

# "C.A.P."

Before and After School Care for Preschool  
Hours: AM: 7:00-8:45am      PM: 2:45-6:00 pm

**Location: Before School:** Our morning CAP program is held in the MPR of the North Building.

**After School:** Our afternoon CAP program will be held in Room 13 of the Main Building.

## Cost and Billing:

### FULL DAY STUDENTS: (AM and/or PM) Yearly commitment Sept-May

3 full day - \$175/month      5 full day - \$225/month

### HALF DAY WEEKLY RATES:

3-5 DAYS: AM & PM - \$96 per week  
AM only - \$42 per week  
PM only - \$57 per week

### DAILY COST:

AM & PM - \$32 per day  
AM only - \$14 per day  
PM only - \$19 per day



**Sign In Procedure:** The latest you can drop off your child is **8:15am**. You will drive up to the CAP entrance, park, come into the building, and sign your child in.

**Sign Out Procedure:** The earliest you can pick up your child is **3:30pm** due to TCS K-8 pick-up. Pull around to the north side door, park along the edge of the building. Ring doorbell. Wait for a CAP teacher to let you in. Come into the classroom and sign your child out.

**Notify Us:** Please let the classroom teacher know with a note or email if your child is staying for CAP after school, or if they'll be in the dismissal line instead of going to CAP.

**Snacks:** Only for after school CAP. Please send a snack in a container/baggie marked CAP and have your child's name on it. We will provide water. Please do not send juice boxes.

**Safety:** Only people whose names are listed on your CAP enrollment form for approved pick-up will be allowed to pick up your child. A driver's license may be asked for if the CAP teacher does not recognize the pick-up person.

**Drills:** We will practice fire and tornado drills with the children in CAP. Even though they practice in their classroom, they will not be in the same room as their preschool class.

**CAP payments:** half day students, payment is due 15 days after invoicing and will be billed through FACTS. Full day students, payment is added to your monthly tuition payment, which is paid the previous month. If payment is not received, your child will not be allowed into CAP until payment is made.

**There is a \$15.00 late fee, every 15 minutes, for any time past 6:00 PM, starting at 6:01 PM.**

There is a grace period from 3:00-3:10pm for families who may be running late picking up their child from the pick-up lane for after school dismissal. A \$5 fee will be charged through FACTS in these instances.

**Contact Information:** If you ever need to contact me, Julie Paez, Preschool Director, please call or email: [jpaez@trinitychristian.info](mailto:jpaez@trinitychristian.info) or (815) 577-9310 ext. 31