

# School Age Enrichment Parent Handbook 2025-2026 Addendum

Registration Timeline	
Full-Time Afternoon Contracts	Open to currently registered families starting April 14 at 10:00 a.m. <b>*Registration for Full-Time Afternoon Contracts will turn off on April 22 before Part-Time Afternoon Contracts open at 10:00 a.m. or when capacities have been reached, whichever occurs first *</b>
Part-Time Afternoon Contracts	Open to currently registered families starting April 22 at 10:00 a.m. <ul style="list-style-type: none"> <li>Part-Time Afternoon Contracts are only available if a site's overall capacity has not been reached with Full-Time Afternoon Contracts</li> <li>Part-Time Afternoon Contracts will turn off on April 29 at 4:00 p.m. or when capacities have been reached, whichever occurs first</li> </ul>
All Morning Contracts All Morning Drop-In Only Contracts All Afternoon Drop-In Only Contracts	Open to currently registered families starting April 30 at 10:00 a.m.
Any Remaining Contracts	Families that have completed the <i>SAE 2025-26 School Year Interest Form</i> will be contacted directly as space allows starting May 1

## Drop-In Care Guideline

- A family with only an afternoon contract may request a drop-in for afternoon care
- A family with only a morning contract may request a drop-in for morning care
- A family with a morning and afternoon contract may request a drop-in for both mornings and afternoons
- Afternoon drop-in care will be offered based on space availability to families who have registered for the Part-Time Afternoon Contracts or Afternoon Drop-In-Only Contract
- Morning drop-in care will be offered based on space availability to families who have registered for the Part-Time Morning Contracts or Morning Drop-In-Only Contract
- All drop-ins must have **prior** approval from the SAE Site Director and will be approved based on space availability
- Once the Director has approved a drop-in, the day cannot be switched and the parent/guardian is responsible for paying for the session, including the drop-in fee
- There are no refunds for unused scheduled drop-ins**
- Drop-in fees will need to be paid once the approval is received from the SAE Site Director

Month Care Needed	When Care Can Be Requested
August (school year days)	Wednesday, August 13, 2025
September	Monday, August 25, 2025
October	Wednesday, September 24, 2025
November	Monday, October 27, 2025
December and Winter Break	Friday, November 21, 2025
January	Monday, December 22, 2025
February	Monday, January 26, 2026
March	Monday, February 23, 2026
April	Wednesday, March 25, 2026
May	Friday, April 24, 2026

Drop-in care **must** be requested through the Site Director. Drop-in care will not be scheduled through the SCW Parent Portal.

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School year drop-in rates are the program session rate, plus an additional \$6.50

## Jeffco Public Schools Employee Discount

SAE offers a 20% discount to Jeffco Public Schools district employees. You must verify employment with your SAE Site Director to receive this discount.

## Student Benefits Application (Free and Reduced) Discount

- SAE programs provide a 20% discount for families with an approved Jeffco Public Schools Student Benefits Application
- Families who qualify must provide the SAE Site Director with a current copy of their approval from Jeffco Public Schools Department of Food and Nutrition Services
- This discount will be applied to tuition once documentation has been received
- SAE does not apply the discount to any invoices before receiving the approval
- In addition, families will need to renew and submit their approval each year
- To find out if you qualify, contact Jeffco Public Schools Department of Food and Nutrition Services at 303-982-6748 or <https://www.schoolcafe.com/>

## Full Days

- The SAE program is open at select schools for early release days, non-contact days and some school breaks
- SAE full days are not included in any Schedule Contract option
- The full-day rate is \$68.50 per student per day
- Space will be limited
- The SAE Site Director will send out full-day sign-up information to all families before the full-day
- Drop-in care requested after the full-day sign-up period may be approved based on space availability
- The hours of operation for non-contact days and school breaks are from 7:00 a.m. to 5:30 p.m.; Hours of operation for school specific non-contact or modified contact days are 7:30 a.m. to 4:30 p.m.

\*Hours and locations are subject to change.

## Current School Year Closure Dates

School Year Preparation	August 13 – 18, 2025
Labor Day	September 1, 2025
Thanksgiving Break	November 26 – 28, 2025
Winter Break	December 24, 2025 – January 2, 2026
Martin Luther King Jr. Day	January 19, 2026
President's Day	February 16, 2026
Memorial Day	May 25, 2026
Summer Preparation	May 29 – June 3, 2026