

# Sundale Foundation Learning Center

## 2018-2019 REGISTRATION FORM

Child's Name \_\_\_\_\_ DOB \_\_\_/\_\_\_/\_\_\_ Sex: M F  
Last First MI (Circle)

Age \_\_\_\_\_ Grade in 2018-19 \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City Zip

Will child ride the bus? **Y N** Regular Assigned Bus #: \_\_\_\_\_

If yes, will an older sibling pick up this student from the Learning Center at their later scheduled release time? **Y N** Sibling Name: \_\_\_\_\_

### Emergency Information:

Physician Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ Ins. Provider & #: \_\_\_\_\_

Dentist Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ Ins. Provider & #: \_\_\_\_\_

Any known allergies? **Y N** Special Needs? **Y N** Modified Diet? **Y N** \*Medications? **Y N**  
\*If taking medications, please fill out form on backside.

If yes, please explain: \_\_\_\_\_

If physician cannot be reached, what action should be taken:  
\_\_\_\_\_ Call 911 \_\_\_\_\_ Other: Please explain \_\_\_\_\_

### Parent/Guardian Information:

Mother: \_\_\_\_\_ Father: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Cell Phone Provider: \_\_\_\_\_ Cell Phone Provider: \_\_\_\_\_

Email: \_\_\_\_\_ (Required for billing)  
Email: \_\_\_\_\_ (Required for billing)

Employer: \_\_\_\_\_ Employer: \_\_\_\_\_

### FOR OFFICE USE ONLY

- ASES Grant
- Daily
- Hourly

- Bus **Y N**
- Special Needs **Y N**
- Modified Diet **Y N**
- Medication **Y N**

- Photo Objection **Y N**
- School Assistance **Y N**
- Reg. Agreement signed **Y N**
- Discipline/Photograph/Safety signed **Y N**

It is very important that we have up to date parent contact information for each child in the event of an emergency. Please be sure to update your information should it change during the year.

**Name of Persons Authorized to take child from the facility: (one person per line)**

Name	Relationship to Student	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Before/After School Hours & Rates**

Morning Session: Open 7:00 am-8:00 am  
1-30 minutes - \$2.00  
31-60 minutes - \$4.00

Afternoon Session: Open from School Release-6:00 pm  
Students will be moved to the TK/Kindergarten after school classroom at 5:30 pm.

- (Choose one)
- \*ASES Grant daily - \$5.00 per day (limited enrollment available)
  - Non-grant daily - \$9.00 per day
  - \*\*Hourly - \$4.00 per hour

Notes – \* Must attend Mon.-Fri. and stay until at least 5:30 (can be signed out early for special events, sports, etc.) If attendance requirements are not met, student(s) may be dropped from the Grant program. Payments are broken into 10 equal monthly payments (August-May) of \$90.00/month.

\*\* Minimum of \$4.00 per day. System will round times to the nearest 30-minute increment.

There is an Annual Registration Fee of \$25.00 per family that is due with your child's registration. This fee is **non-refundable**.

Foggy Day Sessions: Morning \$4.00 per hour  
Plan X (All Students) \$30.00 per day

Please call Sundale Foundation by 10:30 if your child will be with us for the whole day. Students will be provided a morning/afternoon snack and a lunch if the school calls a plan X day.

## Payment Due Dates

Statements are emailed at the first of each month. Payments are due by the 10<sup>th</sup> of the month and will be considered late if not paid by this date. A late fee of \$25.00 will be applied if payment is not received by the 10<sup>th</sup> of the month.

## Payment Options

Payments may be paid with Cash, Check, Money Order or Cashier Check. Checks should be made payable to Sundale Foundation. We also offer the convenience of ACH (Bank to Bank) automatic monthly payments, online payments, and Visa/MasterCard at our check-in/out stations. If you would like to set up ACH payment or an online account, please contact Danee Noguees at (559) 688-8175 or contact through email at [bookkeeper@SundaleFoundation.com](mailto:bookkeeper@SundaleFoundation.com).

## After School Program Guidelines

Sundale Foundation is required to incorporate certain standards and activities into the daily routine. These standards and activities include homework time, organized physical activity, S.T.E.M, and nutrition.

## Homework Assistance

Sundale Foundation is not a homework completion program. We assist students with 30-60 minutes of homework time daily. Parents should review to ensure their child's homework is completed and turned in on time.

Electronic Devices are **not** allowed at the Before & After School Program. If you need to reach your child, please call (559) 688-8175. Thank you.

## Sundale School Assistance

On occasion, Sundale School staff request the assistance of the students during Sundale Foundation Learning Center hours. This 2018-19 school year we will have the Teachers/Staff request help only from students who have parent permission. If your child is allowed to help, they could miss out on homework time, enrichment activities, and/or snack.

- I give my son/daughter permission to help Sundale School staff.
- I do not give my son/daughter permission to help Sundale School staff.

## Medication After School Hours

If your child is prescribed medication, a Medication in School form must be completed and returned prior to bringing medication to the Foundation Office. This form must be completed by both parent and physician giving authorization. You will find this form on the following page.

All authorized medications will be stored in the foundation office, and documentation will occur each time the medication is used. If you have questions regarding your child's use of medication after school hours, please contact the foundation office.

# Sundale Foundation Learning Center

## Medication Form

California Education Code 49423 states that medication may be given at school, when absolutely necessary for adequate treatment of the child, with the following provisions:

1. A request in writing signed by the parent.
2. An order in writing from the physician giving instructions for medication; type, dosage, and method of administration. Time limit must be stated, such as: order effective.
3. Medication must be clearly labeled and in the original and current prescription container.
4. Form is only valid for the current school year.

In January, 2005 a new California Law (AB2132) adds the following requirements for Asthma Medication:

1. If checked below, the following signature by the parent and physician gives consent for the student to self-administer his/her asthma medication.
2. If checked below, the following signatures gives a release to absolve the school district and school personnel from civil liability if the self-administering student suffers an adverse reaction.
3. The parent is a release that allows the school nurse or other designated school personnel to consult with the student physician if questions or concerns arise.

### Physician Please COMPLETE for Asthma Medications

- This is a confirmation that this child is to administer his/her asthma medication
- This child is to have assistance with his/her asthma medication

### Please COMPLETE for ALL Medications:

Medication is absolutely necessary at school for the following reason: \_\_\_\_\_

Possible Side Effects of Concerns: \_\_\_\_\_

School:	Address:	Phone:	FAX:
Student's Name:	Date of Birth:	Grade:	Teacher:

Medication:	Dosage:	Date:
Time Limit: (je. 3 months, 6 months):	Physician's Address:	

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Physician Signature

For the safety of your child, this form MUST BE COMPLETED and RETURNED to the Foundation Administrative Staff by parent or physician. All medications must be in the original container.

## **Discipline Plan**

Sundale Foundation will extend the school's disciplinary plan into the Preschool, Before & After School, V-Center, and Enrichment programs.

Children may be sent to the Foundation office for discipline when the Teacher/Aide has attempted to control measures to no avail, including contacting the parent. Each incident will be handled on a case-by-case basis, and discipline will be dependent on the child's age since we serve a wide range of ages. Certain incidents may be communicated with Sundale School administration.

The Sundale Foundation is dedicated to seeing that every child receives the best possible support in education, tutoring, and enrichment activities. No child has the right to interfere with another's right to learn by his/her actions, poor manners, or lack of consideration. All rules and regulations are developed with this right in mind.

Parents are encouraged to work closely with staff to correct any behavior problems.

## **Photograph/Video Release**

On occasion, children may be spontaneously photographed or videotaped by foundation personnel while they are involved in activities at Sundale Foundation and other sponsored events. We intend to monitor such occasions so that there will be no undue invasion of individual public privacy or disruption of the instructional process.

If you **object** to the photographing/videotaping of your child while participating in non-public activities as described above, please return a signed letter to the Foundation office stating your objection. This objection letter will be put in your child's file.

Photos/Videos: To be used on Sundale Foundation websites, Social Media, Flyers, etc.

## **Safety Procedures**

New safety procedures have been implemented for the 2018-19 school year. Sundale Foundation will notify all parents of an emergency event taking place or of important information regarding your child through the Remind Program.

In order to receive these notifications and alerts, you must sign up using your cell phone. Please follow the instructions on the back side of this form to ensure you receive all information being sent out.

Signature of Parent(s) or Guardian \_\_\_\_\_

\_\_\_\_\_

Sundale Foundation conducts drills during and after Sundale School hours on a regular basis to ensure your child knows the proper procedures in the event of an emergency.



## Sign up for important updates from Sundale Foundation

Get important information/emergency notifications from the **After School Program** right on your phone-not handouts.

Pick a way to receive message from the After School Program:

A

If you have a smartphone, get push notifications. On your iPhone or Android phone, open your web browser and go to the following link:

**Rmd.at/dee9e7**

Follow the instructions to sign up for Remind 101. You will be prompted to download the mobile app.

B

If you don't have a smartphone, get text notifications.

Text the message **@dee9e7** to the number **81010**.

If you're having trouble with **81010**, try texting **@dee9e7** to **(786) 501-2723**.

\*Standard text message rates apply.

Get important information/emergency notifications from the **Foundation** right on your phone-not handouts.

Pick a way to receive message from the Foundation:

A

If you have a smartphone, get push notifications. On your iPhone or Android phone, open your web browser and go to the following link:

**Rmd.at/4g97cd**

Follow the instructions to sign up for Remind 101. You will be prompted to download the mobile app.

B

If you don't have a smartphone, get text notifications.

Text the message **@4g97cd** to the number **81010**.

If you're having trouble with **81010**, try texting **@4g97cd** to **(786) 501-2723**.

\*Standard text message rates apply.

## **Before and After School Program 2018-19 Registration Agreement**

Please read and initial the following statements:

\_\_\_\_\_ I understand there is a \$25.00 (per family) non-refundable annual registration fee that is due with my child's registration packet. (waived until July 20<sup>th</sup>, 2017)

\_\_\_\_\_ Invoices will be emailed at the first of each month.

\_\_\_\_\_ Payments are due by the 10<sup>th</sup> of the month and will be considered late if not paid by this date. A late fee of \$25.00 will be applied if payment is not received by the 10<sup>th</sup> of the month.

\_\_\_\_\_ I understand if for any reason I am unable to make payment by the due date, it is my responsibility to contact the Foundation Office Staff at 688-8175 immediately to discuss a payment plan.

\_\_\_\_\_ Failure to remain current on my account may affect my child's ability to participate in the Before/After School Program.

\_\_\_\_\_ The Sundale after school program closes at 6:00 p.m. I understand that I will be liable for late fees of \$1.00 per minute if my child is picked up after 6:00 p.m. If this happens continuously, it could result in dismissal of your child.

\_\_\_\_\_ I understand that no credits or refunds will be given for pre-paid days that my child does not attend.

\_\_\_\_\_ I understand for any reason I no longer need to use your services it is my responsibility to advise the before/after school office and pay my ending balance in full.

\_\_\_\_\_ I understand that if my child is part of the ASES Grant program and their attendance is not kept at an 80% attendance rate each month, my child will be dismissed from the ASES Grant program.

\_\_\_\_\_ I understand that it is my responsibility to notify the Foundation Office Staff if I would like to remove my child from the ASES Grant program at any time

Signature of Parent(s) or Guardian \_\_\_\_\_

\_\_\_\_\_