



— City of Yucaipa —

AFTER SCHOOL PROGRAM

Science, Technology, Arts, Recreation, for Success

**2022 - 2023**

**Parent | Guardian Handbook**



**(909) 790-7460 // [Yucaipa.org](http://Yucaipa.org) \ @CityOfYucaipa**  

Updated 07/07/22



**Program Sites**

**Program Phone Numbers**

|                                   |                |
|-----------------------------------|----------------|
| Calimesa Elementary School        | (909) 855-8784 |
| Chapman Heights Elementary School | (909) 855-8752 |
| Mesa View Middle School           | (909) 602-2682 |
| Park View Middle School           | (909) 855-8726 |
| Ridgeview Elementary School       | (909) 855-8827 |
| Valley Elementary School          | (909) 855-8735 |
| Wildwood Elementary School        | (909) 855-8747 |

**Site phones are only in operation during program hours. Program hours are listed on pages 3-4 of the Parent Handbook.**

**Primary Registration Location**

Yucaipa Community Center  
 34900 Oak Glen Road  
 Yucaipa, CA 92399  
 909-790-7460

**Additional Registration Location**

Scherer Community Center  
 12202 First Street  
 Yucaipa, CA 92399  
 909-797-1177

**Operating Hours**

Monday-Friday 9 a.m. – 8 p.m.  
 Saturday 9 a.m. – 6 p.m.  
 Sunday Closed

**Operating Hours**

Monday – Thursday 8:30 a.m. – 4 p.m.  
 Friday – Sunday Closed

**Administrative Staff**

|                                       |   |
|---------------------------------------|---|
| <b>Community Services Coordinator</b> | <b>Ruby Samayoa-Marquez</b><br>rsamayoa-marquez@yucaipa.org |
| <b>Community Services Supervisor</b>  | <b>Sarah Martinez</b><br>smartinez@yucaipa.org              |
| <b>Community Services Director</b>    | <b>Megan Wolfe</b><br>mwolfe@yucaipa.org                    |

**For your convenience and future communication information, please utilize the space below to fill in the name of the Site and Site Supervisor of your child.**

**Site:** \_\_\_\_\_

**Site Supervisor:** \_\_\_\_\_



**The City of Yucaipa S.T.A.R.S. After School Program  
(Science, Technology, Arts, Recreation for Success)  
Parent | Guardian Student Policies and Procedures Handbook  
Academic Year: 2022/2023**

**REGISTRATION GUIDELINES**

- The S.T.A.R.S. After School Program is a pre-paid, recreational, and educational enrichment program offered to students in Transitional Kindergarten through 8<sup>th</sup> grade.
- All registration for the after-school program will be accepted on a first-come, first- served basis at the City of Yucaipa Community Center, located at 34900 Oak Glen Road, and the Scherer Community Center, located at 12202 First Street.
- You may also register online at <https://apm.activecommunities.com/yucaipa/Home>.
- A 2022/2023 registration form must be completed and on file at the Yucaipa Community Center prior to the student's first day of attendance.

**GENERAL PROGRAM INFORMATION**

- The S.T.A.R.S. After School Program is offered Monday through Friday, every day school is in session, immediately after school until 6:00 p.m. (including minimum day schedule adjustments). \*Bell schedule is subject to change by YCJUSD.
- For safety reasons, students are required to check in on a daily basis with S.T.A.R.S. staff immediately after school and prior to any extracurricular activities on campus (tutoring, teacher assistance, etc.).
- **All fees must be pre-paid prior to the week the student attends. Open registration is accepted until 6:00 p.m. on the Saturday before each week. After the open registration deadline, a \$7.25 late registration fee will be charged - no exceptions. Registration will close at 8:00 p.m. on the Monday of each week.** There will not be any payments accepted after the Monday deadline. **The student will not be permitted to attend for the remainder of the week if payment is not received prior to the deadline.**
- The S.T.A.R.S. After School Program ends promptly at 6:00 p.m. Late fees will begin to accrue as of 6:01 p.m. at a rate of \$1.25 per minute, per student. Students may be dropped from the program after the third offense and/or should the late fees be left unpaid. **As a last resort, if the parent cannot be reached by 7:00 p.m., the Yucaipa Police Department will be contacted.**
- **ALL FEES ARE SUBJECT TO CHANGE.**
- Children suspended/expelled from school or the "S.T.A.R.S." program will not be granted a refund.
- Scholarships are available upon approval, and fund availability; ask for an application today at the Yucaipa Community Center.

**REFUND/CANCELLATION POLICY:**

- Parent/Guardian must complete a Refund Request Form in order to receive refund/credit. The form can be obtained at the Yucaipa Community Center or the Scherer Community Center.
- Full refunds/credits are available for courses cancelled by the Department.



- If a credit is issued, it is valid for one year from date of issue. There will be no prorating of refunds.
- Student requested refunds might be subject to a \$15 refund-processing fee.
- **Requests must be received before the Tuesday of each week.**
- **NO refund requests will be accepted after the completion of the weekly program.**

### **PROGRAM LOCATIONS**

- Site Locations: Calimesa, Chapman Heights, Ridgeview, Valley, and Wildwood Elementary Schools, as well as Mesa View and Park View Middle Schools. Each site operates independently and to the corresponding school schedule. (Facility location and schedule is subject to change as provided by the YCJUSD.)

#### **Calimesa Elementary- MPR**

13523 Second Street  
(909)855-8784

##### **After School K – 5<sup>th</sup> grade**

- Hours of operation: 2:00 p.m. to 6:00 p.m.
- Minimum days: 11:50 a.m. to 6:00 p.m.
- Daily Fee: \$15.00

#### **Park View Middle- Room 7**

34875 Tahoe Drive  
(909)855-8726

##### **After School**

- Hours of operation: 2:30 p.m. to 6:00 p.m.
- Minimum days: 12:32 p.m. to 6:00 p.m.
- Daily Fee: \$15.00

#### **Chapman Heights Elementary- MPR**

33692 Cramer Road  
(909)855-8752

##### **After School K – 5<sup>th</sup> grade**

- Hours of operation: 2:00 p.m. to 6:00 p.m.
- Minimum days: 11:50 a.m. to 6:00 p.m.
- Daily Fee: \$15.00

#### **Ridgeview Elementary- Room 30 and MPR**

11021 Sunnyside Drive  
(909)855-8827

##### **After School for TK**

- Hours of operation: 11:10 a.m. to 6:00 p.m.
- Daily Fee: \$25.00

##### **After School K-5<sup>th</sup> grade**

- Hours of operation: 2:00 p.m. to 6:00 p.m.
- Minimum days: 11:50 a.m. to 6:00 p.m.
- Daily Fee: \$15.00

#### **Mesa View Middle- H Building**

800 Mustang Way, (Calimesa)  
(909) 602-2682

##### **After School**

- Hours of operation: 2:30 p.m. to 6:00 p.m.
- Minimum days: 12:32 p.m. to 6:00 p.m.
- Daily Fee: \$15.00

#### **Valley Elementary- MPR and Room 9**

12333 Eighth Street  
(909)855-8735

##### **After School for TK**

- Hours of operation: 11:10 a.m. to 6:00 p.m.
- Daily Fee: \$25.00

##### **After School K-5<sup>th</sup> grade**

- Hours of operation: 2:00 p.m. to 6:00 p.m.
- Minimum days: 11:50 a.m. to 6:00 p.m.
- Daily Fee: \$15.00



### Wildwood Elementary- Rooms F4 and F7

35972 Susan Street  
(909)855-8747

#### After School for TK

- Hours of operation: 11:10 a.m. to 6:00 p.m.
- Daily Fee: \$25.00

#### After School K-5<sup>th</sup> grade

- Hours of operation: 2:00 p.m. to 6:00 p.m.
- Minimum days: 11:50 a.m. to 6:00 p.m.
- Daily Fee: \$15.00

### ATTENDANCE AND PROGRAM SIGN-IN/OUT PROCEDURES

- Students registered in the S.T.A.R.S. program should report to the designated site for the program. Upon arrival, staff will take roll verifying attendance. If a student is absent from the program and the parent has NOT communicated with S.T.A.R.S. staff regarding the absence, staff will begin contacting the parent/guardian and emergency contacts to verify the student's safety.
- Registration is only accepted for the site where the student also attends school.
- Registered students seen occupying any area beyond the designated S.T.A.R.S. site will be considered truant and the parent/guardian will be contacted.
- **Students may only attend the S.T.A.R.S. program on days that have been pre-paid.** If a student is kept home or picked up early from the regular school day, prior to the beginning of the program, they may **NOT** return to school to attend the program.
- At the conclusion of the after-school program, all **Authorized Pick-Up Adults (18 years and older)** are required to present **Valid Photo ID** and sign the student out by providing a printed name, initials, and the departure time. Parents/Guardians not willing to show valid photo ID will not be permitted to participate in the S.T.A.R.S. program. A student will **NOT** be released to individuals who are not listed on the student's release form, no exceptions. Elementary students (TK-5<sup>TH</sup>) are **NOT** permitted to walk home alone or sign themselves out.
- **Changes to the Pick-Up Authorization Form can only be accepted IN PERSON at the Yucaipa Community Center or the Scherer Community Center by the primary guardian who enrolled the student in the S.T.A.R.S. program.**
- If there is a **CUSTODY AGREEMENT** between parents/guardians of the student, unless certified court documents are given to the site to keep on file, the S.T.A.R.S. program is mandated to release to parents or adults on the Authorization Pick-up List. EC Section 51101(c) notes that parents' rights to participate in a student's education "may not be construed so as to authorize a school to inform a parent or guardian, ... or to permit participation by a parent or guardian in the education of a child, if it conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction" (Chapter 864, Statutes of 1998, EC Sections 51100 - 51102). If this situation applies to your student, please provide required documentation with the Registration Packet. **Please note that a**



**CHANGE in guardianship will require a NEW Registration Packet to be completed by legal guardian.**

### **MIDDLE SCHOOL WALKING POLICY\***

- Parents of middle school students (6<sup>th</sup>-8<sup>th</sup> grade) may **AUTHORIZE** their student to walk home from the program under the following guidelines:
  - Students will **ONLY** be released to walk home from the S.T.A.R.S. program at **5:45 p.m.** (4:45 p.m. during daylight savings time).
  - At release time, students will be escorted by staff off the campus where they are to begin their walk home.
  - Any parent who would like to pick up their student outside the release times noted above, either before or after, will be required to sign out their student with the school site staff regardless of student authorization to walk home.
  - Authorization for your student to walk home will require a meeting with the Coordinator and Site Supervisor of the S.T.A.R.S. program.

***\*S.T.A.R.S. staff reserves the right to revoke the authorization to walk home if the student is found loitering outside or nearby the school site.***

### **SCHOOL RULES/MEDICAL NEEDS/EMERGENCIES**

- **As an extension of the school day, ALL school rules, policies, and procedures apply to the S.T.A.R.S. program.** This includes dress code, and the restriction of the following items, which are not permitted on campus: skateboards, bikes, skates, roller blades, razor scooters, skate shoes, electronic devices, toys, etc.
- **Medications/Medical Assistance: According to district policy, medications must be administered by the school nurse.** Students may **NOT** self-administer medications on campus, transport medication to and from school, or carry it with them while they are at school. Medical information previously shared with school-day faculty and staff may not have been made available to the S.T.A.R.S. staff, so it is imperative that all medical information be provided directly to program staff on the student enrollment form.
- In the event a student suffers an illness or accident during program hours, S.T.A.R.S. staff may seek medical help and assistance by contacting 911 emergency services or otherwise securing treatment at a medical facility. The S.T.A.R.S. program does not provide medical treatment or coverage for participants.
- **Emergency Allergic Reactions and Asthma:** All City of Yucaipa staff are trained in basic First Aid and CPR, which allows for staff to administer an Epi-Pen and/or asthma inhaler in the event of a severe reaction. If your child requires such emergency medical attention, it is the parent's responsibility to provide an emergency Epi-Pen or inhaler to the S.T.A.R.S. staff. Please work with on-site staff and school administration to ensure a clear plan of action for your student.

### **SPECIAL NEEDS**

- As an equal opportunity program, all students currently enrolled at the school site are eligible to participate. However, should your student have a special need/disability that requires one-on-one attention, the program may not be able to meet your student's needs due to the 20 students per 1 staff member ratio.





- Although your student may have an Individual Educational Plan (IEP) during the school day, please note that special accommodations (if any) are only applicable during school hours. If this is the case, your student may be better served at an alternative specialized program offered by another provider.

### **SUPERVISION OF PROGRAM AND DISCIPLINE POLICIES**

- The S.T.A.R.S. program is supervised at a ratio of no more than 20 students to 1 staff member for grades 1 – 5 and a ratio of no more than 10 students to 1 staff member for TK/K. Due to student ratio requirements, should a student not be able to be successful in participating in group activities and distract staff from properly supervising the entire group, participation in the S.T.A.R.S. program may not be suitable.
- Activities take place in supervised areas only. Leaving the supervised area without permission can result in the student being dropped from the program.

**Participation in the program is a privilege. A student must follow all school and program rules. Disruptive or disrespectful behavior, including but not limited to: stealing, vandalism, fighting, cursing, foul play, not following directions, etc., towards other students and/or program staff will not be tolerated and is grounds for dismissal. We encourage parents/guardians to discuss concerns with the S.T.A.R.S. staff. *Physical contact with malicious intent, of any kind, is a minimum one-day suspension.***

### **CONDUCT VIOLATION CONSEQUENCES\***

- **1<sup>st</sup> Violation** - Guidance, verbal warning, behavior reflection, and parental contact at pick-up time.
- **2<sup>nd</sup> Violation** - Guidance, verbal warning, behavior reflection, and parental contact before pick-up time. Depending on severity, 1 day suspension.
- **3<sup>rd</sup> Violation** - Guidance, verbal warning, behavior reflection, parental contact before pick-up time, suspension, and/or student will be sent home immediately- if necessary or suspended for 1 day. Meeting with Site Supervisor and S.T.A.R.S. Coordinator/Supervisor will be scheduled.

**\*Consequences are subject to change due to severity of content.**

**Parent/Guardian will be held responsible for any cost/damages inflicted upon school site, park, and/or private property or equipment. Refunds/credits will not be given for student behavior suspensions.**

### **PROGRAM COMPONENTS**

- The S.T.A.R.S. program provides homework assistance and a structured homework component for a minimum of one hour each day. It is the students' responsibility to bring their homework to the program, and the parent/guardian has the responsibility to support the S.T.A.R.S. program in ensuring the student has the appropriate information to complete homework daily. Parents/Guardians are expected to support homework completion by reviewing homework daily.
- The S.T.A.R.S. program will take part in various special events and guest presentations. Parents will be notified in advance of upcoming events or activities.
- To prepare every student for the future demands of the 21<sup>st</sup> Century, the S.T.A.R.S. program focuses on college and career readiness through additional activities utilizing research-based educational enrichment programs like:



- STEAM (Science, Technology, Engineering, Art, and Math)
- Language Arts; reading and spelling activities
- Mathematics: math games
- Health and Wellness: SPARKS (Sports, CATCH), Physical Education
- Youth Development: peer tutors, student-led clubs, and activities

### **SNACKS**

- In conjunction with the YCJUSD School District’s snack “Supplement” program, snacks may be provided by the S.T.A.R.S. program at various sites throughout the school year.
- S.T.A.R.S. students will be provided time after school to eat provided supplemental snacks and/or snacks may be sent with the child to school.
- If your student has any food allergies, please notify S.T.A.R.S. staff and indicate as such on your student’s enrollment form.

### **PERSONAL BELONGINGS**

- Please keep all personal belongings at home or in backpacks. This includes all electronic devices, such as cell phones, gaming devices, and Air Pods. S.T.A.R.S. staff reserves the right to temporarily confiscate these items and release them to those authorized to pick up at the end of the day. The City of Yucaipa, YCJUSD, or ILCS will not be held liable for loss, theft, or damage of items.

### **PARENTAL/GUARDIAN SUPPORT**

- Though our staff is committed, trained, and qualified, parental support is needed to make the S.T.A.R.S. After School Program successful for students. Parents/Guardians are important partners in the program’s success and are encouraged to attend parent presentations and events/activities when invited.
- **Suitable behavior towards the S.T.A.R.S. Program and its administrators is required at all times from any and all adults on the school campus, as well as the Yucaipa Community Center, Scherer Community Center, City Hall, and during all verbal and written communication. Should an issue arise, and inappropriate or disrespectful behavior occurs, your student may be removed from the S.T.A.R.S. program.**
- Our goal is to make the S.T.A.R.S. After School Program a lifelong recreational/educational enriching experience your student can cherish for years to come! Thank you for choosing the City of Yucaipa’s S.T.A.R.S. After School Program, a new and exciting journey awaits.





**IMPORTANT NON-STUDENT DATES:**

The following academic holiday dates will be observed by the S.T.A.R.S. program, as provided by the YCJUSD calendar.

|                                     |                                    |
|-------------------------------------|------------------------------------|
| September 5, 2022                   | Labor Day                          |
| November 11, 2022                   | Veteran’s Day                      |
| November 21 - 25, 2022              | Fall Break                         |
| December 16, 2022                   | Non-Student Day – Teacher Prep Day |
| December 19, 2022 - January 2, 2023 | Winter Break                       |
| January 16, 2023                    | Martin Luther King, Jr. Day        |
| February 13, 2023                   | Lincoln’s Birthday Observed        |
| February 20, 2023                   | President’s Day                    |
| March 20 - April 3, 2023            | Spring Break                       |
| May 26, 2023                        | District Holiday                   |
| May 29, 2023                        | Memorial Day                       |

The City of Yucaipa seasonal camps are held at the Yucaipa Community Center on the following dates:

|                               |              |
|-------------------------------|--------------|
| November 21 - 25, 2022        | Fall Break   |
| December 19 - 23, 2022 week 1 | Winter Break |
| December 26 - 30, 2022 week 2 |              |
| March 7 - April 3, 2023       | Spring Break |
| June 12 - August TBD, 2023    | Summer Break |

Please contact the Yucaipa Community Center at (909)790-7460 for more information regarding seasonal camps.

**CONTACT INFORMATION:**

Please contact us at the Yucaipa Community Center at (909)790-7460 and ask for the S.T.A.R.S. After School Program Coordinator or visit your local school site for additional information. Follow us on Facebook or visit us at [www.yucaipa.org](http://www.yucaipa.org).



## ELEMENTARY SCHOOL DAILY SCHEDULE 2022-2023

*Schedules subject to change*

| <b>TK Regular &amp; Minimum Day Schedule</b> |   |         |
|--|---|---------|
| 11:20PM                                      | Sign-In & PBIS Expectations             | 10 min. |
| 11:30PM                                      | Ice Breaker                             | 10 min. |
| 11:40PM                                      | Snack / Lunch                           | 30 min. |
| 12:10PM                                      | Alphabet / Number / Sight Word Practice | 35 min. |
| 12:45PM                                      | Activity                                | 45 min. |
| 1:30PM                                       | Centers                                 | 20 min. |
| 1:50PM                                       | Clean-up / All students Arrive          | 15 min. |

| <b>Regular Day Schedule: Group 1</b> |                             |         |
|--------------------------------------|-----------------------------|---------|
| 2:00                                 | Sign-In & PBIS Expectations | 10 min. |
| 2:10                                 | Ice Breaker                 | 10 min. |
| 2:20                                 | Snack                       | 30 min. |
| 2:50                                 | Homework & Reading          | 40 min. |
| 3:30                                 | SPARKS                      | 45 min. |
| 4:15                                 | Activity                    | 45 min. |
| 5:00                                 | Centers / Additional HW     | 60 min. |

| <b>Regular Day Schedule: Group 2</b> |                             |         |
|--------------------------------------|-----------------------------|---------|
| 2:00                                 | Sign-In & PBIS Expectations | 10 min. |
| 2:10                                 | Ice Breaker                 | 10 min. |
| 2:20                                 | Homework & Reading          | 30 min. |
| 2:50                                 | Snack                       | 40 min. |
| 3:30                                 | Activity                    | 45 min. |
| 4:15                                 | SPARKS                      | 45 min. |
| 5:00                                 | Centers / Additional HW     | 60 min. |

| <b>Regular Day Schedule: Group 3</b> |                             |         |
|--------------------------------------|-----------------------------|---------|
| 2:00                                 | Sign-In & PBIS Expectations | 10 min. |
| 2:10                                 | Ice Breaker                 | 10 min. |
| 2:20                                 | SPARKS                      | 30 min. |
| 2:50                                 | Activity                    | 40 min. |
| 3:30                                 | Snack                       | 45 min. |
| 4:15                                 | Homework & Reading          | 45 min. |
| 5:00                                 | Centers / Additional HW     | 60 min. |



| <b>Minimum Day Schedule</b> |                             |         |
|-----------------------------|-----------------------------|---------|
| 11:50PM                     | Sign-In & PBIS Expectations | 10 min. |
| 12:00PM                     | Ice Breaker                 | 10 min. |
| 12:10PM                     | Snack                       | 30 min. |
| 12:40PM                     | Homework/ Reading           | 30 min. |
| 1:10PM                      | SPARKS                      | 30 min. |
| 1:40PM                      | Club 3                      | 45 min. |
| 2:25PM                      | SPARKS                      | 35 min. |
| 3:00PM                      | Activity                    | 45 min. |
| 3:45PM                      | Activity                    | 45 min. |
| 4:30PM                      | Clean-Up, Icebreaker        | 30 min. |
| 5:00PM                      | Centers / Fun Friday        | 60 min. |

| <b>Minimum Day Schedule</b> |                             |         |
|-----------------------------|-----------------------------|---------|
| 11:50PM                     | Sign-In & PBIS Expectations | 10 min. |
| 12:00PM                     | Ice Breaker                 | 10 min. |
| 12:10PM                     | SPARKS                      | 30 min. |
| 12:40PM                     | Snack                       | 30 min. |
| 1:10PM                      | Homework/ Reading           | 30 min. |
| 1:40PM                      | Club 3                      | 45 min. |
| 2:25PM                      | SPARKS                      | 35 min. |
| 3:00PM                      | Activity                    | 45 min. |
| 3:45PM                      | Activity                    | 45 min. |
| 4:30PM                      | Clean-Up, Icebreaker        | 30 min. |
| 5:00PM                      | Centers / Fun Friday        | 45 min. |

| <b>Minimum Day Schedule</b> |                             |         |
|-----------------------------|-----------------------------|---------|
| 11:50PM                     | Sign-In & PBIS Expectations | 10 min. |
| 12:00PM                     | Ice Breaker                 | 10 min. |
| 12:10PM                     | Homework/ Reading           | 30 min. |
| 12:40PM                     | SPARKS                      | 30 min. |
| 1:10PM                      | Snack                       | 30 min. |
| 1:40PM                      | Club 3                      | 45 min. |
| 2:25PM                      | SPARKS                      | 35 min. |
| 3:00PM                      | Activity                    | 45 min. |
| 3:45PM                      | Activity                    | 45 min. |
| 4:30PM                      | Clean-Up, Icebreaker        | 30 min. |
| 5:00PM                      | Centers / Fun Friday        | 45 min. |



## MIDDLE SCHOOL DAILY SCHEDULE 2022-2023

*Schedule subject to change*

| <b>Regular Day Schedule</b> |                             |         |
|-----------------------------|-----------------------------|---------|
| 2:30PM                      | Sign-In & PBIS Expectations | 10 min. |
| 2:40PM                      | Ice Breaker                 | 10 min. |
| 2:50PM                      | Snack                       | 30 min. |
| 3:20PM                      | Homework & Reading          | 40 min. |
| 4:00PM                      | SPARKS                      | 60 min. |
| 5:00PM                      | Activity                    | 30 min. |
| 5:30PM                      | Centers / Additional HW     | 30 min. |

| <b>Minimum Day Schedule</b> |                             |         |
|-----------------------------|-----------------------------|---------|
| 12:32PM                     | Sign-In & PBIS Expectations | 13 min. |
| 12:45PM                     | Ice Breaker                 | 15 min. |
| 1:00PM                      | Snack                       | 30 min. |
| 1:30PM                      | Sports Club                 | 60 min. |
| 2:30PM                      | Club 2                      | 60 min. |
| 3:30PM                      | Club 3                      | 60 min. |
| 4:30PM                      | SPARKS                      | 60 min. |
| 5:30PM                      | Centers / Fun Friday        | 30 min. |

|        |                      |         |
|--------|----------------------|---------|
| 4:20PM | SPARKS               | 40 min. |
| 5:00PM | Activity             | 30 min. |
| 5:30PM | Centers / Fun Friday | 30 min. |



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**ACKNOWLEDGEMENT FORM**

I hereby acknowledge and confirm that I have received and read the S.T.A.R.S. After School Program 2022-2023 Parent | Guardian Handbook. I understand and agree to comply with the policies stated in the S.T.A.R.S. After School Program 2022-2023 Parent | Guardian Handbook. I understand that if I have any questions about any program policy, I should immediately consult with the Community Services Coordinator, as any policy violation may result in discipline, up to and including dismissal from the program.

|                           |       |
|---------------------------|-------|
| Child's Name:             |       |
| Parent/Guardian Name:     |       |
| Parent/Guardian Signature |       |
| School Site:              | Date: |

**I have read the Parent | Guardian Rules and Policies Agreement and will go over it with my child to ensure that he/she understands and abides by the rules.**

**Initials**

**Initials**

|  |   |  |  |
|--|---|--|--|
|  | It is the parent's/guardian's responsibility to ensure all necessary forms are completed and updated as needed, including <b>in-person</b> notification to my student's Program Leader or the Site Supervisor of any changes to my emergency contact information or attendance. |  | I understand that S.T.A.R.S. is a pre-paid program and registration is on a <b>first-come, first-served basis. Registration will close on the Monday at 8PM of each week. Payments will not be accepted after the Monday deadline weekly.</b>              |
|  | I understand that the S.T.A.R.S. After School Program ends promptly at 6:00 p.m. As of 6:01 p.m. a late fee will be charged at the rate of <b>\$1.25 per minute/per student</b> and must be paid within one week.   |  | I understand that a <b>valid photo ID</b> must be presented to staff <b>EVERY DAY</b> prior to the release of my student. If I, or an <b>Authorized Adult</b> , do not adhere to this policy, it may result in the removal of my student from the program. |
|  | I understand that inappropriate, disruptive, or disrespectful behavior towards the program and its administrators from my student, me, or any one of my authorized person(s) will result in removal and dismissal of my student from the program.                               |  | I understand that, as the parent/guardian, I will be held responsible for any costs, repairs, or damages to the school, park, and/or private property or equipment during program hours, if my student has been involved in negligent or abusive behavior. |
|  | I understand that suspension from the regular school day would also result in a program suspension, and I will not receive a refund.  |  | I will personally attend parent orientations, conferences, and scheduled meetings when such meetings are scheduled by the S.T.A.R.S. Program.  |
|  | I will see that my child brings his/her homework to the program and will review it when he/she arrives home from the program.   |  | I encourage my child to actively participate in the S.T.A.R.S. enrichment activities, including STEAM, Language Arts, Reading, Spelling, Math, SPARKS Physical Education, Health and Wellness activities, and student-led clubs.                           |
|  | I understand that I must inform S.T.A.R.S. if my student does not attend prior to the day or day of the program starting.   |  | I understand that I must fill out a refund/credit request by the Monday of the week in order to receive request refund/credit.   |