

## **Trinity Christian Academy**

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(An outreach ministry of Trinity United Church of Christ)

### **BACKGROUND:**

Trinity Christian Academy is an outreach ministry of Trinity United Church of Christ. The facility, located at 1400 Buck Road, Holland PA, will address the childcare needs of parents by providing safe, affordable, and stable care in an enriching educational environment for the children in the community.

### **SERVICES DAILY SCHEDULE:**

The Academy offers several types of programs, all of which will be exciting as well as educational. There will be an emphasis on social skills as the children are engaged in hands-on activities that will include math, science, language development, art, music, and more. The program will include full-time and part-time for Young and Older Toddler and Preschool; Before/After School for School Age students **ONLY** and Summer Camp programs from June through August. The Academy will offer full day care for the school age children in accordance with the calendar days provided by the director for public school.

The Academy will be open from 7a.m. through 6p.m. The daily schedule will include: breakfast, teacher directed activities, child directed activities, large, small and/or individual group time, **lunch-all meals are included upon completion of the C.B.S. Meal Application with a minimum of a 2 week waiting period to be placed on the "Roster" and fees for meals will be billed directly to the families by C.B.S. and is not part of the tuition fees. Fees apply only if C.B.S. determines the family qualifies as REDUCED or PAID.** Monthly food menus are posted in all classrooms, parent bulletin board, and copies will be provided upon request, age appropriate nap time, and gross motor outdoor/indoor activities. The daily schedule for school age children will include: snack time, homework assistance, teacher directed activities, child directed activities, large, small and/or individual group time and gross motor outdoor/indoor activities.

### **CLOTHING AND REST TIME BEDDING:**

Children are expected to arrive at the Center dressed in appropriate play clothing and sneakers. CHILDREN MAY NOT WEAR SANDALS, FLIP-FLOPS, CLOGS, OR DRESS SHOES. Baseball caps are also not recommended. If your child wears diapers or pull-ups, you are responsible for supplying at least (5) five days of diapers or pull-ups and a container of baby wipes. Your child's teacher will inform you when more diapers or pull-ups and wipes are needed. Every Toddler and Preschool child needs to keep **at least one complete change of seasonally appropriate clothing** in their cubbies. These items need to be stored in a closed container the size of a shoe box with the child's first and last name on it for storage. **All clothing including jackets, hats, boots, etc. MUST be labeled with the child's FIRST name and INITIAL of the LAST name.** Every Toddler and Preschool child needs to have **1: crib size sheet** and **1: small blanket** for our age appropriate nap time. Bedding will be sent home every Friday to be laundered and returned on Monday morning.

### **HEALTH POLICIES:**

Children need to be able to fully participate in the indoor and outdoor program each day that they attend school. If a child becomes ill while at school, you will be notified and asked to pick up your child at that time. Illness includes vomiting, diarrhea, and fever of 100.4 or higher or any contagious condition.

Medication will be administered only with written permission from a licensed physician and all medication must be in its original container from the pharmacy. Administration for Medication form will be given and Medication Logs must also be completed!

### **SUPERVISION:**

Children will be supervised at all times, both indoors and outdoors. Appropriate staff/child ratios will be maintained at all times.

## **TRANSPORTATION & PICK UP ARRANGEMENTS:**

The parents will provide transportation to and from the Center and students will be dropped-off in their classroom and signed in. Please be sure that your child's teacher or assigned teacher is aware of their arrival. Children will only be released to a parent/guardian or someone who is an authorized escort based on the most recent Emergency Contact form on file with the Director or a Verbal Release form is completed. All parent/guardian and/or escorts must have proper ID.

After school children will be picked up from their grade school transportation which will be located in the parking lot of Trinity Christian Academy.

The Classroom Staff and Director must be notified about: (1) Change of home address or phone number; (2) Change of employment, school or training program; (3) Change of emergency contact information; and/or (4) Change of person to whom child may be released. ***IT IS IMPORTANT TO KEEP YOUR INFORMATION UPDATED IN CASE OF AN EMERGENCY. THE STAFF NEEDS TO BE ABLE TO REACH YOU AT ALL TIMES.***

## **The WEEKLY cost is as follow for FULL-TIME and SCHOOL AGE ONLY effective July 1, 2018:**

<b><u>School Age</u></b> (Kindergarten-6 <sup>th</sup> Grade) \$180/Week*	<b><u>Preschool</u></b> (Age: 3yrs. - 5yrs.) \$200/Week*	<b><u>Old Toddler</u></b> (Age: 24mos. – 36mos.) \$220/Week*	<b><u>Young Toddler</u></b> (Age: 13mos. – 24 mos.) \$240/Week*
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## **Part Time:4 Hours a day or LESS**

<b><u>School Age</u></b> (Kindergarten-6 <sup>th</sup> Grade) \$100/Week*	<b><u>Preschool</u></b> (Age: 3yrs. - 5yrs.) \$100/Week*	<b><u>Old Toddler</u></b> (Age: 24mos. – 36mos.) \$110/Week*	<b><u>Young Toddler</u></b> (Age: 13mos. – 24 mos.) \$120/Week*
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**Kindergarten Half Day is also provided for \$100.00/week.**

*The cost for Before/After School is as follows: \$50/Week\* =Before School (7a.m.-9:00a.m.); \$100/Week\* =After School (3p.m.-6p.m.); AND/OR \$150/Week =Before/After and 1/2 days ONLY and we accept all forms of child care subsidies.*

## **PAYMENT POLICY:**

Tuition or co-payments are due in full by **Monday morning prior to services**. Full tuition or CCIS family co-payment is due regardless of illness, holidays, or inclement weather that the center is closed, **no pro-rated rates will be given at any time**. Each family will be given (1) one week vacation credit per academic year, if tuition payments are CURRENT, and two weeks written notice. Payments may be made in the office or left in the locked box located inside the Director's office. Please make checks and money orders payable to: GNDC. **There is a \$30.00 service charge on all returned (bounced) checks and payments will no longer be accepted in a check form once this occurs.**

## **HOLIDAYS:**

Trinity Christian Academy will be closed for the following holidays: ***all classrooms, parent bulletin board, and copies will be provided upon request.***

## **WITHDRAWAL AND DISENROLLMENT:**

Two weeks written notification is required for any schedule change or withdrawal. The center reserves the right to dis-enroll a child if deemed necessary for the safety of others. This may be done with written notification.

**NONDISCRIMINATION POLICY:**

Trinity Christian Academy does not discriminate on the basis of a person's religion, color, sex, age, national origin or disability regarding considerations such as enrollment and hiring.

**CCIS SUBSIDY CONTACT INFORMATION:**

For childcare subsidies please contact Child Care Information Services of Bucks County :Apple Child Care Services at [\(215\) 348-1283](tel:2153481283), Address: 70 W Oakland Ave, Doylestown, PA 18901. Please provide them with our ***Name: Grace Neighborhood Development Corporation- Trinity Christian Academy; Address: 1400 Buck Road, Holland, PA 18966; if necessary to complete your enrollment and expedite your start date.***