



Trinity Lutheran Care Academy
Trinity Lutheran School
2550 NE Butler Market Road
Bend, Oregon 97701
(541) 382-1850 Ext. 170

Welcome to Trinity Lutheran Care Academy

Our program is a Christian based program designed for the working parent who needs care for their child/children during the school day. As we are deemed an Emergency Childcare Center, we serve the population of our Trinity Lutheran School base. Care is offered to all but must be prioritized by the needs of our community's essential workers. In our operations of TLCA, all students and staff in attendance follow requirements as provided by the Early Learning Division of Oregon.

To begin the year, TLCA will operate in-person from 8:00am to 5:30pm as follows:

- **Early Childhood:** (Preschool and JK mixed cohorts)
- **Half-day Cohort: 8:00 - 11:15**
- **Full-day Cohort:**
 - **Care during school hours: 8:00 - 11:15**
 - **After school care: 11:15 - as late as 4:00**
- **Elementary/Middle School:** (Up to the age of 12) **8:00-3:00**
- **Care during school hours: 8:00 - 3:00**
- **After school care: 3:00 - 5:30**

TLCA is open on school days as scheduled but will remain closed on non-school days.

Rates: As all students have the opportunity through tuition to receive the education even online with teachers live in action, Emergency Childcare is an added service that operates on the funds it brings in. This year payments will be charged quarterly. Each spot requires commitment and must be held for students whether in care every day or otherwise for the entire quarter due to required limitations from the state department.

Rates per child are as follows:

- *Early Childhood (11:15-4:00): \$1250 per quarter*
- *Elementary/Middle School to age 12:*
 - *Care during school hours (8:00 - 3:00): \$875 per quarter*
 - *Care after school hours (3:00 - 5:30): \$625 per quarter*
 - *TOTAL full day care (8:00 - 5:30): \$1500 per quarter*

Attendance/Sick Policy: TLCA follows the same attendance policy as Trinity Lutheran School. If your child will be absent, please contact us either through the office at (541) 382-1850 or directly to TLCA at extension 170.

If your child is absent due to illness, we ask that you notify us. Illness guidelines are as follows:

- Children must be excused from care if they are exhibiting any unusual cough, fever, shortness of breath, vomiting or diarrhea.
- Children are required to be excused for 10 days following the onset of any unusual cough, fever, shortness of breath and other COVID-like symptoms unless they have tested negative for COVID-19 and have a medical release from their doctor.
- Children may return 72 hours after fever, diarrhea, and/or vomiting has diminished without medication.
- If a child has been in contact with someone diagnosed as presumptive or positive COVID, he/she must quarantine for 14 days.

Procedures: This is a new year. Along with the challenges of COVID-19 comes new operational procedures. Listed below are the basic procedures for signing up for and attending TLCA. Further detailed information will be available upon request.

- Fill out appropriate paperwork and enrollment forms specific to TLCA.
- While reserving your child's space quarterly, I do ask that you fill out a monthly calendar of days attending care for our records.
- Daily Drop Off and Pick Up:
 - Parents will be asked to drop off at the outside door (with masks) and pick up at the same location at the end of the day. Entries will be clearly marked.
 - Early Childhood entrance is the middle TLCA door facing the courtyard.
 - Elementary/Middle School TLCA door is the furthest from the parking lot facing the courtyard.
- At pick up, parents picking up children from Kindergarten to age 12 will text the lead teacher to notify you are here to pick up your child.

- Students will undergo a daily health check (temperature check and COVID questions) and sanitize hands upon entry. **Students in Kindergarten through 12 years of age in TLCA are required to wear a mask or face covering. Students in the Early Childhood program may wear a mask or face covering as long as they can remove it without assistance.**
- *A daily schedule will be provided along with TLCA information packet.*

Uniform Policy: While students are learning through distance learning rather than in-person in their own grade level classrooms, students are not required to wear school uniform. (Though they may if preferred.) We do ask that clothing worn is appropriate to our normal school (free dress day) policy.

Nutrition: Students in TLCA will be provided a morning snack and an afternoon snack. You may pack a lunch for your child each day. In the case your child is not able to bring his or her own, a meal will be provided.

PLEASE NOTE: A Health and Safety Plan as well as a Facility Emergency Plan is posted and always available for your viewing should you have any further questions or concerns.

The TLCA Enrollment Form, Behavior Contract, Rest Form (for early childhood) , Sunscreen Authorization, September calendar and check made out to TLS for the first quarter is due back to the school office or TLCA before September 1st.. In addition, the school office will make a copy of the emergency contact information sheet for TLCA to keep on file. Hopefully, this will keep you from having to fill out duplicate forms.

If you have any questions, please don't hesitate to contact Liza Conover at liza.conover@saints.org or (541) 382-1850 x170. I know and completely understand the questions that so many have and will do my best to answer them

Sincerely,

Liza Conover, Director 😊