



**Tree of Life Learning Center**  
**Extended Care Rates and Policies**  
**After School Care for School-Age Children (Ages 5-12)**  
Registration Fee holds place in the program  
Fee of \$50 per child/\$35 per child for returning student

Pick up between 3-4pm	Pick up between 4-5pm	Pick up between 5-6pm
\$6/day	\$12/day	\$18/day

Extended Care is available only on regular school days.

Once a child has been registered, there are several forms that will need to be filled out prior to the first date of attendance. Students are not permitted to attend Extended Care if forms are not returned (or updated for returning families). These forms include: Child Care Enrollment Form, Health History and Emergency Care Plan Form, Child Care Immunization Record, Child Information Sheet and Key Fob form. These forms can be accessed on our website under the Learning Center tab at [holytrinityels.org](http://holytrinityels.org) or by emailing [learning.center@holytrinityels.org](mailto:learning.center@holytrinityels.org).

Families choose the days and times they will be using the program. There are 30 spots available each day. Priority is given to families who schedule and pay for set days of the week. Students not on set schedules can be added to the schedule **only if openings are available.**

As implied in the chart above, those individuals involved in Extended Care are charged \$6 for each hour and any fraction thereof. If children are involved in extracurricular activities at LCCA, they will be escorted over to Tree of Life following those activities. If the activity is done at 3:45, families will still pay \$6 for the time before 4:00.

Tree of Life Learning Center, including Extended Care, closes at 6pm. If your child remains at the Center past 6pm, fees equal to \$1.00 per minute of attendance are charged to your account. For example, if a child is picked up at 6:10, an additional \$10 is charged to the families account.

**Payments-** Families pay the week prior for the upcoming week. Families are invoiced on Wednesday, with payments due on Friday. If a payment is received after Friday, a \$10 fee may be charged to your account. Payments are made online through Brightwheel or by cash/check to the payment drop box. Credits or refunds are not given if your child does not attend as scheduled due to illness or vacation.

If checks are returned for insufficient funds, a \$35.00 NSF fee is charged to your account.

Any credit card and ACH processing fees will be paid by the families.

**Schedules** – Any changes to set weekly schedules or new schedules should to be submitted by noon Friday for the upcoming week.

The Extended Care daily schedule is as follows:

- 3:00-3:30 – Check in at LCCA; walk over to Tree of Life; snack\*
- 3:30-3:45 – Group time and/or game(s)
- 3:45-4:15 – Outside play
- 4:15-4:35 – 2<sup>nd</sup>-6<sup>th</sup> grade: homework; K-1<sup>st</sup> grade: quiet book time
- 4:35-6:00 – Games – art- playing

Devotion and Prayer may be a part of our afternoon together.

**\*Snack Time:** Children are encouraged to finish anything left in lunchboxes first. **Snacks are provided by the family.** Personalized storage containers are available to store snacks at the center. Staff will remind families when snack supplies are low. If you opt to not utilize the containers, please be sure to send a snack for this part of your student’s day. They are all hungry after a busy day of learning.

Key fob rental is required for entrance to building: \$6 per fob

Families will need to have the Brightwheel app on their phones. This app is used to check children out of the program at the end of the day. It is also an essential avenue of communication between staff and families, regarding important information about the program and your student.