A Parent Guide to the SUNRISE Morning Program & the COUGAR CARE After-School Program at EPCS

Welcome To the COUGAR CARE Program

Caring **O**pportunities for **U**plifting **G**rowing and **A**chieving **R**esponsibly
Community **A**ctivities and **R**ecreation **E**nrichment

Greetings! Our esteemed after-school program, COUGAR CARE, proudly presents diverse extracurricular classes, allowing young students to delve into new hobbies and interests while honing crucial skills like confidence and socialization. Our program operates during full-day sessions, from 3:00 - 5:30, and we cordially invite parents to peruse our Parent Guide for additional insight into our policies and procedures. Should you have questions after reviewing the guide, please do not hesitate to contact us.

COUGAR CARE After-School Schedule

Action	Time
Sign In	3:00-3:30pm
Snack	3:30-3:45pm
Homework	3:45-4:15pm
Class Action I	4:15-4:45pm
Class Action II	4:45-5:15pm
Dismissal	5:15-5:30pm

COUGAR CARE

Caring **O**pportunities for **U**plifting **G**rowing and **A**chieving **R**esponsibly
Community **A**ctivities and **R**ecreation **E**nrichment

Rates and Payment Due Dates

The following are the COUGAR CARE After-School Program rates and fees for the school calendar year of 2026 to 2027. All payments are due the Monday in advance of the month. The tuition for September is due on August 24, 2026. Payments must be kept current for students to attend the program.

All Payments Must Be Made By Money Order

Monthly Tuition	5 Days a week	4 Days a week	3 Days a week	2 Days a week
	$300	$240	$180	$120

COUGAR CARE Rates

There is a 10% discount for siblings; the discount is applied to each sibling, not the total.
Ex. Sibling: $300.00 for the month Sibling 2: $270.00 = $570.00

- Tuition reduction is available for all who qualify. (Approved for the National Lunch Program, Receipt of SNAP Benefits)

Sibling Rates

Amount of Days Attending	1st Student	One additional sibling	Second additional sibling
5 DAYS	$300.00	$270.00	$243.00
4 DAYS	$240.00	$216.00	$194.00
3 DAYS	$180.00	$162.00	$145.00
2 DAYS	$120.00	$108.00	$80.00

Please note there are no refunds or adjustments to the COUGAR CARE tuition due to the following:

- Students being absent from school
- Students being absent from COUGAR CARE
- There is a school break or holiday
- School is closed due to an emergency

SUNRISE Morning-Care and
COUGAR CARE After-school Program
Payment Due Dates

Month of Care	Payment Due
September	*Monday, August 31, 2026*
October	*Monday, September 28, 2026*
November	*Monday, October 26, 2026*
December	*Monday, November 30, 2026*
January	*Monday, December 21, 2026*
February	*Monday, January 25, 2027*
March	*Monday, February 22, 2027*
April	*Monday, March 29, 2027*
May	*Monday, April 26, 2027*
June	*Tuesday, May 25, 2027*

To register, click the link below:
Sunrise and Cougar Care Program Registration (2026-2027)

COUGAR CARE

Caring **O**pportunities for **U**plifting **G**rowing and **A**chieving **R**esponsibly
Community **A**ctivities and **R**ecreation **E**nrichment

Policy and Procedures

Arriving at COUGAR CARE-
Students will walk from their homeroom and enter the GYM. EPCS staff and administrators will guide the students to their designated seating.
Students will be guided by hallway monitors (8th grade volunteers) under loudspeakers and 2-way radio devices.
EPCS staff members will complete attendance upon arrival, and students will be called to pick up their snack.
Please remember that EPCS is a **NUT-FREE** school. NUTS of any kind are **NOT** allowed.
Students should have all their belongings as they cannot enter their homeroom class upon leaving at the end of the school day.

Late Pick-Ups-
Ensure your child is collected on time from **COUGAR CARE no later than 5:30**.
A 10-minute grace period is allowed for late pick-ups. This means you have until 5:40 to pick up your child without incurring a fee. After the 10-minute grace period, a late fee of $1.00 per minute will be charged. For example, if your child is picked up at 5:45, a fee of $5.00 will be applied. Late fees will be added to your next billing cycle. Payment of late fees is required to maintain your child's enrollment in the program. If an emergency prevents you from picking up your child on time, please contact the program office immediately. We will take the nature of the emergency into consideration when assessing late fees.
All students must exit the building at this appointed time. More than **three** late pickups after **5:30** could lead to a student's dismissal from Cougar Care.
This policy is strictly enforced.

Late Payments-
To ensure the smooth operation of the COUGAR CARE program and to maintain fairness among all participants, the following Late Payment Policy is in effect:

1. Payment Due Date: All program fees are due by the dates listed on page 3. Payments must be made by money order or through Mealtime. Personal checks or cash cannot be accepted.
2. Grace Period: A grace period of 5 days is allowed after the due date. During this period, no late fees will be charged.
3. Late Fees: Payments received after the grace period will incur a late fee of $25.00. This fee will be added to the outstanding balance and must be paid in full by the next payment due date.

4. Missed Payments: If payment is not received within 7 days after the due date, the child's enrollment in the program will be placed on hold until the outstanding balance, including any late fees, is paid in full. Continued non-payment will result in the forfeiture of the child's spot in the program.
5. Payment Plans: If you are experiencing financial difficulties, please contact the program director immediately. We are committed to working with families to arrange a payment plan to avoid disruption of your child's participation.
6. Communication: It is the responsibility of the parent or guardian to inform the program director of any issues that may prevent timely payment. Failure to communicate may result in the application of late fees and potential disenrollment from the program.
7. Refunds: No refunds will be issued for late fees or for missed days due to non-payment.

COUGAR CARE Closure-
Should a weather emergency be issued due to inclement weather, all Cougar Care families will be notified by phone via Messenger System and by text via Talking Points should Cougar Care need an early dismissal or cancel the program for the day.

Bathroom Log-
Each class will have a Bathroom Log. Students are required to enter their name and time on the log when exiting the classroom and upon their return.

Student Dismissal-
Students who are picked up before 5:20 will be dismissed from their classroom. All remaining students will be brought to Door #1 for the dismissal starting at **5:20**. Parents and Guardians will be met at Door #1 by a School Safety Officer, who will see that their child meets them at the exit. Students are released to those individuals designated on the release form.

Personal Items-
No personal phones, toys, electronic games, or tablets are allowed during Cougar Care.

Injuries or Illness-
If a student is injured or becomes ill while in COUGAR CARE, parents/guardians will be informed. A staff member will have the student go to the administrator in charge. Parents will be notified at the pickup time if an injury is not severe.

COUGAR CARE

Caring **O**pportunities for **U**plifting **G**rowing and **A**chieving **R**esponsibly
Community **A**ctivities and **R**ecreation **E**nrichment

After-School Behavior Expectations

COUGAR CARE will continue to implement the expectations of the students as written in the EPCS Student/Parent Handbook.

Bullying-
We will not accept harassment, intimidation, or bullying in the COUGAR CARE After-School program. COUGAR CARE will continue to follow EPCS' official policy on bullying. COUGAR CARE will strictly enforce this policy and follow the same course of action as we do during the school day.

- No Rough play or fighting
- No Profanity
- Students will always display respect for all staff as well as their peers
- Students are to show respect for the facilities property in addition to the property of others

Parents will be notified if a student does not comply with the expectations.
If inappropriate behavior continues, the student shall be removed from COUGAR CARE.

COUGAR CARE

Caring **O**pportunities for **U**plifting **G**rowing and **A**chieving **R**esponsibly
Community **A**ctivities and **R**ecreation **E**nrichment

Closure Dates

The COUGAR CARE after-school program is closed when school has a half-day session. Below is the list of dates COUGAR CARE will NOT be open. Students will be dismissed outside at 12:00 noon.

September 2, 3, 4, 17, 2026
October 8, 9, 2026
November 4, 25, 2026
December 4, 23, 2026
January 15, 2027
February 12, 2027
March 4, 5, 2027
April 16, 2027
May 7, 28, 2027
June 21, 22, 23, 24, 25, 2027
(June dates subject to change)

A Parent Guide to the SUNRISE Program

Students **U**p '**N** **R**eady **I**n a **S**afe **E**nvironment

Welcome Back to School, EPCS Families! We are incredibly excited to announce that during the 2026-2027 school year, we will offer the SUNRISE Program.

SUNRISE Program
The Englewood on the Palisades Charter School SUNRISE program will provide supervision before the school day begins. Morning Drop Off will start at 7:00 am. This option is available for a nominal fee of $25.00 a week to all students who require an early drop-off.
Families must register for this service.

All payments are due one month in advance. The first tuition is due on Monday, August 24, 2026. The SUNRISE program payment schedule is the same as the COUGAR CARE payment schedule and follows the same payment policies found on pages 3-4.

SUNRISE Program Rates
All Payments Must Be Made By Money Order

Days Per Week	5 Days	4 Days	3 Days	2 Days
Monthly Fees	$100.00	$80.00	$75.00	$50.00

No refunds regardless of whether the child is absent from school or the school is closed due to an emergency.

To register, click the link below:
Sunrise and Cougar Care Program Registration (2026-2027)