

2026/2027 TRINITY LUTHERAN SCHOOL YEAR
EXTENDED CARE PARENT AND STUDENT AGREEMENT

The Extended Care staff wants this year to be a Christ-centered, fun-filled experience for all our students. Therefore, we have written out some guidelines and are asking parents/guardians as well as students to read them together to ensure we all have a safe and joyful new school year.

Respect: Extended Care staff will always treat your child(ren) with respect. In return, Extended Care staff expects to be treated respectfully by the child(ren) placed in their care. The use of raised voices, disrespectful treatment of others or inappropriate language will not be tolerated. Also, the purposeful destruction of books, toys or any other Extended Care supplies will be the responsibility of the parents to replace at the current market value.

Phones: Cell phones are prohibited by students in Extended Care. There will be a basket for phone collection as the students check in. In cases of emergency, we will always allow the students to contact their parents or guardians. Students can call from either the Extended Care phone or the office phone.

Fees: Charges for Morning and/or Extended Care (After care) are as follows: Extended Care charges for Pre-K and Preschool students are included in their tuition fees (except for early dismissal days when a fee of \$40.00 will be assessed for **all** students staying for the afternoon.

The following charges are for K-8 students only. Please put down the accurate time of pick-up. If a time is not entered, a full stay charge will be assessed per student(s).

Morning Care: \$5.00 per day/per child

Short Stay (3:20 - 4:00 pm) \$7.00 per day/per child

Full Stay (4:01 - 5:30 pm) \$14.00 per day/per child

Balances: If your Extended Care balance exceeds \$150.00 you will need to make payment arrangements with our Director, Mrs. Caruso at icaruso@trinity-lutheran.com prior to Extended Care services being reinstated. Parents/Guardians can always check their balances on the Sycamore School website. If you do not have access to Sycamore, please let the office know and we will send an invite for you to join. **If you have a question about your balance, please let me know within 14 calendar days (2 calendar weeks) of the day in question.**

Snacks: Only Extended Care snacks are to be consumed during Extended Care hours. We have several students with severe allergies. Our staff and school ensures that the snacks provided are safe for all students. If a student requires a specialized snack for health reasons, parents or guardians may provide a snack with them to be consumed during Extended Care (nut free).

Physical Altercations: Staff will, of course, consider age and maturity level in the following decisions regarding physical altercations. However, we need everyone to understand Extended Care is a privilege, and physical altercations will not be tolerated under any circumstances.

First offense: Parents will be called to pick up their student for the day;

Second offense: Will result in a week-long suspension from the Program;

Third offense: Permanent expulsion from the Program.

Pick-Ups: Parents/guardians (or previously noted contacts) are required to come to the Extended Care room and sign your child(ren) out at the end of the day. We ask that you please not call and ask staff to bring them to your car. Also, please do not send siblings to get another sibling. Children must be signed out and accompanied by an adult.

Please make sure the office has a complete and updated listing of who is allowed to pick up your child. Staff does not have time to call the parent when new people not on the list show up to pick up the child(ren) with no prior knowledge. If they are not on our preapproved listing, the child will not be allowed to leave with them.

Extracurricular Activities: If your child has extracurricular activities throughout the school year, please check with their coaches and/or tutors to obtain information regarding days of the week, time, and place of dismissal. If they are not picked up promptly from their activity, they will be sent to the Extended Care room and an automatic fee of \$7.00 will be assessed.

Late Pick-Ups: Please be prompt in picking up your students after work. We understand there are circumstances beyond our control at times, however, Extended Care ends at 5:30pm (please be there by 5:25 at the latest). After 5:30, there will be a \$1.00 per minute/per child fee added to your balance; second late pick-up will be \$2.00 per minute/per child; 3rd late pick-up will be \$3.00 per minute/per child, etc. Please understand, exceptions will be taken into consideration during inclement weather or emergency situations.

Parental Supervision: If you pick up your child(ren) and they want to continue playing on the playground, they must be supervised by the parent/guardian. They will not be permitted to play unattended. After signing your child(ren) out, they are no longer in the care of Trinity Lutheran School. Supervision is defined as being outside on the playground area with your child(ren). It does not include being in your car while the student is on the playground with Extended Care staff.

Laptops: School issued laptops are not to be brought home. If there is a special circumstance where your student is catching up on missed work, of course an exception can be made as long as I have received approval from the teacher that the school-issued laptop is going to be used during Extended Care hours. The student must return it to his/her classroom prior to leaving Extended Care.

Personal Belongings: Please make sure your child(ren) have all their belongings at the end of the school day when picking them up. If something is left, it will go to the Lost & Found in the room across from the office. Additionally, please ensure your child has appropriate clothing for the season. Light jackets or sweatshirts for fall or spring weather and a warm coat with gloves and hat for winter. As always, label their water bottles, coats, hats, etc. This ensures children are not wearing each other's hats and coats.

Joyfully His,

Lee Caruso, Extended Care Director
Trinity Lutheran School

In Him,

Alicia M. Klug, Principal
Trinity Lutheran School

Extended Care Parent and Student Agreement 2026/2027

Please keep the Rules for reference, as needed. Return the signature portion only to the school.

Parent/Guardian Name:_____

Parent/Guardian Signature:_____

Student Signature:_____