

## SunRidge After Care Information and Guide Overview

In an effort to support the childcare needs of our SunRidge families, we are able to offer after school care for children in Kindergarten through 5th grade. We operate this program in alignment with the core principles of Waldorf Education that characterizes all of our SunRidge programs.

SunRidge After Care continues to grow to support the needs of our families and students, with a dedicated team of care-ers who provide children with opportunities to play and learn beyond the end of their school day. Activities include time for indoor and outdoor play, craft and cooking projects, exploration of seasonal and cultural themes, as well as opportunities to learn and share with others in the After Care classroom.

Please note:

- After Care will be available to students in TK-5th grade.
- After Care begins on Monday, August 19th, 2024.
- After Care has a 2-day per week minimum, with a set monthly fee.
- Kindergarten and Grades Gap Care is NOT AVAILABLE on early release days.
- Registration is through an online form and will be completed with the After Care Coordinator.

---

## SunRidge After Care Admission Procedures

Enrollment: Parents may sign up no earlier than August 1st for after school care which will begin on August 19, 2024. We will use an online form to register and parents will be contacted by email or phone to complete their enrollment. Please be sure your phone number and email address is accurate. Enrollment is not complete until:

- After Care Coordinator has confirmed your schedule.
- Registration fee and first month's tuition is paid.
- Registration forms, emergency contact, and health forms are complete.

After Care is available on a first-come, first-served basis to children enrolled in SunRidge Charter School. We serve children in TK/Kindergarten through 5th grade at this time.

Authorized Pick-up list: Only individuals on this authorized pick up list may sign children out from After Care. Children may not sign themselves out. If a child is to be picked up along with an older sibling, arrangements must be made in advance and in writing.

Children are signed in by After Care staff and may only be signed out by an individual on the child's AUTHORIZED Pick-up list. It is the parent's responsibility to keep this list up to date. If there is a change of plans, please be sure to inform After Care IN WRITING.

Children must have attended school during the school day to attend After Care. They cannot return to After Care after they have been signed out, or have left campus after school.

Scheduling: Spaces in After Care are available 2, 3, 4, or 5 days per week. Care days must remain consistent throughout the month, and monthly schedule changes can only be made if space is available. Drop-Ins are not available.

Kindergarten Gap Care is available on full school days only: there is no "Gap Care" on Thursdays or Early release days. If you have chosen Gap Care on a regular length school day aftercare staff will walk your child out to the pick up line. If they are not picked up by 3:15 pm, they will return to the After Care room and late fees will begin to incur. The late pick up fee is \$1.00 per minute and will be added to your next billing statement.

After Care closes promptly at 5:30 pm, and late fees begin to incur at 5:35 pm. The late pick up fee is \$1.00 per minute, and will be added to your next billing statement. Late pick-ups for children with a 4:30 pm schedule will begin to incur late fees at 4:35 pm.

Absences: There are no credits or make-up days for unplanned absences. Exceptions may be given for extended illness, and a doctor's note may be requested. Please contact the After Care Coordinator in this situation.

Vacations: For planning purposes, please inform the After Care Program in writing if your child will be missing After Care due to Vacation or Independent Study. Two weeks notice is required. Please contact the After Care Coordinator to make these arrangements.

Sick children must be picked up immediately. After Care staff will use the emergency contact list in the case of fever, vomiting, diarrhea, or any other urgent health need. Please keep your emergency contact list up to date.

Medications: After Care Staff will not administer any medications without a district Medication Administration Form. Please contact the SunRidge School Office for this form.

Health and Allergy information: Please indicate any allergies on your child's emergency information sheet. Food allergies are especially important. Please inform us of any disabilities or medical conditions your child may have, and how we may need to help support your child in After Care.

Daily snacks: children in After Care are provided with a healthy afternoon snack. After Care serves a vegetarian menu, and can accommodate some dietary restrictions. Please contact the After Care Coordinator if your child's allergies or restrictions require them to have their own supply of home-provided snacks. After Care can store them and make them available to your child. If you choose to pack your child's snack please do not include candy or sweet treats.

SunRidge After Care  
Tuition Payment Information

Payment:

All Payments are due in full by the first day of school in any month. Payments after the fifth day of school in any given month may be charged a \$10.00 Late Fee. After Care fees can be paid online through Tuition Express (additional fees may apply) or cash or checks may be dropped off at the Sunridge School Office or the After Care Room. Please make checks out to **SunRidge After Care**.

Late payments: Accounts over two weeks past due will be provided with a two-week termination of services notice. If the tuition and late fee is not paid by the end of this period, then your child's enrollment may be terminated. Please discuss special circumstances or arrangements with the After Care Coordinator.

Scheduling After Care: After Care days selected at the beginning of the school semester should remain consistent throughout the school year. Schedule changes can only be made on a monthly basis, and will only be accepted IF THERE IS SPACE AVAILABLE.

Registration and supply fee of \$50.00 per student is collected annually and is due at the time of registration.

After Care rates are divided between the 10 months that we are in service. Aftercare fees remain the same from September through May whether there is a school break or not. Only August is prorated.

We can provide a 10% older sibling discount to children in the same family.

There is no Drop In care at this time.

Late Pick-up Fees are calculated at \$1.00 per minute and are added to your following month's bill.

Please provide SunRidge After Care with 2 weeks notice in writing if you wish to end after care for your child.

SunRidge After Care  
Rates for 24/25

Kinder Gap (12:45-grades dismissal)	Per Month	Kinder After Care (12:45-4:30)	Per Month	Kinder After Care (12:45-5:30)	Per Month
(not available on Thursdays or Early Release Days)		2 days	196	2 days	252
2 days	112	3 days	294	3 days	357
3 days	168	4 days	364	4 days	448
4 days	224	5 days	455	5 days	525
		Grades 1-5 (3:05-4:30)	Per Month	Grades 1-5 (3:05-5:30)	Per Month
		2 days	84	2 days	140
		3 days	126	3 days	210
		4 days	168	4 days	252
		5 days	210	5 days	280

## SunRidge After Care Behavior Expectation

Children are expected to maintain the same behavior and demeanor at After Care as set forth by *SunRidge School Rules for Student Behavior*. These rules are available for review in the SunRidge School Parent Handbook, which is available online at the school website.

After care staff will refer to the SunRidge School Handbook regarding behavior expectations and disciplinary actions, and will keep in close communication with parents about any behavior issues or concerns.

Children must follow staff instructions at all times.

Students are expected to treat others safely and with respect. No rough play, tackling, hitting, kicking, wrestling, yelling in ears, or throwing objects at others.

Rude or Foul Speech: words, stories, and language should be appropriate to an educational setting and mixed-age groups. Swearing, disrespectful speech, offensive drawing, writing, or gestures are not allowed. No Spitting.

Children must stay in the play boundaries established by After Care staff. No hiding or running away from After Care staff.

Children must treat school property with respect and care. No purposefully breaking or destroying school, staff, or student property.

After Care staff care deeply for the safety and well being of the children in our care, and ALL SCHOOL AND PLAYGROUND RULES are in effect at After Care.

Dismissal from the After Care program will be used if all other solutions fail.