



# POLICIES & PROCEDURES HANDBOOK

Granger

(574) 277-5501

South Bend

(574) 232-5566

Osceola

(574) 674-6500

*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 & to make learning fun!*

*Updated: January 2020*

**POLICIES & STATE REGULATIONS:** The below policies are not all encompassing; in addition you are bound by both the state child care regulations and the Starz' Academy Policies & Procedures which are subject to modifications without notice. State child care regulations may override the centers. Your continual enrollment is an acknowledgment and agreement to abide by all policies and state regulations.

**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.

**REGISTRATION:**

All children who attend our program must register in advance. To register your child and to meet local care licensing requirements, you must provide the following:

- Child Enrollment Registration Information Form
- Child Care Consent Form (including copy of birth certificate)
- Food Program Paperwork, if applicable
- Emergency Contact Cards (update with changes according)
- Authorized Release Person(s)
- State/City Medical Forms (including physician's report and immunization history)
- Medication Order Form, if applicable

\* All allergies require documentation (including food, medicine, seasonal or otherwise)

Infant Feeding Consent Forms, if applicable Copy of IEP or IFSP, if applicable

\* Additional registration information or materials may be needed to comply with local licensing requirements.

**TUITION & FEES:**

**Registration Fees:** Starz' Academy cares for children year round. An initial registration fee of \$50.00 is required for each child upon enrollment. This non-refundable payment guarantees a spot for a 2-week period.

**This is an annual registration fee; renewed every September 1st.**

\* Summer Camp and/or Seasonal children that are not enrolled year round also pay a \$50.00 registration fee.

This fee will also apply to any added time for 2 hour delays, \$15.00 per day, \$22 for school closings and \$47.00 for drop in care.

**Tuition:** All tuition fees are due and payable every Monday of the current week by 6:00 p.m. Tuition will not be adjusted for absences; please see the **VACATIONS** sub-section for additional information. If weekly tuition payment is not received by this time, a late charge of \$20.00 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. Starz' Academy reserves the right to revise any fees and/or policies with the proper notification.

\* Personal Checks: If payments are made by personal check: you must complete the social security portion of the enrollment form. Any non-sufficient funds checks are subject to a processing fee, this fee is in addition to any charges from bank or financial institution.

\* One free weeks tuition: will be awarded to any client who refers Starz' Academy to a friend or family that enrolls their child(ren). Once the family has been enrolled for 30 days and their account is current, you will receive the credit.

**Third-party Reimbursement:** Any tuition and/or late fees in excess of an agency reimbursement is parent responsibility. It is also your sole responsibility to promptly communicate any status changes that would affect reimbursement.

\*Discrepancy Fee: A \$20 Fee will be issued when CCDF requirements are not met.

**Hold-over Fee:** If you need Starz' Academy to save your child's place in a classroom you can pay one (1) weeks tuition to hold that spot for a four (4) week period. This is a non-refundable fee and does not apply to the returning tuition week.

**Late Night Pick Up:** There is a charge of \$10.00 per day, per child, if the child is picked up after 7:00 p.m. After 7:15 p.m.; the fee increases to \$1.00 per minute and is due at time of pick-up.

**Breakfast Fees:** There is no additional charge for breakfast for those centers who qualify for the Child and Adult Care Food Program. For the center's who do not qualify, there is a \$1.00 charge per breakfast, per child. Breakfast is served to all centers from 7:30 a.m. - 8:00 a.m. In accordance with the Health Department Regulations, parents are not allowed to bring in food that is not provided by Starz' Academy.

**Additional Fees:**

**Diapers:** Parents are responsible for their child's diapers AND wipes. If your child has no diapers/pull-ups, a charge of \$1.00/diaper or wipe will be added to your account.

**Before/After School Care Added Time:** We are happy to provide care on snow days and 2 hour delays, for an additional charge of \$22.00 for snow days and/or \$15.00 for a 2 hour delay.

**TO BRING:**

To start your child's day off right, consider his or her specific needs and what will make your child feel comfortable in a new environment. Please follow these guidelines:

1. **Bottles:** If you have an infant or toddler, please bring an appropriate number of premixed bottles of formula or milk for each feeding, unless you are using Starz' Academy Provided Formula. You must also provide an unopened, liquid (ready to feed) can of formula for emergency use only. Please be prepared to share information about your child's feeding schedule, including amounts, temperature, and times for feeding.  
\*ALL bottles and containers ARE REQUIRED to be labeled with your child's full name, the date and time prepared, type of formula or breast milk, and the initials of whom it was prepared by.
2. **Clothing:** Children should wear play clothes, as they may be involved in projects that use paint, water, and other materials. We ask that a change of weather appropriate, clothing be supplied for your child and kept in their cubby. PLEASE LABEL ALL ITEMS!
3. **Bag or Backpack:** Children should have a bag that we can keep their jackets and/or winter coats in; this helps us to cut down on the spread of germs by limiting contact.
4. **Pencil Box:** In an effort to prepare your child for Kindergarten and to teach self-help and responsibility, each child in our Preschool Program (3-5 years) must have their own pencil box containing the following items: markers, colored pencils, crayons, glue and scissors. PLEASE LABEL.
5. **Nap-time Items:** Children are welcome to bring a blanket, a small pillow, pacifier, or special toy that they use for comfort during rest time. These items are to be taken home on Fridays to be cleaned and then returned the following Monday.

*\*No blankets are allowed in our Infant rooms; this is a State Guideline for Safe Sleep practices.*

6. **Diapers/Wipes:** Please bring an unopened package of disposable diapers and wipes, enough to last at least for the day, and check with center staff concerning the use of cloth diapers.

**Toys from Home:** *The center has a wide variety of toys in each classroom; toys from home often cause conflict, and the center cannot be responsible for their safekeeping. Please keep in mind that centers do not allow toys that may be dangerous or encourage fighting, such as weapons and action figures. Please check with staff concerning guidelines for bringing electronic equipment such as games, music players, and cell phones.*

### **OUR STAFF:**

Staff members at Starz' Academy are our greatest asset. They are professionals who have expertise in caring for young children and supporting working parents. Our Teachers have associates or bachelors degrees or equivalent experience in early childhood education. Prior to joining Starz', all staff members go through an extensive interview process as well as background and reference checks. Once hired, all staff members are annually trained with special emphasis placed on safety and security, hygiene, health and sanitation, first aid, CPR, and life saving procedures.

**\* After Hours (Babysitting):** 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.

### **SAFETY & SECURITY:**

Providing a safe and secure child care environment is our priority; every effort is being made to keep your child safe, happy and healthy. Each center has a set of safety and security procedures and standards that we enforce. These include but are not limited to:

Secure lobby and classrooms. Each center is equipped with an electronic lock. Families must know the code to enter, while all visitors are greeted at the door to sign in and be assisted.

Visitor precautions include photo identification for all visitors, emergency contacts and authorized persons. A visitor listed as an authorized person to pick up a child will still be asked to provide photo identification if the school administration does not know him/her.

***\* 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.***

***\* Any changes to pick-up list must be done in person and in writing.***

Anyone picking up must be of sane mind and body. We will not release children to those who appear to be under the influence of drugs and/or alcohol.

Proper transportation must be provided. Car seats and boosters must be in compliance with Indiana State Law.

Emergency exit plans are posted in every room, in addition to regularly held safety drills.

All classroom staff are trained in CPR, First Aid and Universal Precautions.

Equipment safety precautions include the regular monitoring of equipment to ensure it is in working order. Children should not be left unattended in your parked car during drop-off and/or pick-up. In addition to this, when picking up and dropping off children must be accompanied by an adult at all times.

**HOLIDAYS, CLOSINGS, & VACATIONS:**

Starz' Academy is closed the following holidays:

\* *The center may schedule early closings on special occasions with advance notice, including but not limited to Christmas Eve and New Years Eve. **Tuition will not be adjusted for scheduled closings.***

New Years Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Christmas Day

**Center 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, tuition for the week will not be prorated.*

**Vacations:** 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. \* *Summer Camp and/or preschool age children enrolled for summer care ONLY are not allotted vacation time.*

The vacation schedule runs as follows for the first year of enrollment:

<u>If your child enrolls:</u>	<u>You are eligible for:</u>
January – March	2 weeks vacation
April – September	1 week vacation
October – December	0 weeks vacation

If a VACATION WEEK is used (Monday – Friday), your child's weekly tuition will be taken off your balance. If a single VACATION DAY is needed for absence and/or illness, the following credit will be offered:

<b>Infant:</b> \$42/\$50	<b>Before &amp; After:</b> \$15/\$17
<b>Toddler/Two's:</b> \$37/\$44	<b>Before OR After:</b> \$10/\$12
<b>Three-Five's:</b> \$32/\$35	<b>Year-Round School Age:</b> \$30/\$33

**LEAVE OF ABSENCE, PART-TIME SCHEDULES & WITHDRAWALS:**

**Leave of Absence:** If you were to go on a leave of absence, in order to guarantee and reserve a spot for your child, you may pay a **Hold-over Fee** of one (1) week full-time tuition. This payment will hold your spot for every 4 weeks time. There will be no allowances, credits, or refunds for occasional absences.

**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 families needs.

**Withdrawal from Program:** Parents wishing to withdraw their child from Starz' Academy must complete a Withdrawal Form. Two (2) weeks prior to the termination date; parents are required to pay for those 2 weeks regardless of when the child leaves the center.

### **PROCEDURES:**

We are open from 6:00 a.m. – 7:00 p.m. Monday through Friday. Parents are welcome to visit the school any time the center is open for operation.

**Attendance** (including arrival and departure times) help to ensure that State Child & Staff Ratio Guidelines are met and Maintained. Please notify your center of any schedule changes or absences by 9:00 am.

**Daily Sign-In and Sign-out is your responsibility.** You are required to sign your child(ren) in and out daily, this is in accordance with state licensing requirements. Children are not allowed to sign themselves in or out. *\* All children must be escorted to their classrooms.*

### **SCHOOL COMMUNICATION:**

Every month a newsletter is posted notifying the families of various upcoming events, special days, activities, and topics of interest. These can typically be found on your center's monthly bulletin board, in addition to your child's classroom.

A Daily Schedule is posted on the Parent Bulletin Board in each classroom. This is to give parents an idea of your child's daily routine. For Young Preschool and under, a Daily Report is placed in your child's file. A Weekly Report will be provided for those in our Upper Preschool program. These forms include: favorite activities, feeding habits, behavior patterns, 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.

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

### **CLASSROOM PROGRAMS & PARTICIPATION:**

Starz' Academy is an academically-focused preschool, offering programs for children ranging in age from 6 weeks to 12 years. Our balanced curriculum offers a diverse learning environment that simultaneously stimulates your child's physical, emotional, social and intellectual growth. Our staff uses an individualized approach to provide each child with a strong foundation.

•**Show & Share:** Each week there is one (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. Please label all items. Starz' Academy is not responsible for damaged, lost or stolen items.

•**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.

### **FOOD:**

Nutritious and State approved meals will be served daily as well as morning and afternoon snacks. A 4-week menu is posted in each class.

Health Department Regulations state that we are NOT allowed to accept food items that are not provided by Starz' Academy. 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. This note must state what the specific allergy is and the plan for substitution.

\* *We are a peanut free facility.*

\* *Children 2 and under may not have chocolate items.*

\* *Your child may bring a store bought treat to share with the entire class on his/her birthday. During classroom parties, birthday parties, and/or special events your child may bring or donate a store bought item with the ingredient label attached.*

### **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 office 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: Diaper rash cream, lotion, sunscreen and bug repellent require written doctor authorization.*

### **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.

Starz' Academy requires a physical examination of your child at the time of enrollment to ensure the health of your child and that they are able to participate in the daily program. ***If your child is under 3 years, a yearly exam is required by Indiana State Health Department until the age of 3.***

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 the exposure to communicable diseases.

**Children who are ill must NOT be brought to Starz' Academy.** Keep children home if they have experienced any of the following within the previous 24 hours: including but not limited to **Fever, Diarrhea, unknown rash, and/or Vomiting.**

\* *Please call the office by 9:00 a.m. to let us know when your child is ill.*

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. Your child must be picked up if he/she vomits, has diarrhea and/or a fever of 101 degrees or more. **Pick up must be within one hour of notification.**

If your child is sent home for any reason, **they may not return until they are symptom free without the aide of medication for 24 hours after unless accompanied by a doctor's note stating the specific cause and treatment of care.**

\* *If a school-age child was sent home sick from school; they are not permitted to attend Starz'.*

If your child is believed to have an infectious disease, they will be isolated and a 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.**

*\* If your child is too sick to go outside and your doctor is willing to provide a doctor's note, the note should state a specific temperature (degree) in which the child your child is not allowed to participate in outdoor activities.*

**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, center doctor or center digression.** If your child was SENT HOME SICK, please follow these guidelines...

**Cold/ Flu** (24-72 hours)

Sore throat, stuffy or runny nose, sneezing, coughing, aches and/or fever. Contagious when: 24 hours before symptoms begin; until 5 days after the start of symptoms. Will be sent home in acute stage of illness. Must be symptom free for 24 hours, without the use of medication to return to center.

**Diarrheal Diseases** (varies 6-14 hours)

Abnormally loose or frequent stools, vomiting and often a fever. Doctors should diagnose a specific disease Contagious throughout acute infection and as long as organisms are in stool. Will be sent home if there is more than 1 loose stool in a short time frame. May return when symptom free for 24 hours and/or with a doctors note.

**Head Lice** (varies)

Severe itching; small lice eggs 'nits' or lice in hair. Contagious as long as live lice or eggs remain. Will be sent home for any eggs or lice in hair. May return when nit free. Student will be checked upon return to school.

**Pink Eye** (varies, bacterial or viral)

Tearing, swollen eyelids, redness of eyes, discharge of eye. Contagious during active symptoms and while drainage persists. Will be sent home for any signs/ symptoms. May return when released by doctors note.

**Strep Throat/ Scarlet Fever** (1-3 Days)

Red, painful throat, stomach ache, even vomiting. May develop rash. Contagious 2 days before symptoms; until on antibiotic prescription for 24-28 hours. Will be sent home for any signs/ symptoms. May return when on antibiotics along with a doctor's note and no fever for 24 hours.

**Ringworm** (varies, 4-10 days)

Red scaling, itching, circular lesions. Contagious as long as lesions/ infection is active. Will be sent home for any signs or symptoms. To return, must be on medication & lesions covered.

**Chicken Pox** (1-2 weeks)

Begins with a fever, followed by small, itchy blisters all over the body. Contagious 1-2 days before blisters appear and until all blisters have crusted over. Will be sent home for any signs or symptoms. Isolation for 1 week after blisters appear. May return to school when all blisters have crusted (usually 7 days).

**Hand, Foot & Mouth** [Coxsackie Virus](Up to 6 days)

Small blisters with reddened base primarily on hands, feet, mouth, tongue, buttocks or throat. Contagious during acute stage of illness. Will be sent home for any signs or symptoms. May return with a doctors note.

**RSV** Respiratory Syncytial Virus (1-10 days)

Fever, runny nose, cough and sometimes wheezing. Contagious just prior to symptoms and when feverish. Will be sent home for any signs or symptoms. May return to school when fever free for 24 hours without medication and can tolerate normal activities.

**MEDIA:**

Starz' Academy is proud to share news about our students, centers programs, and other events while protecting learning time and being sensitive to our student's privacy. Therefore, we give all parents or legal guardians the opportunity to request that their child NOT be included in any media/internet coverage throughout his/ her



enrollment. Possible coverage includes child's photo, writing and/or quotations to be used in news paper, television, radio or internet sources, to share news about our centers and programs. *Please see our Enrollment Packet for signature authorization.*

### **TRANSPORTATION GUIDELINES:**

Maintaining a safe experience during busing to and from Starz' Academy is mandatory. The following transportation guidelines address some of the more important guidelines that children need to follow while being transported by Starz' Academy. If you should have any questions, please contact your Director.

1. Students must obey the instructions and directions of school bus drivers and Starz' Academy staff at all times.
2. Be courteous; no profane or vulgar language or gestures.
3. Remain seated in the assigned seat; facing the front of the bus.  
Remain out of the aisle. The walkway between the seats and the emergency exit should remain clear.
4. Talk quietly and refrain from yelling and/or screaming.  
This is especially important when approaching railroad tracks.
5. No eating or drinking on the bus.
6. Keep the bus clean.
7. Do not destruct Starz' Academy property.
8. Throwing things on, off or at the bus is not permitted.
9. Fighting, rough-housing and/or horse-play is not allowed.
10. Objects that may be dangerous to the safety of any passengers will not be allowed on the bus.
11. Students are to board the bus immediately after dismissal and are to remain on the bus until they arrive at the designated center and are instructed by driver to leave the bus.

If the above rules are broken we will take the following steps:

**1st offense:** Parent Consult.

**2nd offense:** Student & parent meeting with Bus Driver and Office Staff.

**3rd offense:** 1 day bus suspension.

**4th offense:** 3 day bus suspension.

**5th offense:** Bus privileges will be revoked.

\*This policy takes the age of the children into consideration when dealing with discipline issues. Each situation is unique (like the child) and will be handled at the discretion of the Starz' Academy administration. Depending on the severity of the offense, steps will be expedited to keep everyone safe.

### **Discipline, Suspension and Expulsion:**

We believe that a child in a purposeful, engaging environment of love, trust, and respect will gain self-discipline and the desire to learn and succeed in a positive way. Our centers represent and support culturally diverse environments that allow teachers to focus on each child's sense of self, self-regulation, and conflict resolution. Our teachers continually receive training and support in distinguishing concerning behaviors from developmentally appropriate behaviors. We do not use exclusion unless there is a serious safety threat. We do not use corporal punishment at any time. We do not administer suspension and expulsion in a biased or discriminatory manner.

We believe that discipline is a necessary component of learning. In order to assure your child a quality education, it is important to have a written policy includes the following:

Every child is expected to...

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

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, how to help the child express their emotions age appropriately and reassess classroom environment. Depending on the severity of the offense, steps will be expedited to keep everyone safe. For extreme situations, according to Administration, 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 the 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 a 'Calm down space' where the child will take a few moments to 'cool off' while being separated from the group. If the 'Calm down space' 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 offense 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 and 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 office staff.

**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 Administrators.

\* Starz' Academy Administration may implement a Behavior Plan if necessary.

\* If your school age child has been suspended from school, he/she is not permitted to attend Starz' Academy.

**ACKNOWLEDGEMENTS:** (As documented in your Enrollment Packet)

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.):

- 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.
- 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.*

- Food Program paperwork must be completed and returned to the office upon enrollment. (Center Specific)
- 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.
- Field Trips are an integral part of Starz' Academy's curriculum. Starz' Academy will never remove your child from the premises without proper notification. 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.
- 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, although Starz' Academy will do everything reasonable to ensure that no harm comes to my/our child while in their care, situations sometimes arise that are outside of the school's control. I hereby release and hold harmless Starz' Academy and any of its employees from any and all harm arising to my child caused by my child's failure or refusal to abide by a reasonable instruction of the school, actions of individuals acting contrary to the schools policies, or by individuals not connected to, related to or under the control of the school. I also indemnify and hold Starz' Academy harmless for any damage, injury, or loss to the person or property of others caused by my child.
- 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.
- Starz' Academy keeps records for each child in order to ensure compliance with State Licensing and Government requirements. These records are company property and therefore access is restricted.

***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 and caring for your little one!***

***~Starz' Academy Staff***



Parent Checklist for Student File

- Signed and Initialed Handbook
- Enrollment Packet complete
- Emergency Cards complete (front and back)
- Child Care Consent Form signed
- Provided a copy of Birth Certificate copy
- Suspension and Expulsion Policy signed
- Transportation form signed (if applicable)
- Physical
- \*All known Allergies and/or Dietary restrictions must be documented by physician.*
- Immunizations
- Medication Order Form (for any over the counter medications)
- Infant Feeding Consent form (if applicable)
- Infant Care Plan (if applicable)
- Food Program paperwork