

2024-2025 NRHEG School Age Care

3-5 Year Old Preschool Wrap-Around Daycare Program

Registration Packet



NRHEG School Age Care

ELLENDALE site: (507)416-2137 (room B116) **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.

*Please Note** School Age Care is switching over to an online childcare software management system called ProCare this school year.*

You may be required to register again online (no additional fees) or fees may change slightly based on the software structure – please bear with us while we make this transition to better serve you (you will be able to create your own account, view your invoices/statements online, and pay online using ACH, debit, or credit card) and your child! In order to bring our families this online feature, we had to change a couple of things!

1. **MUST BE AT LEAST 3 or 4 YEARS OLD BY SEPTEMBER 1, 2024, TOILET TRAINED, AND ENROLLED IN PANTHER PRESCHOOL TO ENROLL IN THE SAC WRAP-AROUND PROGRAM.**
2. Fill out all pages
 - 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.
2. Write a check for the registration fee plus prepayment of the first two weeks prior to your child's start date.
3. 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.
4. A cold Breakfast and an afternoon snack are included in the cost per week. Sack lunches will need to be brought from home on district non-school days. If you would like your child to have a school-provided breakfast or lunch during the day, your child will need to set up a school lunch account, otherwise please pack your child a lunch from home.

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

REGISTRATION FORM/CONTRACT

Date of application _____ Date of start date _____ Desired Location: Ellendale or New Richland

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

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

Birth date: ____/____/____ Grade in Fall2024: _____ 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 ____/____/____

2024-2025 NRHEG School Age Care (3-5 year preschool)

Registration Fee

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.

Make checks/money orders payable to: NRHEG Community Ed-SAC

Late pick up policy

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.

Attendance Schedule

Please mark which days and the approximate time your child will most likely be in attendance at SAC each week. Based on your days and hours needed, SAC staff will need to select a payment schedule for you if you fail to select one yourself.

Parent Handbook

____ I received a copy of NRHEG School Age Care Handbook and agree to terms/policies/procedures.

School Lunch-New Richland Wrap around

____ **No** my child will not need a school lunch provided (Sack lunch will be provided from home)

____ **Yes** my child will be ordering a School lunch (Account has been set up)

Meals-Non-School Days/Summer School Age Care only provides a cold breakfast and an afternoon snack (Non-School days-bring a sack lunch). Summer care- please see the Parent Handbook or contact SAC Coordinator for more details about the summer meal program.

2024-2025 NRHEG School Age Care (3-5 year preschool)

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

Grade in Fall 2024: _____ 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 2024-2025 Attendance/Payment Contract

Wrap-Around preschool care is only available in New Richland for the 2024-25 School year.

*****In order for a location to be open there must be a minimum of 6 enrolled children per day *****

Rates are per child. Please fill out each area.

School Age Care : Days needed each week <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	Do you have a rotating schedule? <input type="checkbox"/> Yes <input type="checkbox"/> 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 <input type="checkbox"/> Session 1 (Tues/Thurs 8-10:30am in NR) <input type="checkbox"/> Session 2 (Tues/Thurs 8-10:30am in Ell.) <input type="checkbox"/> Session 3 (M/W/F 8-11am in NR) <input type="checkbox"/> Session 4 (Mon-Thurs 12:15-3:15pm in NR) <input type="checkbox"/> Session 5 (M/W/F 8-11am in Ell.) <input type="checkbox"/> 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 \$5.00 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 2024-2025 Payment Contract

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

If you are utilizing drop in care you will not be billed for the weeks your child does not attend.

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. \$21.00	4-8 hours per week. \$36.00
8-12 hours per week. \$51.00	12-16 hours per week. \$66.00
16-20 hours per week. \$77.00	20-24 hours per week. \$95.00
24-28 hours per week. \$110.00	28-32 hours per week. \$125.00
32-36 hours per week. \$137.00	36-40 hours per week. \$147.00
40 + hours per week; \$155.00	Drop in Care only: \$5.00 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 automatically billed your normal \$21 per week, plus an additional line item of \$15.00 for a total of \$36 for that week). You will receive a credit to your account if you indicated days off on your attendance contract or contacted the SAC attendance line at least 72 hours prior to the absence (e.g. if you normally have a child at SAC for 13 hours a week and your child will be absent one day that week, you will be charged your normal \$66.00 per week, but you will also receive a credit of \$15.00 for that billing cycle, lowering your charge for that week to \$51.00)

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

SAC Closed days and Non-school day Sign-Up

Please note that SAC is closed the following days:

September: Monday Sept. 2 nd (Labor Day) Tuesday Sept. 3 rd (prep for school year) Wednesday Sept. 4 th (prep for school year)	October:	November: Thurs. 28 th (Thanksgiving break) Friday 29 th (Thanksgiving break)
December: Monday Dec. 23 (Christmas Break) Tuesday Dec. 24 (Christmas Break) Wednesday Dec. 25 (Christmas Break)	January: Wednesday Jan. 1 st (New Year's Day)	February:
March:	April: Friday April 18 th (Good Friday)	May: Monday May 26 (Memorial Day) Friday May 30 (SAC closes at 1:30pm)

The following are non-school days: Sign-up is required

Please select which days your child will be in attendance in New Richland. If you do not need care on non-school days you will not be charged for that day. If you do need care for non-school days sign up here (now) or at least one week before the non-school day. *If we do not have at least 17 children registered 5 days before a non-school day SAC will not be open.*

September: <input type="checkbox"/> Thurs. Sept. 5 th (no Preschool – care located in New Richland) <input type="checkbox"/> Fri. Sept 6 th (no Preschool – care located in New Richland)	October: <input type="checkbox"/> Mon. Oct. 14 (EC screening) <input type="checkbox"/> Tues. Oct. 15 (EC screening) <input type="checkbox"/> Wed. Oct. 16 (EC screening) <input type="checkbox"/> Thurs. Oct. 17 (MEA break) <input type="checkbox"/> Fri. Oct. 18 (MEA break)	November: <input type="checkbox"/> Mon. Nov. 4 <input type="checkbox"/> Tues. Nov. 5
December: <input type="checkbox"/> Thurs. Dec. 26 (Winter Break) <input type="checkbox"/> Fri. Dec. 27 (Winter Break) <input type="checkbox"/> Mon. Dec. 30 (Winter Break) <input type="checkbox"/> Tues. Dec. 31 (Winter Break) <i>will close at 4:30pm if open.</i>	January: <input type="checkbox"/> Jan. 20 th (Teacher planning day) <input type="checkbox"/> Jan. 21 (Staff Dev. Day)	February: <input type="checkbox"/> Mon. Feb. 17 (staff dev. day)
March: <input type="checkbox"/> Fri. March 14 (EC screening) <input type="checkbox"/> Fri. March 28 (teacher planning)	April: <input type="checkbox"/> Fri. April 11 (EC screening) <input type="checkbox"/> Mon. April 21 (Spring break)	May: <input type="checkbox"/> Tues. May 27 (preschool over) <input type="checkbox"/> Wed. May 28 (preschool over) <input type="checkbox"/> Thurs. May 29 (preschool over) <input type="checkbox"/> Fri. May 30 (closes at 1:30pm)

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