

# SUNRIDGE SCHOOL AFTER CARE PROGRAM

## 2021-2022 School Year Contract

7285 Hayden Avenue  
Sebastopol, CA 95472  
(707) 824-8003 (after care)  
(707) 824-2844 (school office)  
After Care Hours: 12:30-5:30pm, every school day

### About the SUNRIDGE AFTER CARE PROGRAM:

The After Care Program is available to kindergarten through eighth grade students. We will operate this program in alignment with the core principles of Waldorf Education that characterize all our programs. For it to be a success, we need you to understand that participating families will:

1. Pay in full (monthly or annually) and in a timely manner;
2. Send children to school feeling well; and;
3. Communicate immediately and responsibly if an issue arises.

Our communication style will follow these four processes: unbiased observation; clarifying needs and feelings; communicating requests; and, participating in resolving any problem or concern.

**To reserve your spot for the 2021-22 school year** please provide us with a completed contract, including a calendar for October and additional emergency forms. **Payment for supply fee and services** will be due prior to the first day of services. **The non-refundable supply fee of \$50 for 1-2 days/week and \$100 for 3-5 days/week is due by October 1st.** **After Care will begin** on Monday, October 4th. All contracts need to be turned into the After Care box in the office.

This document represents a CONTRACTUAL AGREEMENT between the SUNRIDGE SCHOOL AFTER CARE PROGRAM and

\_\_\_\_\_ (Parent/Guardian) for the care

of \_\_\_\_\_ (Student/Grade).

PAYMENT: \_\_\_\_\_ (initial here)

1A) All payments must be paid in full by the first day of school in any given month. Payments after the fifth day of school in any given month will be charged a \$10.00 late fee. Please always pay on time. Please make checks payable to SunRidge After Care.

1B) The After Care rate is \$8.00 an hour. After Care is not available during school holidays or teacher in-service days at this time.

1C) When you sign up for a space, for instance on Mondays, you are signing-up for every Monday that the SunRidge School After Care Program is open in that month. If you plan to miss a Monday by taking a vacation or sending your child on a playdate, or if your child misses after care unexpectedly (for example, due to illness), you must still pay for the space. In order for our program to stay active and sustainable we are membership driven. There are no reimbursements, credits or make-up days.

1D) If you fall more than two weeks behind in payments, you will be given a two week termination of services notice. Reinstatement is only possible when payment is received in full, and remains current moving forward.

DAILY SIGN-OUT: \_\_\_\_\_ (initial here)

2A) When signing out your child the parent is expected to sign and note the time of pick-up. You will be charged for all overtime used.

LATE PICK-UP POLICY: \_\_\_\_\_ (initial here)

3A) Please don't be late to pick up your child. Make arrangements to have someone else (from your emergency information form) pick up your child/children, in a timely manner, when you cannot. 5 minutes following closing, the coordinator will contact you. If you are late by more than 5 minutes, you will be charged a Late Fee of \$5.00 for every 15 minute increment of time used (in any part) beyond the contracted pick-up time. If there is no answer, the contacts from your emergency list will be called. If you are more than 5 minutes late a second time, you will be charged a \$10.00 late fee in addition to the \$5.00/15 minute increments. If you are more than 5 minutes late a third time, you will be charged a \$10.00 Late Fee in addition to the \$5.00/15 minute increments. If you are late more than 5 minutes a fourth time, you will be given a two week notice to terminate services. Always communicate any emergencies to the coordinator.

YEARLY SUPPLY FEE: \_\_\_\_\_ (initial here)

4A) An annual Supply Fee of \$50.00 per child in After Care 1-2 days and \$100 for those enrolled for 3-5 days per week is required, **payable upon enrollment**. The fee covers a share of the costs for the After Care program's arts, crafts and holiday baking. This is a non-refundable fee.

SCHEDULING: \_\_\_\_\_ (initial here)

5A) For this contract to be valid, it must be returned in its entirety, along with all the clauses initialed, contract signed, and the first month's calendar filled out and paid in full. Arrangements can be made to pay annual contracts in one to three installments.

5B) Each monthly calendar must be filled out and returned to SunRidge School After Care Program, with payment in full, by the first day of school each month. All spaces must be paid for. We will not hold or save a space without receipt of a valid contract and payment.

5C) Whichever days you schedule aftercare, your assigned days must remain consistent for the entire school year. Changes may only be accommodated if space allows.

5D) Termination of services requires two week's advance notification by the parent. Payment for that two week period is due in full upon notification.

5E) Children may not come to SunRidge School After Care Program if they have not attended school that day. Nor can they return to After Care once they have been signed out or left campus.

DROP-IN CARE: \_\_\_\_\_ (initial here)

1) Parents who have a contract established for After Care may arrange for additional drop-in care. A note must be put in the After Care box in the school office by 8:30am the day of drop-in care.

2) After Care can also be arranged if a parent has a school meeting after school hours.

SNACK PROGRAM: \_\_\_\_\_ (initial here)

Kindergarten students must bring a lunch every day. Grades students must bring a lunch on Thursdays. Please provide the lunch in a basket or plain container and, to minimize trash, reusable containers are appreciated. Healthy foods with plenty of protein and little or no sugar are requested. Drinks and a healthy snack will be provided daily. Please include food related allergy and medical information on the emergency information form.

EXPECTATION OF BEHAVIOR: \_\_\_\_\_ (initial here)

Children are expected to maintain the same behavior and demeanor at After Care as set forth by SunRidge School. Playground rules are in effect after school.

DECLARATION: \_\_\_\_\_ (initial here)

The success of the SunRidge School After Care Program is largely dependent on the families who participate. When signing this contract, you are declaring that you have read it, in its entirety; initialing each of the clauses indicates your agreement. Contracts begin following phone confirmation by the program coordinator. This may take 1-2 business days. Please follow these rules to help us do our job well. We are committed to serving your family with heart and intention.

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PARENT'S NAME	PARENT'S SIGNATURE	DATE
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CHILD'S NAME	GRADE
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SunRidge School  
Student Health History

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

D.O.B. \_\_\_\_\_ Gender \_\_\_\_\_ Parent's Names: \_\_\_\_\_

My student has the following medical condition(s):

Allergy

NOT life threatening. Allergic to \_\_\_\_\_

Life Threatening. Allergic to \_\_\_\_\_

(Life saving medication, epipen/inhaler, and doctor orders are required for use of medication at school. See Theresa at Town Campus for paperwork.)

Asthma:

NOT requiring any medication at school and/or on field trips.

DOES require an inhaler/nebulizer at school and/or on field trips.

(Life saving medication, epipen/inhaler, and doctor orders are required for use of medication at school. See Theresa at Town Campus for paperwork.)

Diabetes: Requires new doctor orders each school year.

Seizure Disorder: Type \_\_\_\_\_ Medications \_\_\_\_\_

My student requires medication at school. List medications \_\_\_\_\_

(Board policy requires a written request from a licensed health care professional prescribing within the scope of his/her prescriptive authority before any medications, prescriptions or over the counter products, may be dispensed at school.

The required form is available from the Town Campus office.)

Hearing Issues

Requires Glasses: All Day \_\_\_\_\_ Board Work \_\_\_\_\_ Reading \_\_\_\_\_

In the space below please indicate any additional medical information that school administrators, nurses and health techs should be aware of that may impact your child's educational program or school experience and would be important in the event of an accident, injury or illness at school.

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Behavioral Issues:

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**There are no medical concerns that may impact my child's participation in his/her educational program at this time or would be important information in the event of an accident, injury or illness at school.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# SunRidge School

Twin Hills Union School District  
2021-2022 School Year Calendar

<u>Su</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>Sa</u>		<u>Su</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>Sa</u>	
<b>July</b>								<b>January</b>							
				1	2	3						<b>6</b>	7	8	
4	5	6	7	8	9	10		2	3	4	5	<b>13</b>	14	15	
11	12	13	14	15	16	17		9	10	11	12	<b>20</b>	21	22	
18	19	20	21	22	23	24		16	<b>17</b>	18	19	<b>27</b>	28	29	
25	26	27	28	29	30	31		23	<u>24</u>	25	26	<b>27</b>	28	29	
								30	31						
<b>August</b>								<b>February</b>							
1	2	3	4	5	6	7				1	2	<b>3</b>	4	5	
8	9	10	11	12	13	14				6	7	8	9	10	
15	16	<b>[17]</b>	<b>[18]</b>	<b>[19]</b>	<b>[20]</b>	21		13	14	15	16	<b>17</b>	<b>18</b>	19	
22	<b>&lt;23&gt;</b>	24	25	<b>26</b>	27	28		20	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	26	
29	30	31					7	27	<u>28</u>						
<b>September</b>								<b>March</b>							
			1	<b>2</b>	3	4				1	2	<b>3</b>	4	5	
5	<b>6</b>	7	8	<b>9</b>	10	11		6	7	8	9	<b>10</b>	11	12	
12	<u>13</u>	14	15	<b>16</b>	17	18		13	14	15	16	<b>17</b>	18	19	
19	20	21	22	<b>23</b>	24	25		20	21	22	23	<b>24</b>	<b>[25]</b>	26	
26	27	28	29	<b>30</b>			21	27	28	29	30	<b>31</b>		22	
<b>October</b>								<b>April</b>							
				1	2								1	2	
3	4	5	6	<b>7</b>	8	9		3	4	5	6	<b>7</b>	<b>8</b>	9	
10	<u>11</u>	12	13	<b>14</b>	15	16		10	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	16	
17	18	19	20	<b>21</b>	22	23		17	18	19	20	<b>21</b>	22	23	
24	25	26	27	<b>28</b>	29	30		24	25	26	27	<b>28</b>	29	30	
31							20							16	
<b>November</b>								<b>May</b>							
	<b>[1]</b>	2	3	<b>4</b>	5	6		1	2	3	4	<b>5</b>	6	7	
7	8	9	10	<u>11</u>	<b>[12]</b>	13		8	9	10	11	<b>12</b>	13	14	
14	15	16	17	<b>18</b>	19	20		15	16	17	18	<b>19</b>	20	21	
21	<b>22</b>	<b>23</b>	<b>24</b> <sup>^</sup>	<b>25</b>	<b>26</b>	27		22	23	24	25	<b>26</b>	27	28	
28	29	30					14	29	<u>30</u>	31				21	
<b>December</b>								<b>June</b>							
			1	<b>2</b>	3	4					1	<b>2</b>	3	4	
5	6	7	8	<b>9</b>	10	11		5	<b>6</b>	<b>7</b>	<b>&lt;8&gt;</b>	<b>9</b>	<b>10</b>	11	
12	13	14	15	<b>16</b>	<b>17</b>	18		12	<b>[13]</b>	<b>[14]</b>	15	16	17	18	
19	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	25		19	20	21	22	23	24	25	
26	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>		13	26	27	28	29	30		6	

<u>Date</u>	<u>Event</u>
July 2 or 5	Independence Day Observed
August 17-20	Teacher Workday
August 23	First Student Day
September 6	Labor Day
October 11	Indigenous Peoples Day
November 1	Parent Teacher Conferences
November 11	Veterans Day
November 12	Parent Teacher Conferences
November 22-26	Thanksgiving Break
December 20-31	Winter Break

<u>Date</u>	<u>Event</u>
January 1-2	Winter Break
January 17	Martin Luther King Jr. Day
February 21-25	Presidents Week
March 25	Kinder Conferences/PD
April 11-15	Spring Break
May 30	Memorial Day Observed
June 8	Last Student Day
June 9-10	Local Holiday (For Emergencies)
June 13-14	Teacher Workdays

**Legend:**

*italic/bold* = Early Release is every Thursday beginning August 26 and ending June 2. Grades 1-3 out @ 12:55pm, Grades 4-8 out @ 1:05pm.  
 Early Release is every Thursday, **AND** 8/23, 12/17, 2/18, 4/8, and 6/6-8 (Friday November 19 is a full day)  
**<Bold>** = First/Last Student Days    **[Bold]** = Teacher Workdays / Non-Student Days    **Bold** = School Holidays and Breaks

**Charter Council Approved : 4/26/2021**

**Board Adopted: 5/13/2021**