**ENRICHMENT CLASS**

TAT is an afternoon class from 5:25-6:00 P.M. TAT stands for Tutoring, Academics, and Technology and will be held in the L3. Students can receive extra help on homework or explore the new technology in the lab. This class will be a fun way for students to end the day.

**Registration:**

Families should register as early as possible. There are only 15 spots available for the TAT class. Registration is required. For a drop-in program, please see the Extended Care section of this handbook. Families wishing to register for the TAT enrichment class should email Rebecca Bonilla at rbonilla@topekacollegiate.org. Families will be added to a list and automatically charged for the class in August and December. If the class is full, families will be added to a wait-list. Families who enroll in the fall semester will automatically be added to the list for spring semester unless they notify the director that they only want to register for one semester. Families must notify the director if they wish to withdraw from TAT for the next semester by August 1st for the fall semester and December 1st for the second semester.

**Rates:**

The cost of the TAT class is $300 per semester. Charges for fall semester will be added to family RenWeb accounts in September. Charges for spring enrichment classes will be added to family RenWeb accounts in January. Extended Care ends at 5:25 p.m. We legally cannot provide care after 5:25 p.m. TAT is a class. Due to KDHE licensing, it cannot be a drop-in program. **Any student who is still in our care at 5:30 p.m. will automatically** **enrolled in TAT for the semester, and the $300 charge will be posted to the student’s RenWeb account.** Rates will not be prorated, and no refunds will be provided.

**EXTENDED CARE**

Our goal is to help families manage their busy schedules by providing a safe and dependable environment for students to go before and after school. Before- and after- care helps students start and end their days in a positive way. During before-care, students have the opportunity to fully wake up, socialize with friends and engage in quiet, low key activities such as reading, writing, drawing, puzzles, etc. Students may also study for upcoming tests and check homework. After-care ensures that students have a safe place to go if parents are not able to pick them up at 3:30. Students will enjoy a healthy snack and utilize academic time to work on their homework and seek help from providers if needed. They will also have the opportunity to play and socialize with friends.

There is no need to sign up, call ahead or reserve a spot for extended care. If you have an early meeting, you can utilize before-care without making any arrangements. Students are automatically dismissed to after-care if they are not picked up after school. If something happens unexpectedly and you aren’t able to be here at 3:30, you can rest assured that your student will be safe in after-care.

Our program is designed with your students in mind with fun, age appropriate activities that engage the students and help them grow and develop. We strive to provide a rich environment that encourages exploration, creativity, social interaction, and positive reinforcement. Free choice is the cornerstone of our program. Each child has unique needs, so students are allowed to choose activities and options that work best for them. We understand that some students need to unwind and play for a while after school before they can concentrate on their homework. Others want to start on their homework right away and play after their homework is finished. Therefore, we allow students in K – 8th to decide on a daily basis whether they want to go outside first and work on homework later or work on homework first and go outside later. They can even change their minds if they start working and realize they need a break. When not working on homework, students have free choice time on the playground, in the gym or in the extended care classrooms.

**Program Availability:**

Before-care is provided starting at 7:35 A.M. every full and half day of school, with the exception of the first half day of school. No before-care or after-care will be provided on that day. Doors open at 7:30. Please do not enter the school before that time. If you arrive at 7:30, you must stay with your student until before-care starts at 7:35. After-care is provided until 5:25 P.M. every full day of school. After-care is not provided on days with early dismissal. If the school closes due to inclement weather, no extended care will be provided. If the school calls for a delayed start, no before-care will be provided on that day.

**Rates:**

The charge for extended care is $6 an hour and is billed by the minute (10 cents a minute). The extended care charges will be posted to your family’s RenWeb account every week and will be included on the RenWeb invoice that is sent every month. **Due to KDHE regulations, we cannot provide care before 7:35 A.M. or after 5:25 P.M.** It is imperative that we stay in compliance with licensing regulations. If a student is dropped off before 7:35 A.M. and isn’t meeting a teacher, the student must be enrolled in that day’s before-school adventure for the entire semester. A charge for the previous weeks will be posted to the family’s RenWeb account and charges for future weeks will be billed monthly going forward. If students are in our care after 5:25 P.M., they will automatically be enrolled in the TAT class for that semester and charged $300. Rates will not be prorated if this occurs in the middle or end of the semester.

**Check-in and Check-out:**

Any lower school student who has not been picked up by 3:35 P.M. will be automatically signed into after-care. Middle school students are given a little more time to talk to teachers and gather their items from their lockers. We expect all middle school students who have not been picked up by 3:45 P.M. to sign themselves into after-care at that time. Students who are not checked into before-care or after-care must be under the supervision of a parent or designated adult at all times. If a student is unsupervised, they will be automatically signed into extended care, even if their parent is somewhere else in the building. Parents are responsible for notifying the providers that they are checking their student in or out of extended care, either on paper or on the computer. If a child leaves after-care and is not checked out, parents will be charged the full amount for the day.

It is imperative that parents escort their students into the school and ensure that they are signed into before-care in the mornings. In the afternoon, we expect all parents to come into the school to pick up their students from after-care. This is an important safety precaution. Students **will not** be released from after-care unless the providers see and identify the parent or authorized person. A text message or phone call that the parent is at the school will not suffice. Anyone picking up a student other than the parent of that student must be on the student’s authorized pick-up list.If the person is not on the list, providers will call the parents and ask if they would like for the person to be added to the list. This applies to staff members, piano teachers, basketball coaches, Girl Scout leaders, parents of other students in the school, etc. Middle school students may be released to attend sporting events or school activities if parents have given prior notice to the director and/or care providers. It is helpful to have advance notice if someone else is picking up your student. Please call the office or send an email to the director of the program to add or remove people from your student’s pick-up list. We understand plans can change and you may need to add someone to the list at the last minute. In those cases, please call the **Google Voice number 785-422-7382** (4 CARE TC) to reach an extended care provider after the office is closed.

**Snacks:**

Students in before-care are welcome to bring their breakfast or a snack with them in the morning. A healthy snack is provided after school for students in adventures and after-care. Students are allowed to bring their own snacks as well as long as they are consumed during designated snack times and in designated areas (not in the library). All of our snacks are nut-free. If your student has other food allergies or dietary restrictions, please bring snacks from home for your student to enjoy in after-care. The student can either keep the snack in his or her backpack, or we can store them with your student’s name on them.

**Sick Child:**

If your student becomes sick during extended care, a care provider will contact you to come pick the student up from school. If we cannot reach parents/guardians, the care providers will call the next people listed on the authorized pick-up list. The same exclusion policies that apply during the day apply in extended care. Those can be found in the Health section of the Family Handbook.

**Schedule and Locations:**

Before-Care K-8

 7:35 A.M. – Check in starts in reading lab

 8:05 A.M. – Dismissed to classrooms

After-Care K-8

 3:35 P.M. – Check in for lower school in library

 Choice of gross motor play on playground or homework in library

 3:45 P.M. – Check in for middle school in library

 Choice of gross motor play on playground or homework in library

 4:15 P.M. – Snack on the patio

4:30 P.M. – Choice of games/free choice in room 112 or homework in library

 5:25 P.M. – After-care ends

**Communication:**

If you need to contact the after-care providers or your student after the office is closed, call or text Google Voice number 785-422-7382 (785-4CareTC).This will ring and send messages to the cell phones of all of the after-care providers. Care providers cannot always answer the phone, so please leave a voicemail. They will listen to it as soon as they get a chance and reach back out to you.

Please check the white board hanging on the wall in the south entrance for messages. If there is a change in location, there will be a note on the board so you know where to pick up your student. Example: If it is raining outside, we might leave a note saying the after-care K-8 students are in the gym playing.

Since we do not know who is going to be in extended care on a given day, it is not possible to send emails to only the parents of students checked into extended care in a timely fashion. If there is an emergency, the care providers will first care for the students. Their safety is always our top priority. The care providers will inform the parents of the situation in person when the parents arrive to pick-up their students. Extended care providers are busy caring for the students and do not have time to communicate with parents via email during extended care hours. No emails will be sent to parents unless the situation is serious and urgent and requires an emergency alert to be sent to parents of all enrolled students regardless of whether their student is checked into extended care.

Examples: In the event of a tornado warning, the extended care providers will first quickly escort the student to the designated tornado shelter area in the building. Once everyone is safe, an emergency alert will be sent to parents. In the event of a serious lock-down situation, the doors will be locked and an alert will be sent to parents instructing them how and when to pick up their students. Concerns in the community occasionally result in the after-care staying inside for recess but so far have never required the doors to be locked or an alert to be sent. However, we still perform safety drills so everyone knows what to do if that situation should occur.

Most communication will be made through the Collegiate Connections. Be sure to read those newsletters when they are sent as they contain very important information. Open communication is key to meeting the needs of each student. We value your feedback. We ask parents to complete an extended care survey every year so we can continue to make this program the best it can be. Feel free to call or email the directors at any time. If you would like to visit longer than a few minutes, you are more than welcome to make an appointment to meet with the directors. Their contact information is:

Rebecca Bonilla

After School

785-228-0490

rbonilla@topekacollegiate.org

Mindy Johnson

Before School

785-228-0490

mjohnson@topekacollegiate.org

**Expectations for Students:**

Our goal is to create an environment in which students and care providers respect each other and their peers. Extended care is intended to be fun, and we strive to guide students to be responsible and happy individuals. The below specific expectations are imperative to the safety and wellbeing of the students and success of the program. **Please help us enforce these expectations by reading and discussing them with your student and reminding them to clean up their areas before they leave.**

* Students are expected to respect themselves and others. This includes respecting the property of the school and fellow classmates. Older students need to set an example for the younger students.
* Students are expected to follow directions from all staff members. These directions are geared toward the safety of each child and the success of the program.
* Students are expected to be with a parent/designated adult or checked into extended care at all times. For safety reasons, roaming the halls and sitting at entrances or by classrooms unattended is not allowed.
* Policies that apply during the school day are still in effect during extended care.
* Students are expected to leave rooms better than they found them. This includes picking up the area (games, supplies, toys, etc.), throwing away trash, pushing in chairs, making sure there’s nothing on the floor, etc.
* Students are expected to hang belongings (coats, backpacks, etc.) on hooks in the hallway. Personal belongings should not be on the floor in the hall. We want to avoid tripping hazards.
* Personal electronics are allowed in before-care only. Before-care is a quiet environment in which students can fully wake up and get in a positive mindset for their day. Personal electronics are acceptable in that setting. Due to the large number of students in after-care, it is difficult to monitor personal electronic usage after school. After-care time should be spent working on homework, socializing with friends, playing games, reading books, exploring outside, etc.
* Students are expected to consume food in the approved areas at designated times. Food is allowed in the commons, playground, room 112, reading lab and south entrance. After-care snacks, both school provided and brought from home, are only allowed on the patio, in room 112, or in the hallway. No food is allowed in the library.

Applies to After-care Only

* Students in lower school are expected to report to the library immediately following dismissal of school. They are to wait politely in line while the care provider checks them into after-care on the computer, and line up nicely in front of the door to the playground or start working on homework at the tables in the library.
* All Middle School students must report to the library at 3:45 and wait politely while the care provider checks them into after-care on the computer. Once checked in, middles school students may go outside to the playground or start working quietly on homework at the tables in the library. Backpacks must be left in the hallway. No snacks or cell phones should be seen in the library.
* Students are expected to work on homework unless parents notify after-care providers that they want their student to work on homework only at home. If students have homework, they must work on it either before they go outside or after recess time. If parents wish for their students to complete homework at home rather than in after-care, they can notify the extended care providers.
* Students will be required to wear long sleeves or jackets if the providers feel it is too cold to go outside in short sleeves. Since weather is so unpredictable, we suggest that students keep a sweatshirt or a jacket here at school. Students who are not dressed appropriately for the weather will be allowed to choose an inside activity.
* If students are in the library, they are expected to work quietly on their homework. If they would rather visit with friends, they are welcome to go outside or to the free choice room. However, the library has to stay a quiet place conducive to homework.
* Students are expected to follow the same indoor recess policies as during school day. No students should be allowed in the equipment closet unless they have received special permission from a teacher. Bleachers, mats, exercise bikes and other equipment on the south wall are off limits for the students.
* Outdoor recess policies are also the same as during school day. Students are expected to walk down the steps on the south playground - not climb up and down the half-wall. No hanging on the goal posts or touching the volleyball or soccer nets. Everyone on the swings needs to be sitting correctly and swinging safely. Students go down the slides safely. Basically, be safe and keep the equipment in good condition.

**PRESCHOOL BEFORE-CARE AND AFTER-CARE**

TDC Crestview Learning Center, across the street from Topeka Collegiate, provides childcare for Topeka Collegiate preschool students in the mornings and afternoons on school days. Families may drop off preschool children beginning at 7:00 a.m. and families may pick up as late as 6:00 p.m. A Topeka Collegiate employee will pick students up from TDC each morning at 8:00 a.m. and escort the group to class. A Topeka Collegiate employee will also escort students to TDC following dismissal of their preschool class. A snack will be provided after school.

**Enrollment:**

Enrollment is required. Families wishing to enroll in this program need to enroll with TDC Crestview Learning Center. Space is limited based on staff-to-student ratios at Crestview Learning Center. Contact Debi Brown-Tosh at 785-272-5051 to start the enrollment process. There is a onetime $50 enrollment fee.Families must provide a two week notice of their withdrawal from TDC if they no longer wish to participate in this program.

**Rates:**

TDC Crestview Learning Center handles the billing for this program. Contact Debi Brown-Tosh at 785-272-5051 for current rates.

**TOPEKA COLLEGIATE ADVENTURES**

Adventures will be held before and after school on all full days of school. Before school adventures will be held on half days of school as well, with the exception of the first half day of school. This means we need families to sign up earlier than in the past. The deadline for enrollment for the fall semester is August 9th. Adventures will start on the first full day of school, August 15. Instead of being charged by semester, we are charging by session because the number of sessions will vary based on the day of the week. Families have to sign students up by semester and will be charged for every session regardless of whether they attend. However, they will not have to pay for the entire semester upfront. Charges will be posted to your RenWeb account monthly.

**Schedule/Cost:** Morning adventures will be from 7:00 A.M. to 8:00 A.M. and cost $10 per adventure per week. Most afternoon adventures will include aftercare from 3:35 P.M. to 4:00 P.M., a snack, and the adventure from 4:00 P.M. to 5:00 P.M. Choir is an example of an exception. The cost for afternoon adventures will be $15 per adventure per week. Exact dates, times and costs for each adventure will be included in the catalog.

**Enrollment:** ALL CLASSES ARE OPEN TO THE PUBLIC and are filled on a first-come, first-served basis. To secure your child’s spot in a class, enroll online at https://forms.gle/fi3BV5R5KMtMxj5K8 by August 9, 2019. Only students who are enrolled in the class are allowed to attend the adventure. Siblings cannot attend unless they are enrolled.

**Full/Cancelled Classes:** Many classes will fill quickly. If a class is full or if there are too few participants to offer a class, you will be notified in advance of the start and fees will be refunded or another class can be selected.

**Payment:** For TCS families, all After-School Adventure registrations will be charged to your RenWeb account. The charges will be included on the monthly statement and should be paid with your other RenWeb charges. For the general public, we accept the following forms of payment: Credit card charged in office or over the phone, check made out to TCASA, online payment at http://www.topekacollegiate.org/student-life/family-resources.cfm or cash. No refunds will be given if a family chooses to withdraw a student from a class after the enrollment deadline.

**Drop Off:** Students enrolled in morning adventures should be dropped off at the north Eagle Foyer entrance by the gym at 7:00 a.m. For safety reasons, please wait until your child has entered the building before leaving. The doors will not be unlocked until 7:00 a.m. Students cannot be dropped off before that time.

**Pick Up:** Students will be escorted to the front entrance of the school at the conclusion of each session. Students who do not have a parent/guardian waiting for them will be signed into after-care. The rate for after-care is $6.00 per hour and is billed by the minute. After-care ends at 5:25 p.m. If students are not picked up by 5:25 p.m., families will be charged late fees. If students are not picked up by 5:30 p.m., they will be escorted to TAT class and enrolled for the semester. The $300 charge for TAT will be added to the family’s RenWeb account. Rates will not be prorated if this occurs in the middle or end of the semester.

**Communication:** If you need to contact the after-care providers or your student after the office is closed, call or text Google Voice number 785-422-7382 (785-4CareTC).This will ring and send messages to the cell phones of all of the after-care providers. Care providers cannot always answer the phone, so please leave a voicemail. They will listen to it as soon as they get a chance and reach back out to you. Please let Rebecca Bonilla, Director of After-School Adventures, or Mindy Johnson, Director of Before-School Adventures, know of any concerns or special circumstances that might affect your child’s experience.