



2026 Summer Camp Handbook

StarKidz Summer Camp is more than just childcare—it's a place where kids thrive! We offer a fun, enriching, and high-energy summer experience for 4K students through rising 6th graders. We will be open Many 26th through August 4th.

Hours of Service

StarKidz Summer Camp operates Monday through Friday from **7:00 AM to 6:00 PM**. We close **promptly at 6:00 PM**. Any child not picked up by 6:00 PM will incur a late fee.

We kindly ask families to be respectful of our staff by arriving on time. While we understand that unexpected situations may occasionally arise, our staff depend on leaving at 6:00 PM to care for their own families.

Late Fees

- **6:01 PM – 6:05 PM:** \$5 flat fee
- **6:06 PM – 6:10 PM:** \$15 flat fee
- **6:11 PM – 6:15 PM:** \$20 flat fee
- **6:16 PM and later:** \$50 flat fee

Late fees will **not** apply if your child has a **6:00 PM dance or tumbling class or camp at StarMakers** that evening.

Planned Closures for the 2026–2027 School Year

- **May 29 – early closure at 5pm for dance recital**
- **August 5 – Transition to School Year Program**

Any additional closures, including any early closures (usually only done for our recital), will be communicated **no less than two weeks in advance**.

Office & Administrative Information

Our Office Manager is **Mrs. Kelly Fuqua**, who handles all financial matters for both StarKidz and StarMakers. The administrative office, located in the StarMakers lobby, is open:

- **Monday, Tuesday, Thursday:** 10:00 AM – 5:00 PM

On Wednesday and Fridays, Mrs. Kelly is available by **email only** for any billing or payment concerns. Weekly payments should be arranged **no later than 4:00 PM on Thursday**.

For any non-financial concerns, please schedule an appointment with the **StarKidz Director**. Unscheduled conferences can be disruptive to staff who are actively supervising children.

Records

StarKidz Summer Camp will provide all required forms, which must be completed and returned at registration. Records are updated whenever new paperwork is received. Please notify the StarKidz Director and the Office Manager of any changes as they occur.

All family information is kept confidential. In accordance with South Carolina law, StarKidz is required to report any suspected cases of child abuse or neglect to the Department of Social Services. This includes physical, emotional, or sexual abuse, as well as neglect.

Immunization Records

State law requires StarKidz to maintain **either a copy of each child's immunization record or an official exemption letter** on file for every enrolled child. Our requirements for immunizations match those of Spartanburg District One and Two. These documents must be submitted **at the time of registration**.

Fees

StarKidz Summer Camp is a 10.5-week session. To be considered a full-time Summer Camp student, students must commit to all 10.5 weeks. Full-time students are billed weekly, regardless of whether 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 10.5-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.

Invoices are issued on **Thursday**, and payment is due **no later than Friday** for the upcoming week. Although we call it auto-draft, cards are manually processed each Friday between **8:00 AM and 12:00 PM**, unless families are notified by email of a different schedule. Cards must be ready for processing during this time. Please ensure cards are unlocked and funds are available **before 8:00 AM** so that cards only need to be run once. If a card does not go through the first time, it will not be run again until **Monday** and a **\$20 late fee** will be applied. The child may not attend StarKidz until the balance is paid in full.

If an issue occurs with a card that is usually processed the first time, **Mrs. Ashley** will send a text on Friday to notify you of the issue and request correction if possible. If repeated weekly contact is required to resolve payment issues, StarKidz reserves the right to apply an **additional processing fee**.

Families choosing to pay **bi-weekly or monthly** must pay tuition **in advance**.

Please Note:

- **Tuition is not generally prorated for any reason.** Full-time students are charged in full regardless of attendance, including holidays.
- If an account becomes past due, StarKidz will **not provide service**, beginning the Monday after payment is due. Families must make alternate childcare arrangements until the account is current.
- A **\$50 fee** will be charged for all returned checks. StarKidz reserves the right to require **cash payments** for future transactions. Checks must be made payable to **StarKidz**, with the child's name written on the memo line.
- If a child is unable to attend due to illness or quarantine, the **full week's tuition** will still be charged.

Families wishing to unenroll from StarKidz must provide a **two-week notice**. Please refer to the **StarKidz Summer Camp Tuition Policy** for additional details.

Departures

Each child must be **signed out** at dismissal by an **authorized individual**. Children are not permitted to sign out themselves or another child. All authorized individuals must be of **legal driving age** in order for a child to be released into their care.

Either written authorization signed by a parent, **and/or verbal consent**, or a text to Mrs. Ashley's cell from a known number with the name of who is picking up is required for dismissal to anyone **not listed** on the child's enrollment form. **No exceptions** will be made to this policy, as it is in place for the **safety of your child**. Identification will be required if the person at the door does not know the person picking up the child.

Parents are required to list **at least one emergency contact** other than the child's parents. We will always attempt to contact parents first and the emergency contact only if a parent cannot be reached. StarKidz reserves the right to **withhold dismissal** if the individual picking up a child is suspected to be under the influence of alcohol or drugs.

By law, StarKidz cannot deny a parent access to their child due to divorce or custody situations **unless a court order is on file** specifying such restrictions. A copy of the court order must be kept in the child's file for reference.

Children who attend evening dance or tumbling classes or camps that dismiss **at or after 6:00 PM** must be picked up from the **StarMakers lobby** or the **Tumbling Warehouse**. If a child attends a class that **begins after 6:00 PM**, arrangements must be made to pick them up from StarKidz **by 6:00 PM** and then return them for class. Children may **not remain unattended** at StarMakers while waiting for a later class to begin.

If a child is dismissed from a dance or tumbling class **before 6:00 PM**, they will be sent back to **StarKidz** and must be **signed out at the StarKidz building**.

StarKidz closes **promptly at 6:00 PM**.

Sick Child Policy

StarKidz staff will notify parents if a child becomes ill while in our care. If staff determine that a child needs to be picked up, parents must make arrangements for prompt pickup. This decision is **non-negotiable**.

Illnesses or conditions requiring pickup include, but are not limited to:

- Rash (other than heat rash)
- Fever (temperature of **100°F or higher**)
- Pink eye
- Head lice
- Vomiting (**one occurrence**)
- Diarrhea (**two occurrences**)
- Any condition that prevents the child from participating safely and productively in program activities

Parents may provide StarKidz with a **non-prescription pain reliever** for their child. The medication must be clearly labeled with the child's name and proper dosage instructions specific to that child. Please **do not send medication with your child** or in school or dance bags.

Children should **not attend StarKidz** if they have shown signs of illness or fever within the previous **24 hours**. If a child is sent home due to illness, they may not return to StarKidz the following day, as the required 24-hour symptom-free period will not have been met.

Meals and Snacks

An optional breakfast program is available for an additional **\$10 per week**. Breakfast consists of **cereal and milk** and is served **daily until 8:30 a.m.** only. You must sign up at registration for this program.

If your child does not participate in the breakfast program, parents may send breakfast from home.

All children must bring a **bag lunch with a drink** each day. **No food requiring heating or refrigeration is permitted.** For hot foods such as mac and cheese, we recommend using a **thermos**.

Parents are also required to provide **two snacks per day**:

- One **mid-morning snack**
- One **mid-afternoon snack**

All meals and snacks must be eaten during designated snack and mealtimes.

If a snack is not provided, a snack will be sold to your child for **\$1 per snack**. This option is intended for emergencies only, as we do not stock our pantry during the summer.

A **water bottle must be brought daily**. If a water bottle is not provided, one will be given to your child at a **\$1 charge per occurrence**. Access to water is mandatory during the summer months due to heat and daily physical activity, and water will be provided if needed to ensure child safety.

Field Trips

Field trips are planned throughout the summer. A field trip schedule will be provided biweekly once summer camp starts. This schedule will include departure and return times, and any special instructions that parents should be aware of. Outgoing field trips will be scheduled for Tuesday or Thursday if possible. 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 Dance or Tumble Class or Camp, they will also not be refunded.

Students **MUST** wear their StarKidz t-shirt on field trips. If your child shows up without a shirt, one will be provided and \$10 will be charged to your account if available. If there is not a shirt available, your child will miss the field trip for the week.

Required Items for StarKidz Summer Camp

Please send the following items with your child:

- **Change of clothes** (*K4–2nd grade*)
- **Sunscreen** (*spray only unless due to an allergy—see note below*)
- **Bug spray or bug band**
- **Water bottle** (*labeled with child's name*)

Classroom Supplies

- **1 pack of copy paper** (*K4–2nd grade*)
- **1 pack of markers** (*K4–2nd grade*)
- **1 pack of glue sticks** (*K4–2nd grade*)
- **1 pack of dry erase markers** (*3rd–6th grade*)
- **Hot glue sticks** (*3rd–6th grade*)
- **Clorox wipes** (*3rd–6th grade*)

Optional Donations

- Pearler beads
- Bracelet-making kits
- Other group activity supplies your child may have received as gifts

Important Sunscreen & Bug Spray Note

All sunscreen and bug spray will be placed in a **class community bucket**. One bottle is used at a time per class until it is empty.

Please **do not send sunscreen or bug spray that must be rubbed in**, as many students are unable to apply it themselves and teachers are not permitted to rub it in. We prefer sunscreen that is **at least SPF 50**.

If your child requires a specific sunscreen or bug spray due to an **allergy**, please communicate this directly with the **Director**.

Optional Donation List

- Lysol
- Bottled glue

Items From Home

Tablets, iPads, cell phones, and other electronic devices are not permitted at StarKidz.

Any item that becomes disruptive or is in violation of StarKidz policies will be **confiscated** and returned to a parent at pickup. All cell phones must be **turned in upon arrival** and will be returned to the student at dismissal.

StarKidz is **not responsible** for the loss of or damage to any items brought from home.

Toys, blankets, and pillows are **not allowed** and will also be confiscated and returned to parents at pickup.

Behavior and Discipline

StarKidz is committed to providing a safe, respectful, and nurturing environment for all children. Our staff uses **positive discipline techniques**, and **physical or emotional punishment is never permitted**. Staff members clearly communicate expectations and provide reminders and redirection before using time-outs or removing privileges.

All StarKidz participants are expected to follow these guidelines:

- Keep hands and feet to yourself

- Use inside voices while indoors
- Treat others with kindness and respect
- No taunting, bullying, or intimidation

If staff are unable to redirect or correct undesirable behavior, parents will be contacted and asked to assist in resolving the issue. If behavior does not improve, StarKidz reserves the right to **suspend** or **permanently remove** a child from the Summer Camp program. In the event of removal due to disciplinary action, no refunds will be issued for any fees already paid.

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

- Inflicting physical or emotional harm to oneself, other children, or staff
- Damaging property
- Receiving **three (3) disciplinary write-ups**. When a write-up is issued, a parent must sign it; failure to do so will result in immediate dismissal from the program.
- Ignoring or repeatedly disobeying staff instructions in a manner that endangers the child or others