



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 21, 2017, Monday through Friday from 2:45 pm to 6:00 pm or 11:00 am to 6:00 pm for pre-k pre-care. 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 in order to attend. The program is closed on most major holidays.

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. Students at Joslin are to meet the staff in the school cafeteria. There will be an assigned pick up place for the other surrounding schools. If your child will not be attending afterschool care please call before 2:00pm, (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. "

REGISTRATION AND FEES

Enrollment in the after-school program will be effective when the completed registration form, \$20 registration fee, and first week's tuition payment has been received by the Program Director. PLEASE NOTE: Addresses, telephone numbers, insurance number and ALL fields on the forms are REQUIRED by child care licensing. Please do NOT turn in incomplete paperwork. Incomplete paperwork will not be accepted.

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, Wednesday before the week the child attends. Parents who pay monthly must pay no later than the 3rd 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.

Tuition should be paid at the drop box located on the sign-out table. Complete documentation of payments for tax purposes will be mailed at the end of the year,
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Credit card payments receive a receipt via Email if' an email address is provided on the Auto Pay Form.

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

Joslin students will be met by a staff member and escorted to SNYP. Children being picked up by SNYP will have a designated pick up spot. 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

Through a grant from the Capitol Area Food Bank, each child receives a meal at Sunrise after arriving each day. These meals are individually packaged and meet USDA and TDA requirements. Each meal generally consists of a sandwich or wrap, 2 vegetable and/or fruit options and a milk. Children may also choose to bring their own snack from home.

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 at all times.
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.

2017-2018 PAYMENT POLICIES

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

\$55/week. A second child in the same household will be charged \$50/week.

\$100/week for pre-k pre-care.

- \$20 late fee will be charged when payment is not received by 6 pm the Friday 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 fee will be added.

You may choose to pay monthly. Monthly fees must be paid by the 3rd of the month or a \$20 late fee will be added. Payments not received by the 4th of the month will have an additional \$15 charge. 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: \$170
October: \$200	April: \$200
November: \$ 200	May: \$225
December: \$120	
January: \$200	

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