

☀ Creston SUN Community School 2025-2026 ☀

Program Information and Student Registration Guide

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What is SUN? The Schools Uniting Neighborhood (SUN) Community School Program seeks to foster community-based systems of care by connecting youth, their families, and the larger community to educational support and enrichment activities, recreation, community events, economic resources, social services, and more with the goal of mobilizing resources to build community resiliency and prosperity.

Here at the Creston Community SUN School, we provide some of the following services (and more!)

- Extended Day Academic Enrichment Classes
- In-school Recess & Affinity Group Support
- Community Events, Adult Education and skill-building opportunities
- Resource Navigation Support & Mutual Aid

In this packet you will find more information about extended day programming schedules and policies, a guide to registering your student for SUN via Grouptrail, instructions on how to sign up for extended-day activities, SUN community events on the calendar, and community resources for Creston families.

2025-2026 Extended-Day Term Dates:

Fall Term: Tuesday, September 30th 2025 -Thursday, November 20th - 8 weeks



SUN Community Schools are a collaboration of Multnomah County Department of County Human Services, the City of Portland Parks and Recreation, and Centennial, David Douglas, GreshamBarlow, Portland Public, Parkrose, and Reynolds school districts

Winter Term: Tuesday, February 3rd - Thursday, March 19th - 7 weeks
Spring Term: Tuesday April 14th-Thursday May 28th - 7 weeks

How to register your student/s for Creston's SUN Community School:

Registration for SUN is conducted via the online platform Grouptrail. Parents/Guardians create their student's profile, and then request enrollment in extended-day classes and other activities. Students registered for SUN in Grouptrail may be placed in additional activities/classes by SUN staff - i.e. activities that occur during the school day like Big Group Games recess support, affinity groups, clubs, and community events. This allows us to accurately report the services we provide to the county and provide a full picture of everything happening in our community!

How to Sign In to Grouptrail:

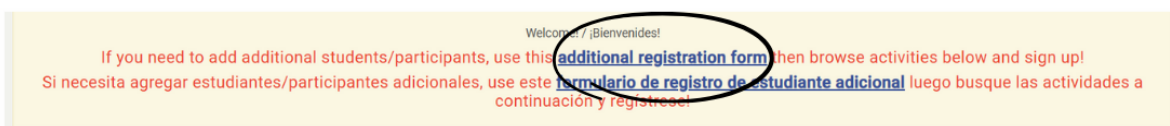
1. Go to <https://app.grouptrail.com/sites/2211> or use your phone or device to scan the QR code provided →
2. Enter Your Email Address and submit.
3. Next, Check Your Email - Look for an email titled: "**SUN Community Schools Hub**".
4. Open the Email & Click the Link- This will take you to the Registration Form.



If your student participated in SUN activities last year or this summer - either through participating in extended day programming, Big Group Games during Recess, or summer camp at Creston - they already have a student profile and you do NOT need to complete an additional registration form unless you are creating a profile for a sibling - this will create a duplicate! Instead, please review the profile information for accuracy and update anything necessary for the 2025-2026 school year.

If you are using the same email address as last year, you should be able to view your student's profile. If you know your student participated in SUN but are not seeing a profile when you log into Grouptrail or cannot recall what email address was used, please reach out to kjacobson@impactnw.org - it's possible that their profile was created by a SUN staff member and needs to be linked to your email/account. We can fix this for you!

If your student has NOT participated in SUN activities at Creston, you will be prompted to fill out the online registration form.



5. Complete the Student Registration Form: **(Only complete the * fields)**
 - Enter Student Information
 - Make sure to include any medical notes, important contact phone numbers, and update authorized methods of transportation and pick-ups each term if needed.
6. Read and complete the:
 - Non-Discrimination Agreement
 - Behavioral Agreement
 - Photo Release Agreement
7. Then, hit Submit Form!

Once you have created or updated your student/s profile you are ready to enroll in extended day classes! Please review the following information about our Extended Day Program and instructions for requesting classes in Grouptrail.

Extended Day Program Guide:

SUN Extended Day classes at Creston run for 3 terms during the school year and are open to all 1st-5th graders attending Creston.

SUN terms are typically 6-8 weeks, and run Monday through Thursday from 2:30-5:00 pm with limited care available until 5:30 upon arrangement. Classes are taught by instructors, contractors, or volunteers and provide accessible, high quality instruction in the arts, STEAM, movement, community involvement, and more! Classes change each term based on instructor availability and student interests.

Extended-Day Program Schedule:

2:30 pm: Students head to the Creston cafeteria after the bell rings, drop off items, clean their hands, grab snack, and sit with their instructor for the day.

2:30-2:45: Instructors go over any announcements or reminders for the day with their students, facilitate snack clean up, and get ready to transition.

2:45-2:55: Bathroom break/ transition to classes

2:55-4:35: Activity Classes!

- Classes run for about an hour and a half, with instructor discretion as to when students take a recess or movement break depending on their curriculum.

4:35-4:45: Classes wind down, clean up, take a bathroom break, and transition back to the cafeteria.

4:45 to 5:00: Wind-down/Reading/Club Meetings

5:00-5:30: Extended Care: We know that ending program at 5:00 pm is a barrier to some due to work schedules and commute times. We offer extended care until 5:30 at a limited capacity each term. Parents must communicate with SUN Staff about their pick up needs ahead of time, and we request an additional suggested donation of \$50 per term.

Early-Release Days: Due to the dramatically changing funding landscape, we are not able to provide programming during Early Release Days this school year. We encourage families in need of care to connect with Champions, and reach out to Creston Community Mutual Aid if in need of assistance covering care costs.

Fall Classes:

- Fall classes will be available for request on Grouptrail starting the week of 9/8.
- There will be a movement based class, a STEM class, and an art class available each day.

Non-Discrimination and Behavioral Expectations:

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. 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:

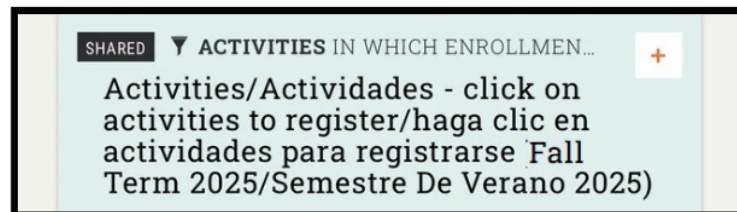
1. Be age-appropriate for the activity/program.
2. Be able to maintain safe behavior during the activity. This means that they can participate without harming themselves or others. Specific required behaviors include:
 - Treating adults and other students with respect
 - Following directions of adult 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 s/he will benefit from the program being offered, please talk with the SUN CS Site Manager.

Additionally, every class will create a class constitution that students will help create with their instructor and agree to follow. These constitutions will reflect the same guidelines that are expected during the school day. Any unsafe, disrespectful, or disruptive behavior could result in dismissal from the program. The consequences leading up to that are a verbal warning, taking a break or moving their seat, and calling

home. If a student calls home about their behaviors 2 times during a term they may be asked to switch classes or take a week off from SUN. If a student calls home about their behaviors 3 times they may be dismissed from the program for the rest of the term. Please make sure your student is aware of these consequences. We will go over this with students as well, but it helps for them to know that this is academic enrichment and that SUN is a privilege, not a guarantee. Thank you for your understanding and cooperation.

How to Request Extended-Day Classes in Grouptrail:

1. Once you have created/updated your student/s profiles, click on the activity bar



2. From here, you'll be able to view the activities that are available to be requested.
3. Select the activity to view more detailed information about instructors, curriculum, etc.
4. Click sign up
5. You should then be prompted to complete the 2025-2026 Release to Participate and Release of Information. Please read these fully before completing.
6. Make sure your screen says "Your child has requested..."
7. You will receive an auto-generated email from Grouptrail when your student is enrolled in a class.

You are able to log into Grouptrail and request enrollment in available classes or drop classes at any time. However, SUN staff do not receive any notification of when these changes are made and have to check enrollment requests manually. So, we greatly appreciate verbal or written communication about student schedule changes! Please connect with the Site Manager or Extended Day Coordinator directly if making changes after the term begins.

You will receive an additional email confirmation prior to the term starting with pick up information, and any additional policy updates or reminders.

Please make sure your account holder email is one that you have access to and check regularly!

How to donate to SUN:

SUN Extended Day Programming is free for students to attend. We request a suggested donation of \$75 per student per class each term.
example: If a student is attending 2 different classes a term, we would request \$150 per term. If they were attending 4, we would request \$300.

- Donations may be received at any point in the term via cash or checks made out to Impact NW with Creston SUN in the memo line.
- Online donations can be made at <https://impactnw.org/how-to-help/donate/> - please make sure to put Creston SUN in the “special program of support” box.

2025-2026 SUN Community Event Schedule:

September:

9/30 - **SUN Extended Day Fall Term Starts**

October:

10/22 - Healing and Feeling Art Therapy Creative Workshop

November:

- Community Yoga - date TBA

- Clothing Swap in Partnership with CCMA During Conferences

11/20 - **SUN Extended Day Fall Term ends**

December:

- Supporting Free Winter Shop

January:

- Community Yoga - date TBA

February:

2/3 - **SUN Extended Day Winter Term Starts**

2/11 - BIPOC Family Night

March:

3/13 - STEAM Night

3/19 - **SUN Winter Term ends**

April:

- Community Yoga Class - date TBA

4/14 - **SUN Extended Day Spring Term Starts**

May:

5/28 - **SUN Extended Day Spring Term ends**

Community Resources

Creston Community Mutual Aid (CCMA):

Creston Community Mutual Aid (CCMA) is a volunteer-led organization formed in 2021 to support the needs of families within the Creston school community. Our hope is for a more equitable, sustainable, and connected community. Donations to CCMA are

directly distributed to families who need help with expenses like rent, utilities, and childcare.

If you need help, please reach out! Your information will always be kept confidential.

- Complete the FUNDS request form for financial assistance.
- Complete the ITEMS request form for help obtaining an item.



CCMA Fund Request Form



CCMA Item Request Form

- Reach out to us at crestonmutualaid@gmail.com.

You can make monetary donations to CCMA through the following platforms:

- Venmo - @CrestonMutualAid
- CashApp - \$CrestonMutualAid
- PayPal – CrestonMutualAid@gmail.com

Urban Gleaners:

Urban Gleaners offers our community free groceries every Wednesday at 2:30pm at the front of the school to help with food insecurity and reduce food waste. Food is offered to all community members regardless of income. There are pantry and dairy staples along with fresh produce. Bring your shopping bags and join us! Reminders and cancellations are emailed weekly. You can find more distribution sites on the Urban Gleaners website

Multnomah County School-Based Health Centers

Multnomah County Health Department partners with Portland Public Schools to provide health services at several high schools. Student Health Centers are a regular doctor's office at school. They serve all K-12 Multnomah students 18 with or without insurance. There are no out-of-pocket costs for services. We welcome all colors, all genders, all sizes, and all cultures regardless of insurance status. Students don't need to attend the school where the center is located to receive services.

Student Health Centers provide many services including:

-Routine physical exams, including sports physicals
-Early detection, diagnosis, and treatment of

-Routine lab tests
-Prescription medications
-Health education, counseling, and wellness -



Scan for Student Health Center
Information and Scheduling

illness and injury

- Vision, dental, and blood pressure screenings

- Immunizations

- Mental Health Services

promotion

- Fitness and nutrition education and counseling

- Referrals for health care services not provided at the clinics