



Afterschool Care

SNYP is an outreach ministry of Sunrise Community Church, serving the children of our community by providing low-cost, high quality care. Designed to ensure safety for children while promoting healthy physical and emotional growth, and inspiring children to learn. We strive to assist each child reach their full potential by offering a positive and enriching environment that encourages the development of character, leadership and cooperative spirit.

PROGRAM POLICIES

DATES/HOURS

The program will begin on August 20, 2018, Monday through Friday from 2:45 pm to 6:00 pm. We may provide care on some school holidays from 7:00 am — 6:00 pm. An additional fee will be charged for those days and students must sign-up, register and pay to attend. The program is closed on most major holidays.

ADMINISTRATION

The Director of the program is Sharla Mikeska, Assistant Director Ashley Rico.

ATTENDANCE

We cater to multiple surrounding schools such as: Joslin Elementary, Sunset Valley Elementary, Cunningham Elementary, Eden Park Elementary, and other schools in the area as space permits. There will be an assigned pick up place for each school. If your child will not be attending afterschool care please call before 2:00 pm, (512) 444-3326 and leave a detailed message. There is no reduction in tuition when your child is absent. Children must be at their pick-up places on time, we cannot send staff back to pick up children who "miss the bus."

HEALTH POLICY

We are not able to provide care for sick children. A child may not be present if he/she has a fever, vomiting, diarrhea, active cold signs, or communicable illness of any kind. The Director or staff members have the right not to admit a child when he/she feels the child is too ill to participate in all areas of activity. If your child has a fever of 100 or more, please keep him/her at home until 24 hours after the fever is gone. Should a child become ill, parents will be notified and arrangements must be made for the child to be picked up as soon as possible.

IMMUNIZATION REQUIREMENTS, TB TESTING, HEARING AND VISION SCREENING

Each student must have on file a copy of their current immunization record or a statement from their parent that a copy is on file at their school. All other testing and screening information may be kept on file at your child's school.

EMERGENCIES

In the event of critical illness or injury requiring immediate attention of a physician, we will:

- (1) Contact emergency medical services or take the child to the nearest emergency room
- (2) Give the child first aid treatment or CPR when needed
- (3) Contact the physician identified on the child's enrollment form
- (4) Contact the child's parent
- (5) Ensure supervision of other children in the group.

Emergencies requiring care by a physician will be handled on an individual basis. In all cases, parents will be notified immediately. It is the responsibility of the parent to keep current phone number(s) on file. We have an agreement with South Austin Medical Center and an on-call physician should your own doctor be unavailable or in the case of an emergency of an urgent nature.

REGISTRATION AND FEES

Enrollment in the Afterschool program will be effective when the completed registration form, \$20 registration fee and first week's tuition payment has been received. PLEASE NOTE: Addresses, telephone numbers, insurance number and all fields on the forms are required. A Two weeks' notice is required to withdraw your child from the program. You will still be responsible for the fees should a two weeks' notice not be given. If you temporarily withdraw your child for any reason, a new enrollment fee will be charged when you re-enroll. Tuition is payable, in advance, Monday before the week the child attends. Parents who pay monthly must pay no later than the third of the month. Tuition may be paid by check or money order made payable to SNYP. Late fees will be assessed as outlined in the payment section of this handbook.

LATE PICK UP FEES: If children are picked up after 6:00pm, a late fee due at the time of pick up, will be assessed as follows:

\$5.00 for the first 5 minutes.

\$1.00 for each additional minute thereafter.

ARRIVAL AND DEPARTURE PROCEDURES

There will be a designated pick up spot in the school cafeteria for Joslin students. There will also be a designated pickup spot for the remaining schools. Children being brought to Sunrise by any other person need to be accompanied into the building and signed in. "Dropping off" will not be permitted.

Parents/Guardians must enter the building and sign their child out every day. Children will not be permitted to wait outside to be picked up. Only those people you have designated to pick up your child will be allowed to do so. If you wish for someone who is not on your list to pick up your child, we must have this in writing. A driver's license or valid id will be required for identification.

SNACKS

Capital Area Food Bank provides a meal for each child that attends Afterschool. These meals are individually packaged and meet USDA and TDA requirements. Children may also choose to bring their own snack from home.

MEDICINE

If, at all possible, medication should be given outside of program hours. However, if necessary for the child to take medicine during program hours, the following procedure must be followed:

1. A medication authorization form must be completed by the parent or legal guardian.
2. Prescription medicine must be in the original pharmacy container with current prescription label listing the child's name, date, doctor's name, directions concerning dosage, and pharmacy number.
3. All medicines will be given at approximately 3:00 pm unless special arrangements have been made.

MISCELLANEOUS

Each child will be provided with a "cubby" in which to keep their belongings. Children are expected to respect the rights of other children and not open backpacks or remove items from other children's cubbies. Children should not bring personal items such as video games, etc.

SUNRISE COMMUNITY CHURCH OR ITS STAFF WILL NOT BE RESPONSIBLE FOR DAMAGE OR THEFT OF PERSONAL ITEMS.

DISCIPLINE

We want the program to be an enjoyable experience for all the children and staff. Our discipline policy is designed to prevent negative behavior. We practice "Preventive Discipline" by providing children with challenging and stimulating activities, treating them with warmth, respect. We strive to communicate clear, realistic rules and expectations. Our discipline policies are consistent with the requirements of Texas Child Care Licensing, which state that:

➤ Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

RULES OF CONDUCT

1. Children's actions should reflect respect for staff, other campers, themselves and property.
2. Children are expected to follow instructions given by the staff.
3. No child will be allowed to do anything that endangers themselves or others, or prevents the staff from teaching class.
4. Children will keep their hand and feet to themselves.
5. Disruptive behavior will not be allowed.
6. Foul language will not be allowed.
7. Children will not be allowed to use electronics of any type.
8. Children must be with a staff member always.
9. Food and drink are only allowed in designated areas and times.
10. Damage caused by a child to any part of Sunrise Community Church or surrounding property or any property encountered on a field trip must be paid for by the parent/guardian and may be grounds for dismissal from the program.

CONSEQUENCES OF NEGATIVE BEHAVIOR

1 st Offense:	Warning
2 nd Offense:	Loss of privileges
3 rd Offense:	Parent conference
4 th Offense:	Possible suspension, removal from program

Sunrise Neighborhood Youth Program reserves the right to ask any child to leave the program due to uncontrollable or unacceptable behavior that cannot be corrected with the above discipline guidelines. Should any person exhibit behavior that would compromise the safety or well-being of a child or a staff member, that person will be asked to leave the property immediately. SNYP reserves the right to remove a child from the program if their family member's behavior violates SNYP policies or compromises the safety or well-being of a child or staff member.

POLICY QUESTIONS

If you have any questions about program policies or wish to review or discuss any concerns, please feel free to contact Sharla Mikeska at (512) 444-3326. SNYP office hours are 12:00 – 6:00 Monday- Friday.

2018-2019 PAYMENT POLICIES

SNYP is proud to offer the most affordable, high quality afterschool care in the Austin area. To keep our fees low, we must strictly adhere to the following payment policies.

- Weekly payments are \$55, due the Monday before the week of care. A second child in the same household will be charged \$50/week.
- \$20 late fee will be charged when payment is not received by 6 pm the Wednesday before a week of care.
- We accept credit and debit cards. You may also set up automatic credit or debit payments, eliminating the possibility of late fees. If at any time your card is declined a \$20 service charge will be added.
- You may choose to pay monthly. Monthly payments are due by the 3rd of the month. Late payments will result in a \$20 late fee added. Payments not received by the 4th of the month will have an additional \$15 late fee added. Switching back and forth between weekly and monthly payments is not an option.
- Holiday camps, ADO (All day Out's) are an additional charge.

MONTHLY FEE SCHEDULE

August: \$100	February: \$200
September: \$200	March: \$150
October: \$200	April: \$200
November: \$ 200	May: \$200
December: \$140	
January: \$200	

*For any additional information needed, please email Sharla@sunriseaustin.org OR Ashley@sunriseaustin.org.