



# **Trinity** **Environmental** **Academy**

## Aftercare Program Family Handbook

1 Child= \$35  
2 Children = \$30  
3 Children = \$25

## **Trinity Environmental Academy Aftercare Family Handbook**

Trinity Environmental Academy's (TriEA) Aftercare program provides ongoing enrichment and care for scholars after each school day. Aftercare staff members are hired by TriEA and have completed full screenings and background checks. The TriEA Aftercare staff members collaborate with TriEA Teachers to extend the school day by planning activities that support classroom learning. TriEA's Aftercare program offers your scholar an opportunity to develop socially, emotionally, and intellectually. The program will offer enrichment via project based learning, rotating sessions of art and going outdoors. Aftercare staff members are available to assist with homework each day. TriEA's Aftercare program will provide the opportunity for supervised play, games, sports, and educational videos. Snacks will be provided daily to each scholar.

TriEA Aftercare does not discriminate on the basis of gender, race, sex, or religion.

TriEA's Aftercare program is located at our school, 3837 Simpson Stuart Rd. Dallas, TX 75241. We will occasionally use the Paul Quinn College Campus facilities for special events.

Our Aftercare Facilitator will manage questions or concerns regarding our policies, procedures and billing.  
972-920-6558

TriEA Aftercare is open Monday through Friday from 3:40 – 6:00pm. Each Wednesday, the program will run from 2:15 - 6:00pm. Each early dismissal day the program will run from 2:15 - 6:00pm. TriEA Aftercare will be closed on all school holidays and inclement weather days.

TriEA Aftercare is \$35 per week, per scholar. Weekly payments are due each Wednesday by 6:00pm. For a discounted rate, you may make a monthly pre-payment. Monthly pre-payments should be made by the 2<sup>nd</sup> of each month by 6:00pm. Please see the discounted rate schedule below.

Full-time fee: \$35.00 per week

**Attendance:** Since we calculate our aftercare fees on an annual basis, tuition is due and payable each week no matter your scholar's attendance. Absences do not affect your weekly payments.

**Important Reminders:**

- Forms of payment accepted are cash, check or Money Order. Please make checks or money orders to: Trinity Environmental Academy
- There is a fee of \$50 for any returned check. A returned check will require future tuition payments be made by cash or money order.
- Any scholar who falls two weeks behind in tuition payments will not be allowed to return to aftercare until tuition balance is caught up. Please note that consistent late payments may result in your scholar being removed from the program.
- Should a need arise to withdraw your scholar from aftercare; you are required to give a one-week written notification.

In compliance with state and local regulations and to ensure your scholar's safety, all enrollment requirements must be met before your scholar attends TriEA Aftercare.

Any policy changes will be distributed to the families in writing, and will be signed by the family to indicate receipt.

Family participation is welcomed and encouraged in our Aftercare program at any time. Upon arrival, families are to check in with an Afterschool staff member to provide appropriate identification.

A sign-out sheet will be provided daily and must be signed by family upon your scholar's departure. The sign out sheet will be attached to a clipboard. The clipboard, pen and one walkie will hang from the call box to the right of the front main doors. Please use the walkie to contact the aftercare facilitator. Do not press the call button on the call box.

One form of identification must be presented to a TriEA Aftercare staff member before your scholar will be released. It is important that, upon enrollment, TriEA Aftercare be notified in writing of persons authorized to pick up your scholar. A record of authorized persons will be maintained by Aftercare. Any changes to this authorized person list must be made in writing.

The policy below is from the Minimum Standards and Guidelines of Day Care Centers, State of Texas:

An ill scholar must not be admitted for Aftercare if one or more of the following exists:

1. The illness prevents the scholar from participating comfortably in facility activities.
2. The illness results in a greater need for care than the staff can provide.
3. The scholar has any of the following:
  - a) Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates that the scholar can be included in the facility's activities.

- b) Symptoms and signs of possible severe illness such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness – two or more episodes in 24 hours, rash with fever, mouth sores with drooling, wheezing, behavior change, or other unusual signs until medical evaluation indicates that the scholar can be included in the facility’s activities.
- c) The scholar has been diagnosed with a communicable disease until medical evaluation determines that the scholar is no longer communicable and is able to participate in the facility’s activities.

In order to protect the health of all scholars, our illness policy will include the above state law plus:

If a scholar becomes ill while attending TriEA Aftercare:

1. The scholar’s family will be called and asked to pick-up the scholar within one hour of the time of the call.
2. Appropriate attention and care will be given to the scholar until the family arrives to remove the scholar.

State law requires that your scholar be able to participate comfortably in activities. If a scholar has an illness or condition, which prevents him from participating fully in our program curriculum, including outdoor activities, a family note is required. Your scholar is required to present the note to the TriEA Aftercare staff members.

Your scholar will be served a well-balanced snack each day. If your scholar requires a modified diet, a physician’s written authorization is required.

TriEA Aftercare provides an adequate supply of play equipment. Your scholar may wish to bring balls, toys, electronic games or cellular phones. These items are not allowed. TriEA Aftercare is not responsible for any loss or damage to these items.

TriEA Aftercare will not administer any medications.

TriEA Aftercare will notify the family if a scholar:

- Is injured and the injury requires medical attention by a health-care professional
- Has a sign or symptom requiring exclusion from the aftercare activities
- Has been involved in any situation that placed the scholar at risk.
- Has been involved in any situation that renders the program unsafe, such as a fire, flood or damage as a result of severe weather.

Every effort is made by the staff to ensure the safety of your scholar. However, minor injuries do occur during normal, day-to-day activities. When an injury does occur, the family may be contacted by telephone and a record will be made of the injury on an internal TriEA Incident Report form. A copy of this form will be given to the family of the injured scholar when the scholar is picked up.

In the event of a medical emergency, the following procedures will be followed:

- The Aftercare Facilitator, or qualified person left in charge, will be informed of the medical emergency.
- In the event that 911 must be called, family will be notified
- Trained staff will administer first-aid treatment or CPR if needed

TriEA Aftercare has a full Emergency Preparedness Plan, which includes inclement weather, evacuation, health events, and other safety concerns. Plans are similar to those followed during school hours.

We believe discipline provides the foundation for proper behavior. Therefore, we have developed some basic rules that will give each scholar the opportunity for individual growth and successful cooperative play. Scholars who follow the rules will receive privileges, rewards, and positive reinforcement for their behavior. TriEA Aftercare provides consistent, positive discipline with an emphasis on reinforcing positive behavior and redirecting inappropriate behavior. A “time out” method of discipline is used when necessary. No use of physical punishment will be allowed.

- First offense – verbal warning
- Second offense – time-out (not to exceed 5 minutes)
- Third offense – time-out (not to exceed 5 minutes)
- Fourth offense – time out (not to exceed 5 minutes)

Any scholar who intentionally destroys property or inflicts harm upon another person will be removed from the activity immediately, placed in time out, and will be issued a discipline note. Discipline notes are used to notify the family of this behavior. If a scholar receives three discipline notes, dismissal from the program can result.

The following provisions constitute a tuition/enrollment agreement between TriEA Aftercare and the undersigned family/guardian.

As the family/guardian, whose signature appears below, I agree to and am aware of the following:

I am aware of the TriEA Aftercare hours and days of availability. TriEA Aftercare provides care until 6:00pm on all scholar school days. Late charges are incurred at a rate of \$1.00 per minute per scholar after that time. Payment of late pick-up fee is required at the time it is incurred. An additional fee of \$5.00 per day will accrue for each day late payment is not received.

Three late pick-ups may result in your scholar being removed from the program.

If my scholar cannot be picked up at the designated time, due to unforeseen difficulties, I will notify TriEA Aftercare. Three late “pickups” can result in dismissal from the program

I am aware the TriEA Aftercare has standards for behavior that promote self-control and successful social interaction. Scholars with persistent discipline difficulties (receiving three discipline notes) may be removed from the program.

**I have received and signed the TriEA Aftercare tuition agreement and Family Handbook. I agree to the terms and conditions in this TriEA Afterschool Handbook relating to my scholar’s enrollment in TriEA Aftercare Program.**

Parent/guardian/family signature \_\_\_\_\_

Date \_\_\_\_\_

**Please sign and return to TriEA Aftercare.**

**The information is included in the TriEA Family Handbook for your reference.**

**Trinity Environmental Academy Aftercare Program**

Scholar's name \_\_\_\_\_

Scholar's date of birth \_\_\_\_\_

Scholar's address \_\_\_\_\_

Number Street

City State

Phone number \_\_\_\_\_

Date of enrollment \_\_\_\_\_

Parent/Guardian/Family information

Name \_\_\_\_\_

Address \_\_\_\_\_

Number Street

City State

Phone Number \_\_\_\_\_

Driver's License number \_\_\_\_\_

Email address \_\_\_\_\_

Person(s) authorized to pick-up your scholar from TriEA Aftercare

Name \_\_\_\_\_

Telephone number \_\_\_\_\_

Driver's License number \_\_\_\_\_

Relationship to scholar \_\_\_\_\_  
Name \_\_\_\_\_

Telephone number \_\_\_\_\_

Driver's License number \_\_\_\_\_

Relationship to scholar \_\_\_\_\_

In case of parental divorce, it is the responsibility of the parent/family/guardian who is granted custody of the child to provide TriEA staff with a copy of the custody decree and request that authorization records for the release of the child be changed.

Signature of parent/guardian/family \_\_\_\_\_

Date \_\_\_\_\_

Please list all siblings attending TriEA \_\_\_\_\_

Please list any special health troubles that your child may have, such allergies, existing illness, or injuries during the past 12 months.

\_\_\_\_\_

Does your child have any medication prescribed for long-term use? If yes, please list all meds.

\_\_\_\_\_

Is there special information regarding your child that we might need to know in caring for him/her?

\_\_\_\_\_

In the event of an Emergency and you cannot be reached, please list authorized person(s) to contact.

Name \_\_\_\_\_

Telephone number \_\_\_\_\_

Driver's License number \_\_\_\_\_

Relationship to scholar \_\_\_\_\_

Name \_\_\_\_\_

Telephone number \_\_\_\_\_

Driver's License number \_\_\_\_\_

Relationship to scholar \_\_\_\_\_

**I am aware of the TriEA Aftercare hours and days of availability. TriEA Aftercare provides care until 6:00pm on all scholar school days. Late charges are incurred at a rate of \$1.00 per minute per scholar after 6:00pm. Payment of late pick-up fee is required at the time it is incurred. An additional fee of \$5.00 per day will accrue for each day late payment is not received. Three late pick-ups may result in your scholar being removed from the program.**

Immunization records are required for admittance and must be updated as required by law.

My child's immunization/Vision/Hearing records are on file at the school and all immunizations and TB results are current.

**Note:**

If medical diagnosis and treatment and/or immunization and TB testing conflict with your religious beliefs, you must sign an affidavit to that effect and attach it to this statement.

If immunization and/or TB testing would be injurious to your child, you must obtain a certificate, signed by a physician, to that effect and attach it to this statement.

Signature of parent/guardian/family \_\_\_\_\_

Date \_\_\_\_\_

**Please sign and return to TriEA Aftercare.  
The information is included in the TriEA Family Handbook for your reference.**



## TriEA Aftercare Social Contract

### I WILL

- Be a good friend
- Listen to the teacher
- Listen to directions the first time
- Be patient
- Be kind
- Be safe
- Be honest
- Share
- Use good manners
- Tell a teacher before taking matters into my own hands
- Be awesome!

### I WILL NOT

- Be rude or impolite
- Tattle
- Be unkind
- Use foul language
- Put my hands or feet on any person
- Run, crawl or rough house inside the building
- Yell or scream inside the building
- Tell others what to do
- Point my finger at anyone
- Touch or take anything that doesn't belong to me
- Blame others
- Use my cell phone for any reason without asking a teacher first
- Visit inappropriate websites when using the computer
- Walk out of the classroom without permission
- Ask to leave the room during Afternoon dismissal
- Go out of bounds while outside
- Complain about the rules

Scholar signature

Date

Parent/Guardian Signature

Date