



# After School 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.

## 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 or 6:15pm dance or tumbling class that evening at StarMakers. The office will close at 2:30 on Fridays, so if you need to make a payment that day, please arrange to do so by 2:00.

Children who have evening dance 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 12:00pm to 8:00pm or Wednesday and Friday from 2:00pm to 6:00pm to address any issues or concerns. We ask that you make an appointment with a staff person or the director 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 on, or before, the first day of care. Please notify the StarKidz 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

After School fee structures are located on our website ([www.starmakers-dance.com](http://www.starmakers-dance.com)). Tuition is charged weekly. All tuition is due on the first day of the week and is considered late on the third day. A late fee of \$15.00 will be applied to all accounts once they become delinquent. 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 two weeks 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.
- If your child is removed from the program for nonpayment, their space will be held for one week. After this one-week period, the space will be opened up and there will be no guarantee that StarKidz will have an opening for you to return.
- There will be a \$35 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.



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- 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. If you sign up and fail to attend, you will be charged. Also, if you sign up but decide that your child will not be attending, you must give at least two days' notice or your account will be charged. The only exception is an illness, in which a doctor's note would be required. In general, StarKidz requires at least 10 students to sign up in order to open on Teacher Work Days/Holidays.

## 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 6:00-6:15p.m., 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. 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 District 1 and



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2 announce an early dismissal due to weather, PARENTS are responsible for picking up their child from school. Tune into WSPA Channel 7 for information on StarKidz and StarMakers closings and delays.

## Snacks

StarKidz provides an afterschool 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:

- Glue Stick
- Markers/colored pencils
- Two packs of notebook paper
- Pack of pencils
- One pack of copy paper

## 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.

## 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 refunds will be given for any portion of fees that have been paid.

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



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- 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.

## 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 and 15 minutes 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.

Please sign and return the bottom portion of this page acknowledging that you have read and understand all of the information provided in this handbook.

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I acknowledge that I have read and understand all of the information provided in the StarKidz After School Handbook.

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Parent's signature/Date

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Student's signature/Date