



PLUS PROGRAM | INFORMATIONAL PACKET 2018-2019
PLUS@TrinityLI.org | 516.931.7641

Robin Waslin, Program Director

Robin Waslin, PLUS Billing Stephanie Waslin, PLUS Mentor

Thank you for entrusting your child to us in the PLUS Program! PLUS stands for **Playing and Learning Under Supervision**. We are in session every full school day. PLUS will NOT be in session when school dismisses at noon, during school holidays and recesses, or when school is canceled for any reason. A typical day in PLUS includes the following: snack, playground, homework, computer lab, and free play.

Registration: All students who attend PLUS must be registered. Please fill out the Registration Form online (PLUSApp.TrinityLI.org), and return the insert of this brochure signed by parent and child after you read all policies.

Payments: Payments will be made weekly. Invoices will be sent home on Monday and payment is due Friday. You may return payment (cash or check) to the School Office, or make a payment online by going to Trinityli.org/plus and clicking "Make an online payment now."

If your account is one month past due, your child will not be allowed to attend PLUS until payments are current. This is an agreement that you understand PLUS payment policies. Please speak with the PLUS Director if you would like to arrange a payment plan

1-3 Days/Week (for one child): \$18/day	2nd Child: Half Price
4-5 Days/Week (1 child): \$15/day	3rd Child: No Charge

Late Fees:

- PLUS ends at 6:00pm. A \$1 dollar per minute Late Fee will be assessed for every minute past 6:00pm that a student remains at PLUS.
- A \$10 Late Payment Fee will be charged if payments are not received by Friday.

Snack: PLUS provides a snack and drink after school every day for all students in the program. Students may also bring their own snacks and drinks from home. These are only to be eaten in the cafeteria during snack time and should not be shared with others. Vending machines are not for use by students in PLUS.

Homework: It is typical for Trinity students to have homework daily. At PLUS, they will have the opportunity to begin, and most likely finish, their work and have it checked by PLUS Staff. Mentors assist as needed.

Pick-up Procedures: You may pick up your child at the Main Entrance by calling the PLUS phone line (516.931.7641). You will need to have your picture ID and enter the school building in order to sign your child out.

Technology and Cell Phones: According to school policy, electronics should not be out of students' backpacks while at school.

After School Activities:

- Bus transportation is not provided.
- Students are not permitted to be unattended in the school building.
- Again, all students that attend PLUS must be registered with PLUS, including students coming to PLUS from after school activities.
- All coaches and club sponsors will wait with a child for 10 minutes after the scheduled end of the after school activity. If the child still has not been picked up, they will be sent to PLUS and the parent will be charged the PLUS daily fee.

Other Policies:

- Students are expected to bring everything they need for homework to PLUS. We do not take children back to their classrooms to retrieve forgotten items.
- If a student is not in an organized activity but is still at school after 3:15 P.M., they will be required to attend PLUS and parents will be responsible to pay the PLUS fee upon picking up the student.
- Students must follow school rules outlined in the Student Handbook at all times, including the Code of Honesty, Computer and Internet Use Policies, and Discipline expectations.

PLUS PROGRAM

CODE OF CONDUCT AND DISCIPLINE POLICY

Students, caregivers, and PLUS Staff all play a role in making the PLUS Program safe, and we must cooperate with one another to achieve this goal.

As the After School Program, we are responsible for...

- Informing students and parents about PLUS's behavioral expectations, corrective measures, and consequences
- Communicating with and enlisting parents as partners in addressing areas of concern about their child's behavior
- Nurturing and encouraging the skills students need to succeed in the school and in society

As parents, you are responsible for...

- Being aware of PLUS's behavioral expectations and consequences
- Ensuring that your child adheres to behavioral expectations, school mission, and core values
- Partnering with PLUS and school staff to discuss strategies that might be effective in developing pro-social and cooperative learning and play behaviors
- Discussing appropriate and inappropriate behavior at home with your child

PLUS Behavioral Expectations

1. Students should be respectful to the Staff, fellow participants, school property, and themselves.
2. Follow all directions the first time they are given. Many times these instructions are for students' safety.
3. Students should always be under adult supervision. They are not allowed to leave the area without permission.
4. Move appropriately: Walk in the hallways, stay seated during snack and homework time, walk in the classrooms and cafeteria.

Behavior that requires disciplinary action:

1. Failure to follow the rules, policies, and procedures of PLUS. Failure to comply with reasonable requests from PLUS Staff.
2. General misconduct that interferes with the normal operation of the PLUS program, including loud behavior that disturbs other students.
3. Engaging in an act of violence, such as hitting, kicking, scratching, or punching another student, PLUS staff, or themselves.

3. Use of obscene, vulgar, profane, disrespectful, demeaning, or threatening words and/or actions or gestures.
3. Theft, damaging, or destruction of school and personal property.

PLUS Discipline Policy:

1. Verbal warning.
2. 5 minute removal from activities.
3. If student earns another time out in the same day, parent will be made aware of inappropriate behavior via a written report, which will be signed by parent at pick-up. Documentation will be kept on file.
4. After 2 written reports, a formal parent meeting will take place. Together, we will work with the child to resolve the behavior problem.
5. After 3 written reports, the child will be suspended from the program for one week. The parent must make arrangements for the child to be picked up directly after school at 2:40pm.
6. The student and parents must meet with the Director and/or Principal to determine conditions for reinstatement into the program. Three suspensions may result in dismissal from the program.

We understand that PLUS plays an important role in caring for your child after school. We desire to work together and help your child exhibit behavior that allows him or her to remain in our program. Please be aware that if the staff is spending time on discipline with one child, they are taking away time from the other students. If a student is acting inappropriately, they impact the safety of the other students in the program. If you have any questions, please bring them to the PLUS Director.

Please sign and return the following pages to the PLUS Director.

Student's Name: _____

Parent/Guardian's Name: _____

I understand that Trinity Lutheran School will make every reasonable effort to provide a safe environment, and I acknowledge that, despite the school's precautions and supervision, participation in this program may involve some risk of injury, and I consent to my child's participation with that knowledge. In the event of an accident or illness, I understand that every reasonable effort will be made to contact me immediately. However, if I am not available, I authorize Trinity Lutheran School to secure emergency medical care as needed.

Parent/Guardian Signature *Date*

I have read and understand the PLUS Informational Packet. I have also read the Code of Conduct, Payment Policy, and Discipline Policy. I agree to partner with the PLUS program by upholding the policies detailed in this document, as well as encouraging my child to do the same.

Parent/Guardian Signature *Date*

Student's Name: _____

Parent/Guardian's Name: _____

