



SUNSHINE ELEMENTARY  
SUN UP TO SUN DOWN PROGRAM  
*Program Guide*



Sunshine Elementary School  
Sun Up to Sun Down Program  
Before and After School Program  
601 Sara Ave. N.  
Lehigh Acres, FL 33971  
(239)303-2951 Fax (239) 369-1455

## Program Fees:

AM-\$15 per week

PM-\$35 per week

AM/PM-\$50 per week

\*A discount of \$10 will be applied for each additional child in the family who is registered in **BOTH** the AM & PM programs.

**\*Payments are due on Monday OR the first day of attendance. Failure to make a payment on Monday OR the first day of attendance will result in a \$20.00 late fee. We CAN NOT extend credit. IF payment is not received, your child will not be able to attend the program until your account is in good standing.**

**Objective:** To provide an alternative environment for the children of working parents and provide a positive educational and recreational care program that includes:

- Homework assistance/Tutorial help
- Arts & Crafts
- Physical activities
- Social interaction

**Hours of Operation:** The Sun Up Program will be held each day school is in session from 6:30 a.m. to 8:30 a.m and 3:10 p.m. to 6:15 p.m. Our program will also be available on Early Dismissal Days for an extra charge.

Early Dismissal Days will be on the following days. Aftercare will be provided for an additional fee.

- December 19-21
- May 25, 29, 30

The Sun Up to Sun Down Program will be open each school day with the exception of the following dates:

- September 4 (Labor Day)
- September 21 (Rosh Hashanah)
- October 16 (Professional Duty Day)
- November 22-24 (Thanksgiving Break)
- December 22 (Professional Duty Day)
- December 25 – January 5 (Winter Break)
- January 8 (Hurricane Make-Up Day)
- January 15 (Martin Luther King)
- February 19 (President's Day)
- February 20 (Teacher In-Service Day)
- March 16 (Professional Duty Day)
- March 19-23 (Spring Break)
- March 30 (Good Friday)
- April 2 (Easter Monday)
- May 28 (Memorial Day)
- May 30 (NO PM daycare)

Parents have the responsibility to notify your child's teacher when your child will/will not attend the Sun Up to Sun Down Program.

**Enrollment:** Students must be enrolled by completing an enrollment form and making a payment which includes the Registration Fee and charges for the upcoming week. The form is located in the front office.

**Payments:**

- **Payments are due on Monday OR the first day of attendance. The weekly fee is a “flat rate fee.” We do not offer a part-time fee schedule.**
- The Florida Constitution Article VII prohibits the School District of Lee County to extend credit to any individual. Due to these guidelines, we must adhere to this policy. Please do not ask for other arrangements.
- **Failure to make a payment on Monday OR the first day of attendance will result in a \$20.00 late fee.**
- **IF payment is not received, your child will not be able to attend the program until your account is in good standing.**
- Payments will be taken from parents only.
- Payments will be accepted from 6:30 to 8:15 A.M. and from 3:30 to 6:00 P.M.

**Insufficient Funds:** Upon notification, the Program Director will contact the family and the following procedures must occur. The amount of the returned check, must be paid in cash to Sunshine Elementary School. Further attendance for the Sun Up/Sun Down Program will not be allowed until fees are paid. **All future payments must then be made in cash.**

**Refunds:** Illness (**excused** for absence from school) will be granted CREDIT ONLY by the Program Director. Please bring in a written doctor's excuse for credit to be given. Credit must be used during with during the semester that the absence occurred. Any questions please ask to speak to the Program Director.

**Program Rules:** The Sun Up Program will begin at 6:30 a.m. sharp! Children are not to be dropped off and left unattended prior to this time. **Children must be walked in and parents must sign them in.**

The Sun Down Program begins at dismissal (3:10 P.M.) and closes promptly at 6:15 P.M. If you are unable to pick up your child by this time, please make arrangements with persons listed on your enrollment form. Unauthorized persons will not be permitted to remove a child from the facility. **A penalty of \$1.00 will be charged for every minute a child is left after 6:15 p.m. After two late charges have occurred, the student is subject to be withdrawn from the program.**

**Snacks:** A snack will be provided to each child in the Sun Down Program in the afternoon.

**Students with IEP's:** All students with an Individual Educational Plan (IEP) must have prior approval before enrolling in the Sun Up or Sun Down Program. A team consisting of the Program Director, an Administrator, an ESE Resource Staff Member and your child's teacher will meet to go over your child's IEP to ensure our program will meet the needs of your child.

**Discipline:** Flagrant disobedience and destruction of school property will not be tolerated. Parents will be notified of first incidents of misbehavior. Repeated instances of misbehavior such as willful disobedience, inflicting harm to another child, stealing, or destruction of property, may result in suspension or permanent dismissal from the program.

**Discipline Policy:** To reduce discipline problems, the Sunshine Elementary School Sun Up/Sun Down Program places great emphasis on positive relationships between students, staff and parents. Children and parents should be aware of the following discipline policy.

1<sup>st</sup> offense: Verbal warning and the child will be reminded of the rules. The child will also have a time out in the classroom appropriate for his/her age.

2<sup>nd</sup> offense: The child will be sent to the office for a time out and parent will be notified.

3<sup>rd</sup> offense: The child will be suspended from either the Sun Up (before school program) or Sun Down (after school program) or both, depending on which program they attend for 1-3 days.

**The Program Director may take one or more of the following actions:**

- Isolate the child
- Write a disciplinary referral
- Call parents notifying them of behavior and the necessity to pick the child up from the program immediately
- Suspend the child for up to 3 days if the child has received excessive referrals **OR** if any of the following occur:
  - The child inflicts harm to another child or staff member
  - The child is guilty of stealing
  - The child destroys school or personal property of another
  - The child displays willful disobedience in the program.

Parents will be notified of any discipline problems or positive changes in student behavior. This discipline policy provides for age appropriate, constructive practices. No child will be subjected to discipline which is severe, humiliating, or frightening. Discipline is not associated with food, rest or toiletry. Spanking or any form of physical punishment is prohibited.

**The Sun Up to Sun Down Program is a service that is provided as a courtesy to Sunshine Elementary parents and families outside of the regular school day. Inappropriate behavior towards the staff and other children will not be tolerated and can result in your child being terminated from the program.**

**Medication:** Any medications that your child must take during the program hours must be registered with the program director. Head lice may be a problem when dealing with the number of children in a school facility. If a case should arise, parents will be notified and the child will be isolated until pick-up. A child having lice will be permitted back into the program when the child is cleared by the school nurse or with a doctor's affirmation.

**Suggestions:** Sneakers are recommended for students in the Sun Up to Sun Down Program.

**\*\*All children MUST be potty trained and self-sufficient in the bathroom in order to be enrolled in the Sun Up to Sun Down Program.**

Please put your child's name on personal belongings. **Toys, games, cell phones, hand held game systems, Pokemon trading cards, etc. are not permitted to be brought to the program.** After first warning, items will be taken from child and returned to the parent when the child is picked up.



## **ACKNOWLEDGEMENT OF SUN UP TO SUN DOWN PROGRAM GUIDE**

I certify that I have received a copy of the Sun Up to Sun Down Program Guide and read it and discussed it with my child(ren).

Child's Name (s) \_\_\_\_\_

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date