

2023-2024 EXTENDED DAY GUIDE



TRINITY VALLEY SCHOOL
FORT WORTH, TEXAS

TVS
AUXILIARY PROGRAMS

Welcome from the Director of Auxiliary Programs

Welcome to the **2023-2024 Extended Day Guide!** We hope you are as excited for the upcoming school year as we are!

The Auxiliary Programs team is eager to serve your PreK-8 child(ren) beyond the school day by providing a safe, clean, and supportive environment in which they may complete homework, engage in free play, and participate in organized activities.

Extended Day at TVS is divided into three broad categories:

- ★ TED (Trojan Extended Day) - grades PreK-4, after school
- ★ TSS (Trojan Supervised Study) - grades 5-8, after school
- ★ Additional Childcare - grades PreK-8, irregular times

We hope you find this guide helpful as you plan your family's schedule beyond the school day! *Information about our exciting fall collection of After-School Enrichment (classes, clubs, and other formal programs) will be released in July 2023.*

With appreciation,
Derek Reinhold



Trinity Valley School Auxiliary Programs Vision Statement

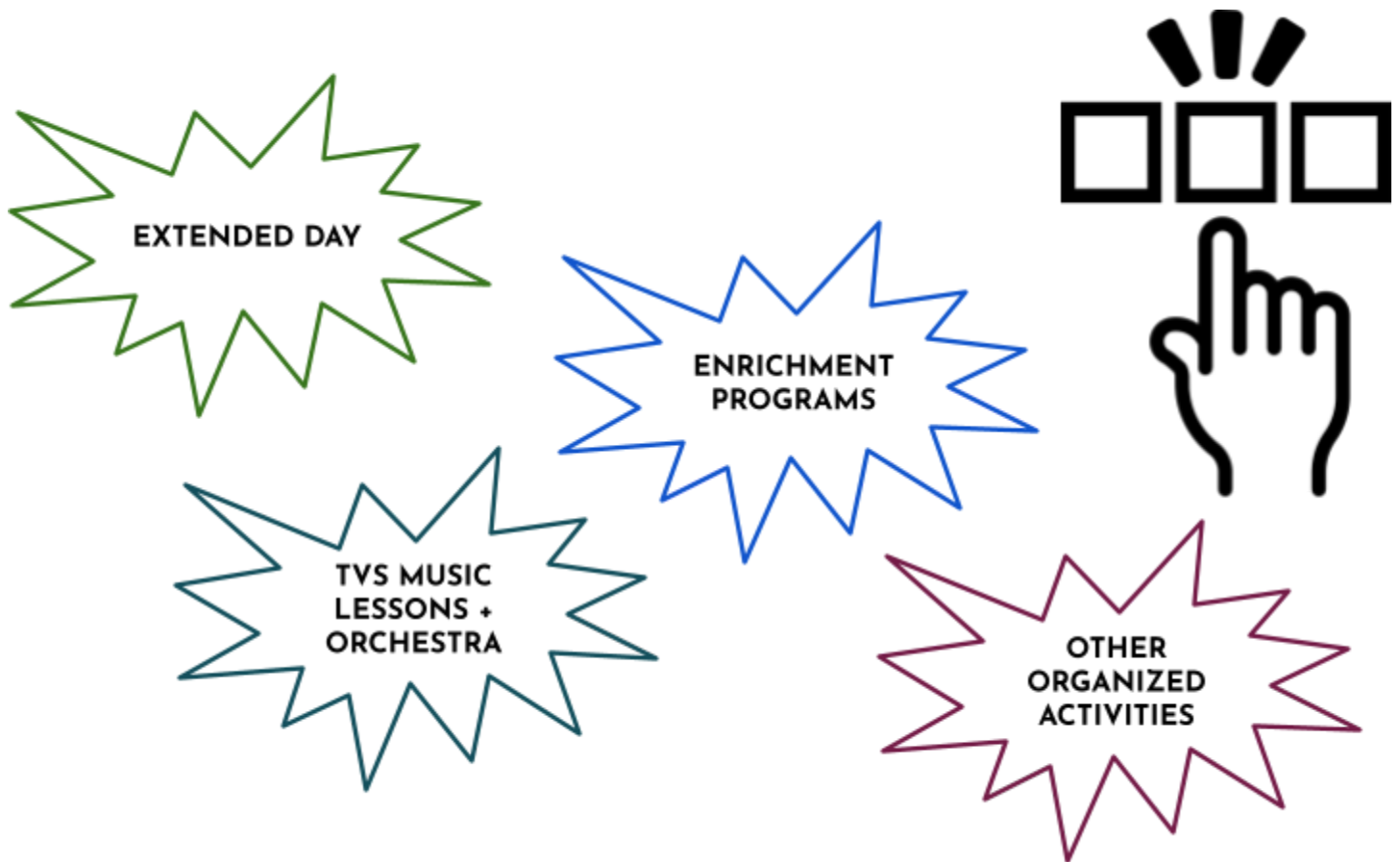
In keeping with the mission and philosophy of Trinity Valley School, our Auxiliary Programs exist to **develop our students' wide constructive interests by expanding and enriching their academic, creative, and athletic horizons.** TVS Auxiliary Programs aim to **develop upstanding and empathetic leaders by building authentic partnerships** with the Fort Worth community, **creating meaningful opportunities** for TVS faculty and students to learn and serve, and **co-constructing solutions** to needs in the community.

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- What are my after-school options?!? -

In order to help ensure the safety of each and every student, we require that children in grades PreK-8 are supervised at all times while on campus, including after the school day. Therefore, we offer families several options for after-school care:



Please note that the Auxiliary Programs team manages **Extended Day** programming (this guide) and **After-School Enrichment** programming (information released in July for the fall and December for the spring).

Information about TVS Music may be obtained through Grace Moreno (morenog@tvs.org).

Information about other organized activities - which are typically sponsored by individual teachers - will be distributed throughout the school year.

- TED (Trojan Extended Day): Grades PreK-4 -

Trojan Extended Day - also called "TED" - provides a safe, creative, and positive before- and after-school environment for TVS students in grades PreK-4. TED time prioritizes play (indoors and outdoors), but also includes homework and snack time. Cynthia Davis (daviscynthia@tvs.org), TED Coordinator, leads this team.

TED occurs Monday through Friday in the TVS Dining Hall. **Before Care runs from 7:00 - 8:00 a.m. After Care runs from dismissal to 5:45 p.m.**

For the 2023-2024 academic year, TED will begin on Wednesday, August 23, which is the first day of school.

TED offers full-year packages and a drop-in option (see details below). The full-year packages are discounted options, encouraged if you expect your child to attend every day or more than 75% of the time. Dropping in is more cost-effective if you anticipate using this service only occasionally.

Contact the Auxiliary Programs team - Derek Reinhold (reinholdd@tvs.org) or Melisa Garcia (garciam@tvs.org) - with any questions you may have!

TED OPTIONS

7:00 - 8:00 A.M. - BEFORE CARE

PreKindergarten - 4th Grade Students

- New this year, Before Care is completely free-of-charge!
- Before Care begins on Wednesday, August 23.
- Students will be accepted in the Dining Hall starting at 7:00 a.m., and will be allowed to transition to their classrooms starting at 7:50 a.m. **Lower School students on campus prior to 7:50 a.m. - who do not have a pre-arranged appointment with a teacher or staff member - need to be in the Dining Hall.**
- Before Care closes at 8:00 a.m. At that time, all students must transition to their classrooms.
- New this year, TED staff supervises the **entire** Dining Hall during this hour, including students in other divisions who may be enjoying breakfast with friends. Therefore - whereas we will place special focus on our Lower School students - our purview during this time is broader.

2:30 - 3:30 P.M. - PREK HOUR (starting Tuesday, September 5)

PreKindergarten Students

- PreKindergarten dismisses at 2:30 each day, compared to 3:30 for all other grade levels.
- If childcare during this hour is needed, it is **highly encouraged** that you register for the full-year option so that your child has a consistent daily schedule from week to week.
 - Full-year fees are **\$900 / year**.
 - Drop-in fees are **\$2.50 / 15 minutes** (equivalent to \$10 / hour, but you only pay by the 15-minute block).
 - Need help deciding? Check out our [Payment Helpful Hints!](#)
- PreK Hour begins on Tuesday, September 6. **For care prior to this date, please see the "Additional Childcare" section on pp. 8-9.**
- PreK teachers escort the children to / from the Dining Hall.

PreKindergarten - 4th Grade Students

- Families may register for a full-year package, or simply drop in after school.
 - Full-year fees are **\$2,650 / year**.
 - Drop-in fees are **\$2.50 / 15 minutes** (equivalent to \$10 / hour, but you only pay by the 15-minute block).
 - Need help deciding? Check out our [Payment Helpful Hints!](#)
- After Care begins on Wednesday, August 23.
- Kindergarten teachers escort the children to the Dining Hall; grades 1-4 students are directed to the Dining Hall, and are expected to arrive promptly. *Assistance will be provided to new students and those unfamiliar with the campus.*
- Once the program ends at 5:45 p.m., a 15-minute grace period is allowed, during which time no late fee is applied. **After 6:00 p.m., a late fee of \$30 will apply, with no exceptions.**

TED PAYMENT OPTIONS

Full-Year PreK Hour Package:

- This package includes after-school care at 2:30-3:30 p.m. on all regular school days, starting September 5, 2023. Please note that this package does NOT include Conference Day Childcare or the PreK / Kindergarten-only half days at the beginning of the school year (**see the "Additional Childcare" section on pp. 8-9**).
- There are separate packages for PreK Hour and After Care. PreK families who typically need care well beyond the 2:30 p.m. dismissal will want to purchase both packages.
- There are two possible payment methods for this package:
 - You may elect to prepay in your FACTS account.
 - You may elect to pay in monthly installments. The full amount will be charged to your FACTS account in September, but you are welcome to make monthly payments throughout the year (9 installments; Sep. 2023 - May 2024). No late fees will be applied for not paying the full amount in September.

Full-Year After Care Package:

- This package includes after-school care at 3:30-5:45 p.m. on all regular school days, starting August 23, 2023, AND 12:00-5:00 p.m. on All School Half Days. Please note that this package does NOT include Conference Day Childcare or the PreK / Kindergarten-only half days at the beginning of the school year (**see the "Additional Childcare" section on pp. 8-9**).
- There are two possible payment methods for this package:
 - You may elect to prepay in your FACTS account.
 - You may elect to pay in monthly installments. The full amount will be charged to your FACTS account in September, but you are welcome to make monthly payments throughout the year (9 installments; Sep. 2023 - May 2024). No late fees will be applied for not paying the full amount in September.

Drop-In Option:

- Charges will be entered in the FACTS system, based on time of check-in and check-out.
- Charges will be applied in 15-minute increments.

NOTE: You must communicate with the business office before the start of the month to switch between a full-year package and the drop-in option.

TED REGISTRATION NOTES

- Formal registration is **ONLY** required for full-year packages. This registration will open through the [Auxiliary Programs platform](#) in July 2023.
- The drop-in option is **TRULY** that...no need to register. **Please notify your child's homeroom teacher on days when your child drops in**, so that your child may either be escorted or directed to the Dining Hall.

- TSS (Trojan Supervised Study): Grades 5-8 -

Trojan Supervised Study - also called "TSS" - provides **TVS students in grades 5-8** with a safe, quiet, and structured environment to complete homework, study for assessments, and further develop organizational skills. Middle School teachers and Upper School student tutors provide both academic and organizational support with a low student-to-teacher ratio. Tina Clayton (claytont@tvs.org), TSS Coordinator, leads this team.

TSS occurs Monday through Friday in a set of Middle School classrooms. **Students report to Tina Clayton's classroom after school and remain there until they are picked up no later than 5:45.** If a pickup time by 5:45 is not possible, remaining students will join the TED grace period in the dining hall until 6:00. **After 6:00 p.m., a late fee of \$30 will apply, with no exceptions.**

For the 2023-2024 academic year, TSS will begin on Wednesday, August 23, which is the first day of school.

TSS offers a full-year package and a drop-in option (see details below). The full-year package is a discounted option, encouraged if you expect your child to attend every day or more than 75% of the time. Dropping in is more cost-effective if you anticipate using this service only occasionally.

Contact the Auxiliary Programs team - Derek Reinhold (reinholddd@tvs.org) or Melisa Garcia (garciam@tvs.org) - with any questions you may have!

TSS LOGISTICS

3:30 - 5:45 P.M. - TSS

5th - 8th Grade Students

- Families may register for a full-year package, or simply drop in after school.
 - Full-year fees are **\$2,100 / year**.
 - Drop-in fees are **\$2.50 / 15 minutes** (equivalent to \$10 / hour, but you only pay by the 15-minute block).
 - Need help deciding? Check out our [Payment Helpful Hints!](#)
- TSS begins on Wednesday, August 23.
- Grades 5-6 students are directed to Tina Clayton's classroom, and are expected to arrive promptly. *Assistance will be provided to new students and those unfamiliar with the campus.*
- Grades 7-8 students may transition to TSS after their athletic practice ends. They are expected to arrive promptly after practice, and remain until they are picked up no later than 5:45.
- If a pickup time by 5:45 is not possible, remaining students will join the TED grace period in the dining hall until 6:00. **After 6:00 p.m., a late fee of \$30 will apply, with no exceptions.**
- TSS is closed on All School Half Days, but students are welcome to join TED in the Dining Hall on these dates (see the "Additional Childcare" section on pp. 8-9).

TSS PAYMENT OPTIONS

Full-Year TSS Package:

- This package includes after-school care at 3:30-5:45 p.m. on all regular school days, starting August 23, 2023, AND 12:00-5:00 p.m. on All School Half Days.
 - Please note that this package does NOT include Conference Day Childcare (see the "Additional Childcare" section on pp. 8-9).
- There are two possible payment methods for this package:
 - You may elect to prepay in your FACTS account.
 - You may elect to pay in monthly installments. The full amount will be charged to your FACTS account in September, but you are welcome to make monthly payments throughout the year (9 installments; Sep. 2023 - May 2024). No late fees will be applied for not paying the full amount in September.

Drop-In Option:

- Charges will be entered in the FACTS system, based on time of check-in and check-out.
- Charges will be applied in 15-minute increments.

NOTE: You must communicate with the business office before the start of the month to switch between a full-year package and the drop-in option.

TSS REGISTRATION NOTES

- Formal registration is ONLY required for the full-year package. This registration will open through the [Auxiliary Programs platform](#) in July 2023.
- The drop-in option is TRULY that...no need to register. Please notify your child's homeroom teacher on days when your child drops in, so that your child may be directed to Tina Clayton's classroom.

- Additional Childcare: Grades PreK-8 -

There are certain times in the academic year when special schedules / events necessitate childcare. (This care will be provided by the TED team, but is sometimes billed separately from TED.)

Please note that - **new this year** - we are NOT offering Additional Childcare on school holidays. Historically declining numbers on days like Indigenous People's Day and Presidents' Day have necessitated this change. We appreciate your understanding, and we hope that this advanced notice allows you ample time to make alternate plans for your family.

DATES	OCCASION	TIMING	LUNCH	BILLING	RSVP Required?
August 23, 24, 25, 28, 29, 30, 31; September 1, 2023	PreK / Kindergarten-only Half Days	12:00-3:30	Lunchtime will occur as part of the school day (prior to noon).	All students will be charged the Extended Day drop-in rate of \$2.50 / 15 minutes. The Full-Year After Care Package (if applicable) begins at 3:30.	Yes
October 23 and 24, 2023	All School Conference Day + Lower School Conference Day	8:00-5:00	Please provide a sack lunch.	All students will be charged the Extended Day drop-in rate of \$2.50 / 15 minutes. The Middle School is in session on Oct. 24.	Yes
October 31, 2023	All School Half Day (Gump Day)	12:00-5:00	Please provide a sack lunch.	Payment is included in the normal Extended Day options. <i>Students on a full-year package will not be charged extra. Other students will be charged the Extended Day drop-in rate of \$2.50 / 15 minutes.</i>	No
December 13 and 14, 2023	All School Half Days	12:00-5:00	Please provide a sack lunch.	Payment is included in the normal Extended Day options. <i>Students on a full-year package will not be charged extra. Other students will be charged the Extended Day drop-in rate of \$2.50 / 15 minutes.</i>	No
February 26 and 27, 2024	All School Conference Day + Lower School Conference Day	8:00-5:00	Please provide a sack lunch.	All students will be charged the Extended Day drop-in rate of \$2.50 / 15 minutes. The Middle School is in session on Feb. 27.	Yes
May 21 and 22, 2024	All School Half Days	12:00-5:00	Please provide a sack lunch.	Payment is included in the normal Extended Day options. <i>Students on a full-year package will not be charged extra. Other students will be charged the Extended Day drop-in rate of \$2.50 / 15 minutes.</i>	No

IMPORTANT NOTES ABOUT ADDITIONAL CHILDCARE

A daily RSVP will be required for:

- the PreK / Kindergarten-only Half Days at the beginning of the school year, and
- the four Conference Days (two in October and two in February).

RSVP collection will occur at the beginning of each semester - alongside Extended Day and After-School Enrichment registrations - through the [Auxiliary Programs platform](#).

New this year, All-School Half Days do not require RSVPs! However, please monitor your email 2-3 weeks in advance of these dates for any special logistical considerations.

Per Campus Security, we do NOT offer Additional Childcare on the half days that immediately precede a major break. As such, **families must ensure departure from campus at 12:00 p.m. on the following dates:**

- November 17, 2023 (right before Thanksgiving Break)
- December 15, 2023 (right before Winter Break)
- May 23, 2024 (right before Summer Break)

A NOTE TO MIDDLE SCHOOL FAMILIES

Dear Middle School Families,

We want to communicate just a couple additional items to you - regarding these Additional Childcare dates - that will help your student feel prepared to participate.

First, TSS will be closed on All School Half Days. Therefore, Middle School students are more than welcome to join TED in the Dining Hall on these dates, if a noon dismissal is not possible! Please keep in mind that we'll close at 5:00 on these Half Days, which is earlier than normal TSS.

Second - to be completely transparent - Middle School participation in the All School Conference Days is typically quite low (only 1-2 participants, historically). Please understand that we are indeed staffed to accept Middle School students on these dates. However, **all activities, centers, etc. will be geared toward younger children.** To be mindful of your Middle School student's comfort, we request that you please consider only sending your student if no other childcare is possible.

With appreciation,
The Auxiliary Programs Team