



The Starz Club Parent Handbook



**The REAL Center is a licensed child care center approved
by the NJ Department of Children and Families**

Revised 9/6/17

Dear Parents:

Welcome! This year, the Regional Enrichment & Learning Center will provide before and after school services to the students at Folwell Elementary School. We are providing this service because we have partnered with the Mount Holly School District to provide a federally funded 21st Community Learning Center grant for students in grades 3- 4-5. The grant, an after school program called the Twilight Club, will be offered throughout the school year.

The grant does not run every single school day, on half days, or in the mornings. This is the first year it will include **third grade** students. Therefore, we wanted to be sure that families still had before and after school services available each day during the school year.

During the school year, the STARZ Club will operate following the Mount Holly school calendar. The program is available beginning at 7 a.m. Monday through Friday and after school, only on early dismissal days and when Twilight is not in session, when school is in session, and at 9:00 am on delayed-opening school days. On NON Twilight days, when the STARZ Club is in session it will close at 6 p.m sharp. It will be closed on extended holidays, full snow days or early dismissal due to inclement weather. (In the case of early dismissal, students must be picked up no later than two hours after school closing time in order for parents to incur no late charges.) The STARZ Club will use Mount Holly Schools' closing number -- #658.

Please read this handbook carefully: it gives you all the information -- rules, procedures, policies -- you need to know while your child is enrolled in STARZ and maybe revised each year. You will be responsible for understanding the policies of this program and assuring your child understands them.

In keeping with New Jersey's child care center licensing requirements, we are obligated to provide you, as the parent of a child enrolled at our center, with the informational statement that appears on page 5.

The statement highlights, among other things, your right to visit and observe our center at any time without having to secure prior permission; the center's obligation to be licensed and to comply with licensing standards; and the obligations of all citizens to report suspected child abuse/neglect/exploitation to the State Child Abuse Hotline at 1-800-NJ ABUSE.

If, after reviewing the following material, you have any questions please call the REAL Center office at (856) 232-7325. We look forward to working with your child this school year.

Sincerely,

Susan A. Goldman

Susan A. Goldman,
Director, Community Educational Services

Department of Children and Families
Office of Licensing
INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.



Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & youth Residential Licensing, in the Department of Children and Families (DC F). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at www.state.nj.us/dcf/providers/licensing/laws/index.html or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <http://www.cpsc.gov/en/Recalls/Recalls-byProduct/?productId=68364>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at (877) NJ ABUSE/ (877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/ and select Publications.

DOL 1/22/2016

I. BUSINESS POLICIES AND PROCEDURES

Enrollment

Registration forms can be found on our website: www.firstchildrenservices.com. Go to STARZ tab up top, click the "register here" button. You will then be prompted to create an account in order to begin the registration process. Please be sure to fill out ALL forms. Registration/ fee information

may be available at the Folwell School as well. Prior to the child's first day of attendance, the parent will complete all forms and submit them to the REAL Center. A completed registration form is required for each child enrolled in the program.

Upon enrollment, the parent must provide the REAL Center with a nonrefundable enrollment fee of \$50.00 and first month tuition fee. Only one fee is charged per family. The parent must also sign and return the parent/guardian acknowledgement form. Children will be allowed to attend the program only after all forms have been completed and returned, and all registration and necessary tuition payments have been submitted. Registered children who cannot be immediately enrolled will be placed on a waiting list.

Tuition/Fees:

One time registration fee: \$50

Half days: \$18

Days in which Twilight is not in session - \$10

No. of Days	AM Only	PM Only (Non Twilight Days)	
5	\$90.00	See schedule of Non Twilight Days online or call Deanna for questions.	
4	\$72.00		
3	\$54.00		
2	\$36.00		
1	\$18.00		



Fees and Payments

Fees are due on the 28th of each month prior to the month of service according to the table of fees listed above. (Example: Payment for October is due September 28th.) For parents who are in need of a different payment plan, please contact our office.

Financial Assistance

Should a family be in need of the STARZ Club, but need financial assistance, please call the REAL Center at 856-232-7325. We can refer you to state resources that can assist with child care costs.

Late Payments

After the 10th of each month, a late fee of \$30.00 will be assessed to all accounts with a balance. Cancellation of services will become effective on the 15th of the month. Cancellation will remain until the entire payment is received.

If a parent has more than two (2) late payments per year, services will be terminated for that student for the remainder of the school year.

If a parent has a contract with BCCAP, and fails to sign in daily or has more than two (2) late payments, services will be terminated for that student for the remainder of the school year. It is important that parents follow all terms of the BCCAP contract and make all co-payments as required in the contract.

Nonuse of STARZ Before & After School Program

Parents are not charged for months that they do not register for STARZ, but an additional \$5 per day per session will be charged for children who are added into STARZ for that day. When your child is scheduled for STARZ and will not be attending, it is the parent's responsibility to inform the REAL Center staff that the child will not attend. If you do not need STARZ for a particular month, please notify the REAL Center of such a change so that we can take your child off of the attendance roster for that particular month(s). When you return to using STARZ, you will need to notify and submit payment and forms to REAL before the 28th of the month prior to reinstating STARZ services.

To ensure the safety of your child, parents must email the REAL Center's office at starz.realcenters.com or a written note must be provided in advance if your child will not be attending STARZ on a previously scheduled day. This cannot be done over the phone.

Payment Forms & Calendars

Upon registering, you will download a monthly payment form for each child. Tuition should be paid by submitting the payment form with your payment. Please adhere to due dates as specified in this handbook.

Payment Options

1. Automatic Payments

If you sign up for automatic payments, your tuition will be deducted automatically from your account - no more late fees! Monthly payments will be charged each 28th of each month prior to the month of service. (i.e. Payment for the month of October will be charged on September 28th). (See pre authorized payment plan form) If payment cannot be processed, please see **Late Payment section, on page 5.**

2. Mailing / dropping off payments:

The REAL Center will accept money orders or credit card payments. Money orders should be made payable to the "REAL Center." All payments **must** be mailed to the REAL Center unless you are using a credit card. Credit card payments can be processed over the phone.

Please mail payments to:

The REAL Center
1256 Markkress Road
Cherry Hill, NJ 08003

Please submit tuition forms directly to the REAL Center and DO NOT send payment in with your child. Starz staff are not permitted to accept any form of payment.

Refunds/Credits

There are no refunds for missed days.

Tax ID Number

The Before and After School program expenses qualify as deductible child care expenses.

Our tax ID number is: **02-0638541**

II. PROGRAM INFORMATION

ACTIVITIES

Homework Time - Non Twilight Days (Afternoon)

The STARZ Club will provide a quiet space and time for the students to work on their homework. Students will be given about 45 minutes of the program to work on their homework. Staff will be available to provide help for students who may need it. However, we do not guarantee that all homework assignments will be completed by the time of dismissal. Please note that if your child leaves the program early they will not have an opportunity to complete homework during homework time. The Starz staff will spot check student homework but parents are encouraged to review their child's work for accuracy.

Enrichment Activities

Students will have the opportunity to choose from a variety of activities and projects while attending the STARZ Club. Games, arts & crafts, movies, and other activities will be available for the children.

Recreation

Children are brought outside to play during daylight hours and when the weather is clear. Outdoor play will not be allowed when temperature (including wind chill) falls below acceptable levels, or heat is excessive as determined by STARZ staff.

The STARZ Club will be modeled after the 21st Century Community Learning Center grant that REAL has received in partnership with the Mount Holly School District. It should be noted however, that the before and after school program may not have all of the same components as the grant.

Emergency Planning

The goal of the Regional Enrichment and Learning Center's emergency plan is to help us be prepared to meet any emergency that may arise. As we all know, being prepared is key when it comes to the safety of others and ourselves. Here at the REAL Center we stress the importance of safety for both our students and staff. We will follow the Folwell School's emergency planning guide for emergency lockdowns, severe weather, fires, and other emergencies.

Hours of Operation

The STARZ Club allows parents or guardians to drop off children as early as 7 am, and pick them up as late as 6 p.m., on Non Twilight Days when school is in session, STARZ is not open on weekends or on scheduled school holidays or days off due to inclement weather. The program will be open at 9:00 am on days with delayed school openings. In case of early dismissal due to inclement weather, children must be picked up no later than 2 hours after school closing time. Parents who do not pick up their child within the 2 hour period will be charged \$10.00 per every 15 minutes.

STARZ closes promptly at 6 p.m. on NON Twilight Days

There will be **NO** afternoon STARZ Club on the half-day before Winter Break.

Internet Policy

Because the Internet contains an unregulated collection of resources, the REAL Center cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Therefore, before using our on-line resource, each student and his or her parent or guardian shall sign and return an Acceptable Use Agreement form.

This agreement shall specify user obligations and responsibilities and shall indemnify the program for any damages. The parent or guardian shall agree to not hold the program responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes or negligence or any costs incurred by users. Students are authorized to use the center's on-line services in accordance with user obligations and responsibilities specified below. The Executive Director or designee shall make all decisions regarding whether or not a user has violated these regulations and may deny, revoke or suspend a users' access at any time.

1. The student in whose name an on-line services account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
2. The Folwell School's computer system shall be used only for purposes related to education. Commercial, political and/or personal use unrelated to an educational purpose is strictly prohibited.
3. The program reserves the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by center officials.
4. The use of the Folwell School's system is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges.
5. Students are prohibited from accessing, posting, submitting, publishing or displaying harmful matter or material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors.
6. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy.
7. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only.
8. Vandalism will result in the cancellation of user privileges. Vandalism includes the intentions uploading, downloading, or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.
9. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.

10. Users shall report any security problem or misuse of the service to the teacher or Site Coordinator. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

11. Both student and parent or guardian must sign the Acceptable Use Policy before a student can use the computers or Internet.

12. Students who fail to abide by these rules shall be subject to disciplinary action, revocation of the user account and legal action as appropriate.

Lateness and Late Fees

Your child depends on you to pick him or her up in a timely fashion, as does the REAL Center staff. An additional \$15 fee for the first 15 minutes and \$1 for every minute thereafter will be charged for picking up a child after 6 pm on NON Twilight Days, and/or two hours after inclement weather school closings. After two late pickups the student will be suspended for one week. After three late pickups the student will no longer be permitted to use the program. If your child is not picked up within 45 minutes of dismissal, it may become necessary to call the police and/or the Department of Children and Families for assistance.

Parental Involvement

Parents are welcome to visit the program to discuss their questions or concerns. Please contact the REAL Center to arrange a time to visit the program.

Personal Property

Children's personal property, coats, clothing, school bags, etc., must be **clearly labeled** with the child's name and cleared from the child care room after each STARZ Club session. Any personal property which remains after the session will be taken to the school office lost and found box. Although the STARZ staff try to help children stay organized, the program cannot be responsible for lost personal property.

Children should not bring money, cell phones, electronics, toys or other items not necessary for school activities without checking with the Lead Teacher. All personal items, including DVDs, must be labeled with the child's name.

Program Cancellation Due To Weather

Since the program is held in your child's school, if the school is closed due to inclement weather the Starz Club will be cancelled for that day. If your child's school announces that all afterschool activities are cancelled, the Starz Club will automatically cancel.

If the announcement from your school is an hour or less before dismissal, our programs will remain open for two hours for emergency purposes only. You will need to make arrangements for your child to be dismissed at the time that all other students are dismissed. If that is not possible, please make arrangements to pick up your child as soon as you possibly can. A late fee will be charged for any children picked up after the 2 hour period.

If the announcement from your school is more than an hour before dismissal, our programs WILL NOT be available that day, as our staff will not be in attendance. Again, please make arrangements for your child's dismissal when all other students are dismissed.

Policy on the Release of Children

Each child may be released only to the child's parent(s) or persons authorized by the parent(s) to take the child from the program and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent had been denied access, or granted limited access to a child by a court order, the program shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fail to pick up a child at the end of the STARZ Club, the program shall ensure that:

- 1) The child is supervised at all times
- 2) Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s)
- 3) An hour or more after dismissal, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parents(s), have failed and the staff members cannot continue to supervise the child at the center, the staff shall call the 24- hour Hotline 1-877-NJ- ABUSE (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child. As well as the staff will contact the Mt. Holly Police Department.

If the parent(s) or person(s) authorized by the parents(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the coordinator and/or staff member, the child would be placed at risk of harm if released to such an individual, the program shall ensure that:

- 1) The child may not be released to such an impaired individual.
- 2) Staff members attempt to contact the child's other parent or an alternative person authorized by the parent(s)
- 3) If the program is unable to make alternative arrangements, a staff member shall call the 24-hour Child Abuse Hotline 1-877-NJ- ABUSE (1-877-652-2873) to seek assistance in caring for the child. STARZ staff will also call the Mt. Holly Police Department.

For school-age childcare programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

Schedule Changes

If a child attends extracurricular activities or has another arrival/departure time change than originally scheduled, you must immediately notify the REAL Center in writing, including date and time. Provide the STARZ staff with notification several days before the day of change.

Sign In and Out Policy

All children must be escorted into the building and signed in for morning care; ***Children will not be admitted to the STARZ Club if they are not signed in.*** A sign-in, sheet is located inside the Folwell multipurpose room and must contain the name of the person dropping off the child and the

time. Children are not to be left outside the building before 7:00 am without a parent.

When a parent or guardian picks up their child, they must sign the sign in/out sheet. Only authorized individuals are allowed to sign out your child and are required to show identification. If the scheduled person to pick up your child changes, the STARZ Club must be notified before your child can leave. It is required that the parent or guardian call the REAL Center at 856-232-(REAL) 7325 or 609-334-1233 (STARZ cell phone) or send a detailed note explaining who will be responsible for picking up their child. The individual responsible for picking up your child will be required to show identification. This policy is for the protection of your child.

Snacks

The Starz Club serves a daily nutritious snack as part of the program. Snacks are served during the first hour of the program. Parents may provide a treat to celebrate a child's birthday, but should contact the STARZ staff first to discuss type of snack and date. The STARZ staff will inform the parents of any food allergies within the STARZ Program.

Withdrawal from STARZ Club

Should a parent choose to withdraw their child from the STARZ Club, please complete the withdrawal form. Your child will be considered an enrolled student unless we have the withdrawal form.

MEDICAL POLICIES

Medication Administration Policy

The REAL Center's STARZ Club must inform parents of our policy on administering medication and health care procedures to children. When we administer any medication or health care procedure to a child, we will follow these procedures.

The STARZ Club **will not** give prescription medication or health care procedures for a child with a short-term illness. Students who need medication should see their school nurse before arriving at the STARZ Club.

The STARZ Club **will** give over-the-counter (non-prescription) medication or health care procedures to a child. Our program will provide reasonable accommodations for the administration of medication or health care procedures to a child with special needs, if failure to administer the medication or health care procedure would jeopardize the health of the child or prevent the child from attending the program.

Parents must provide written permission before any medication or health care procedure is administered to a child. Written permission is also needed if a school-age child is permitted to self-administer medication or health care procedure.

Medication must be in its original container and labeled with the child's name, the name of the medication, the date it was prescribed or updated, the expiration date and directions for administration. If a child may need health care procedures while at the program (such as the use of nebulizer, glucometer or epi-pen), parents must let us know who can provide appropriate training for our staff, and how we can contact the health provider.

Medication will only be given according to the directions on the label, unless we have other written instructions from a health care provider. A health care provider's note is also needed for any type of non-prescription medication other than antihistamines, cough suppressants, decongestants, fever reducers/pain relievers (such as acetaminophen and ibuprofen) or topical (skin) preparations (such as sunscreen).

Authorized staff who is informed of the child's medication and health care needs will give medication or health care procedures. If a child shows any adverse effects of medication or health care procedures, parents will be notified immediately. Unused medication and health care equipment will be returned to parents when no longer being administered.

We will maintain on file a record of:

1. The child's name and parental authorization;
2. The name of the medication;
3. The condition for which the medication or health care procedure is being used.
4. The instructions for administering the medication, including the dosage and frequency;
5. The time and by whom the medication was administered to the child;
6. Any adverse effects the medication may have on the child

The following steps will be followed in an emergency:

1. The parent/guardian will be contacted immediately
2. The child's health care provider will be contacted
3. The STARZ Club's staff will attempt to contact the parent/guardian through all of the emergency persons listed on the child's registration form.
4. If we cannot contact the parent/guardian or your child's health care provider, we will do any or all of the following:
 - a. Call for emergency first aid assistance/transportation
 - b. Call another health care provider
 - c. Have the child transported to an emergency hospital in the company of a staff member

(More information regarding the REAL Center's STARZ Club's medical policy is included on the blue medical waiver form)

**Diseases (Policy on Management of Communicable Diseases)
(Prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the
Department of Children and Families)**

If a child exhibits any of the following symptoms, he/she should not attend the program. If such symptoms occur at the program, the child will be removed from the group, and you will be called to take him/her home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 °F
- Red eyes with discharge
- Sore throat or severe coughing
- Yellow eyes or jaundice skin
- Difficult or rapid breathing
- Infected, untreated skin patches

- Skin lesions that are weeping or bleeding
- Skin rashes lasting longer than 24 hours
- Visibly enlarged lymph node
- Blood in urine
- Stiff neck

Once the child is symptom-free, or has a doctor's note stating that he/she no longer poses a serious health risk to himself/herself or others, he/she may return to the program.

Table of Excludable Communicable Diseases

A child who contracts any of the following diseases may not return to the program without a physician's note stating that the child presents no risk to himself/herself or others.

<u>Respiratory Illness</u>	<u>Gastrointestinal Illness</u>	<u>Contact Illness</u>
Chicken Pox * *	Giardia Lamblia*	Impetigo
German Measles	Hepatitis A	Lice
Hemophilus Influenza*	Salmonella*	Scabies
Measles*	Shigella*	
Meningococcus*		
Mumps*		
Strep Throat		
Tuberculosis*		
Whooping Cough*		

* Diseases that we will report to the department of health

** **Note:** If your child has chicken pox, a doctor's note is not required for re-admitting the child to the program. A note from the parent is required, stating either that at least six days elapsed since the onset of the rash, or that all sores have dried and crusted.

If your child is exposed to any excludable diseases at the center, you will be notified in writing.

First Aid/Accidents

If a student receives a minor injury while attending the STARZ Club, first aid will be administered and an accident report will be filed. STARZ staff are certified in First Aid and CPR.

Serious Injury

If a student is seriously injured or has a medical emergency while attending the STARZ Club, emergency services will be called and the child will be transported to the hospital. Every effort will be made to contact the parent/guardian or emergency contact person listed on the child's emergency contact form. **If we do not have an emergency contact form, your child cannot attend the program.**

III. PROGRAM RULES

CONDUCT

Student Conduct

Students are expected to conduct themselves in a proper manner. The STARZ Club has established 4 goals for our students to follow. They are: positive attitude, positive participation, respect, and having proper body control. If your child exhibits poor conduct during the STARZ Club, an incident report will be filed. If the problem continues the STARZ Staff will call the child's parent or guardian. However, if a phone conference does not resolve the issue a parent conference will be mandatory.

Parent Conduct: Parents are asked to be supportive of the STARZ staff and administration, and their policies, when in front of children. Parents are also expected to behave in the same way as STARZ staff-- in a polite and courteous manner. If a parent is verbally abusive to a STARZ staff member, he or she will be asked to leave the STARZ site. If it occurs a second time, the parent will no longer be allowed at the STARZ site and the child may be discharged from the program.

Parents are not permitted to address or discipline other children in the STARZ Club. If a problem occurs between two children, the parent is asked to inform the staff, who will address it or inform the director if the problem is serious. Parents who reprimand children other than their own will be asked to leave the STARZ site. If it occurs a second time, that parent will no longer be allowed to pick up his or her child from STARZ.

Parking Lot Etiquette: *Please do not exceed stated M.P.H.* in the school parking lots as children may be walking to or from other areas in the school. Do not leave children unattended in your vehicle while dropping off or picking up your child -- this is against the law! Do not park in unauthorized areas (i.e.: fire lanes, handicapped areas).

Zero Tolerance Policy

The STARZ Club recognizes that there are certain behaviors that if tolerated would quickly destroy our safe student environment. Acts of aggression **will not** be tolerated. When a student displays any violent acts of aggression a parent will be required to pick up their child immediately from the program. A parent conference must be held before the child can return to the STARZ Club. The REAL Center has zero tolerance for threats from parents or children directed at STARZ staff or other children. The REAL Center follows the Mt. Holly School District policy on Bullying.

Vandalism/Property Damage

Damage to any school property or another person's property will result in dismissal from the program. It will be the student and parents/guardians responsibility to pay for any damages to property.

EXPULSION POLICY

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from the STARZ Club:

Immediate Cause for Expulsion

- The child is at risk of causing serious injury to other children or himself/herself
- The child threatens physical or intimidating actions toward staff members
- The child exhibits verbal abuse to staff in front of enrolled children

Parental Actions for Child's Expulsion

- Failure to pay/habitual lateness in payments
- Habitual tardiness when picking up your child
- The parent threatens physical or intimidating actions toward staff members
- Verbal abuse to staff
- Failure to inform the REAL Center of absences or changes in schedule

Child's Actions for Expulsion

- Habitual absences without justification
- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Physical or verbal abuse to staff or other children

Schedule of Expulsion

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and/or in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or come to an agreement with the program.

The parent/guardian will be informed regarding the length of the expulsion period.

The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the program.

The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek an alternate enrichment program (approximately one to two weeks notice depending on the risk to other children's welfare or safety).

Failure of the child or parent to satisfy the terms of the plan may result in permanent expulsion from the program.

Exceptions to Being Expelled

A child may not be expelled if the child's parents/guardians:

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the program.
- Questioned the center regarding policies and procedures.
- Did not receive sufficient time to make other arrangements.

Proactive Actions That Can Prevent Expulsion

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate activities and supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.

- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The site coordinator, STARZ staff and parent/guardian will have a conference to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation.
- Recommendation of evaluation by local school district's child study team.