

*Trinity Lutheran School's
After School Program*

H.U.G.S.



*Hours
Under
Guided
Supervision*

*406 South Lakeview
651-4245*

WELCOME TO HUGS!

This after school care program allows parents to pursue work or other interests, confident that their child's needs are being met in a safe childcare setting. HUGS is an extension of Trinity Lutheran School and therefore, the philosophy of a Christ-centered program extends to after school care.

HUGS strives to provide an enjoyable atmosphere with varying activities, including outdoor play, art activities, study time and indoor games. Children will be provided with a snack each day.

ENROLLMENT

Enrollment is open to students who attend Trinity Lutheran School and Holy Angels School. Attendance in the program is a privilege, not a right. HUGS is considered a convenience and a service for our families. Children in attendance must adhere to the rules and regulations set forth in the Student/Parent Handbook of the school.

SCHEDULE OF OPERATIONS

Care will be available to students enrolled in the program on every scheduled full school day. Care may also be available on early dismissal days. HUGS will be closed on days when Trinity Lutheran School is not in session, as indicated on the school calendar. HUGS will also be closed on those days when Trinity does not have school due to an emergency school closing.

Children must be in school on the days they are to attend HUGS.

Scheduled hours of operation are **2:25 p.m. – 6:00 p.m.**

Closing time is promptly at 6:00 p.m. A five-minute grace period will be allowed. Thereafter a fee of \$1.00 per minute will be charged. Payment of the late fee is due before the child's next scheduled attendance. If a child is not picked up by 6:30 p.m. and no contact has been made with the HUGS staff, then the police will be called. Should a child be picked up after 6:00 p.m. three times within thirty days, the child will be suspended from the HUGS program for the next thirty days.

REGISTRATION AND FEES

A registration form, \$25 non-refundable registration fee, and parent contract must be turned in to the school office prior to a child's first day at HUGS.

Fees for the program are:

Scheduled weekly:	\$32 per child
Scheduled daily	\$7 per day per child
Occasional daily use	\$8 per day per child

Sign up for scheduled care and payment for care is due in advance, no later than Friday, for care the following week. Payments are non-refundable and may not be applied to future care.

Occasional users of the program are to schedule care and pay no less than 24 hours in advance. Occasional use may be denied if scheduled users have already filled the program for the day(s) requested. HUGS reserves the right to grant short-term notice acceptance depending upon availability.

Payments should be made by check payable to Trinity Lutheran **School** and should be kept separate for other school payments (such as tuition, lunch, etc.).

MEDICAL AND EMERGENCY INFORMATION

Every child enrolled in the HUGS program must have a copy of the green health form and child information card on file in the school office.

If a child requires medication during HUGS hours, parents must sign a consent form. Please refer to the school handbook for proper procedures.

GENERAL INFORMATION

Various activities such as gym and playground activities, videos, board games, card games, quiet play, reading, homework, quiet conversation, etc. will be part of the HUGS program.

Active and constructive play is an important component of HUGS. Children will also build social relationships, develop skills, and pursue academic achievements consistent with their age, interest, and readiness.

Snacks and beverages will be provided. Eating is permitted only during scheduled times. No gum is allowed.

On early dismissal days, children will need to bring their own lunch from home. No hot lunch will be available. Lunches may be stored in the gym kitchen refrigerator.

HUGS and school equipment must be treated with care.

All children are expected to clean up after themselves before being dismissed for the day.

Children may bring toys from home. However the toys must be shared with the other children. HUGS is not responsible for toys brought from home.

Each preschool and kindergarten child is required to bring a complete change of clothing (which will include the following: pants, shirt, socks, and underwear) enclosed in a bag. All items, including the bag, must be labeled with the child's name.

All personal belongings must be labeled and identifiable with the child's name. All children are responsible for the care of their belongings.

COOPERATIVE COMMUNICATION

The home and school must cooperate and communicate in order that the children are responsibly cared for.

A parent must inform the HUGS staff and the child's teacher prior to any change that will occur in the child's regular schedule. IF a child is scheduled to attend HUGS and there is a change of plans, parents are to notify the school and the HUGS staff as soon as possible.

The HUGS staff will only release a child to a person listed on the child's registration form.

DISCIPLINE

HUGS is an extension of Trinity Lutheran School so school policies for discipline apply. All discipline will be in the child's best interest. Parents will be notified of inappropriate behavior in order for them to have an opportunity to discuss it with their child. If the misbehavior continues, the principal will be notified and a conference with the parents will be required.

If at any time while in HUGS care a child is engaging in severe, disruptive behavior which threatens others persons or property, the child's parents will be called and required to come immediately to pick up their child from HUGS.

Chronic disobedience or misbehavior may result in a child's suspension or expulsion from HUGS.