SONSET CREW

Growing Together
After the Bell



Parent Handbook

SONset Crew Parent Handbook

01

SONset Crew operates in accordance with the policies of Oskaloosa Christian School and SONshine Preschool and is licensed by the Iowa Department of Health and Human Services (HHS). Where stricter guidelines apply, HHS licensing standards take precedence.

This handbook is designed to provide families with important information and expectations regarding the SONset Crew program. The guidelines described here serve as general expectations but may be adjusted in unique situations.

Goals & Objectives

- Provide after-school programming for students enrolled at SONshine Preschool and Oskaloosa Christian School.
- Offer a safe environment through adherence to school safety rules and staff certification in First Aid/CPR.
- Ensure care through compliance with HHS licensing standards.
- Meet the needs of children with a variety of age-appropriate activities.
- Maintain a self-supporting, family fee-based program.

02

Enrollment

- Enrollment is first-come, first-served upon payment of the annual, non-refundable registration fee.
- Tuition is a flat fee (not based on attendance frequency) and must be paid before the first session of each semester.
- Students may withdraw at any time, but no funds will be reimbursed.

Safety & Attendance Records

- Families must provide a written schedule and notify staff of any changes.
- Only registered students may attend; friends, siblings, or visiting relatives are not permitted on a drop-in basis.

Registration Agreement

- All enrollment forms must be completed, including health and emergency contact information.
- Immunization and physical records will be kept on file.
- Please notify the SONset Crew Director of any changes in address, phone numbers, or emergency contacts.

  At least two additional emergency contacts must be listed as potential pick-up designees.

03

Communication

- Each SONset Crew site has a dedicated **cell phone** for emergencies. Families are encouraged to keep the number accessible.
- Families are asked to notify the **school office and SONset Crew staff by 2:30 PM** if a child will be absent due to illness, vacation, or other plans.
- Open, respectful communication is encouraged—please reach out with any questions, concerns, or updates regarding your child.

Attendance

- Families are charged for **time reserved, not time used**. Fees are not prorated for absences.
- Notify SONset Crew staff directly if your child will not attend; do not assume teachers will communicate this.

Operational Hours

Mon, Wed, (Fri)
03:15-5:10pm

Personal Belongings

04

- Cell phones must remain turned off and stored in backpacks. In emergencies, children may contact parents via the SONset Crew phone.
- Please do not send toys, electronics, or personal items from home. SONset Crew is not responsible for lost or damaged belongings.
- Food, drinks, or money may not be sent unless arrangements have been approved by staff.

Release of Children

- Although the school doors will be locked at all times, parents are welcome to pickup their child or observe at any time.
- Simly call the classroom to gain access to the building 641-673-9472
- Children must be signed out daily by a parent/guardian or a designee listed on the emergency form.
- Photo ID may be required at pick-up.
- Without prior written notice, children will not be released to individuals not listed.
- If a parent is late, all contacts on the emergency list will be called.



Late Pick-up Policy

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- Program ends promptly at **5:10 PM**.
- Late pick-up fee: **$5 per minute** after 5:15 PM. Fees must be paid before the child may return.
- After the **third late pick-up**, a written notice will be issued.
- On the **fourth occurrence**, the child will be removed from the program.



Emergency Procedures

- Families must ensure emergency information is accurate and up to date.
- In the event of an emergency, parents will be contacted as quickly as possible.
- SONset Crew assumes no liability for injuries. Families are responsible for all medical costs incurred.

Health & Safety

06

Illness Policy

Children must stay home if they cannot attend school due to illness. Students with the following symptoms will be sent home:

- Temperature of 100°F or higher
- Vomiting or diarrhea
- Unexplained abdominal pain
- Severe cold, persistent cough
- Rash or unexplained skin eruptions
- Redness, swelling, or discharge from eyes
- Communicable disease
- Any condition deemed concerning by staff

Children must be picked up within **one hour** of a call regarding illness.

Accidents

- All staff are trained in First Aid and CPR.
- Minor incidents will be reported at pick-up. Serious injuries or changes in health status will be reported immediately, and 911 will be called if necessary.



Snacks

- Students are welcome to bring a snack from home for after-school care. To ensure the health and safety of all children, snacks are intended to be enjoyed only by the child for whom they were packed.

Fees & Payment

2026-2027 Fees
$100 non-refundable registration fee
(holds your child's spot-applied towards tuition)

Flat Semester Rates:
Full-time: $745/semester
Part-time (3-4 days/wk): $460/semester
Part-time (2 days/wk): $300/semester

Fees must be paid prior to the first day of SONset Crew.

Payment options:

- Check (payable to SONset Crew, dropped off at the school office)
- Online (via SONshine Preschool website, convenience fee applies)
- ACH payment option available through the SONshine Bookkeeper



Discipline Policy

08

- SONset Crew strives to maintain a safe, respectful environment for all.
- Misbehavior will not be tolerated; depending on the severity, consequences may include warnings or immediate termination from the program (tuition will not be refunded).
- Families must follow all SONset Crew policies. Disrespectful or disruptive behavior from children or parents may result in dismissal.
- Adults should never confront other people's children directly; all concerns must go through SONset Crew staff.

Sample Daily Schedule

3:15-3:20 Sign-in
3:20- 3:30 Restroom Use
3:30-4:00 Outdoor/gym play
4:00-4:20 Craft
4:20-4:40 STEM activity
4:40-4:55- Large Group game
4:55-5:00 Clean up the classroom and gather belongings
5:00-5:10 Social Skills

Activity Rotations

- STEM challenge *(build a bridge, sink/float, LEGO design)*
- Arts & Crafts *(seasonal crafts, painting, collage)*
- Movement *(dance, team games)*
- Literacy & Drama *(storytelling, puppet shows, readers theater)*
- Fun Week *(cooking, movie & popcorn, talent show, outdoor games)*
- Step into Scripture *activity to help explore a scripture passage*

