



# Handbook

StarKidz Summer Camp is more than a place for your kids to stay while you work. We provide a fun, enriching, and energetic summer program for 4K students to rising 6<sup>th</sup> graders.

## **Hours of Service**

Summer Camp hours are from 7:00am to 6:00pm. We close promptly at 6:00pm and there is a late fee of \$5.00/15 minutes per child that will apply to any child not picked up by 6:00pm. This late fee will not apply if our child has a 6:00pm or 6:15pm tumbling class that evening at StarMakers.

Children who have evening tumbling classes that dismiss after 6:00pm will need to be picked up in the StarMakers Tumbling Warehouse.

Our administrative office is open Monday-Thursday 10:00am-6:00pm and Fridays 8:00am-12:00pm to address any issues or concerns. We ask that you make an appointment with the Director or a staff person to discuss these issues, as an impromptu conference could be distracting to staff who are responsible for children.

## **Records**

StarKidz Summer Camp will provide you with the appropriate forms and ask that they be returned at registration. Please notify the StarKidz director of any updates as they occur. Information regarding your family is kept private. StarKidz is also required by South Carolina law to report any suspected cases of child abuse to Social Services. This includes physical, emotional and sexual abuse, as well as neglect.

## **Fees**

StarKidz Summer Camp is an 11-week session. To be considered a full-time Summer Camp student, and to receive the full-time StarKidz discount, students must commit to all 11 weeks. Full-time students are billed weekly, regardless of whether or not they attend. Full-time students receive one 1/2-week tuition that can be used as a "vacation week". StarKidz that do not commit to the entire 11-week session will be considered part-time. Full-time spots will always take precedence over part-time. Please see the StarKidz Summer Camp tuition policy for more details. If a student needs to unenroll from StarKidz we will require a two-week notice.

## **Departures**

Every child must be signed out by an authorized person upon dismissal. A child is not permitted to sign another child out. Authorized persons must be of legal driving age to have a child released into their care.

Written authorization signed by a parent and/or verbal consent will be required for dismissal to someone not listed on the child's registration form. There will be NO exceptions to this policy as this is for the SAFETY of your child.

You must list at least one person (other than both parents) as an emergency contact. We will always attempt to contact the parents first, and the emergency contact person second, and only in the event that the parent is unreachable. We reserve the right to withhold a child from dismissal in the event that the person who is picking up the child is suspected to be under the influence of alcohol or drugs.

By law, we are not allowed to withhold a child from a parent due to a divorce/custody situation unless there is a court order that authorizes such conditions. In that event, we are required to keep a copy of the court document in the child's file for reference.

## **Sick Child Policy**

StarKidz staff will notify you if your child becomes ill during the day. Illnesses include, but are not limited to the following:

- \*Rash (other than heat rash)
- \*Fever (Temperature of 100°F or higher)
- \*Head lice
- \*Vomiting (1 occurrence)
- \*Diarrhea (2 occurrences)
- \*Any condition that renders the child unable to participate productively in the program activities
- \*Pink Eye

Parents are permitted to provide StarKidz with a bottle of non-prescription pain reliever with your child's name written on the label and the proper dosage for YOUR child. Please do not send your child if they have exhibited symptoms of illness or fever within the past 24 hours.

## **Meals and Snacks**

StarKidz does NOT provide breakfast or lunch for your child. Parents are responsible for sending a bag lunch and drink each day. No food that would need to be heated or refrigerated is allowed.

StarKidz will provide your child with one snack per day. One snack is served mid-morning (provided by StarKidz). A second snack is served mid-afternoon (provided by the parent). All snacks must be eaten during the designated snack time(s).

## **Field Trips**

Field trips are planned throughout the summer. A tentative field trip schedule will be provided prior to the start of summer camp. This schedule will include departure and return times, and any special instructions that parents should be aware of. Inclement weather and other factors beyond StarKidz staff's control could force a change to the schedule. Parents will be notified of such occurrences.

All costs for field trips and activities are included in your weekly tuition. There will be certain field trips where it will be optional for you to send additional money for your child such as an arcade, Movie Day, etc.

If your child is late for their scheduled field trip, they will miss the field trip and the cost of the field trip will not be refunded. If your child misses a field trip due to enrollment in a Starmakers Camp, they will also not be refunded.

Students **MUST** wear their StarKidz t-shirt or tank on field trips. If your child shows up without a shirt, one will be provided and \$10 will be charged to your account.

## **Required Items for Summer**

The following items are necessary for your child during Starkidz Summer Camp:

- Change of clothes (K4-2<sup>nd</sup> grade)
- Sunscreen
- Bug Spray
- Water Bottle with name

## **Donation List (optional)**

- Lysol
- Cleaning Wipes
- Hand Sanitizer
- Disposable Mask
- Construction Paper
- Copy Paper
- Colored Markers
- Glue Sticks
- Colored Pencils
- Bottled Glue
- Popsicle Sticks (wooden)
- Colorful Rubber Bands for Bracelets

## **Items from Home**

Cellphones, tablets, and other electronic devices are NOT permitted. Electronics that are in violation of our policy will be confiscated and returned to the parents at pickup. StarKidz is not responsible for any loss or damage to items brought from home. Other items from home that are not allowed are toys, blankets and pillows.

## **Behavior and Discipline**

StarKidz is committed to providing safety and quality care for your child. Our staff uses positive discipline techniques and physical/emotional punishments will not be used. Staff will make expectations clear and provide reminders and redirection before resorting to time-outs or removing privileges. All StarKidz are expected to adhere to the following guidelines:

- Keep hands and feet to yourself
- Use inside voice when inside
- Treat fellow StarKidz as you would like to be treated
- No taunting or bullying
- Be respectful to your teachers and fellow campers

In the event that the Starkidz staff is not successful in changing the undesirable behavior, the parents will be asked to intervene. If the problem cannot be resolved, StarKidz reserves the right to remove the child from the Summer Camp program. In the event that a child is removed from the program due to disciplinary action, no refund will be given for any portion of fees that have been paid.

Examples of unacceptable behavior include, but are not limited to the following:

- Inflicts physical/emotional harm to self, other children, or staff
- Damages property
- Ignores/Repeatedly disobeys the instructions of staff and therefore endangers the individual or others
- Multiple disciplinary write-ups