

**“TRINITY’S TREASURES AFTER SCHOOL AND
SUMMER PROGRAM”
PARENT HANDBOOK**



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1602 NORTH MAIN STREET

HUTCHINSON, KS 67501

(620) 665-0060

-PROGRAM-

Our goal is to provide our children with a structured environment of activities within which a child may make choices. We will provide outdoor play and indoor games, arts, and crafts, stories and other enjoyable pursuits with a Christian emphasis.

Tutoring and homework time will be provided, if needed, as well as an area where students may study or complete their homework before going home. The children will be engaged in activities. We will not “television babysit.”

Trinity United Methodist Child Care Center is available to any child, ages 5 to 12, who attends Hutchinson Magnet School at Allen, Morgan, Graber or Wiley Elementary upon availability. The summer program includes the above mentioned schools and will be open to children outside of these schools only if there is enough capacity.

Trinity's Treasure will operate in accordance with our program calendar.

We will meet the children at all the above mentioned schools each day at their designated dismissal times in the church owned vehicles. Graber, Wiley and Morgan children must be on the van no later than 3:20 pm. HMS @ Allen children must be on the van no later than 3:40 pm. The only exception is if your child is on safety patrol. If your child is on patrol the vans will wait, but it is the child's responsibility to let Trinity's Treasures know if he or she is on patrol.

WHEN SCHOOL IS CANCELLED DUE TO EMERGENCY SITUATIONS (WEATHER, FACILITY PROBLEMS, ETC...) TRINITY'S TREASURES WILL BE CLOSED AS WELL.

The proper nutrition of our children is a matter of highest priority. Education about food and nutrition contributes to a better quality of life for children. Therefore, a daily afternoon snack will be served consisting of two of the four food groups. Morning snacks will also be served during full days and the summer program.

-PURPOSE-

Trinity United Methodist Child Care Center (aka “Trinity’s Treasures”) provided by the Trinity United Methodist Church, Hutchinson, Kansas, will offer a safe and responsible setting for after school and summer child care of children, ages 5 to 12 years of age.

This facility is a program of Trinity United Methodist Church, Licensed by the Kansas Department of Health and Environment, approved by the Department of Social and Rehabilitation Services, and functions under the authority of the Trinity United Methodist Church Administrative Board.

-MISSION STATEMENT-

The mission of this program is to provide safe and responsible care for children in a setting where they can experience God’s redeeming love through a community of caring relationships- to the end that each child may know themselves as a valued child of God, may learn character traits vital to their growth and development, and may abide in faith and hope.

-GENERAL POLICIES-

Admission and Dismissal Policy:

Trinity's Treasures is non-discriminatory in regard to race, color, religion, national origin, ancestry or gender. All children must be toilet trained before being accepted into our program.

Our staff is dedicated to providing quality child care to every child entered in our program. If your child has a diagnosed condition that affects him/her emotionally and/or physically, we respectfully request that our staff is informed of the issue prior to admission into our program so that we are able to best determine our capacity to offer effective care for your child.

If our staff determines that we cannot meet the needs any child and/or there exists negative effects on other children due to your child's behavior or through requiring staff time needed by other children, we reserve the right to dismiss your child from the program.

Examples of such behavior include, but are not limited to (1) verbal disrespect displayed to our staff and/or other children, (2) physical aggression exhibited toward our staff and/or other children, (3) damage caused by your child to church property and/or property belonging to staff and/or other children, (4) indications of self mutilation, and/or (5) the inability to perform basic self help skills such as using the restroom, following basic classroom safety, etc...

Experiences by our staff of any of the above named issues will be discussed with the child's parent or guardian prior to dismissal.

We also reserve the right to dismiss your child from our program if a diagnosed medical and/or emotional condition is not fully disclosed to our staff upon admission.

Please note that our staff is trained in handling information about your child and/or family with confidentiality. Child records are kept in a secure place that are not accessible to others.

-PAYMENT POLICY AND FEE SCHEDULE-

Please make checks payable to Trinity United Methodist Church

A non-refundable annual enrollment fee for the after school program is required:

\$40.00 per child

Summer enrollment will be based upon activities your child will be participating in throughout the course of the summer. (2021 enrollment fee \$100 per child)

Rates for the after school program are as follows:

\$40.00 per 5 day school week per child. If the school week is short we will pro-rate the week.

Summer program rates:

We will accept only full time children into our summer program at a rate of \$125.00 for the first child and a \$5.00 discount for each child of the same family after that. Payment for each week must be received in advance.

*These fees allow for **one, one week vacation**, rates waived, per summer program to be taken in consecutive days of operation only.

****Please note that your child is occupying an enrollment place within a program with ongoing expenses that relies exclusively upon fees to meet these costs. Accordingly, to help insure the continued financial integrity of the program, full and prompt payment is expected and required.****

Billing is done through the program director.

The charge for a returned check will be \$15.00 per incident. Thereafter, fees will be accepted on a cash basis only.

Note: If your child will be gone for a week you will be charged the minimum hours in order to save your spot in the program.

Failure to stay current on your bill can result in dismissal from the program until the balance is paid in full.

When the program is not open or a reservation is not made for a full day care, no fee is required.

ARRIVAL AND PICK-UP PROCEDURES:

Trinity's Treasures hours of operation:

Afterschool: school dismissal time until 6:00pm

Summer Program: 7:00am-6:00pm

*****IF YOUR CHILD WILL NOT BE ATTENDING OUR AFTER SCHOOL PROGRAM, AN ADULT MUST NOTIFY THE TRINITY'S TREASURES OFFICE (665-0060) NO LATER THAN 2:30PM THAT DAY. FAILURE TO NOTIFY THE PROGRAM AS STATED WILL RESULT IN AN ADDITIONAL CHARGE OF \$5.00 PER CHILD PER INCIDENT.**

An authorized person above the age of 18 must pick up children by 6:00pm. Children will not be released to anyone other than their parent or someone authorized by the parent on the child's paperwork.

Trinity's Treasures staff will not drive children home nor will they be allowed to walk home from the program.

Those children remaining after the specified time must pay overtime fees of **\$1.00 per every minute past 6:00pm per child.**

-COMMUNICATION-

Communication between us and our families is vital in order to run a safe and effective program. You may communicate with us in the following ways...

Trinity's Treasures Office Phone...620.665.0060

Kelly Martinez (Director) email.... trinityKJM@gmail.com

Tonya Deal (administrator) email... tonyadeal2@sbcglobal.net

We also use a texting app to communicate with parents. You have the ability to send us a text through that app/number and it goes directly to us.

-EMERGENCY SITUATIONS-

If your child is ever hurt or injured while in our care you will be notified immediately. If outside medical attention is needed and 911 has to be called please be assured that a staff member will stay with your child at all times and accompany to the emergency room if needed.

FIRE-We conduct monthly fire drills so that children can evacuate effectively should the need arise. If there were to be an actual fire evacuation we would use the texting app first to notify parents and relay important information.

TORNADO-We conduct monthly tornado drills during tornado season. Our building has a safe room/fall out shelter that we would use if the need arises and until an all clear is given.

BUILDING INTRUDER-Each classroom is equipped with a land line phone and each classroom door can be locked from the inside. Our staff has been trained on how to "shelter in place" and communication with parents would be given through the texting app.

-UPDATED COVID POLICIES (Sept 2021)-

We will follow the same protocol as USD 308 regarding COVID. If your child is absent to due a COVID illness or exposure full payment is still expected to hold your spot in the program. We do ask that all children, staff, and parents wear a mask while in the building for any amount of time.

As always, we ask that if your child is sick that you do not send them to Trinity and with COVID cases rising once again we ask that you take extra caution. If you question their symptoms at all, please keep them home. Additionally, if your family has a COVID case or exposure please follow the given quarantine guidelines as they are given AND communicate that with us as well.