

## SunRidge After Care Admission Procedures

Enrollment: Parents may sign up no earlier than August 1st for after school care beginning 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 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 by 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.