Training Depot

Proverbs 22:6

Childcare + Learning Center

Training Depot is proud to offer our summer program as a ministry to the community. We have two age groups, the Jaguars (completed Kindergarten thru 1st grade) and the Mustangs (completed 2nd grade thru sixth grade). Our goal is to help eliminate the worry of working parents by providing a Christian alternative to child care or staying home alone during the summer months. Our teachers are busy planning activities and group times that focus on fun themes as well as Christian values. We have an awesome discipleship curriculum for our summer program.

Training Depot's summer program provides a change from traditional school activities. Everything is designed to meet the active needs of children during the summer within a Christian environment.

Please take a moment to read through this handbook. It is packed full of important information such as medicine policies, field trip info, and finance policies. Please feel free to contact the office if you have any questions.

Training Depot is Fort Worth First (soon to be Generations Church) Church of the Nazarene's week-day outreach ministry to the school age children of our community. We are committed to partnering with families to help children grow spiritually, physically, cognitively, and socially/emotionally according to Proverbs 22:6.

"Train up a child in the way he should go and when he is old, he will not depart from it."

**Our summer program is activity-oriented. The program is designed to provide excitement and fun each day for the children. Listed below is a brief description of some of the various activities offered by Training Depot's school age summer program.**

**DISCIPLESHIP TIME** —Discipleship times will combine each of our school age classrooms together for a group time to experience bible lessons and have a time of praise and worship for kids to enjoy. Children will do Bible-based activities with their class to support the weekly themes.

**GAMES** — The children learn to play many "novelty games". These are part of the teacher's "bag of tricks" to help the children have a great time each day.

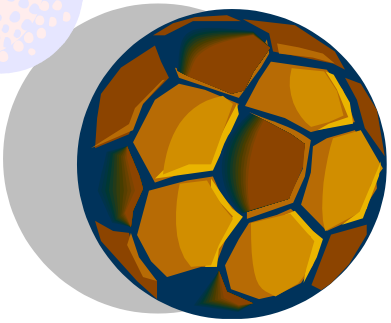
**FIELD TRIPS**— We have a variety of exciting field trips planned this summer. From going swimming at the Cabana Club, to Jurassic Zone, to Laser Tag, your child will have a blast enjoying the many 'social distancing' field trips we have planned. See the attached activities calendars for more details.

**SERVICE PROJECTS** — Campers are taught the importance of unity and helping by being involved in a service project. Some of the service projects may include making cards for nursing homes, making toys, recycling, story telling, etc.

**SPORTS** — Sports are another major area in the programming of Training Depot. Our kids love sports and enjoy activities whether it's teacher or child led. Some of these sports include soccer, basketball, kickball, field day activities, etc. These activities incorporate instruction, contests, competition, and group play. Children will enjoy Soccer Shots Sports Camp every Thursday morning.

**MOVIES** — The children will be able to "chill" in the gym and watch a movie on the big screen projection system. Movie times come once a week and are connected with our unit themes. All movies are previewed for content prior to your camper's viewing. We will only show G or PG rated movies.

**CRAFTS** — We plan a variety of theme-related craft projects. Some of the crafts may include lava bottles, inventive projects, volcano making, etc.



# FINANCE INFORMATION

**VACATION & CREDIT VOUCHER** - Full-time campers that commit to attending all 10 weeks of our summer program receive a one week vacation credit voucher. The vacation credit voucher is designed to help full-time families afford family vacation time. Vacation vouchers can only be used when your child is not here for a full week during the summer months. If for some reason you take vacation and then withdraw prior to the end of our 10 week summer program, you will be charged one week of tuition.

Following are more vacation credit voucher details:

* The child must begin the first week of summer to receive a vacation voucher.
* If your school district is in session part of the first full week, your child must start on the first full day after their public school ends to receive a voucher.
* Full-time campers that start after summer begins do not receive a vacation voucher.
* Vacation vouchers can only be applied in a whole week increment.
* Vacation vouchers must be turned in two weeks in advance to receive credit.
* You must turn a vacation notice into the tuition box. This is located in the TD office.
* If you withdraw from full-time and have used your vacation voucher, you will be billed for the week of used vacation credit.
* Credit vouchers will expire on the last day of summer and cannot be used toward another holiday.

**ENROLLMENT FEE** – The $65 enrollment fee & $165 activity fee is nonrefundable. Children currently enrolled in our after school program are not required to pay another enrollment fee.

**ACTIVITY FEE** – The summer activity fee of $165 must be paid prior to the first day of attendance. This fee helps cover all costs associated with field trips, waterslides, arts & crafts, upcoming shows, and other special activities.

**DEPOSIT—**A deposit of $205 is due upon enrollment for *full time* summer program. A deposit of $100 is due for *part time* summer program. ***As long as we receive a TWO WEEKs' NOTICE of withdrawal and the account is current,*** this will cover their last week of summer tuition.

**FULL-TIME PAYMENT SCHEDULE** - Tuition of $205 is due weekly on ***the Friday prior to the week of attendance***. A $25.00 late fee will be added if tuition is not received by 6:00 p.m. on Monday. Your child may not be allowed to participate if the tuition is not received.

**PART-TIME PAYMENT SCHEDULE** – All part-timers will be required to pay the full activity fee prior to attendance. Tuition for part-timers is $100 for 2 or less days a week regardless of whether your child is in attendance for that week; this is a part-time rate, not a drop-in rate. This is due weekly on ***Friday prior to the days attending***. If for some reason your child attends 3 days in a week, you will be charged the full tuition of $205 for that week. A $25.00 late fee will be added if tuition is not received by 6:00 p.m. on Monday. If your child has been an after schooler during the year but now goes to part time status for the summer, you will need to use whatever vacation days you've earned before their first part time day. Your child will need to be re-enrolled full time for a period of six months prior to earning vacation again.

**PRORATION & REFUNDS** - Because our program requires us to employ staff based upon the number of children enrolled, we cannot give tuition refunds for days your camper is absent. Full tuition will be charged on weeks with holidays. No refund can be made of tuition due to absence, illness, additional vacation, bad weather, or the result of a quarantine. Part timers absent due to illness or vacation will not be permitted to switch or make up days that may have already been paid for.

**WITHDRAWAL** - In the event it becomes necessary for a parent to withdraw a child from the program, a completed withdrawal form must be signed and submitted to the office ***two weeks prior*** to their last day in order to use their deposit. Withdrawal slips are the orange slips located on Angela's desk in the TD office.

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# PARENT INFORMATION

**CALENDARS**—An activity calendar including field trips, arts & crafts, water play & much more summer fun will be available on our website prior to summer.

**CAMPUS FOOD**—On campus lunches, snacks, and drinks are provided. A lunch and snack menu are available on our website, www.fwf.org.

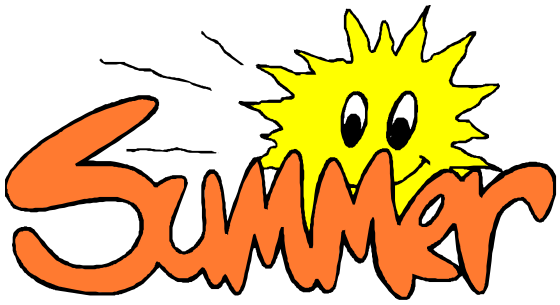
**SACK LUNCHES**—You may need to send a sack lunch a few times during the summer.

**PERSONAL ITEMS**—Please mark all clothing and belongings with your child's name. Children may not bring personal toys to class except for specially designated event days. This includes items such as gameboys, I-pods, I-touches, small collectible toys, and trading cards. We prefer for cell phones to stay at home. If brought to school, the teacher will keep the cell phone in their desk until the child leaves for the day. We are not responsible for personal items that are brought to school and are lost, stolen, or damaged.

**ATTENDANCE**—Your child will need to be here by 11:00 a.m. each day to participate in their special activities. ***If your child is not in attendance by 9:00am, please call*** and let us know whether or not they are coming so that we can have lunch prepared for them if needed. On field trip days, children may need to arrive as early as 7:45am in order to attend. This information will be made available to you when these field trips make an early departure necessary. When the information comes available, please note field trip return times. There are trips that keep us out as late as 4:00 p.m. On these days, you will need to make arrangements to pick up after we return. ***CHILDREN MAY NOT BE DROPPED OFF OR PICKED UP FROM A FIELD TRIP SITE***! Children must leave with us as well as return with us. Our security procedures become compromised when children arrive at a field trip or dismiss from a field trip outside of our campus.

**CLOTHING**—Wear shorts or jeans, t-shirts, socks, shoes, (tennis shoes must be worn on field trips that require shoes fully covering the child's feet) and maybe a cap. Caps and sunscreen are recommended because we do a lot of activities outside. No dresses, halter tops, or bare feet. Blue Training Depot t-shirts must be worn on all field trips. Please make sure your child's name is written on the tag inside of their shirt. These are available for $12.00 in the office.

**MEDICATION**— If your child requires medication, you must fill in a daily medication authorization permit located in the TD office. All medicine must be in its original container with prescription information including the child's name, recommended dosage, date, and dispensing physician's name.



# PARENT INFORMATION (Continued)

**ILL CHILDREN**— Our teachers are unable to care for children who are ill. If your child is ill, they cannot participate in class activities. Please pick up your child at least within the hour after we contact you.

**LOST AND FOUND**—There is a lost and found bin located by the office.

**SECURITY**— Please enter and exit through the main building. Please do not access the portable classrooms without passing by the Training Depot office.

**SWIMMING**— Bring swim suit and towel on swim/water days. ***Girls must wear one-piece swimsuits. Tankini swimsuits are allowed as long as the top and bottom touch***. If your child wears a bikini, she will be required to wear a t-shirt over it. Bring a bag for clothes, a change of dry clothes, a towel, and sunscreen. You will need to fill out our swimming authorization form on your child's first day.

**SPLASH DAYS**—Splash Days will be marked on the summer activity calendar. On these days, children will play in an assortment of sprinklers and water toys as well as having some type of water game that will be brought in to Training Depot. Please send your child to school with a bag for wet clothes, a change of dry clothes, a towel and sunscreen; please MAKE SURE everything is labeled!!

**SUNSCREEN**—We encourage all children to wear sunscreen anytime they will be participating in an outdoor activity (excluding our covered playground). However, we cannot apply sunscreen without a signed permission form. In addition, you will need to provide the sunscreen with your child's name labeled on the bottle.

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