



ENRICHMENT CHILDCARE 2017-2018

for school-aged children, 5-10 years

Child's full name _____ DOB _____ Age _____

Mother's name _____ Cell _____

Father's name _____ Cell _____

Child's mailing address _____

Mom's email _____ Dad's email _____

REQUIREMENTS & DETAILS

- Children must be a current or past preschool student of Winter Sun Schoolhouse, current student at Pennsylvania Elementary, or have a sibling at one of the two.
- There is a \$25 registration fee due at the time of enrollment.
- Rates: \$5 per hour, 5 hour minimum per week.
- Monthly Tuition is determined at the time of enrollment. We staff our days accordingly in order to meet the needs of your child as well as Child Licensing Requirements. This rate is standard for the months of September through May.
- Child Information Record must be filled out prior to starting care at Winter Sun.

TRANSPORTATION

- **CENTRAL ELEMENTARY STUDENTS** can use Reeths-Puffer's bussing transportation to and from the Pennsylvania Campus and the Winter Sun Whitehall Road Campus. The bus generally picks up at Winter Sun at 8:10 am and drops back off at about 4:10 pm.
- **PENNSYLVANIA KINDERGARTEN STUDENTS** can use the Pennsylvania Campus or Whitehall Road Campus for Enrichment Care. If they use the Whitehall Road Campus, the bus leaves at 8:10 am, makes a stop at Central Elementary and arrives at the Pennsylvania Campus at 8:45 am. In the afternoon, it departs the Pennsylvania Campus at 3:30 pm, stops at Central Elementary and arrives at Winter Sun Whitehall Road at 4:10 pm. Pennsylvania Campus closes at 4:30 pm.
- **NORTH MUSKEGON STUDENTS** can walk, with the supervision of a Winter Sun teacher, from the Ruddiman Campus in the morning and back to that Campus in the afternoon.
- **WINTER SUN PRESCHOOL STUDENTS** are not offered transportation at this time.

Please explain in detail the type of before and after school care you will need for your child. Please address where they will be going, how they will be getting there and at what time.

PLEASE INITIAL THE FOLLOWING

_____ My child is in good health with activity restrictions noted above.

_____ My child's immunizations are up-to-date and a record or waiver has been provided.

_____ I have read the Winter Sun Parent Handbook

Parent Signature _____ Date _____

IMPORTANT POLICIES

Dear Families,

Paying our bills is a crucial part in maintaining our ability to offer our community the services provided at this early childhood center, therefore, we like to clearly communicate how you can help us to do that. Carefully read the below policies and contact me if you have any questions. I am available via email at crystal@wintersunschool.com or at the Pennsylvania office @ 719-3159 x 1.

Kindly,

Crystal Chumley-Jarvis, Office Manager

ENRICHMENT TUITION

- Tuition is due on or before the 1st of the month. Any tuition received after the 1st of each month will be considered "late" and will be charged a late fee of \$25, unless you have made prior arrangement with me.
- Monthly tuition amounts will not vary through the school year. Tuition is determined by annual school days per year as opposed to school days per month. If you need to make a schedule change for your child, please contact the office so that we can revise your contract.

RATES

School Age for Before & After School Care \$5 per hour

- In order to appropriately staff our day, please give adequate notice when making a schedule change.
- All schedule changes must be paid in advance or on the day added.
- Please make note of the change and/or date on your check.

SCHOOL CLOSINGS and ABSENCES

- **School Closings:** Labor Day, Thanksgiving Day and the Friday after, a week prior to and the week after Christmas Day (or whatever most closely aligns with the local public schools), New Year's Eve, New Year's Day, President's Day, a week over spring break, Memorial Day, the 4th of July and 2 Professional Development days (TBD). We have some really fun and capable teachers who look for work during these times so please feel free to ask them for help, if needed.
- **Absences:** When you enroll in a program at Winter Sun, you are reserving that space for your child. We staff our days based on the contracts we sign with our families and when your child misses school, our teachers don't. ☺
- **Snow Days:** If Reeths-Puffer School District calls a snow day or a delay, then Winter Sun will call a 2 hour delay at Ruddiman and Whitehall campuses, which means we will open at 9am. The Penn campus follows Reeths-Puffer's call, literally. If RP closes, then Penn will close too. Students are welcome to receive childcare at another Campus. This will be posted on WZZM13.

TUITION PAYMENT MAIL your tuition to:

PO Box 5117

North Muskegon, MI 49445

You may also request information for electronic payment options.

Please note your child's name and the month that the payment is to be applied on all payments. We do not accept cash!!