

Creston SUN Application

What is SUN? The School Uniting Neighborhoods (SUN) program seeks to improve the lives of youth, their families, and the community through partnering with local school communities to extend the school day to improve children's educational success and family stability. SUN Community Schools offer some of the following services; homework help, academic classes, art, sports, leadership opportunities, and other activities. SUN offers a safe and supportive space for youth and their families; classes for adults; cultural and community events; resource referrals and volunteer opportunities for youth and adults.

Creston SUN enrichment classes are FREE and available to all of our students. **Creston SUN is a FREE no-fee service, but we rely on donations. Your donations make it possible for us to offer a variety of extension classes and serve more Creston families.** Donations of time and financial support are tax deductible and go directly to strengthening Creston's after-school programs! The suggested family donation is **\$100**, but we are grateful for any amount. The ability to pay the suggested donation will not affect class placement. Please contact the SUN office at **(503) 278 - 0074** or email **Bridgitte Lynch** with questions about donations and volunteer opportunities. Thank you for your consideration. *Important note: no preference will be given to families who donate.*

CONTACT

Please contact SUN staff at **(503) 278-0074** if you have any questions, concerns or suggestions, would like to make a donation or volunteer your time.

Bridgitte Lynch

Email: Blynch@impactnw.org

SUN CELL: (503) 278-0074



SUN SAFETY and PROTOCOL

The Creston SUN program begins at 3:00 pm and ends at 5:20 pm unless otherwise noted.

The daily schedule is as follows:

- 3:00-3:20 Supper
- 3:20-3:25 Transition
- 3:25-3:55 Recess
- 3:55-4:00 Transition
- 4:00-5:00 Fun Activity such as Gardening, Lego Robotics, Theater, Arts & Crafts, Chess, Sports and more!
- 5:00-5:05 Transition
- 5:05-5:20 Academics/Homework help/Reading
- 5:20 Parent Pick up/Clean up

All students are expected to check-in at the cafeteria, follow all class and school rules, stay for the entire class and check out before leaving. Your children's **safety is our highest concern** and if there are any adults OR students who threaten the safety of others, changes will be made. Any unsafe, disrespectful, or disruptive behavior could result in dismissal from the program. In addition, students may be asked to switch to a different class or leave the program if there is a repeated pattern of non-cooperation, non-participation, or disruption to other students' learning. Once again, our goal is to keep all children safe and in a space where they learn the best. We do our best to accommodate all kids to the best of our ability.

Pick Up and Sign Out

- **Parents:** Please wait in the sign out area for pick up. If for any reason you would like to visit your child's class, you must get permission from a SUN staff member. It is extremely important that we follow these rules for the safety & well-being of all children. Thank you for understanding.
- **Students:** All students must wait for parents or authorized pick up in the cafeteria until a parent comes to pick them up, unless students are pre-approved to walk home or to be released to Champions. Students must be checked out **NO LATER THAN 5:30 pm**.
- **Absences:** The student's family should contact SUN staff at (503) 278-0074 to excuse the student from SUN.

SUN Behavior Expectations

We practice the 3 B's: **Be Safe, Be Respectful, Be Responsible.**

Be Safe: Be able to maintain safe behavior during the activity. This means participating without harming themselves or others. Also, part of being safe means remaining in the assigned room until dismissed and letting an adult know where you are at all times.

Be Respectful: Treat adults, other students and school property with respect at all times.

Students should speak with an adult if an issue should arise.

Be Responsible: Follow directions of adult instructors and coordinators as well as participate meaningfully in class activities and not disrupt or distract others.

NON-DISCRIMINATION

Creston SUN's programs and services reflect the diversity of our community. We do not discriminate on the basis of religion, race, color, gender, national origin, sexual orientation, age or disability. Special Assistants and Interpreters *may* be provided to students who qualify for Multnomah County's Special Assistance program. It is common for ASL Interpreters from The Columbia Regional Program to assist students in Creston's SUN program after-school. If you believe that your student will benefit from a *Special Assistant or Interpreter*, please let the SUN Office know *As Soon As Possible* so that we can apply through Multnomah County.

VOLUNTEER OPPORTUNITIES

As a no fee service we have a limited amount of paid staff hours and are always in need of folks to fill volunteer positions. Does your employer offer social outreach hours? Why not use those hours here? If you know someone who would be a good fit please send them our way! Interested in teaching a class? Let us know and we will figure it out!

- **Help Serve Meals:** From 2:50 - 3:20pm every school day, we serve meals out of the kitchen. This is an easy but important way to help out.
- **Homework and Reading Tutors Needed:** Volunteer to read with a student or help with homework.
- **Classroom Assistants Needed:** Extension classes can always use adult support, helping students with projects, materials, and supervision.

Yes! I might be available to volunteer during SUN. Please contact me for volunteer opportunities!

Please DONATE TO SUN!  

The suggested amount asked for donations to SUN school is \$75-100. While not necessary, it helps us maintain running a high-quality program. Thanks!	Checks can be made out to ImpactNW with Creston in the memo	Donation Amount: \$ _____
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Please contact the SUN office at **(503) 278 - 0074** or email **Bridgitte Lynch** with questions about donations and volunteer opportunities. Thank you for your consideration. *Important note: no preference will be given to families who donate.*

REGISTRATION FORM

Creston K-5 SUN School Registration Form

Registration forms will be accepted until classes are filled. You can turn in the registration form to the Main or SUN Office. Classes will be filled on a first come, first served basis, with priority given to students with academic risk factors.

Student Information (ONE STUDENT PER FORM). Please complete in PEN!

Child's Full Name	Date of Birth	Gender	Grade and Teacher's Name
Street Address, City, State, Zip code			Household type: Two-parent _____ Other: _____
Child's Primary Language English Spanish Vietnamese Russian Chinese Other: _____			
Child's Race/Origin (Please mark as many as apply.) <input type="checkbox"/> African <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Middle Eastern <input type="checkbox"/> Slavic <input type="checkbox"/> Native American/Alaska Native <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Declined to Answer			
Does your child receive free or reduced lunch?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Name of Parent/Guardian #1	Primary Phone Number ()	Alternate Phone Number ()	Email Address:
Name of Parent/Guardian #2	Primary Phone Number ()	Alternate Phone Number ()	Email Address:
Name of Other Emergency Contact	Primary Phone Number ()	Alternate Phone Number ()	Relationship to Child
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Transportation from Program *ALL students must check out prior to leaving SUN.

Release to Champions Walk home unattended Authorized Pick-Up Individuals

Besides custodial parents and guardians, the following people have permission to pick up my child from SUN:

Does your child have any allergies, medications, special interests or needs that SUN staff should be aware of?

Impact NW's SUN Community Schools are a collaboration with Multnomah County Department of Human Services, Portland Public Schools, and the City of Portland Parks and Recreation.



IMPACT NW
PREVENTING HOMELESSNESS



Liability Release:

I give permission for the above-named child to participate in any activities that are held at Creston K-5 School as part of the SUN program. In an emergency and I can't be reached, I grant permission for emergency medical treatment to be given to my child. I agree to pay all medical bills not covered by my insurance company. I release Portland Public Schools, Impact NW, and SUN's partners from responsibility for any bills resulting from injuries incurred in these programs. I understand that my child will be responsible for checking in and out with the SUN program staff every day when arriving/leaving the SUN Extended-Day program. I release SUN, Impact NW, Portland Public Schools and program partners from responsibility for my child after s/he checks out with SUN program staff and/or leaves school property. I have included information regarding allergies or other medical conditions about my child of which staff should be aware.

****This liability release must be signed before a student may start SUN****

2023-2024 Release of Information Agreement:

Our SUN Community School is a collaboration of Portland Public Schools, Multnomah County, the City of Portland and many community partners and agencies who come together to support children's success in school and life. We do this by working together to meet the specific needs of our students and their families. In order to provide your child with the best services and support possible, the SUN Community School Site Manager needs your permission to be able to share information with the people who are teaching and serving your child specifically. This information may include student name, student ID #, grade level, achievement test scores, course grades and grade point averages, attendance, Individual Education Plan, demographic, and behavior/discipline information. The SUN Community School Site Manager will only share this information when it is required by a partner organization or supports your student's success. This information may also be shared with the City/County SUN Initiative and their evaluation contractors for program evaluation.

Organizations receiving information about your student are informed of state and federal confidentiality provisions. This includes employees and volunteers managed by the SUN Community School site manager and staff of other partner agencies providing the activities in which my child participates. They are not authorized to release information to any agency or person not listed in this release without specific written consent of the parent/legal guardian.

Children may participate in SUN activities whether or not their Parent/Guardian agrees to the release or exchange of educational information to other staff or agencies. CHECK BOX AND SIGN BELOW!

YES, I authorize the release and exchange of student records with staff of programs/activities that I register my child for and for evaluation purposes.

NO, I do NOT authorize the release and exchange of student records with staff of programs/activities that I register my child for or for evaluation purposes, but I want my child to participate in SUN activities.

Signature of Parent or Legal Guardian **X**

Date

This permission is effective from the date of signature until the end of term, unless canceled in writing.

I give permission for Impact NW and/or mentioned partners to photograph and/or videotape my child for publicity purposes.

Yes! No!

Notice of Non-Discrimination

SUN Community Schools programs and services reflect the diversity of our community. We do not discriminate based on the basis of religion, race, color, gender, national origin, sexual orientation, age or disability.

Behavioral Expectations

The safety and well-being of all participants and staff is of utmost importance. To ensure safety in SUN Community Schools, we require that all participants be able to follow all three of the following criteria:

1. Be age-appropriate for the activity/program.
2. Be able to maintain safe behavior during the activity. This means that they can participate without harming themselves or others. Specific required behaviors include:
 - Treating adults and other students with respect
 - Following directions of adult instructors and coordinators
 - Remaining in the assigned room until dismissal
 - Engaging in safe, non-violent behavior
3. Participate meaningfully in the activity and not disrupt or distract others.

If you have questions or concerns about whether your child can follow the behavioral expectations above or whether they will benefit from the program being offered, please talk with the SUN Site Manager, Bridgitte Lynch, 503-278-0074 blynch@impactnw.org