



We have your child confirmed for After School Care this school year. Our first day of After School Care (ASC) will be Mon., Aug. 14. Listed below you will find guidelines that will help you and your child to have a safe, fun, and successful year.

- Snacks will be provided daily for your child. If your child does not like the daily snack, they will need to bring a different snack from home. (ASC is not allowed to go to the snack bar)
- Your child must be signed out of After School Care each day. The sign-out sheet is located in your child's After School Care room.
- ASC tuition can be made by bank draft, credit card automatic payment, check or cash. Check or cash payment is due BY the 23rd of the previous month. If payment is made by bank or credit card draft, it will be drafted on the first of each month. If payment is not received, the child will be considered not enrolled and thus will not be picked up from school the following Monday.
- Please wear tennis shoes each day for any outside activities.
- Please bring a bag with their name clearly marked on it if they need to change clothes for any of the activities Sonshine Academy offers.
- Students will be required to be in a seat belt at all times while riding in the Sonshine Academy van. Students who are under 6 years of age or 60 pounds are required to ride in a booster seat (Sonshine Academy will provide this.) **(Failure of the student to comply will result in being suspended from ASC.)**
- Students will be expected to obey the instructors at all times in a respectful and polite manner.
- ****If your child will not be riding the van, please call Sonshine Academy by 2:00 so the van driver will not look for them at their school.****
- **Students need to be picked up promptly by 6:00 p.m.** Many of our instructors are scheduled to teach other classes and need to be on time.
- **A Discipline Policies form must be returned to Sonshine Academy by the first day of ASC.**
- Come ready to have a great time!

Please keep these guidelines for future reminders. ☺

If you have any additional questions, please call us at 327-7742.

Sincerely,

Melanie Spradlin
ASC Program Director

Discipline Policies

Rev. 6/26/17

Sonshine Academy uses the following methods in its discipline of students:

1. Acceptable Behavior
 - a. The teachers look for and praise behavior that is acceptable.
 - b. The children are reminded daily of the rules using clear, positive statements regarding how they are expected to behave.
 - c. When a misbehaving child begins to have appropriate behavior, the child is praised immediately for the appropriate behavior.

1. Unacceptable Behavior
 - a. A brief supervised separation from the group is used when the child does not respond to a verbal command instructing the child as to how he should behave.
 - b. If a child continues the inappropriate behavior after being warned verbally then the child is placed in supervised time out (not to exceed one minute per year of the child's age).
 - c. If a child does not change his behavior after having been in time out, a staff member will phone the parent or guardian of the child and inform them of the situation. The parent will speak to their child on the phone in order to affect a behavior change or determine if the parent needs to come pick the child up, whichever the parent and staff member together deem appropriate.
 - d. If a pattern (i.e. more than once) of unacceptable behavior becomes evident, and the above outlined procedures do not help change the child's behavior from unacceptable to appropriate, then the child will be dismissed from After School Care.
 - e. Any child attempting to seriously harm another student or teacher will be dismissed from After School Care.

“I have read and understand the discipline policy of Sonshine Academy After School Care. I give my permission to use all of the methods set out above.”

If the parent/guardian disagrees with any disciplinary method above, please list method preferred in the space below (use back if necessary): **[PLEASE NOTE: Physical or corporal punishment will not be administered to students by Sonshine Academy staff members.]**

Child's Name

Parent/Guardian Signature

Date

**Children may be subject to interviews by licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes.
(Child interviews do not require parental notice or consent.)**

Parent/Guardian Initials_____

I _____, the parent/guardian of _____, give permission to a Sonshine Academy afterschool care employee to escort my child out of the program and into my child's designated extracurricular class at the facility. I give Sonshine Academy after school care director to add the said employee to my child's "pick-up" list.

Signature:_____ Date:_____



Passcode form:

Child's name: _____

Parent's name: _____

4-digit passcode _____*

Permission to Treat and Transport:

I, _____ (Mother, Father, Guardian) of

_____ (Child's Name) do hereby give my consent to the Director of the Child Care Facility, or his/her duly representative, for said child to receive medical or surgical aid as may be deemed necessary and expedient by a duly licensed or recognized physician or surgeon in case of an emergency when the parents cannot be reached. Consent is also given for the Director or his duly appointed representative to transport said child for emergency medical treatment, if the parents cannot be reached.

Signed _____ Date _____