

School Year 2026-2027 NRHEG School Age Care

(3 years – 5th grade)

Registration Packet



NRHEG School Age Care

ELLENDALE site: (507)416-2137 (room B116 & B117) **NEW RICHLAND site:** (507)417-2626 (room C106)

COMMUNITY EDUCATION: (507) 417-2667 (office located in Secondary School, C113)

Community Education Director: mwhiteside@nrheg.k12.mn.us

SAC attendance email = sac@nrheg.k12.mn.us

How do I get registered for NRHEG School Age Care?

All pages of this packet must be COMPLETELY filled out.

A Parent Handbook is included.

1. MUST BE AT LEAST 3 YEARS OLD BY SEPTEMBER 1, 2026, TOILET TRAINED, AND ENROLLED IN PANTHER PRESCHOOL TO ENROLL IN THE School Age Care Program this summer.
2. Fill out all pages (**if you are a returning family, please update any info, otherwise only fill out pages 3 & 4**)
 - a. If medication is needed, please ask for a medication form. You will need to have your doctor fill it out if your child will need any medication in the course of the school year while at SAC, this form needs to be returned to the Community Education office when/if medication is ever needed.
3. Write a check for the registration fee plus prepayment of the first two weeks prior to your child's start date.
4. Turn in the packet and check to the Community Education Office (in the Secondary Building), either school office, or the SAC classroom in either school building. You will receive further instructions on how to create an online account through ProCare (online billing system) if you are new to School Age Care.
5. During the school year your child is able to receive a school breakfast & lunch (if in preschool – at SAC, if in school – at the Elementary School) at no additional cost due to all children enrolled in school eligible for a free breakfast and lunch. An after school snack is provided by SAC as well for all children. Sack lunches will need to be brought from home on non-school days because there is no food service.

Your child will not be registered for NRHEG School Age Care Preschool Daycare until this packet and the fees have been turned in.

SAC is only available in NEW RICHLAND on district-wide non-school days

School Year 2026-2027 NRHEG School Age Care

REGISTRATION FORM/CONTRACT

Fill out all pages (if you are a returning family, please update any info, otherwise only fill out pages 3 & 4)

Date of application _____ Child's start date _____ Desired Location: **New Richland** or **Ellendale**

Child's Name: _____ 1st choice phone contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Birth date: ____/____/____ Grade in Fall 2026: _____ Teacher: _____

1. Mother/Guardian name: _____ Place of employment: _____

Phone (cell): _____ (work): _____ email: _____

Address is different from above _____

2. Father/Guardian name: _____ Place of employment: _____

Phone (cell): _____ (work): _____ email: _____

Address is different from above _____

Child resides with: __ mother __ father __ both __ other: _____

EMERGENCY CONTACTS & PICK-UP AUTHORIZATION

List the names and phone numbers of two nearby friends or relatives who will assume temporary care of your child, if you cannot be reached and who have your permission to pick up your child.

1. Name: _____ Relationship: _____ Phone: _____

2. Name: _____ Relationship: _____ Phone: _____

REGISTRATION FEES:

New Families: A \$25.00 non-refundable registration fee is charged per child or \$45 per family for new families (have never used SAC before or have not used SAC for 2+ years) and due upon registration for all school year attendees.

Returning Families: A \$15.00 non-refundable registration fee is charged per child or \$25.00 per family (that have been with SAC within the last 2 years during the summer or school year) and due upon registration for all school year attendees.

A late fee of \$1.00 per minute will be charged for picking up a child after 5:45 pm - after the 3rd incident - it is \$5.00/minute per child and services may be discontinued. Community Ed and SAC reserves the right to cancel this contract at any time.

Currently NRHEG SAC does NOT accept CCAP (daycare assistance). Please let us know (with an 'X': ____) if you receive childcare assistance through the county; if there are enough families that currently qualify for assistance SAC will pursue becoming certified in order to accept childcare assistance for families in the future.

_____ I have been approved for the sliding fee scale discount through NRHEG SAC, my weekly payment amount is \$ _____.

I have read, understand, and agree to the statements above and the NRHEG billing fees and policies. For further information, you can go online to <https://www.nrheg.k12.mn.us/domain/680>

Parent/Guardian Signature: _____ Date ____/____/____

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Child's Name: _____ Birth date: ____/____/____

Grade in Fall 2026: _____ Teacher: _____

HEALTH & SAFETY

Please list any health conditions and allergies that we need to be made aware of (please include behavioral, health, serious injuries, chronic or recurring illnesses, allergies, asthma, dietary restrictions, or special needs/IEP):

☐ Yes ☐ No Is the child taking any medications? If yes, are there any symptoms/side effects that we should be aware of or watch for?

Other significant information about your child's behavior that would be helpful for SAC staff to know? _____

List names of those who have permission to pick up your child from NRHEG SAC : _____

List the names of those who do NOT have permission to pick up your child from NRHEG SAC: _____

GENERAL PERMISSIONS:

Please "X" the spaces below if you agree

Permission for First Aid & Safety, transportation, various activities, and videos.

Some activities may include, but are not limited to, jumping, climbing, running, swimming, or other activities that involve inherent risk. As the parent/guardian of this minor child, I recognize the inherent risk in these and other activities.

☐ In the event that my child needs immediate medical attention for injuries received while participating in NRHEG SAC activities, I authorize SAC staff to give my child reasonable first aid.

☐ I understand that there is NO NURSE staffed by NRHEG SAC, therefore, all medical/first aid needs will be handled by our trained staff.

☐ I hereby acknowledge that NRHEG SAC will assume any parent of the child may pick up the child during the program (and any person authorized by a parent) unless there is pertinent court documentation ON FILE with NRHEG SAC that indicates otherwise.

☐ I give permission for my child to participate in walking excursions in New Richland and/or Ellendale under proper supervision (parents would be informed before activity takes place away from school building).

☐ I give permission for my child to ride the bus on field trips when in attendance and if I sign them up for the activity.

☐ I give permission for my child to view "G" or "PG" movies.

☐ I give permission for my child to participate in activities including: ☐ face painting ☐ nail painting ☐ hair styling ☐ temporary tattoos.

Permission for Photography/Video in ads & social media

☐ Yes, I give permission for my child to be photographed or in video representing NRHEG School Age Care / Community Education Programs.

☐ No, I do not give permission for my child to be filmed or their image used.

Child's Name: _____ grade: _____

SAC 2026-2027 Attendance/Payment Contract

Are you enrolling for ELLENDALE or NEW RICHLAND

Care will begin in Ellendale and New Richland on Tuesday, Sept. 1

Rates are per child. Please fill out each area.

School Age Care : Days needed each week ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday	Do you have a rotating schedule? ☐ Yes ☐ No If yes, please fill us in on the details as to what the rotation is and what your child's SAC schedule will look like.
Panther Preschool. Please select which session your child attends ☐ Session 1 (Tues/Thurs 8-10:30am in NR) ☐ Session 2 (Tues/Thurs 8-10:30am in Ell.) ☐ Session 3 (M/W/F 8-11am in NR) ☐ Session 4 (Mon-Thurs 12:15-3:15pm in NR) ☐ Session 5 (M/W/F 8-11am in Ell.) ☐ Session 6 (Mon-Thurs 12:15-3:15 in Ell)	Are there days your child will not be here this school year? Please list days below: 1. _____ 7. _____ 2. _____ 8. _____ 3. _____ 9. _____ 4. _____ 10. _____ 5. _____ 11. _____ 6. _____ 12. _____
Drop in Care \$8.00 per hour. <i>If drop in care is requested and child does not attend, minimum notice of 24-hour cancellation is required or drop in fees will be charged regardless of attendance.</i>	

SAC 2026-2027 Payment Contract

Please place an "X" in front of the package you want. Rates are for one child. **YOU MAY ONLY SELECT ONLY ONE PACKAGE.** If you have a rotating schedule, please see the Attendance/Payment contract above.

If there are weeks or days your child will not attend NRHEG SAC, please note this on your attendance contract before the school year starts otherwise you will be billed for those days/weeks or give a 2 week notice before the date they are expected to be gone. ** if you fail to select a payment package the coordinator will assign one based on the days/times you indicated on your contracts. SELECT ONLY ONE PACKAGE	
0-4 hours per week. \$25.00	4-8 hours per week. \$40.00
8-12 hours per week. \$55.00	12-16 hours per week. \$70.00
16-20 hours per week. \$81.00	20-24 hours per week: \$99.00
24-28 hours per week: \$114.00	28-32 hours per week: \$129.00
32-36 hours per week: \$141.00	36-40 hours per week: \$151.00
40 + hours per week; \$160.00	Drop in Care only: \$8.00 Per hour

* If you go over your contracted hours per week, you will be automatically billed at the next highest package for that week (e.g. if you normally have your child at SAC 3 hours a week and you need 5.5 hours one week, you will be billed at a rate of \$39 for that week only). If you gave at least a 72 hour notice prior to an absence your contracted rate for that week will be lower (e.g. if you normally have a child at SAC for 13 hours a week and your child will be absent for one day that week (or 3 hours) your weekly charge would be \$54 for that week instead). A 72 hour notice is required for cancellation of care or you will be billed your normal contracted rate.

Parent/Guardian Signature: _____ Date ____/____/____

SAC Closed days and Non-school days Sign-Up required

Please note that SAC is closed the following days:

August: SAC is closed August 27, 28, and 31 (prep & staff training for the school year)		
September: Monday Sept. 7 th (Labor Day)	October:	November: Thurs. 26 th (Thanksgiving break) Friday 27 th (Thanksgiving break)
December: Thursday, Dec. 24 (Christmas Break) Friday, Dec. 25 (Christmas Break)	January: Friday Jan. 1 st (New Year's Day) (Dec. 31 st SAC closes at 4:00pm if open)	February:
March: Friday, March. 26 th (Good Friday)	April:	May: Friday May 28 (SAC closes at 1:45pm) Monday May 31 (Memorial Day)

The following are non-school days

To register for non-school days: A sign up sheet will be posted in the SAC classroom in Ellendale & New Richland for non-school days. We need a minimum of 17 children signed up on a district-wide (prek-12 years) non-school days to be open for the day.

SAC will only be open in NEW RICHLAND on district wide non-school days. Please plan accordingly.

September: Tuesday Sept. 1 (care available in New Richland or Ellendale) Wed. Sept. 2 (care available in New Richland or Ellendale) <i>If you need full-day care on these two days please let our SAC staff know so we can staff accordingly.</i>	October: *Mon. Oct. 12 (EC screening, prek care located in Ellendale or New Richland) *Tues. Oct. 13 (EC screening, prek care located in Ellendale or New Richland) *Wed. Oct. 14 (EC screening, prek care located in Ellendale or New Richland) *Thurs. Oct. 15 (MEA break, care located only in New Richland) *Fri. Oct. 16 (MEA break, care located only in New Richland)	November: Thursday Nov. 5 (staff development) Friday Nov. 6 (teacher planning day)
December: Wed. Dec. 23 (Winter Break) Mon. Dec. 28 (Winter Break) Tues. Dec. 29 (Winter Break) Wed. Dec. 30 (Winter Break) Thurs. Dec. 31 (Winter Break) <i>will close at 4:30pm if open.</i>	January: Jan. 22 nd (Teacher planning day)	February: Mon. Feb. 15 (President's day)
March: Monday, March 1 (staff development) Fri. March 12 (EC screening, prek care located in Ellendale or New Richland) Thurs. March 25 (teacher planning) Mon. March 29 (spring break)	April:	May: Thurs. May 20 (last day of 3 year prek & 4 year afternoon class) Fri. May 21 (last day of 4 year prek) Fri. May 28 (closes at 1:45pm)

My child will normally be dropped off at: _____ am / pm My child will normally be picked up at: _____ am / pm