

2023-2024 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)

SAC Coordinator email = rpowell@nrheg.k12.mn.us

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 or 4 YEARS OLD BY SEPTEMBER 1, 2023, 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, ask the school office or you/SAC staff? Please have a doctor fill it out if your child will need any medication in the course of the school year and return to the school office when/if medication is ever needed.
3. Write a check for the registration fee plus prepayment of the first two weeks prior to the 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.
5. 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. If you have questions please contact Rachel Powell.

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

2023-2024 NRHEG School Age Care (3-5 year preschool)
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 Fall2022: _____ 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: _____

SAC 2023-2024 Payment Contract

Please place an "X" in front of the package you want. Rates are for one child. You may select up to 3 packages if you have a rotating schedule at work or for care. 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 average hours of attendance	
0-4 hours per week. \$19.00	4-8 hours per week. \$33.00
8-12 hours per week. \$47.00	12-16 hours per week. \$60.00
16-20 hours per week. \$74.00	20-24 hours per week. \$87.00
24-28 hours per week. \$100.00	28-32 hours per week. \$114.00
32-36 hours per week. \$125.00	36-40 hours per week. \$135.00
40 + hours per week; \$141.00	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 \$33 for that week). * SAC hours are determined in 15 minute increments per day (e.g. if you pick your child up at 4:04 pm your time is rounded up to 4:15pm for billing purposes).

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Registration Fee Please check one of the following (September 2023 through August 2024)

_____ \$50.00 non-refundable registration fee per child

_____ \$75.00 non-refundable registration fee per family

Registration fees are due upon registration for all school year attendees along with prepayment for the first two weeks.

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

An attendance form will be given to you before the summer and school year begins. Based on your days and hours needed the Coordinator will select the proper payment schedule attendance days pricing rate.

Parent Handbook

_____ I received a copy of NRHEG School Age Care Handbook.

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 Supervisor for more details about the summer meal program.

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** ____/____/_____

2023-2024 NRHEG School Age Care (3-5 year preschool)

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

Grade in Fall 2023: _____ 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.

Parent Signature: _____ Date: _____

Attendance Contract 2023-2024 NRHEG School Age Care (3-5 year preschool)

Child's Name: _____ grade: _____

Please X the days that your child WILL ATTEND SAC Hours = 6:45am to 5:45pm

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Sept 4 –CLOSED-- Labor Day	Sept 5 CLOSED For staff meetings/prep	Sept 6 CLOSED For staff meetings/prep	Sept 7	Sept 8
Sept 11	Sept 12	Sept 13	Sept 14	Sept 15
Sept 18	Sept 19	Sept 20	Sept 21	Sept 22
Sept 25	Sept 26	Sept 27	Sept 28	Sept 29
Oct 2	Oct 3	Oct 4	Oct 5	Oct 6
Oct 9	Oct 10	Oct 11	Oct 12	Oct 13
Oct 16 NS	Oct 17 NS	Oct 18 NS	Oct 19 NS	Oct 20 NS
Oct 23	Oct 24	Oct 25	Oct 26	Oct 27
Oct 30	Oct 31	Nov 1	Nov 2	Nov 3
Nov 6 NS	Nov 7 NS	Nov 8	Nov 9	Nov 10
Nov 13	Nov 14	Nov 15	Nov 16	Nov 17
Nov 20	Nov 21	Nov 22	Nov 23 CLOSED	Nov 24 CLOSED
Nov 27	Nov 28	Nov 29	Nov 30	Dec 1
Dec 4	Dec 5	Dec 6	Dec 7	Dec 8
Dec 11	Dec 12	Dec 13	Dec 14	Dec 15
Dec 18	Dec 19	Dec 20	Dec 21	Dec 22
Dec 25 CLOSED	Dec 26 CLOSED	Dec 27 NS	Dec 28 NS	Dec 29 NS
Jan 1 CLOSED	Jan 2	Jan 3	Jan 4	Jan 5
Jan 8	Jan 9	Jan 10	Jan 11	Jan 12
Jan 15 NS	Jan 16	Jan 17	Jan 18	Jan 19
Jan 22 NS	Jan 23	Jan 24	Jan 25	Jan 26
Jan 29	Jan 30	Jan 31	Feb 1	Feb 2
Feb 5	Feb 6	Feb 7	Feb 8	Feb 9
Feb 12	Feb 13	Feb 14	Feb 15	Feb 16
Feb 19 NS	Feb 20	Feb 21	Feb 22	Feb 23
Feb 26	Feb 27	Feb 28	Feb 29	March 1
March 4 NS	March 5	March 6	March 7	March 8
March 11	March 12	March 13	March 14	March 15
March 18	March 19	March 20	March 21	March 22
March 25	March 26	March 27	March 28 NS	March 29 CLOSED
April 1 NS	April 2	April 3	April 4	April 5
April 8	April 9	April 10	April 11	April 12
April 15	April 16	April 17	April 18	April 19
April 22	April 23	April 24	April 25	April 26
April 29	April 30	May 1	May 2	May 3
May 6	May 7	May 8	May 9	May 10
May 13	May 14	May 15	May 16	May 17
May 20	May 21	May 22	May 23	May 24
May 27 CLOSED	May 28	May 29	May 30	May 31 NS-sign-up only

NS = No School (sign up sheet will be posted – will be open if minimum enrollment is met)

EO = Early out (2 hours)

LS = Late Start (2 hours)

My Child will be dropped off around: _____ a.m. and picked up around: _____ p.m