

Holy Trinity Christian
Day School

BEFORE/AFTER CARE

Parent Handbook

2010-2011 Program year

“Where love and learning come together”

7607 Sandy Spring Road, Laurel, MD 20707
Phone: 301-317-6600, Fax: 301-317-5445

Web www.htlclaurel.org
Click “Day School”

Dear Parent(s),

Thank you for choosing Holy Trinity Christian Day School's Before/After-Care Program. We are committed to providing a place of nurture, safety and where love and learning come together for each of our children. We offer a Christian environment where the love of God and the grace of our Lord Jesus Christ can be taught both through words and actions.

At Holy Trinity Lutheran Church (HTLC) we have always emphasized the importance of education and learning for everyone. Our school gives us the opportunity to extend that goal to all of our friends and neighbors in the community.

Our staff looks forward to the devotion time we have with your child each week. It is an opportunity to pray, sing and hear God's word in a way that will be meaningful to your child. We encourage you to pray with your child and talk about the Christian faith, which we seek to share at HTCDS.

You are encouraged to take an active role in the development of your child in every area of his or her life. If you are not a member of a worshiping community, I encourage you to join us at HTLC on Sundays. Our service times are the 8:30 AM Traditional Service and 11:15 AM Contemporary Service. We have Sunday School for all ages from 10-11 AM every Sunday.

As the Director of HTCDS, I look forward to working with you and the staff to ensure outstanding religious and academic education for your child. I am eager to be of help with any issues or questions that you may have about our outstanding school.

Serving Children in Christ's Name,

Pastor Connie S. Miller
Director/Pastor
Holy Trinity Christian Day School

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MISSION

STATEMENT

At Holy Trinity Christian Day School (HTCDS), we believe that we are called by God to provide an atmosphere in which a child may grow in all areas, including spiritual, physical, cognitive, moral and social. The methods, curriculum, discipline, and activities of HTCDS seek to provide this training for children.

The external factor that most influences and conditions our school's identity and activities is that you as parents firmly believe in Christian education and support its goals. As partners with you, we desire to assist each child in becoming aware of his/her own worth and integrity as a person and to begin to develop his/her potential as a learner. Therefore, the staff of our school, motivated by the love of Christ and committed to the pursuit of excellence in Christian education, will strive to achieve, aided by your prayers and support, the following objectives:

- 1. To promote in the life of each child a personal relationship with God through an experience of a loving, caring, nurturing Christian community.*
- 2. To foster in each child a positive self-image and a spirit of inquiry and discovery that will inspire him/her to attain a mastery of curriculum commensurate with his/her potential by developing his/her sense of initiative, responsibility and respect.*
- 3. To provide each child with fundamental knowledge and usable skills, and to develop a sensitivity to cultural and aesthetic values.*
- 4. To encourage each child in the daily practice of social graces through refinement in manners, speech and interaction with peers.*
- 5. To encourage the involvement and active cooperation of parents as partners in education.*

We pray and ask for your support to help us provide quality Christian education for all entrusted to us.

Non-Discrimination

Children are enrolled in this program regardless of race, color, religion or national origin. Children are taught to respect one another's similarities and differences and to recognize the uniqueness of each person as a child of God.

Religious Opportunities

Holy Trinity Christian Day School is blessed with a caring staff dedicated to helping your child learn about and experience the wonder of God's love. Our school uses basic children's prayers and we also observe the significant days of the Church, such as Christmas and Easter. Parents are urged to continue this interest throughout the children's formative years and to worship with them each Sunday. The importance of this can never be stressed enough. Blessed, indeed, is the family who prays together.

Professional Affiliations and Development

Holy Trinity Christian Day School is a member of the Evangelical Lutheran Education Association. We currently are licensed through the Maryland Department of Education for Preschool ages 2-5 and Before and After Care ages 5-12 years.

Child Neglect/Abuse Reporting Responsibilities

It is our legal and moral responsibility to report any suspected cases of child neglect and/or abuse to the proper authorities.

Hours of Operation

We are licensed to be open from 6:30 am until 6:00 pm. The Before/After-Care Program operates normally from 6:30 – 7:45 am and from 1-6 pm. The extended day program is available from 6:30 am – 6 pm.

Provisional Period

Each new student begins enrollment with a 45-day provisional period. At the end of the provisional period, an evaluation will be made by the teacher and director regarding the child's continued enrollment. The purpose of the provisional period is for the Director and the family to observe and mutually agree that HTCDS offers the best possible learning environment for the child to excel. HTCDS is not designed to address the special needs of some students

Fees and Payments

Registration/Supply Fee: An initial registration Fee of \$20/year is due at the time of enrollment to cover paperwork required to enroll a child. Children in the program for more than one year will be asked to pay a \$20 supply fee due at the time of re-registration for a new year. These fees are non-refundable.

Tuition Fee: Bi-weekly tuition is due the Friday before the start of the bi-weekly period.

The fee for before/after care students is \$70/week which is \$140/tuition period with an additional \$15/day fee for full days during public school closures.

Any payment which is more than five calendar after the beginning of the tuition period will be considered late. A \$25 late fee will be added to the student's account at close of business the first Friday after the tuition due day. After two written warnings about late payments, tuition may be required to be made through Simply Giving automatic withdrawal system. Any account which is two or more tuition periods in arrears may result in a suspension of services. Suspensions are up to two weeks during which time the student's placement will be held and tuitions must be brought up to date . Accounts which are outstanding two weeks following suspension of services will result in the withdrawal of the child unless specific payment arrangements have been made with the school.

Extended Day Program: The extended day program is offered to support our working families. In order to provide the appropriate level of supervision, the following policy is in place beginning with the first day of school for the 2010-2011 school year.

The extended day program is offered to all students in the current After Care program and to former students and siblings of children in the Day School. It is available for planned public school closures other than holidays celebrated by the Day School. A notebook will be available on the counter outside the kitchen to sign up for extended day care. You must sign your child up for the extended day at least three days in advance of the closure and pay the \$15.00 fee at that time. If you change your mind and do not need the extended day program, you may withdraw your name up to 24 hours before the extended day. If you do not show up and have not canceled within 24 hours, you will still be responsible for the \$15 fee. If you chose to bring your child only for the normal hours of after care (1-6 pm), no additional fee will be charged, however you will be required to sign up for extended care at least three days in advance of the program.

Key Card Fee: For the safety and security of the children, we have an electronic door system. Each family must provide a \$20 key card deposit at the time of enrollment. This deposit is refundable as long as the key card is returned at the end of services in working, usable condition. More than one key card may be

requested by a family for additional \$20 deposit fee(s).

Last Week Tuition Deposit: At the time of registration, you will be required to pay for the last week of care. This is a deposit which is escrowed during your time at the school. Your last week's tuition deposit will be used to pay for your child's last week of care **provided the required two week's written notice was given**. PLEASE contact the Director if you are unsure of the fee to be paid for the last week(s) of service.

Returned Check Fee: Payments which are returned from the bank will result in a \$33 fee added to the student's account for bank processing. Two returned checks will lead to payment acceptance only by money order or direct withdrawal for the next 6 months. **Payment by cash is not acceptable at any time.**

Tuition Rate Changes: Tuition is subject to increase with written notification.

Tuition and Scheduled Absences: Tuition is NOT reduced for absences due to illness, holiday closures, or emergency closings, Teacher's In-Service Days, or vacations. Staff contracts must continue to be honored even during these days.

Tuition Discounts: There are several tuition discounts available.

SIBLING DISCOUNT A 10% sibling discount is given. It is figured by adding the Children's fee together then multiplying by 10% and subtracting from the total.
(For example: 3 year old and sibling in Before/After care.
 $\$160 + 70 = \$230 \times 10\% = 23.00$ $\$230 - \$23 = \$207/\text{week}$)

CHURCH DISCOUNT A family which joins Holy Trinity or is currently a member will receive a 10% discount, as long as the family remains in active status with the congregation. Active status means worshipping at least once a month and volunteering in the church or school ministry.

Tuition Financial Aid: There is a limited amount of scholarship aid available. To be considered for aid, a family must fill out the financial aid form (found on the web site), submit the requested documentation and have made application to the Maryland Purchase of Care program, supplying a receipt to be attached to the aid request. Requests for scholarship will be reviewed by the Board of Directors at their next scheduled meeting. Scholarships will be periodically reviewed and updated financial and family information may be requested.

Referral Discount: When a currently enrolled family makes a referral of the program to a family who enrolls and remains in the program at least 3 months, a 10% discount over the normal tuition fee will be given for one bi-weekly period for parents who have made the referral. It is responsibility of the referring parent to notify the school of a referral within three months of the child's start date.

NOTE: If there is a particular financial need or a desire for a different payment schedule, parents who write a letter stating the need will be given the opportunity to work out a payment plan

with the school without bias.

Tuition Receipts Periodically receipts for tuition will be placed by the attendance computer. It is the parent's responsibility to review the receipts for accuracy. Thirty days after the receipt is placed by the computer, all receipts will be considered accurate and official unless the parent disputes the receipt in writing. If there are questions or an error is detected, contact the Director immediately. Bills will be placed by the computer for any account delinquent five days or more.

Withdrawal from the Program: A family may withdraw from the program at any time. To withdraw without forfeiting the last week tuition deposit, a letter to the Director must be received 10 school days before the withdrawal becomes effective. If the two week written notice is not given, the family forfeits the last week tuition and will be billed through the last day of service.

Delinquent Accounts: Students who are currently enrolled may not have an account which is delinquent more than two tuition periods. These accounts risk suspension of services (see tuition fee section above). Students who are no longer enrolled who have a past due balance of their account will not be considered delinquent until there is no payment received on the account for 90 days. At the 90 days period, these accounts will be declared delinquent and forwarded to our collection agency. Accounts with payment plans will not be referred as long as payments are being received. Any associated legal fees will be the responsibility of the parent(s) or legal guardian signing the contract for services.

Late Pick up Fee: At 6:01 pm our program is no longer licensed by the State of Maryland and our staff is no longer on payroll. Therefore, lateness is a serious issue. Parents who are habitually late (as determined by the director) may be asked to provide other pick up arrangements or to look for another program better suited to their needs. Late fees are paid at the time of pick up to the staff person who is present. Late fees not paid within 24 hours will be assessed on the student's tuition bill and will be the responsibility of the parent/guardian for payment.

The late fee begins to be assessed at 6:02 pm according to the attendance computer. It is assessed at \$1.00/minute of lateness. Siblings who are involved in a late pick up will only be charged one late fee assessment. At 6:15, unless we have received a call from the parent, the staff will begin calling the individuals listed on the student's emergency form. At 6:30 pm, if we have not heard from the parent or been able to contact someone on the emergency list, the Laurel Police will be contacted. **It is extremely important that your emergency contact numbers are up to date AND that if you must be late, you contact the office to make them aware of the anticipated time of arrival.** Put the school's number (301-317-6600) in your cell phone! Even with prior notification of lateness, late fees will be assessed beginning at 6:02 pm.

Arrivals/Departures

Children must be accompanied by a parent/guardian or an individual on the emergency form when entering or leaving the building. Do not leave other children in your vehicle while in the building. Do not park alongside the stairwell. This is a fire lane. Children arriving by 8 am will be offered breakfast.

When a child enters or leaves the building the parent/guardian is required to sign the child in/out on the

attendance computer located inside the door downstairs. Each authorized individual will be given an access code for signing in/out. A child cannot leave the building if the individual picking up does not know the access code. If the individual is not on your emergency form or is on the form but has not received a code, you must write a note/call/fax/e-mail your desire for the individual to pick up. The name of the individual must be in the written documentation. Please inform the individual of the student's code AND that he/she will be required to produce photo ID (which will be copied) before the child may be released to him/her.

Behavioral Policy

The philosophy of our school aims at motivating children to develop positive attitudes toward self-discipline and responsibility. Permissiveness and severity are the two extremes we hope to avoid. We expect children to follow directions and to be respectful, courteous and attentive to teachers and volunteers at all times. Children are to show consideration for their classmates and refrain from behavior that might cause injury to others or interfere with their learning.

After Care violations will be issued when necessary to keep parents aware of unacceptable behaviors. The following are behaviors that are considered inappropriate in the After-School Program.

- physical aggression towards another student
- verbal instigation towards another student
- destruction of school/church property
- disrespect for the teacher(s) in charge
- chewing gum in the program
- fighting
- using unkind words
- leaving the program area of the building without permission

The following disciplinary schedule will be adopted for children receiving violations during the period of one school year:

- First/second violation verbal and written notice to parent
- 3rd violation = loss of playground privilege for one day
- 4th violation = loss of playground privilege for three days
- 5th violation = next day suspension from the program
- 6th violation = a week's suspension from the program
- 7th violation = termination from the program for the rest of the school year

Receiving a violation notice should prompt you to have a serious talk with your child about his/her after school behavior. Should your child receive a violation, you need to sign the slip and return it to the Before/After Care Director the next morning. The slip will also be signed by the Director to ensure she is aware of the situation.

If a child is in Pre-K or Kindergarten and there is a concern about his/her behavior, the Before/After Care Director will write a note or speak to you when you pick up your little one.

Termination/Suspension of Services

HTCDS reserves the right to terminate services immediately if the safety and well-being of the other students or the staff are at risk. Services may also be terminated if there are incidents of repeated parental

disregard for the policies in this Handbook. Services may be suspended if two unpaid tuition cycles occur (see “Tuition Fee, pg. 6)

Documentation Required for Admission:

The following documents are required by the Maryland Department of Education for all children entering a child care or preschool program. Files will be updated annually (during the first week of a new term) for returning students.

1. Emergency Pick Up Information

An emergency form must be completed for each child prior to enrollment. This form must be completed in full, signed, and be updated immediately upon any change in information. You must list at least two individuals (parents may be included) who will be able to pick up your child within 1/2-hour of a phone call from one of our staff. Children **MUST** be picked up within 1 hour of a call due to an emergency in the case of illness.

2. Parent’s Guide

This pamphlet is provided by the State to provide you with information on your rights regarding child care in the State as well as a phone number to call with complaints. We ask that you address any complaint to us first to give us the opportunity to respond. The tear off receipt must be filled out, signed, and returned to the school.

3. Medical Information

A health inventory which includes a parent section and a physician’s section is required. The physician’s section must be current within one year and must include up to date immunizations according to the Dept. of Education’s immunization schedule. It must also include lead paint documentation as required by the form.

4. All About Me Form

This form helps us know your child’s abilities and challenges, likes and dislikes. You are not required to fill it out but you are required to sign the form. We request you fill it out because it helps your child’s teacher get to know your child for the first day of school.

The following forms are required specifically by our program for admission:

- 1. Registration Form.** This form must be completely filled out and signed by all parents/guardians of the child. If there is a legal custody or restraining order document, a copy must be included with the registration for us to legally deny access of a parent to a child. A copy of a photo ID (usually a driver’s license) must also accompany the form.
- 2. Permission for Photography.** This form grants/denies permission to photograph your child while he/she is in the program. The form differentiates use of photographs between in-house and external use. A parent must fill out and sign the form.
- 3. Handbook Agreement Form.** Each family will receive a copy of this handbook with policies currently in force within the program. It is the parent/guardian’s responsibility to read the handbook, ask questions if necessary, and then sign the handbook agreement form at the end,

indicating the agreement to abide by all policies stated in the handbook. Admission to the program is predicated upon agreement to follow these policies. If one parent signs, it will be assumed that person represents all those responsible for the child in the program.

Other Forms You May/Will See:

1. **Medication Form:** Before any medication may be administered, parents must fill out a State-approved medication form. This form is required for prescription and over the counter medications. All medications must be in their original container and labeled with the child's name, date and expiration date. Prescriptions must have a doctor's name as well. This includes diaper rash ointment and sun screen as well. Documentation will be made by those administering as to time and amount given.
2. **Injury Report Form:** While it is our goal to keep all the children completely safe, accidents do happen periodically. If a child is injured, an injury form will be filled out by the teacher and given to the parent at the time of pick up. Please read this form carefully and sign and return it to the teacher by the following day. It is our policy to call parents only **if an injury involves the head or a break in the skin.**
3. **Field Trip Permission Slips:** Field trips are scheduled periodically on extended days. Transportation will typically be by car. If a parent does not want his/her child to participate in a field trip, alternative child care arrangements should be made. No staff will be available to remain behind.

Playground Policy:

Children must be dressed in appropriate clothing for outside and indoor play activities and in a manner appropriate for a Christian school. For your child's protection and safety, sandals, flip-flops, drawstring jackets/shirts, and slippery-soled shoes are not permitted.

The playground is under the supervision of the After Care staff. Students are expected to observe the rules of safety and consideration of others. Students are not to play on bikes or equipment which is clearly for the preschool children. If a student brings his/her own roller skates, bike, or skateboard, neither the church nor the After Care program are responsible for the item. The students are expected to return all playground items to the storage container or bike rack. Items left out and broken/lost will not be replaced. If a student is seen mistreating playground equipment or breaking the equipment, he/she may be billed to replace the item.

Illness Policy:

If a child has not attended the public school for the full day, the child may not attend after care on that day. If a child has been sent home ill from public school, the child may not attend after care on that day. The State of Maryland requires that children may NOT attend the school if they are running a fever of 100°F or higher, are vomiting, have diarrhea, or have a rash. Children may not return until 24 hours after these symptoms are no longer occurring or a note from the child's pediatrician is presented. The program reserves the right to refuse admission to a child who was sent home sick with one of these symptoms the previous day. While the program recognizes this is a hardship on parents, our parents must recognize the risk posed to their child and all the children if this policy is not strictly adhered to.

If a child becomes sick, has diarrhea, or a fever of 100 degrees or higher, the child will be isolated from the other children and the parent(s) will be called. The child MUST be picked up within one half hour from the time of the call.

Keeping in Touch/Communications:

HTCDS considers a free exchange of information between parents and the staff to be essential for the success of your child in the program. Activity schedules are available to parents at any time.

During arrival and pick-up times staff are frequently busy with the children, and it is difficult to talk at any length. So that we can have uninterrupted times to talk, we encourage parents to call, e-mail or schedule a time to discuss any problems or questions you may have.

It is VITAL for us to have any information that may affect your child and important for you to be aware that all family information is confidential. If there are any changes in family life, jobs or other situations that may be stressful for the child, we need to know in order to give the child extra nurturing and support. The relationship we have with your child will be a special one, but will never take the place of your relationship with your child as parents.

We seek to also have a special relationship with you as parents, working together in the support and education of your child.

Special Events

Throughout the year special programs of interest to parents and families will be posted or offered internally. Parents are invited and encouraged to attend whenever possible

Parent Representation on the Board of Directors

In order for our parents to have input in the visioning and implementation of the school program, we have parent representatives to the school board. A parent who would like to be considered for the position should contact the Director in writing. A family must remain current with all tuitions and fees to be a parent rep. Parent reps help plan fund raisers, outreach activities, and fun events like the end of the year

picnic and teacher appreciation week. Board meetings are generally held the fourth Monday of the month beginning at 6:30 pm.

Emergencies:

In the event of an emergency, an After School staff member will make every effort to contact the parent(s) or an authorized adult. If the parents or authorized adult cannot be reached, the staff member will pursue emergency medical treatments in the child's best interest while continuing efforts to contact the parent(s) or an authorized adult. It is the parent's responsibility to keep the information on the children's emergency contact form current. Please submit any changes on the emergency contact form in writing to the Office Manager.

Homework: Homework is a vital part of the After-school Program. One hour will be devoted to homework during which time the staff will be available to assist and spot check work. Students who complete their homework before one hour will be given supplemental work. Children who do not complete their homework within the one hour will take it home to complete. If a parent does not want a child to do homework in After Care, written notice must be given. Supplemental work will be provided for the one hour of homework time.

Meals and Nutrition

The After-Care program will supply a healthy snack and drink. The program is not responsible to supply dinner or a large meal for the children. The snack will occur soon after arrival so children will be hungry at supper time. For special occasions, it is acceptable to provide special treats (birthdays and holiday celebrations). Enough must be supplied for all the children in the program. Please provide items that can be shared as a single serving (for example, cupcakes).

DUE TO THE FACT THAT SOME CHILDREN HAVE LIFE-THREATENING PEANUT ALLERGIES, NO PEANUT PRODUCTS ARE TO BE BROUGHT IN; ALL ITEMS BROUGHT FOR SPECIAL OCCASIONS MUST HAVE THE INGREDIENTS LISTED.

Special Activities

Devotion time:

The children will have a daily devotion time of scripture reading and prayer. It is not our goal to convert the children but rather to teach them the stories from the Christian scriptures. Families looking for a church home or a Sunday School for the children are welcome and invited to participate fully at Holy Trinity.

Special Holidays:

Christian holidays and secular holidays are observed. International holidays such as The Three Kings and Cinco de Mayo are also observed to give the children a more global experience. We encourage families to share their ethnic holidays with the classes.

Fund-Raising

The Day School is a non-profit religious organization that relies solely on its tuition income and donations. Periodically, fund-raisers will take place. We ask that you participate to the best of your ability and

comfort. All fund-raiser projects will be used for school-related purposes, and whenever possible, the purpose for the use of funds will be identified during the project. Gambling and raffling are not permitted at the Day School.

School Pictures

We offer pictures to be taken in fall and spring. Different from the public school program, siblings are welcome to participate as well. In the spring, a program pictures is taken. Purchases are not required.

Holiday and Emergency Closings

We try to keep our holiday and closing schedule to a minimum. Payment for closures is expected since we continue to pay our staff on those days.

New Year's Eve day (December 31) school closes at 1:00 pm
New Year's Day (January 1)
Martin Luther King, Jr. Day (3rd Monday in January) – Teacher in Service Day
President's Day (3rd Monday in February) – Teacher in Service Day
Good Friday (Friday before Easter) and Easter Monday (Monday after Easter)
Memorial Day (Last Monday in May)
Labor Day (1st Monday in September)
Thanksgiving Day (4th Thursday in November) and day after (4th Friday in November)
Christmas Eve Day (December 24) school closes at 1:00 pm
Christmas Day (December 25)

Emergency Closing Policy. Emergency closures happen due to snow or other unanticipated issues (such as water main breakage

For Anticipated Closures such as snow, we have the following policy:

Delayed opening....we follow Prince George's county schools. If delayed 2 hours, we open at 8:30 instead of 6:30.

Snow Cancellation for entire day....If the Prince George's County schools are closed, the school may or may not be open with extended day services available. The three day waiting period for sign up is waived. To find out if HTCDS is open:

In the morning: Listen to WTOP 103.5 FM on your radio or WBAL TV,
channel 11 in Baltimore..

Check your e-mail (make sure your address on file is up-to-date)

Answer your telephone; teachers will call each student.

Call the school (301-317-6600) or church (301-725-1666) listen to message

CLOSINGS WILL BE DETERMINED BASED UPON ROAD CONDITIONS

AND THE CONDTION OF THE SCHOOL PARKING LOT BY 6:30 AM

Early closing...we follow Prince George's County schools. If closed 3 hours early, we close at 3 pm instead of 6 pm. This does not pertain to PLANNED early school closings. On those days we will receive children at the time the school bus arrives through 6 pm.

During the day monitor local television and radio broadcasts;

Check your e-mail;

Be available by phone for notification

You will be expected to make arrangements to have your child picked up by the designated closing time.

If you are unavailable, please call the individual(s) listed on your emergency form.

For Unanticipated Closures. Please make sure your contact information (at home/cell/work) is up to date. You will be called directly and e-mailed to inform you of an unanticipated late opening, early closing, or cancellation of the program. It is the parent's responsibility to keep the school informed of contact information changes. If a parent is not informed of a change in the schedule because contact information is inaccurate or answering machine messages are full, and the staff has made a reasonable attempt to make contact, the school deems itself free of responsibility/liability.

Changes to Parent Handbook

HTCDS reserves the right to change this Parent Handbook from time to time at the discretion of the Board. Changes will be presented in writing and parents will be informed in a timely manner.

Asbestos Hazard Emergency Response Act (AHERA) Compliance

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response action in a timely manner.

These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on the designated person, architect's or engineer's letter, notification process, assurance, and dates copies of the annual notification.

For new buildings, those completed after October 12, 1988; our "management plan" consists of the exclusion documentation including this notification. The area of the Church used for the Day School was new construction in 1999. This documentation means that to our knowledge no asbestos-containing materials were used or specified for use in this building. You can review this plan during normal business hours without cost or restriction.

If you have any questions about reviewing our management plan, please contact Dale Lehman at 301-317-6600.

Holy Trinity Christian Day School is a ministry of Holy Trinity Lutheran Church and follows the recommendations of the Evangelical Lutheran Church in America (ELCA), Department for Schools, *Early Childhood Education Resources for Boards & Committees* .

"Train up a child in the way he should go, and ...he will not depart from it." Proverbs 22:6

Parent Handbook, Rev. 4/2010

AFTER CARE DAILY SCHEDULE

2:15 – 2:35 (15 min)	Opening
2:35 – 2:55 (15 min)	Snack
2:55 – 3:55 (1 hour)	Homework
3:55 - 4:55 (1 hour)	Team building/Free play
4:55 – 5:25 (30 min)	Devotions
5:25 – 6:00 (35 min)	Tabletop & Mats, Outside