

2016



2017

**Braddock TK & K
(310) 490-7303
braddock@starinc.org**

Welcome to STAR,

STAR, Inc. is a charitable 501(c)(3) non-profit education organization serving kids, families, schools, and communities.

For your convenience, the Galaxy program can be paid in one full payment, or four or ten equal installments. This takes into consideration all school holidays, vacations and pupil free days. All payments are due according to the payment schedule unless other arrangements have been made with the director.

Please take your time to fill out all paperwork completely. The following seven forms need to be signed and returned to STAR before your child can be accepted to the STAR program:

- ☐ **2016-2017 STAR Contract**
- ☐ **Tuition Contract**
- ☐ **Galaxy Enrollment Policies Agreement**
- ☐ **Credit Card Authorization**
- ☐ **Bottom half of STAR Discipline Policy**
- ☐ **Consent for Emergency Medical Treatment**
- ☐ **Emergency Card**

A non-refundable \$50 registration fee and first installment is required along with the completed contract. Sibling discounts are available, see tuition contract for details. Both items are required to ensure your child a space in STAR for the 2016-2017 school year.

Scholarships are available according to need and availability and are based on a sliding scale payment program.

Any court rulings on child custody agreements must be kept on file at STAR.

A physician's note and the original prescription bottle must be kept at STAR in order for medication to be administered.

Please contact your STAR director for more information.

**TK & K****AFTER SCHOOL CONTRACT 2016-2017**

STAR, Inc. is a charitable 501(c)(3) non-profit education organization serving kids, families, schools and communities

CHILD'S NAME: _____ Permit: _____ Grade: _____ Room # _____

Age: _____ Date of Birth: ____/____/____ Sex: M____ F____ Home Language: _____

Home Address: _____ City: _____ Zip: _____

Home Phone#: _____ Home E-Mail Address: _____

Parent/Guardian1 Name: _____ Cell#: _____

Guardian 1 Employment: _____ Position: _____

Address: _____ City: _____ Zip: _____

Work Phone#: _____ Work E-Mail Address: _____

Parent/Guardian2 Name: _____ Cell#: _____

Guardian 2 Employment: _____ Position: _____

Address: _____ City: _____ Zip: _____

Work Phone#: _____ Work E-Mail Address: _____

ABSENCES

STAR is a non-profit charitable program with fixed expenses; therefore, we cannot give credit or make-up days for the absence of your child. We pay staff, custodial services, accountant, etc., whether your child is present or not. When a school holiday occurs or a natural disaster, civil unrest, catastrophes, etc., you are responsible for paying that day.

TARDINESS AND PICK UP

Late pick up policy: STAR closes promptly at 6:00 p.m. Repeated tardiness may result in cancellation of your child's enrollment in the program. Excessive late pick up is considered to be late more than 3 times in the school year. Late Fee is \$1.00 per minute after 6:00 p.m. STAR allows a ten-minute grace period. At 6:11 the late fee is \$11.00, 6:12 the fee is \$12.00 etc. The late fee will be charged to your account upon arrival. When late, our staff member will make every effort to contact you or the persons listed as your emergency contacts. If we are unable to make contact by 7:00 p.m., the local police will be contacted, and your child will be taken to the local police station. Staff is not allowed to take children home.

STAR PHOTOGRAPHY & VIDEO CONSENT

Occasionally STAR will use a student's photograph and/or film/video for promotional purposes of the organization.

If you do not want STAR to use your student's photograph and/or film/video for promotional purposes of the organization, please check this box. ☐

CONFIDENTIALITY

STAR is committed to keeping personal family information confidential. We will only release information to parents/guardians. If parents/guardians wish any information shared, they must give STAR permission in writing.

I HAVE READ AND UNDERSTOOD ALL THE INFORMATION INCLUDED IN THIS CONTRACT AND BY SIGNING, I AGREE TO ADHERE TO THE TERMS OF THIS CONTRACT. IT IS FURTHER UNDERSTOOD THAT POLICIES AND TERMS OF THIS CONTRACT MAY BE CHANGED AND AMENDED, AND THAT I SHALL BE INFORMED IN WRITING OF SUCH CHANGES WITH A 30-DAY NOTICE. I HAVE RECEIVED A COPY OF THIS CONTRACT

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____

Please Indicate Ethnicity (optional)

☐ American Indian/Alaskan Native ☐ Asian ☐ Hispanic ☐ Black (not of Hispanic origin)
☐ White (not of Hispanic origin) ☐ Filipino ☐ Pacific Islander ☐ Other _____

EMERGENCY CONTACTS

The law requires the person who brings the child to, and removes the child from, the center shall sign the child in/out. Failure to comply with this law may result in suspension or termination of this contract. Your child/children will not be released to any person that is not listed on the emergency contact list. If you need to have your child/children picked up by someone not included in this list, we require both a telephone call from you and a written authorization. **Appropriate identification will be required.**

By law children must be released to either parent even if one parent is not included on this form. STAR must have a copy of any court document that mandates special custody arrangements. Besides guardians previously listed, we will release children only to the following individuals:

Name: _____ Relation: _____

Address: _____ Phone#: _____

Name: _____ Relation: _____

Address: _____ Phone#: _____

Name: _____ Relation: _____

Address: _____ Phone#: _____

EARTHQUAKE OUT OF STATE CONTACT: _____ **PHONE#** _____

In addition, I authorize the STAR Nova staff to sign my child in/out for the purpose of STAR Nova classes

If your child cannot be legally released to a person list the name below. A copy of the court-ordered document must be kept on file:

Name: _____ Relation: _____

ADDITIONAL INFORMATION

DENTIST'S NAME: _____ Phone# _____

PHYSICIAN'S NAME: _____ Phone# _____

Prescription medications may be administered ONLY when authorization forms are on file with STAR. See Director for details.

Does your child have any medical conditions, allergies, or other special needs or problems of which we should be aware?

No [] Yes [] (Please specify) _____

Does your child have any physical and/or behavioral needs of which we should be aware?

No [] Yes [] (Please specify) _____

STAR will provide services in the manner necessary to provide equal opportunity and access to their programs. If the STAR director becomes aware that a child with a disability needs accommodation(s) to participate in the program, the STAR director will contact the District's Beyond the Bell Branch, which, in consultation with the Division of Special Education, will identify the reasonable accommodation(s), if any, that may be necessary.

EMERGENCIES

In case of an emergency, STAR will make every effort to contact the guardians of the child involved before any treatment is begun. However, in the event we are unable to make contact with the parents or guardians, we require this medical release to be signed by all the participants in the program.

I HEREBY AUTHORIZE THE PHYSICIAN OR HOSPITAL SELECTED BY THE STAR PROGRAM TO HOSPITALIZE, SECURE TREATMENT FOR, AND TO ORDER INJECTION, ANESTHESIA, OR SURGERY FOR MY CHILD.

Name of Insurance: _____ **Policy #:** _____

Parent/Guardian's Name (Print): _____

Parent/Guardian's Signature: _____ **Date:** _____



TK & K

TUITION CONTRACT 2016-2017

STAR, Inc. is a charitable 501(c)(3) non-profit education organization serving kids, families, schools and communities

YEARLY TUITION BASED ON SCHOOL DAYS ONLY

CHILD'S NAME: _____

GRADE: ____ (In Fall of 2016)

REGISTRATION FEE: A \$50 non-refundable registration fee is due for the school year

Days Per Week (Check One)	Days (circle days)	1 Payment Option A	4 Installments Option B	10 Installments Option C	STAR Times
5 days a week after school <input type="checkbox"/>	M T W T H F	\$3,250.00	\$812.50	\$325.00	Dismissal - 6:00pm
4 days a week after school <input type="checkbox"/>	M T W T H F	\$2,990.00	\$747.50	\$299.00	Dismissal - 6:00pm
3 days a week after school <input type="checkbox"/>	M T W T H F	\$2,730.00	\$682.50	\$273.00	Dismissal - 6:00pm
2 days a week after school <input type="checkbox"/>	M T W T H F	\$2,470.00	\$617.50	\$247.00	Dismissal - 6:00pm

FAMILIES RECEIVE SPECIAL STAR DISCOUNTS

Registration: The 2nd child's registration fee is \$25. For any additional children, registration is free.

Tuition: A discount of 10% will be applied to the the tuition(s) with lesser or equal value of every additional child. If at any time any of the siblings leaves the program for any reason and only one sibling remains in the program, the 10% will no longer be available for the remaining child.

PAYMENT OPTION PLANS

PLEASE Check your Payment Option (A, B, or C)

- ☐ **Option A:** One full payment for the year's tuition, (Please add registration fee)
Benefits: Receive 3 special \$50.00 coupons (GOOD ONLY FOR STAR NOVA, ACADEMY OR CAMPS)
Sibling discount: Discount will be applied to full amount immediately
- ☐ **Option B:** Four equal installments (Please add registration fee to first installment; see attached payment schedule)
Benefits: Receive 3 special \$25.00 coupons (GOOD ONLY FOR STAR NOVA, ACADEMY OR CAMPS)
Sibling discount: Discount will be applied to each installment
Notes: Requires a valid credit card kept on file - Please fill out STAR Credit Card Authorization Form
- ☐ **Option C:** Ten equal installments (Please add registration fee to first installment; see attached payment schedule)
Option C Sibling discount: Discount will be applied to each installment.
Notes: Requires a valid credit card kept on file - Please fill out STAR Credit Card Authorization Form

* COUPONS ARE **NON-TRANSFERABLE**. COUPONS DO NOT APPLY TO STUDENTS PAYING AN ALREADY DISCOUNTED FEE SUCH AS SCHOLARSHIP, SPECIAL SERVICES, ADJUSTED FEE, ETC, VALID ONLY FOR SCHOOL YEAR **2016-2017**, AND PAYMENTS **MUST** BE RECEIVED AS PER OPTION PAYMENT SCHEDULE. PRORATION AND RESTRICTIONS MAY APPLY.

PAYMENT EXPLANATION: For your convenience, the Galaxy program can be paid in one full payment, or four or ten equal installments, plus registration added to the first installment. This takes into consideration all school holidays, vacations and pupil free days. Payments are due according to the payment schedule chosen. Please see the attachment for due dates.

RETURNED CHECKS ARE SUBJECT TO A \$25 FEE (FOR EACH OCCURRENCE)

LATE PAYMENT PROCEDURE: Payments not processed within 5 working days are subject to a \$10 late fee per week. The site director and executive director must approve other payment arrangements. Our Finance and Collections Department will review all past due accounts and may contact you for payment. This constitutes your agreement to reimburse STAR for time spent, and for any and all collection or legal costs incurred in collecting monies due. If we elect to terminate services for non-payment, our engagement will be completed upon our written notification to you. **If tuition payment is two weeks late, STAR is hereby authorized to charge the credit card on file for the amount due.** If the charge is declined, STAR will contact you by phone and/or email. If payment is not made within 3 days, your child's contract will be suspended and on the 4th day your child will not be accepted into the program. We will contact you by phone and/or email to let you know your child will be sent to the school's office after school and will not be able to attend the program until all tuition and late fees are paid.

CASH PAYMENT POLICY: STAR has a **NO-CASH** policy.

SPONSOR A CHILD: YES I want to be a STAR SCHOLARSHIP PARTNER. Please accept my donation of \$5/ \$10 / \$_____ per installment. *Your donation is tax deductible. S.T.A.R. Inc. is a 501(c)(3) non-profit organization

SCHOLARSHIPS/ SLIDING SCALE PAYMENT PROGRAM

STAR, Inc. is a charitable 501(c)(3) non-profit education organization serving kids, families, schools, and communities. If you are not able to meet all of the expenses, we may offer scholarships on a sliding scale basis. Ask your STAR director for a scholarship application. Remember, all information given to us is confidential, and we expect recipients to keep any scholarship awarded confidential as well. Scholarship applications will not be considered if there is an open balance in the child's or any sibling's account.

SPLITTING TUITION

When tuition is a shared responsibility, the STAR Director and on-site staff members will not participate as liaisons between parties to communicate issues regarding their child and/or their child's tuition. It is the sole responsibility of the parents/guardians to work out their personal issues and communicate with one another.

HOLIDAYS, BREAKS, PUPIL FREE DAYS, UNASSIGNED WORK DAYS

Camps may be available at this site or a site nearby for a discounted rate. Sites may be closed by school district mandate during Thanksgiving/winter/spring break.

STAR will not charge additional fees for minimum days, shortened days, or for early dismissal during conference week.

REFUND AND CANCELLATION POLICY

STAR requires a **two-week written notice** to cancel your child's enrollment or you will be financially responsible for the remaining yearly balance. If you wish to re-enroll your child during the school year, you will need to pay a \$50 registration fee again.

STAR OR THE PARENT MAY REVOKE THIS CONTRACT AT ANY TIME DURING THE SCHOOL YEAR.

I/WE HAVE READ AND UNDERSTOOD ALL THE INFORMATION INCLUDED IN THIS CONTRACT AND BY SIGNING, I/WE AGREE TO ADHERE TO THE TERMS OF THIS CONTRACT. IT IS FURTHER UNDERSTOOD THAT POLICIES AND TERMS OF THIS CONTRACT MAY BE CHANGED AND AMENDED, AND THAT I/WE SHALL BE INFORMED IN WRITING OF SUCH CHANGES WITH A 30-DAY NOTICE. I/WE HAVE RECEIVED A COPY OF THIS CONTRACT.

Parent/Guardian 1 Name (Print): _____ Date: _____

Parent/Guardian 1 Signature: _____

Parent/Guardian 2 Name (Print): _____ Date: _____

Parent/Guardian 2 Signature: _____

Sliding Scale Payment Program



STAR, Inc. is a charitable 501(c)(3) non-profit education organization serving kids, families, schools, and communities.

For STAR use only:

Date:	CC/Ck#:	Amount Paid:	Balance Due:
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**GALAXY ENROLLMENT POLICIES AGREEMENT**

STAR, Inc. is a charitable 501(c)(3) non-profit education organization serving kids, families, schools and communities

STAR is a non-profit organization committed to improving the quality of children's education by providing innovative extended education at a reasonable cost. Making your payments on a timely basis allows us to guarantee the continued services at your school.

Please read and initial each of the enrollment policies listed below:

- **Registration:**

STAR will only process registrations that are accompanied by payment of the registration fee, and credit card information. If you start the program in the middle of an installment period, the first installment amount will be prorated. The yearly total tuition fee has been divided into installments for your convenience only.

- **Sibling Discount:**

STAR offers a 10% discount to families; every additional child will receive 10% off the tuition(s) with lesser value.

- **Program Changes:**

Switching the number of days in a program is allowed as long as there is space in the requested option. A written notice is required.

If changing between installment dates to a program with more days, you will need to pay the new difference amount for the current installment, regardless of the date of the change. All subsequent installments will be adjusted to reflect the new selected program.

If changing between installment dates to a program with less days, STAR will not prorate or give refunds regardless of the date of the change. All subsequent installments will be adjusted to reflect the selected program.

- **Scholarships:**

Scholarship applications are reviewed every school year; having received a scholarship one year does not automatically qualify you to receive one the next year or be granted the same amount, even if your situation has not changed. Each STAR site has a limited amount of funds designated to scholarships so it is important that the applications are received at least two weeks before the first installment of your program is due. We want to benefit as many families as possible so we ask that every applicant pay a portion of the tuition fee which is determined once the scholarship is approved.

All applications must include payment for the full registration fee and half of the first installment. Parent(s)/guardians are responsible for the full tuition of any installments not covered by the scholarship. Incomplete applications, applications without the required payment, or applications for children with past due accounts **will not be considered**.

- **Delinquent Payments:**

If tuition payments are two weeks late, you approve STAR to charge the card on file. If the charge is declined, STAR will contact you by phone and/or email. If payment is not made within 3 days, your child's contract will be suspended, and on the 4th day you will need to pick up your child when the bell rings or your child will be taken to the school's office. If your account remains unpaid for two more weeks, STAR will terminate your contract. Children with past due balances will not be able to attend the program until the account is up-to-date.

☐

- **Cancellations & Refunds:**

Cancellation of the program requires a written two-week notice. You will be refunded only for any full installment fees left in the program from the effective date of the cancellation. STAR will not prorate or refund any amount if your child only attended a partial portion of the days included within the installment period. Please check your 2016-2017 payment schedule for reference.

☐

I/we have read and understood all the information included in the Galaxy Enrollment Policies and by signing, I/we agree to adhere to the terms initialed above. I/we have received a copy of the policies.

Parent/Guardian 1 Name (Print): _____ Date: _____

Parent/Guardian 1 Signature: _____

Parent/Guardian 2 Name (Print): _____ Date: _____

Parent/Guardian 2 Signature: _____



2016-2017 PAYMENT SCHEDULE Braddock

OPTION A: One Full Payment

PAYMENT	PAYMENT DUE ON OR BEFORE
Full payment plus registration	AUG.16.2016 - TUE

COUPONS SUBJECT TO RECEIPT OF FULL PAYMENT AND REGISTRATION. COUPONS MAY BE PRORATED

OPTION B: Four Installments

INSTALLMENTS	PAYMENT DUE ON OR BEFORE
B1 plus registration	AUG.16.2016 - TUE
B2	OCT.24.2016 - MON
B3	JAN.25.2017 - WED
B4	MAR.30.2017 - THU

COUPONS SUBJECT TO RECEIPT OF REGISTRATION AND INSTALLMENTS PAID ON TIME. COUPONS MAY BE PRORATED

OPTION C: Ten Installments

INSTALLMENTS	PAYMENT DUE ON OR BEFORE
C1 plus registration	AUG.16.2016 - TUE
C2	SEP.13.2016 - TUE
C3	OCT.10.2016 - MON
C4	NOV.04.2016 - FRI
C5	DEC.08.2016 - THU
C6	JAN.25.2017 - WED
C7	FEB.21.2017 - TUE
C8	MAR.17.2017 - FRI
C9	APR.20.2017 - THU
C10	MAY.16.2017 - TUE

YEARLY TUITION BASED ON SCHOOL DAYS ONLY

PAYMENT EXPLANATION

For your convenience, the Galaxy program can be paid in one full payment, or four or ten equal installments. This takes into consideration all school holidays, vacations and pupil free days. Payments are due according to the payment schedule chosen.

HOLIDAYS, BREAKS, PUPIL FREE DAYS, UNASSIGNED WORK DAYS

Camps may be available at this site or a site nearby for a discounted rate. Sites may be closed by school district mandate during Thanksgiving/winter/spring break.

STAR will not charge additional fees for minimum days, shortened days, or for early dismissal during conference week.



FINANCIAL ASSISTANCE

STAR, Inc. is a charitable 501(c)(3) non-profit education organization serving kids, families, schools and communities

SCHOLARSHIPS

Scholarship applications are reviewed every school year; having received a scholarship one year does not automatically qualify you to receive one the next year or be granted the same amount, even if your situation has not changed.

All applications must include:

- two (2) recent check stubs
- 2015 Tax Returns
- 2015 W-2
- Any additional paper work
- Payment for the full registration fee and half of the first installment. We want to benefit as many families as possible so we ask that every applicant pay a portion of the tuition fee which is determined once the scholarship is approved.

Each STAR site has a limited amount of funds designated to scholarships so it is important that the applications are received at least two weeks before the first school day. Parent(s)/guardians are responsible for the full tuition of any installments not covered by the scholarship. STAR will not backdate any scholarship so please use the following schedule to understand the period covered by the scholarship:

APPLICATIONS DUE DATES AND PERIOD COVERAGE

DUE DATE	INSTALLMENTS COVERED
AUG.29.2016	1 through 10
SEP.26.2016	2 through 10
OCT.24.2016	3 through 10
NOV.14.2016	4 through 10
DEC.12.2016	5 through 10
FEB.06.2017	6 through 10

If you miss the due date for any reason, STAR will accept and process your application but it will be effective as per the coverage schedule above. Applications missing information, backup documentation, or payment as required are considered incomplete and will be returned; STAR will not be responsible for applications that miss a due date because of this and will not backdate the application. Incomplete applications, applications without the required payment, or applications for children with past due accounts will not be considered.



Discipline & Responsibility Policy

GOALS

The goal of the STAR Program is to provide every child with a happy, safe, and enriching experience everyday. In order to achieve our goal, we need the full cooperation and support of every parent and child. By working together, we can teach the children the skills that will help them make sound decisions and be successful in their social development.

DISCIPLINE POLICY

Dictionary definition of discipline: To guide, train, practice, correct, and teach. The STAR Program follows the “STAR CAN DO DISCIPLINE PROGRAM.” This highly-acclaimed system uses a positive approach for guiding children. All staff members are required to take this training. The Can Do Discipline training has three components: the Rules, the Reward System, and the Consequences.

The Rules

- Come directly to STAR
- Follow directions
- Stay in your area
- Respect others: no fighting, inappropriate physical contact, name calling or other activities that take the right to be happy away from any child.
- No inappropriate behavior or touching, including gestures and signals.
- Respect the property of others.

The Reward System

Each STAR Program will implement a reward system to positively reward good behavior.

Consequences

If a child chooses to repeatedly break the rules, a formal meeting with the parent will be set up. If the child breaks the rules after this meeting, a one-day suspension will follow. Any further infractions of the rules will result in the cancellation of the child’s registration.

(4/2016)

(More Information on Back)

Please remember to sign and return the “tear off” section on the other side of this sheet.

Keep the remaining portion for your records.

Thank you

(4/2016)

BATHROOM PROCEDURES

Children are taken to the bathroom on a regular basis or as needed. A staff member will accompany each child to the bathroom. Restrooms are to be used for their intended purpose only. Restrooms are not an area for play!

MORE SERIOUS BEHAVIOR & CONSEQUENCES

Biting, spitting, bullying tactics, teasing, intimidation through threats, physical fights, leaving the group or campus, defacing property, vandalism, lying, stealing, making false accusations, swearing, blatant disrespect for children, parents, and staff are considered more serious offenses. A first time infraction shall result in an immediate one-day suspension, and a second time infraction will result in the non-refundable cancellation of registration. Parents may be called to pick up their child immediately from the program if the child is out of control and will not follow instructions. Any behavior that endangers the children or staff will be cause for immediate cancellation of registration.

PARENT RESPONSIBILITY

Your cooperation is needed in the following areas:

- Direct your child to come directly to the program on days enrolled
- Your child must be signed in and/or out every day by an authorized adult listed on your contract. Your child will not be released otherwise.
- Go over the rules with your child
- If corrective actions are needed, such as suspension, please follow up at home with a discussion about the issue at hand. Be supportive. We are working together for the welfare and healthy development of your child's social skills.
- Parents are their children's first teachers and primary role models. Any parent who uses abusive language or behavior towards staff, other parents, and/or children risks registration cancellation.
- Parents are not allowed to confront other children about any incident. The law protects children from this type of action.

IMPORTANT

To ensure we are providing the best service possible for the children, we review our policies and procedures on a regular basis. Therefore, this contract may be modified at any time.

(4/2016)

STAR DISCIPLINE AND RESPONSIBILITY POLICY AGREEMENT

I have read and understood the Discipline and Responsibility Policy of the STAR Program and hereby agree to follow the terms stated in these policies.

Parent's Name (please print): _____

Parent's Signature: _____

Child's Name: _____

Child's Signature: _____

Date: _____

(4/2016)

**CONSENT FOR EMERGENCY MEDICAL TREATMENT-
Child Care Centers Or Family Child Care Homes**

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

_____ TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE
FACILITY NAME

PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

_____. THIS CARE MAY BE GIVEN UNDER
NAME

WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD
NAMED ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

DATE

PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

HOME ADDRESS

HOME PHONE

()

WORK PHONE

()

LIC 827 (M08) (CONFIDENTIAL)