Trinity lost and found.

Please note that TED accepts no responsibility for lost or damaged electronic equipment (cell-phones, mp3 players, digital cameras, etc.) as, per the guidelines of TES, these items should not be in the possession of our students while on campus or at school functions. If the aforementioned items are found in student possession, equipment will be confiscated for the day. On a second offense, a parent will need to retrieve the item.

Dress Code

All students must remain in uniform during Extended Day. Exceptions are made for athletes returning from games or practice and students participating in enrichments which necessitate different attire.

Discipline

Trinity Extended Day utilizes the same discipline policy and procedure as are followed in the regular school day. TED instructors work in close conjunction with classroom teachers to ensure smooth transition and emotional health for all of our students. Should incidents of concern arise that cannot be alleviated by classroom/TED collaboration, a parent meeting will be requested. A homework/behavior contract will be instituted to ensure the growth and development of the student.

All incidents involving physical harm will be referred to the Dean of Community Life. If a student has continued difficulties adhering to TED rules and standards, a meeting may be called with the Head of School to evaluate all options available up to and including removal of student from the program. Removal from the program for behavioral concerns does not constitute grounds for refunds of contracted monies.

Enrichment Programs

All Trinity students are welcome and encouraged to participate in enrichment afternoons. Enrichment programs are offered several days a week by a combination of Trinity staff and independent contractors. The selection of classes will surely tempt every palette. Examples include chess, cooking, music lessons, dance, karate, art, math club and much more. Classes will be advertised and registration will be taken at the beginning of each trimester. The menu of choices will vary by trimester.

Programs (not including music lessons) are 8 weeks in length; parents will be billed accordingly. Monthly regulars will receive a discounted rate when they opt to participate in any enrichment program.

Daily drop-in students are also welcome to enroll in enrichment programs and all students are expected to be picked up upon completion of the program from the TED room. **Drop-in students who remain in TED more than 10 minutes after the completion of their program will be checked into extended day and parents charged the drop-in rate accordingly.** Parents must physically come in and sign out their child.

Parents who have expertise or who know of instructors interested in presenting programs are encouraged to contact Director Mike Primiani to receive further details.

An enrollment maximum and minimum will be set to ensure high quality participation and cost effectiveness. Occasionally, a program will not fill to the minimum capacity. If this occurs, the Extended Day program will return all funds to those families who registered for the program in question and will work to find a solution. We are reluctant to make these cancellations and

will do so with regret only if it is not feasible to implement the program. These decisions will be made no later, but usually earlier, than one week prior to the program's intended date of implementation.

Fun Fridays

Fun Fridays consist of specific interactive afternoon activities (ie. Yoga, Sign Language, Storytelling, etc.) scheduled twice a month which will allow Trinity staff as well as talented individuals from the greater Charlotte area to share and showcase their skills and passions with our students. Much like the afternoon enrichments programs, students will have a chance to take part in a broad range of activities that will enrich their Trinity experience.

Fun Fridays typically take place the second and final Fridays of the month. Following dismissal, students will sign in to Extended Day for the daily "drop-in" fee of **\$25/child**. After a surprise "mystery snack," students will participate in their respective Fun Friday activities from 3:45pm to 4:45pm. Following the conclusion of the Fun Friday activity, parents are welcome to pick up their child(ren). Students are welcome to remain in the TED program until 6pm free of charge and will close out the fun-filled afternoon with a variety of activities led by TED instructors. **There is no charge for TED monthly participants.**

Fun Friday activities begin the second Friday of September and continue through the end of May. They will be advertised at the beginning of each month in the *Good News* bulletin as well as on the Extended Day Web page and throughout the building.

Communication

We do ask that everyone respect that TED is a "safe space" for our students. To this regard, questions, concerns or grievances should be directed to the TED Director and not directed toward staff who are otherwise occupied with students. Mr. Primiani may be reached by phone at 704. 358. 8101, ext. 246. Please leave a detailed voicemail message and all calls will be returned within 48 hours. In case of an emergency, contact the front desk immediately so that they can aid in finding the appropriate personnel to help. If you prefer to communicate via email, please contact mprimiani@tescharlotte.org.

In order to effectively communicate with you regarding your child's time in Extended Day, we respectfully ask that you do not utilize cell phones during check-out.

Early Dismissal and Vacation Care

Fees

Early Dismissal: \$45 (included in monthly fee)
Vacation/Full-Day Care: \$65 (not included in monthly fee)

Early Dismissal

Trinity offers care on all early dismissal days. Each day of care will be thematically planned and activities will be oriented around this theme. **Payment for these days is included in monthly rates.** Daily students are welcome to join us for the afternoon if space is available. Please note that, for staffing purposes and planning, there will be a sign-up process advertised in both the "Good News" as well as throughout the school.

There is a penalty fee of \$15 for those who attend without prior notice, or who register and then do not attend. This fee applies in the aforementioned circumstances **even if the student is considered a monthly regular.**

2011-2012 Early Dismissal (11:30/11:40am) Dates

September 2, 2011
September 30, 2011
January 12, 2012
February 17, 2012
April 27, 2012
May 11, 2012
June 8, 2012

Vacation/Full-Day Care

When school is not in session, care will be provided on some but **not all days**. The days that care is provided and days TED are closed are listed below. Full-day care is provided from 7:30am to 6pm. Similar to early dismissal days, each day of care is thematically planned with activities related to this theme.

Possible activities may include, but are not limited to:

- Art and Photography
- Gymnastics/Personal Fitness
- Featured/Guest Speakers
- Field Trips (ImaginOn, Discovery Place, Urban Ministry Center)*
- Service Learning
- Sign Language Classes
- Uno tournaments and more!

*Additional nominal fees may apply for some field trips.

Vacation and full-day openings are contingent upon projected attendance. **A minimum of 15 students must register to implement a vacation care program.** A maximum of 60 students may participate.

Fees for vacation care are not included in monthly rates.

There will be a sign-up process for vacation care and early dismissal attendance for purposes of staffing and planning. Charges will appear on monthly billing statements. ***Please note: continental breakfast, snacks and plenty of fun will be provided for each full day. Lunch should be brought from home.***

Vacation Care is offered on the following 2011-12 holidays and workdays*:

Fall Break	October 10	Faculty Workday	January 16
Faculty Workday	November 4	Martin Luther King Day	January 16
First Trimester Conferences	November 21-22	Presidents' Day	February 20
Thanksgiving Break	November 23	Second Trimester Conferences	March 8-9
Christmas Vacation	December 19-23	Spring Break	March 12-16
New Year's Holiday	January 2		

***A minimum of 15 registrants are required in order to provide services for the above days.**

Vacation Care is not offered on the following 2011-12 holidays and workdays:

Labor Day	September 5
Thanksgiving	November 24-25
Christmas/New Year's	December 26-30
Good Friday	April 6
Easter Monday	April 9
Memorial Day	May 28

Billing

To simplify billing for monthly regulars, costs have been averaged. Charges will be based on an average of 18.5 days per month for 10 months. Billing begins in September for the month of August, and continues through June.

Remittance is expected upon receipt of the invoice. After the 15th of the month, the Business Office will impose a 1.5 percent late fee. If you have a question about your bill, the Business Office will typically be able to answer it; please begin here when making inquiries. If your question(s) cannot be answered by the Business Office, please ask the TED Director for assistance.

Registration

TED registration forms can be found at the back of this document, online, at the front desk or in the TED Room. All regular and drop-in students must have a registration form on file.

**Trinity Episcopal School
Extended Day Program Agreement**

Student Information

Student's Name _____ Preferred Name _____

Address _____ City _____ Zip _____

Birth Date _____ Age _____ Grade/Teacher _____

Family Information

Mother/Guardian's Name _____

Address _____ City _____ Zip _____

Home Phone _____ Preferred E-Mail _____

Employer _____ Work Phone _____

Father/Guardian's Name _____

Address _____ City _____ Zip _____

Home Phone _____ Preferred E-Mail _____

Employer _____ Work Phone _____

Emergency Contact Information

Name _____ Relationship _____

Home Phone _____ Cell-phone _____ Work phone _____

Pick Up Authorization

In addition to parents listed, please give the names and phone numbers to whom the child can be released.

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Medical History

Are there any physical (i.e. allergies) and/or emotional conditions, medications, or any other medical information that the staff should be made aware of? ___ No ___ Yes (please explain on separate sheet)

Please give any information concerning your child which will be helpful in his or her experience in a group setting (playing, eating, sleeping habits, specific fears, special likes and dislikes, etc.).

Emergency Care Information

Name of Child's Doctor _____ Phone _____

Office Address _____ City _____ Zip _____

I agree that the School may authorize the physician of choice to provide emergency care in the event that neither I, nor another contact listed or the family physician can be contacted immediately.

Preferred Services:

Please check all that apply. Please do not enclose a check with this agreement. All TED billing will be done through the Business Office. To simplify billing for monthly regulars, costs have been averaged. Charges will be based on an average of 18.5 days per month for 10 months. Remittance is expected within 14 days of receipt of the invoice. After 14 days, the Business Office will impose a 1.5 percent late fee.

- Monthly \$300
- Monthly (Sibling Rate) \$270
- Drop-in \$25 day (\$45 half-day, \$65 full-day)

Additional Packages

- Spring Break Package (Non-TED Regulars) \$50/Day
- Spring Break Package (TED Regulars) \$40/Day

By signing this document, I acknowledge that I have read, understand, and agree to abide by all aspects of the TED program including parental and student expectations as outlined in the TED handbook.

PARENT/GUARDIAN SIGNATURE _____ **DATE** _____