



2023-2024
Before/After School Care Program
Preschool – 8th Grade
Program Director: Josie Leeck

trinitycare@tlsboone.us
jleeck@tlsboone.us
School number (515) 432-6912
Emergency Cell numbers
Josie Leeck (#515-230-9486)
Starla Smith (#515-298-2916)
Vicki Hennings (#515-230-1610)
Amy Schroeder (#515-230-3990)

The Before/After School Program is for current Trinity Lutheran School students who need care when their parents cannot be with them. The program meets in the parish hall under the careful direction of staff and is distinctively Christ-centered in policies and philosophy. Our mission is to provide school-age children with a safe and nurturing environment where each child can demonstrate Christian values and strengthen academic growth. The students will have many opportunities to join in activities, crafts, and games.

Please note: We need to ensure that we have enough students on a regular basis to ensure this is an affordable and viable service. If we cannot maintain minimum students to cover costs, services may be discontinued.

SCHEDULE INFORMATION:

- **Before school care: 7:00 -7:45 am** Starla Smith will welcome students at the SW door (*no other doors will be used*).
- **After school care** begins after the school day ends at 3:15 pm and continues until 5:30 pm. (*Upon arrival parents should knock on the North door where there is a camera, and wait for a supervisor to come to the door.*)
- Note: If school is canceled due to inclement weather, all programs and extra-curricular events are canceled also.
- There is NO before school care when school is delayed due to inclement weather.
- There is NO after school care on early out days.

SIGNUP:

- ONLINE ENROLLMENT LINK:
<https://forms.gle/7oWKf8zBERhzQnQY8>
- WEEKLY SIGN UP LINK
<https://forms.gle/Nrwu5F6Y99H3jKLZA>
- **CALL or TEXT Josie Leeck #515-230-9486**
BE SURE TO SIGN UP by 5:00 PM the night before for morning care.
and by 12:00pm for after school care
- Online ENROLLMENT FORM MUST BE COMPLETED in order for your child to be part of the program

FEES:

- Before School Care
 - \$4.00 (7:00 - 7:45 am)
- After School Care (3:15 pm – 5:30 pm)
 - \$3.00 (3:15 pm – 3:45 pm)
 - \$5.50 (3:15 pm – 4:30 pm)
 - \$8.50 (3:15 pm - 5:30 pm)

PAYMENT:

- Balances will be emailed from trinitycare@tlsboone.us out to each family every two weeks.
- Payments are due at the beginning of each week with our online payment system. (See link in the last bullet.) *Payment must be for the amounts billed only, no advance payments will be allowed.*
- All accounts must be paid in full every two weeks or the student will not be permitted to return to the program until all payments are up to date. If there is a problem with payment, please see the Program Director.
- BASC payment link found <https://www.tlsboone.us/payments> (direct link - <https://www.zeffy.com/en-US/donation-form/0e7ce52d-b01c-42d5-b9b4-5bd959a1c203>)

CELL PHONES AND HANDHELD GAMES, TOYS

- Cell phones, handheld games, and toys from home are **not** permitted during program hours.

SNACK:

- Snacks will be served in After School Care with cost included in the program.

SAFETY:

- Parents, or an adult authorized on the emergency form, that drop off or pick up a child **MUST enter the school through the southwest door next to the playground.** If a person, who is unfamiliar to our staff, even though they have been authorized on the emergency sheet, comes to pick up a child, they may be asked to present a photo ID. Parents **MUST** grant permission in writing **BEFORE** the day of pick up. If a person needs to be added to the child's authorization list, the parents are asked to notify the BASC staff in writing. We want to assure you that your child will be safe while in our care!!
- Please remind your children that they **MUST** go to After School Care right after the end of school so we are able to account for them and assure their safety. If your child does not come to the program to check in, our staff cannot be responsible for them. If we see a child on the property outside of school hours,

- we will ask him/her to come to after school care, with the appropriate charge billed to your family, in order to keep your child as safe as possible.
- Children not picked up by 5:30 pm, will accumulate a late fee of \$5.00 per family per 10 minutes.
 - Your children will be supervised at all times by qualified staff. If you have any questions or concerns, please feel free to contact our staff.

BEFORE AND AFTER SCHOOL CARE RULES

Respect all students and staff.

Treat others as you would like to be treated.

School rules still apply – if it would not be allowed during the school day, it is not allowed in the BASC program either.

No hand held games or toys are allowed.

After school snack time: Prayer should be done respectfully. Sit nicely and use good table manners during snack time. Students will help with clean up.

Hang up your school bag, things should not be left on the floor.

Do not leave the group without permission.

No using cell phones while in the program, cell phones must be in backpack at all times.

Pick up your items after you are done using them and put them away.

Everyone gets to play. No excluding people.

Absolutely NO BULLYING.