

Trindale Elementary

2023-2024

Daycare Registration Packet & Handbook



Updated July 2023

Dear Trindale Families,

Welcome to the Trindale Daycare Program. The attached forms must be completed and returned prior to your child's first day in daycare. If you need to contact the daycare staff. If calling after the office is closed you will call 336-434-1516 and choose option 1, this will connect you to the daycare.

The following is specific information about the Trindale Daycare Program.

Fees/ Payment Schedule

- Fees are \$10.00 per week for each student for AM childcare and \$50.00 per week for each student PM childcare.(You do not have to do both AM and PM, but will be charged if you are signed up for both)
Early release days – an additional \$2.00 per child will be charged.
- Fees are incurred for every day (including scheduled workdays) regardless of whether your child is in attendance.
- Payments may be made by check (payable to Trindale, include child's first & last name on the memo line), cash or money order, online with the k12 payment center. Receipts will be provided.

Payment is due on the first day of the week the student attends.

If payment is not received on the first day of the week for your student, he/she cannot attend until payment is received.

- Any past due accounts will be turned over to the Finance Department for collections.
- Non-Payment of fees will result in termination from our program. If you do not make a payment for 2 weeks you will lose your spot in our daycare program without notice.

Hours of Operation/ Late Pick Up Fees

- Normal hours of operation are from 6:30AM until Breakfast dismissal for morning daycare. Afterschool starts with student dismissal until 5:30 PM. All children must be picked up no later than 5:30PM.
- A late fee of \$5 will be charged to your child's account.

Continued late pick up may will result in termination from the program.

- If school is dismissed early due to inclement weather, daycare will be closed.
- If school is closed due to inclement weather for students, afterschool will also be closed.

Sign Out of Child

- Your child must be signed out each day on the sign out sheet. Staff members have the sign out sheet.
- Only individuals listed on the Dismissal Form may pick up your child.

Workday/Holiday/Annual Leave

- Daycare is closed during school holidays and annual leave days.
- Daycare is open 7:30am-5:30pm on regularly scheduled workdays. An additional charge of \$5 will apply if your child attends. (The normal fee for your child applies even if he/she

does not attend.)

- Children must bring lunch and all snacks on workdays.

Location

- Pickup – Use the exterior door beside the car rider line. Ring doorbell for assistance.
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The purpose of the program is to provide child care for children in grades K-5. The program will consist of supervised enrichment and recreational activities.

Program Description

- Students will be supervised during recreational activities.
- An afternoon snack will be provided daily. (Please notify of any allergies)
- Quiet time allotted for homework.

Enrollment

- We enroll K-5 students from Trindale Elementary School only.
- Space is limited. Staff children will be offered daycare first. Then children enrolled in years prior will be offered re-enrollment opportunities first, then enrollment will be first come, first serve.
- You must complete and return an enrollment packet **BEFORE** your child can start the daycare program. Once the program is fully enrolled, children will be placed on a waitlist for the next available opening.

Fees and Payment Procedures

- The program is financially supported through fees collected from those enrolled. The daycare is fully funded by you!
- The weekly rate for all students in the Afterschool Program is \$50.00. Staff with children enrolled in the program can contact the school's Treasurer for the rate.
- Payment is due on the first day of the week the student attends and services are incurred. If payment is not received, your child cannot attend until payment is received.
- On early release days an additional \$2 per child will be charged.
- If your child is enrolled in the program you are responsible for the fees regardless if your child is in attendance.
- If you no longer need Trindale Daycare services, please speak to the Daycare Teacher.
- Non-payment of fees may result in termination from the program.
- If after school is closed for holidays no fees are charged.
- Workdays – If your child attends on workdays an additional charge of \$5 per child will be applied.
- A late fee of \$5 will be charged to parents who have not picked up their child by closing time at 5:30PM. (Continued late pick up may result in termination from the program)
- If a check is returned due to insufficient funds you will be contacted to bring in cash to cover the returned check. After a returned check, check payments will no longer be

permitted. All future fees will need to be paid via cash or money order. Now available is the online payment option through the k12 payment center.

Food

- During the school year a snack will be provided daily.
- On Workdays each child is required to bring his/her own morning snack, afternoon snack and lunch. (No soda or glass containers)
- Please remember to pack a spoon, fork, etc. if needed.
- We do have a refrigerator to keep things cool and we are not equipped to warm food up.

Closings

- Our daycare follows the Randolph County School System calendar. When school is closed for holidays or annual leave the daycare will also be closed.
- If school is closed due to inclement weather, after school care will be closed as well.

Health and Safety Policies

- School sickness policy applies during after school care.
- When a child needs medicine administered by the center, the parent must complete a request for medication form. This can be obtained at the front office.
- Afterschool care will follow the same Covid-19 protocol as the school does.

Accidental/ Emergency Injury

- In case of injury or emergency, we will attempt to contact a parent and if necessary we will also call 911. Until the arrival of the parent or rescue personnel, the program director will be in charge and make all decisions about the care of the child.
- The center will maintain a parent's signed medical consent form.
- In case of a serious accident or severe illness requiring hospitalization or emergency treatment, the nearest hospital will be used.

Behavior/ Discipline

- We have the same rules as outlined by Trindale.
- We will try to help each child, learn to discipline themselves, to understand his/her rights and responsibility and those of others; to be sociable and able to share materials, equipment, etc., with others.
- No physical punishment is allowed.
- No child will be punished for problems related to food, rest or toileting.

Homework

- There will be a designated time for the children to complete their homework or read.
- The time allotted for homework is designated for students to complete their homework in a quiet, distraction free environment. If your child does not do his/her homework at the specified time please be aware they will have to read or sit silently, so as not to disrupt those who are trying to do their homework.
- Afterschool staff members are not responsible for ensuring homework completion.

Child Abuse / Neglect

- Our goal is to protect the children in our care. We are required by law to report any case where there is reasonable cause to suspect that a child has been abused, neglected or exploited; either sexually, physically or emotionally. We will cooperate with the authorities in the investigation of any reported cases.

Cleaning and Maintenance

- Our rooms are thoroughly cleaned and disinfected by our janitorial staff.

Daycare Dress Code

- The Afterschool program follows the same dress code policy as the school.
- Weather permitting children will go outside on the playground. Please be sure your child has something warm to wear during cold weather.

Thank you for choosing Trindale Daycare. We are looking forward to a wonderful year.

Trindale Daycare Program Information Sheet

Student, Parent/Guardian Information:

Child's Name: _____ Nickname: _____

Child's Date of Birth: _____ Age: _____ Grade: _____

Home Phone: _____

Address: _____

Father/Guardian: _____

Home Phone: _____ Cell Number: _____

Address: _____

Employer's Name: _____ Work Number: _____

Mother/Guardian: _____

Home Phone: _____ Cell Number: _____

Address: _____

Employer's Name: Work Number: _____

Are there any court ordered custodial situations (i.e., one parent may not have contact with the child) that the Afterschool Daycare Director should be aware of? If so, please explain and provide a copy of the judge signed documentation:

Emergency Contacts (in order they should be contacted – including parents – and the number the person is most likely to be reached during the hours of 2:00pm to 6:00pm.)

Name: _____ Relationship to Child: _____ Phone # _____

Name: _____ Relationship to Child: _____ Phone # _____

Name: _____ Relationship to Child: _____ Phone # _____

Daycare Dismissal Plan

Please list below any persons who have your permission to pick up your child from the Trindale Afterschool program, and their relationship to the child. ***It is the parents' responsibility to notify the Afterschool Program in writing of any changes to this list.***

Name of Student: _____

PERSONS WHO HAVE PERMISSION TO PICK UP MY CHILD

(All authorized persons, including parents must be listed.)

<u>Name</u>	<u>Relationship</u>	<u>Phone #</u>
_____	_____	

_____	_____	

_____	_____	

_____	_____	

_____	_____	

_____	_____	

_____	_____	

The persons listed above have my permission to pick up my child from the Afterschool Program at Trindale. I understand that if anyone other than those persons listed above is to pick up my child or if I would like someone removed from this list, it is my responsibility to notify the Daycare in writing of the change. (Picture ID will be required if the individual is not known to the daycare staff.)

Parent Signature: _____ **Date:** _____

Insurance/Medical Information

Child's Name: _____

A. _____ I have purchased regular or 24 hour School Accident insurance for my child who is enrolled in the Trindale Afterschool Daycare Program sponsored by the Randolph County Schools during the current school year. Card Number _____

B. _____ I have family insurance for my child to cover medical expenses resulting from accidents which might occur while s/he is attending the Trindale Afterschool Daycare Program sponsored by the Randolph County Schools.

_____ Name of Insurance Company Policy Number
 _____ Name of Policyholder

C. _____ I do not have insurance on the child listed above but understand I accept all financial responsibility for medical expenses which are incurred due to accidents which might occur while s/he is attending the Trindale Afterschool Daycare Program.

Allergies or Medical Conditions and Treatment Needed (i.e., asthma – has inhaler)

Is your child currently under the care of a doctor? Yes ___ No ___ If yes, for what reason?

Medications child is currently taking: _____

Child's doctor: _____ Office Phone: _____

_____ Address

Child's dentist: _____ Office _____

Phone: _____

Address _____

Hospital Preference _____

I agree that the representative of Trindale Afterschool Program may arrange for emergency transportation and authorize the physician of his/her choice to provide emergency care in the event that neither I nor the family physician can be contacted immediately. No representative of the daycare will administer any drug or medication without specific instructions from the physician or the child's parent or guardian. I fully understand that the Randolph County School System and the representatives of the Trindale Afterschool Daycare Program will not be responsible for medical expenses for my child as a result of accidents which might occur while s/he is attending the school-sponsored Afterschool Daycare program at Trindale. I agree to accept financial responsibility for any expenses incurred and I also understand that it is my responsibility to notify the daycare promptly in writing of any changes to the information provided above.

Signature of Parent _____ **Date**

Trindale Elementary

Daycare Program

Registration Packet & Handbook Acknowledgement

I have received the Trindale after school handbook/registration packet. I have read and understand the rules of the program.

Student's Name

Parent's/Guardian Signature

Parent's/Guardian Name (Print)

Date