



2023-2024 Handbook

StarKidz After School is a fun and comfortable after school program for Elementary, Intermediate, and Middle School students. We strive to implement genuine care, respect, and courtesy for children, parents, and each other. We serve children enrolled in 4K through rising 6th graders.

Hours of Service

After School hours are from 2:30pm to 6:00pm Monday through Friday. 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 fee will not apply if your child has a 6:00pm dance or tumbling class that evening at StarMakers. The office will be closed on Fridays, but Mrs. Kelly can be reached by email. If you need to make a payment for the week, please arrange to do so by 7 on Thursday night.

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

Our administrative office in the StarMakers lobby is open Monday, Tuesday and Thursday from 10am to 7:00pm or Wednesday from 8:30am to 5:30pm. On Friday, Mrs. Kelly can be reached by email to address any monetary issues or concerns. We ask that you make an appointment with the StarKidz Director or a staff person for any other concerns and to discuss these issues, as an impromptu conference could be distracting to staff who are responsible for the children.

Records

StarKidz After School will provide you with the appropriate forms and ask that they be returned at registration. Please notify the StarKidz Director and office manager 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

Invoices are issued on Thursday and payment is due no later than Friday for the upcoming week. **If you have an outstanding balance on Tuesday, you will incur a \$15.00 late fee and your child will not be able to attend StarKidz until payment is made in full.** There is a discount for signing up for our auto-debit program (see Website for details). If you choose to pay bi-weekly or monthly, you must pay your tuition **IN ADVANCE**. Please note:

- Tuition will **not** be prorated for any reason. Full-time students are charged **regardless** of attendance.
- Should your account become one week past due, StarKidz will not pick your child up from school. You will need to make alternate arrangements for pickup and childcare until your account is made current.
- There will be a \$40 charge for ALL returned checks. StarKidz reserves the right to request cash for future payments. Checks should be made payable to StarKidz. Please write the child's name on the Memo line.

- Teacher Work Days and Holidays will incur an additional fee if your child is signed up to attend. Hours of operations on Teacher Work Days/Holidays are 7:00am to 6:00pm. Once you sign up, your account will be charged and it is nonrefundable. The only exception is an illness, in which a doctor's note would be required. In general, StarKidz requires at least 16 students to sign up in order to open on Teacher Work Days/Holidays. The fee for these teacher work days and holidays will be \$25 for current StarKidz (on top of your regular tuition) and \$40 for all others. The exception being Friendzgiving, which is included in the weekly tuition.
- Half days will be \$15, on top of the regular tuition, for current StarKidz.
- If your child is unable to attend StarKidz due to sickness or quarantine, you will still be charged the full week's tuition.

If a student needs to unenroll from StarKidz we will require a **two-week notice**. Please see the StarKidz After School Tuition Policy for more details.

Departures

Every child must be signed out by an authorized person picking the child up 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 enrollment 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, 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.

If your child attends an evening dance class that is not dismissed by 6:00pm, they are to be picked up from the StarMakers lobby or the Tumbling Warehouse. StarKidz closes promptly at 6:00pm.

Sick Child Policy

StarKidz staff will notify you if your child becomes ill during the day. It will be our decision on if you will need to pick up your child. Illnesses include, but are not limited to the following:

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

medication through your child or in their school/dance bags. Please do not bring your child to StarKidz if they have exhibited symptoms of illness or fever within the past 24 hours.

Inclement Weather Policy

StarKidz After School will follow Spartanburg District 1 and 2 schedules with respect to closings and delays due to inclement weather. If District 1 and 2 announce closures, StarKidz is closed. In the event that any District announce an early dismissal due to weather, PARENTS are responsible for picking up their child from school.

Snacks

StarKidz provides an after-school snack when the children arrive each afternoon. Parents are welcome to send an extra snack with your child. However, extra snacks must be eaten during the designated snack time(s). StarKidz does not provide extra snacks to children who have dance and/or tumbling class in the late afternoon or evenings. We do understand that some children may need to eat something to hold them over, and encourage parents to send an additional snack. Students will be allowed 10 minutes to eat and change before classes.

Required Items for After School

The following items are necessary for your child during StarKidz After School:

K4-2nd Grade

- Markers
- Crayons
- One pack of construction paper
- Two packs of copy paper

3rd-6th Grade

- Colored pencils
- Dry erase markers
- One pack of construction paper
- Two packs of copy paper

Wish List

- Kleenex
- Hand sanitizer
- Clorox Wipes
- AA batteries

Items From Home

iPads, Tablets, cell phones and other electronic devices are **NOT** permitted. The exception is any device provided by the school. Any item that becomes a problem or is in violation of our policies will be

confiscated and returned to the parents at pickup. **All cell phones will be turned in as they arrive each afternoon and returned back to the student upon dismissal.** StarKidz is not responsible for any loss or damage to items brought from home and/or school. Toys, blankets and pillows are also not allowed to be brought from home and will also be confiscated and returned to the parents at pickup.

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

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 After School 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
- Multiple disciplinary write-ups
- Ignores/Repeatedly disobeys instructions of staff therefore endangering the individual or others.

Homework

All children report to their assigned homework room immediately upon arrival. In the event that a child does not have homework, he/she will be allowed to read or complete a quiet activity during homework time.

StarKidz staff will assist students in completing their homework. Students are allocated up to 1 hour per day to complete their homework. Dance/Tumble classes may interrupt this time. Staff will be unable to assist with long term projects, work that requires a computer, or one-on-one tutoring. **Staff will make every effort to ensure that students have completed their homework, but parents will have the ultimate responsibility in checking over their assignments.**

Safety

A fire and escape plan is posted in the lobby and in all rooms. Fire and storm drills are practiced periodically to emphasize how to react in an emergency situation. StarKidz staff members are required to be certified in First Aid and CPR.

