

## DIRECTORS NOTES:

## MISSION STATEMENT:

Our mission is to see each and every child at Starz' develop to their full potential. We believe that the early years are vitally important in a young child's development. Our program was created to help your child develop learning skills at a pace that supports his/her individual potential. We strive for each child to be happy, healthy, successful and independent. By providing developmentally appropriate activities as well as enriching daily experiences, we hope to encourage their naturally curious natures. We believe that is important to keep that sparkle alive and to make learning fun!

## ENROLLMENT INFORMATION



Start Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Nickname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: Male Female

SS#: \_\_\_\_\_

### Parent 1

### Parent 2

Name: \_\_\_\_\_

\_\_\_\_\_

SS #: \_\_\_\_\_

\_\_\_\_\_

DL #: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City/State/Zip: \_\_\_\_\_

\_\_\_\_\_

Home #: \_\_\_\_\_

\_\_\_\_\_

Cell #: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_

\_\_\_\_\_

Business #: \_\_\_\_\_

\_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Person(s) with legal custody of child: Mother      Father      Other: \_\_\_\_\_

Parental Restrictions: \_\_\_\_\_

\*Copies of legal documents are required in order to honor above restrictions.\*

Emergency Contact (other than parent): \_\_\_\_\_

Relationship: \_\_\_\_\_ Home #: \_\_\_\_\_ Other #: \_\_\_\_\_

Address: \_\_\_\_\_

In accordance with state law, we must have on file the names, addresses and telephone numbers of the individuals permitted to drop off and collect your child from school. If someone arrives to collect your child and we have not been introduced nor have their name on file, we CANNOT allow your child to leave with them. Starz' Academy will never release a child to any individual suspected to be intoxicated or impaired. The following people have permission to pick up my child (Proper identification will be requested).

Name	Relationship	Home #	Work #	Other #
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

# CHILD HISTORY

Allergies: No Yes: \_\_\_\_\_

Favorite Foods: \_\_\_\_\_

Foods Disliked: \_\_\_\_\_

Security Habits: Pacifier Thumb Blanket Other: \_\_\_\_\_

Child Can: Crawl Walk Put on Shoes Tie Shoes Dress Self Feed Self

Nap? Always Almost Always Sometimes Rarely Never

Potty Trained? Not Yet Needs Reminders Almost Fully

Child Wears: Diaper Pull-Up Underwear

Birth: Normal Premature Complications: \_\_\_\_\_

Any major surgery, illnesses or life experiences: No/Yes: \_\_\_\_\_

Date of last Tetanus Shot: \_\_\_\_\_

Language(s) Spoken: \_\_\_\_\_

Speech Complications: No/Yes: \_\_\_\_\_

Physical Complications: No/Yes: \_\_\_\_\_



## Persons living with child:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Previous Child Care: \_\_\_\_\_

Response to new faces: \_\_\_\_\_

How to do modify behavior at home: \_\_\_\_\_

How can we help child adjust: \_\_\_\_\_

Work Hours: Parent 1 \_\_\_\_\_ am/pm - \_\_\_\_\_ am/pm  
Parent 2 \_\_\_\_\_ am/pm - \_\_\_\_\_ am/pm

Please Note...  
Your **MUST** be signed  
In & Out daily.

Name of child's Doctor or Health Care Clinic: \_\_\_\_\_

Address & Phone Number: \_\_\_\_\_

Name of child's Dentist: \_\_\_\_\_

Address & Phone Number: \_\_\_\_\_

Hospital preferred for emergency treatment: \_\_\_\_\_

Health Insurance policy name and number: \_\_\_\_\_

I give Starz' Academy emergency medical authorization to provide transportation and secure emergency medical and/or emergency surgical treatment for the above named minor child if and when I cannot be contacted.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

## ACKNOWLEDGEMENT:



Starz' Academy will accept enrollment of your child into the facility, only if we agree to observe the following: (If for any reason your child is not accepted into our program, Starz' Academy will provide you a written reason for refusal to admit your child.)

- Field Trips are an integral part of Starz' Academy's curriculum. Starz' Academy will never remove your child from the premises without proper notification, as well as signed consent forms. Permission slips will be sent home detailing the educational objective, date, time, mode of transportation and any special attire that may be required. It is your responsibility to sign and return the consent form. If the form is not returned by the morning of the trip, the child will not be permitted to participate. Children less than 40 lbs. are required by law to be in a secured 5-point harness child seat. I hereby give my permission to Starz' Academy for my child to be transported and participate in field trips.
- Starz' Academy is required to reach a specific adult/child ratio before any group is permitted to leave the center. Volunteering for field trips is a great way to get involved in your child's developmental process, and we strongly urge parent participation in this area.
- I understand that I must submit a physical and immunization record, signed by a physician, for my child. Infants also need a feeding plan and medication order completed by physician.
- I understand that parent conferences will be scheduled when necessary to discuss development progress and/or behavioral status. Caregivers shall have periodic interviews with the parents to assure consistency and mutual awareness of progress and development. We will inform the parent of any important information regarding their child on the day of occurrence.
- I understand that Starz' Academy will not assume responsibility for any child who has not signed in. Please make the caregiver aware of your arrival and departure. Children must be signed in/out by name and time daily.
- Starz' Academy and its employees are required by law to report any and all suspected cases of child abuse and/or neglect to the appropriate agency.

I confirm that I have read the Starz' Academy Policies and Procedures and agree to comply with them. I realize that I am liable for my child while in the care of Starz' Academy. I understand that this statement of agreement releases Starz' Academy and its employees from all liability.

Starz' Academy is committed to providing academically focused childcare for your family. If you have any questions or concerns regarding your child's care, please bring them to a member of our staff. We are always willing to give you our time and a listening ear. Thank you for allowing us the pleasure of educating your little one!

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Signature of Parent or Guardian

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Date

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Signature of Parent or Guardian

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Date

\*If Starz' Academy incurs the services of an attorney to enforce the terms and/or provisions of this agreement or amounts due pursuant hereto, it is understood that such fees and costs are recoverable by Starz' Academy against the parent(s)/family.\*

## DISCIPLINE:

Starz' Academy believes that a child in an environment of love, guidance, trust, and respect will gain self-discipline and the desire to learn and succeed in a positive way. Our teachers focus on redirecting children's behavior and find this approach to be very beneficial. Starz' Academy does not use corporal punishment at any time.

Starz' Academy strongly urges open communication between school and home in matters of student discipline. Our policy is designed to help with the behavior; by working together we can accomplish our goal of creating an environment where all children feel safe and secure.

It is important to have open communication in the form of a written discipline policy that is understood and agreed by the parents. With guidance, your child is expected to:

- Control verbal and physical aggression towards others.
- Handle school property and materials with care.
- Be polite and use good manners
- Consistently follow directions.
- Respect the property and rights of other children and staff.



Toddlers will occasionally go through periods of biting behavior. This can be attributed to several normal developmental processes. While we strive to keep all children safe and secure, toddler biting is expected. We will employ redirection, natural and logical consequences, and isolation if necessary. For extreme situations, according to the Director, expulsion may be necessary.

Any form of intentional physical violence or verbal aggression, whether it is initiated or it is in retaliation, is not permitted. This includes, but is not limited to swearing, hitting, biting, spitting, choking, kicking, and pushing. In instances where aggression is provoked, we ask the child to verbally express their displeasure, walk away from the situation, and ask for intervention from the teacher.

Generally, a teacher will take a child aside and speak to him/her about their behavior. They may be asked to choose a different activity for a while until material can be used with more care. Another option for children ages 3 and over may be the 'Thinking Chair' where the child will take a few moments to 'cool off' while being separated from the group. If the 'Thinking Chair' does not seem to be effective, the child may be brought to the office for further discussion about the child's behavior.

Repetitive negative behavior or a serious behavioral offence may be cause for a parent/teacher conference. Behavior, which continues after these measures, is cause for concern. Serious cases of discipline problems will be documented reported to parents and may be cause for termination of care. Starz' Academy takes the age of the child into consideration when dealing with discipline issues. Each situation is unique and will be handled at the discretion of the Director.

## TERMINATION OF CARE:

Parents wishing to withdraw their child from Starz' Academy must notify the Director in writing 2 weeks prior to the termination date. Parents are required to pay for those 2 weeks regardless of when the child leaves the center.

Attendance at Starz' Academy is a privilege and repeated failure to follow rules and policies as established for the safety of all our children and personnel will result in dismissal and termination of care. Also, if after a reasonable period of time, it is found that a child is unable to adjust to the center, the center reserves the right to request withdrawal of that child. The decision is left to the discretion of the director.

## POLICIES AND PROCEDURES

Starz' Academy accepts children ages 6 weeks through 12 years.

Starz' Academy will provide continuity of care between your child and their caregiver as they progress through the classrooms, whenever possible.

### TUITION:

Registration Fee – Starz' Academy cares for children year round. A registration fee of \$50 is required for each child that enrolls. This payment guarantees a spot for a 2-week period and is non-refundable. This registration fee is renewed every September 1<sup>st</sup>. Summer camp children that are not enrolled year round also pay a \$50 registration fee.

All tuition fees are due and payable on Monday of each week by 6pm. If payment is not received by this time, a late charge of \$20 will be added to your account. If an account is 2 weeks past due, Starz' Academy reserves the right to terminate a child's enrollment. If payments are made by personal check, you must complete the social security portion of the enrollment form. Starz' Academy reserves the right to revise any fees and/or policies with the proper notification.

You will receive a monthly bill or the following.

- **Breakfast:** \$1 per meal, per child. Scheduled time for breakfast is 7:30–8:00am.  
Health Department Regulations state we are not allowed to accept food items that are not provided by Starz' Academy.
- **Late Nights:** \$10 per day, per child (if the child is picked up after 6pm)  
\$1 per minute after 7pm. This amount is due at time of pick-up.
- **Diapers:** Parents are responsible. If your child has no diapers/pull-ups, a charge of \$1/diaper will be added to your account.
- **Gymnastics (optional):** The fee is \$35 charged on the 1<sup>st</sup> of every month; 1 class per week.

### VACATION:

Depending upon your child's enrollment date, two weeks per calendar year is allotted for vacation days. Families must be enrolled for one month before using any vacation days, and your account must be current. The vacation schedule runs as follows for the first year of enrollment:

**If your child enrolls:**

January – March  
April – September  
October – December

**You are eligible for:**

2 weeks' vacation  
1 week vacation  
0 weeks' vacation



If a single vacation day is needed, a deduction of \$20 per day is offered. If a vacation week is used (Monday – Friday), your child's weekly tuition will be taken off your balance, provided you fill out the Vacation Slip and have the vacation days to use. Summer Camp students are not allotted vacation time.

### LEAVE OF ABSENCE:

If you were to go on a leave of absence, in order to guarantee and reserve a spot for your child, 1 weeks' full-time tuition must be paid every 4 weeks.

Parents will be notified in cases of illness, injury or death of their child's caregiver. In case of such emergency, Starz' Academy has sufficient staff to cover their absence.

### CONFIDENTIALITY:

All information pertaining to the admission, health, family or discharge of a child is confidential. Starz' Academy may release the child's records to the parents and any other agencies authorized by law.

## HOURS OF OPERATION:

We are open from 6am – 6pm Monday through Friday. Parents are welcome to visit the school any time the center is open for operation. The center is staffed until 7pm for those nights when parents needed a little extra time to get to the center. Late nights (between 6–7pm) will be billed to your account at the end of each month at the amounts described under the **Tuition** sub-heading.

## AFTER HOURS:

It is a policy of Starz' Academy that staff may not care for enrolled children after business hours. When staff members become too familiar with students in an after school situation, it can affect the student-teacher relationship within the school.

## PART TIME SCHEDULES:

Starz' Academy will try to be as flexible as possible for those families that are scheduled for fewer than 5 full-time days. If you find that you need to add a day to your schedule, we ask that you fill out a Flex-Day Form, which will allow an extra day, if enrollment permits. You will be billed separately for these days. When changing from full-time to part-time a written 2-week notice is required. If you plan to permanently add on to your schedule, please let the office know as soon as possible and we will do our best to accommodate your family needs.



## HOLIDAYS:

We are closed the following holidays...

**New Years Day**

**Memorial Day**

**Independence Day**

**Labor Day**

**Thanksgiving**

**Christmas**

The center may schedule early closings on special occasions with advance notice, especially Christmas Eve and New Years Eve. Tuition will not be adjusted for scheduled closings.

## SCHOOL CLOSINGS:

If Starz' Academy must close due to hazardous weather, or if conditions arise that make the building unsafe, Starz' Academy will take immediate action to provide for the safety of the children and staff. If the center must close, announcements will be made on television and radio stations. Parents may also be called. If the center does close due to weather conditions, tuitions for the week will not be prorated.

## SCHOOL COMMUNICATION:

Every month each family receives a newsletter notifying the families of various upcoming events, special days, and activities. We also highlight child and staff birthdays, classrooms, teachers, and topics of interest.

In each room, a Daily Schedule is posted on the Parent Bulletin Board. This is to give parents an idea of your child's daily routine. For preschool and younger, a Daily Report is placed in your child's file. It includes favorite activities, lunch menu, nap schedule, items needed and class teachers.

In order to assure your child a quality education, a weekly lesson plan will be posted in each classroom. The curriculum is theme-based with developmentally appropriate activities to enrich your child's learning experience. To track your child's educational progress, we utilize multiple tools. Monthly assessment pages will supplement a progress report done twice yearly. A collection of your child's work will also be stored in a portfolio and given to parents at the year's end or departure.

All accidents and incidents will be documented regarding your child. You will receive report stating the incident and the treatment that was given. You may receive a courtesy call from the Director if needed.

## HEALTH:

Starz' Academy shall make every effort to prevent and control the spread of communicable diseases and has established written health policies and precautions directed to this end.

Children should not be exposed to any communicable disease within 4 weeks prior to admission. Starz' Academy must notify all families of any significant occurrences or problems which may affect the child, including to exposure to communicable diseases.

Children who are ill must **not** be brought to Starz' Academy. Keep children home with the following: **Fever, Diarrhea or Vomiting** within the previous 24 hours. **If your child is sick, please call the office by 9am that day.**

When any child or staff is known to have an infectious disease, they shall be excluded from attendance for such time as prescribed by the person's physician. Starz' Academy may recommend a physical examination of your child at any time needed to ensure they health of that child until they are able to participate in the daily program.

In the event that your child becomes ill at school, we will contact a parent. If a parent cannot be reached, a responsible member from the child's Pick-Up List will be contacted. We will call and your child must be picked up if he/she vomits, has diarrhea or a fever of 101 degrees or more. If your child is sent home with any of these reasons, they may **not** return until they are symptom free for 24 hours of being picked up and/or accompanied by a doctor's note.

If your child is believed to have an infectious disease, they will be isolated and parent/guardian will be contacted to pick up. The isolation area will be sanitized as well as any area used by the ill child. A notice will be posted to notify all parents of the children and staff that have been exposed.

Children unable to participate in the full program, including outside play, need to be kept home.



## MEDICATION:

State law mandates that no medications shall be given without written permission from a physician. All over-the-counter medications, including diaper creams require a physician signature. The Director has Medication Permission Forms available for parents to have filled out by their physician, or parents may have their physician fax permission to Starz' Academy. Approved prescription medications may be administered by the center if they are in the original container bearing the original pharmacy label. Please note: Sunscreen and Bug Repellent require written parent authorization.

## FOOD:

A nutritious and State approved child friendly lunch will be served daily as well as morning and afternoon snacks. Children arriving before 8am are offered breakfast at an additional cost as described under the Tuition sub-heading. A 5-week menu is posted in each class.

State law mandates that any food served to your child that is not included in our approved menu, must be accompanied by a doctor's note. Your child may bring a treat to share with the entire class on his/her birthday. During classroom parties, birthday parties, and special events your child may bring or donate a store bought item with the ingredient label attached.

## CLASSROOM PARTICIPATION:

- **Show & Share:** Each week there is 1 day that your child is allowed to bring something special from home to share with their class. Your child's item may follow the weekly theme; however please bring non-violent toys and only on your special day.
- **Movie Day:** Each week children ages 3 through Pre-K are allowed one day to watch a movie that is "G" rated for up to 1 hour. Kindergarten and Summer Camp kids will be given a list of "PG" rated movies; please return with parent permission/specifications.