



# **Parent Handbook**

**(WPUSD)**

**2007 - 2008 School Year**

**STAR Administration: (916) 632-8407**

**Visit us on the web @ [www.starsacramento.org](http://www.starsacramento.org)**

---

## STAR's Mission



STAR is a non-profit organization with a mission to provide families a safe and quality alternative to traditional child care. STAR places an emphasis on enrichment by offering activities which encourage a positive self image and fosters personal development. Each month, guardians will receive a newsletter and activity calendar detailing all of the program happenings.

Safety is our utmost concern and all of our staff have been fingerprinted and cleared by the CA. Dept. of Justice and meet or exceed educational requirements. All sites are licensed and regulated by the Dept. of Social Services and are in compliance with CA. State regulations. As a licensed facility, we anticipate regular visits from our evaluator. Evaluators check our records and procedures in addition to interviewing children on an individual basis.

## Daily Activities

Morning Activities at STAR include art, sports, teacher instructed chapter reading, brain games, and special projects. We feel it is important to provide a stimulating environment before heading off to school.

Afternoon Activities include enrichment electives (e.g. fine art, science, ZOME Tool, cooking, animal outreach, theatre, L.E.A.D., etc.) and rotations of homework club, sports, and art. Children receive a nutritional snack. STAR is an enrichment based program that runs a constant rotation system. In the afternoon children will rotate around the campus to various activities. In order to maintain State of California mandated staff to children ratios, children must participate in all rotations and will not be allowed to stay back. We ask that after you have signed out your child to go home you pick up a ticket in the office. Present the ticket to a staff member when picking up your child. We realize this may cause some inconvenience but we appreciate your cooperation.

Our extended day Kindergarten Program is thematically based to coincide with the classroom enforced State Standards. An emphasis is placed on mathematics, language, science, and arts using a range of special manipulatives.

---

---

## STAR Camps & Non-schools Days

During the school year there are three significant breaks: Thanksgiving, Winter, and Spring Break, as well as a few other non-school days. STAR plans day camps during all of these breaks. However, we require advance sign-ups for staffing and activity planning purposes. Please understand that it is imperative that you sign up by the deadline so that we can insure our staffing ratios are correct and the children are safe. Sign-ups will not be accepted after the assigned due date.

All camps & non-school days will be held at Foskett Ranch STAR

## STAR Field Trips

During school breaks field trips may be planned and additional fees may be incurred. Field trips are mandatory and if you do not want your child to attend, you will need to make arrangements for your child to be picked up before the field trip. Off site pick-ups will not be allowed. Transportation is normally contracted through the WPUSD. Parents are always welcome to accompany their child on the field trips. However, children may not be taken from any field trips, they must return to STAR first.

\*All field trips are subject to change due to circumstances beyond our control.

## Additional Fees for Non-school Days and Breaks

There is no additional fee for minimum days and parents do not need to sign-up in advance unless it is not a regularly scheduled day.

- Students that attend morning only can attend the entire day for \$30.00
- Students that attend afternoon only can attend the entire day for \$9.00
- Students that attend full time can attend the entire day for \$7.00
- Drop in care for a day not normally scheduled (space available only) \$40.00

The above fees are for the days your child normally attends.  
Any additional days are considered drop in days.

---

---

# STAR's School Drop-Off and Pick-Up Procedure

## Before School Procedure

Kindergartners are walked directly to their class each morning. All children grades 1st through 3rd are released to school staff for recess 15 minutes prior to the start of school. In the event a student is dropped off by district transportation, a STAR staff member will escort them to STAR.

## After School Procedure

Kindergarten children are picked up directly from their class after school everyday. Children grades 1st through 3rd will be responsible to walk to the STAR office for roll call each day after school. Children grades 4th & 5th, who attend a STAR program located on their school campus, will be responsible to walk to the STAR /HYPE room for roll call each day after school. 6th grade students who attend STAR in the afternoon must provide their own transportation to STAR. STAR staff will sign them in upon arrival. Children must attend the STAR Site on their home campus.

## Sign In & Out Policy

State law requires parents/guardians to sign their children in and out. Please write the time and a legible full signature, first and last name. If you fail to do so you will be called to return to the site to sign in or out your child. The state may require us to terminate children whose parents/guardians do not comply with this regulation.

---

---

## Late Pick-up

STAR is open from 6:30am to 6:30pm. Children that are not picked up by 6:30pm will incur a \$1.00 per minute late fee per family. This fee is to be paid directly to the staff on duty. Failure to pay or excessive late pick-up will result in termination from the program. Staff members are not permitted to take students home.

## Non-Guardian Pick-up

Your child will not be released to any person other than the parents/guardians listed on the enrollment form. Even people on your emergency contact list will not be able to pick up your child without a note or phone call from the parent/guardian. If you would like to authorize a representative to be able to pick up your child anytime, you must provide written consent. Please inform the person picking up your child to bring a photo I.D. to show the staff so we can validate it is the authorized person.

## Vacation Policy

A one week vacation allowance is available during the school year. This must be scheduled in advance and submitted in writing to your Site Director. The one week vacation is for the days regularly attended in a week and may not be split up. Guardians are also responsible for paying for all school holidays unless they take their vacation allotment.

## WE RESERVE THE RIGHT TO REFUSE SERVICE TO ANYONE

Parents/Guardians or children using foul language, yelling, or acting inappropriately towards staff or children will be terminated from the program immediately.

---

---

## Sunblock Policy

Sunblock will be applied to all children, when outside activities are being conducted, on days where there is a potential risk of sunburn. STAR only provides Water Babies™ brand sunblock. If your child is allergic to this brand of sunblock, you will need to provide an acceptable alternative. Please consult your Site Director for more information.

## Absent/Sick Child

If your child is going to be absent from STAR during the afternoon, we require a phone call from the parent/guardian. If we do not receive a call, we will call the parent/guardian at home and at work to try and locate the whereabouts of the child. We would greatly appreciate your cooperation as we spend valuable time making sure each child is safe. Please note that the school office does not notify STAR when your child is absent, sent home, sick, or any changes in classroom schedules. It is your responsibility to make sure we have current contact information. There is no credit or exchange for another day when a child is absent from STAR. Please inform STAR of any contagious illness, such as Head Lice, Strep Throat, Pink Eye etc.

\*If your child does not attend school due to illness, they will not be permitted to attend STAR.

## Medication Policy

Prescription Medication: Will only be dispensed when accompanied by a signed, dated, authorization from a parent/guardian. Such authorization should be given directly to the Site Director. The medication must be in its original container with the child's name, dosage, doctor name, and warnings clearly printed by the pharmacy. You will be asked to sign a form stating the exact quantity you have delivered to STAR.

Over the Counter Medication: Will only be dispensed when accompanied by a signed and dated authorization from the child's parent/guardian, as well as a note from a physician. Authorization should be given directly to the Site Director. Medication must be in the original container with dosage, warnings, and child's name clearly printed on it.

---

---

## Payments/Scholarships

Payments are due the first day of the month. Payments that are not received within five (5) working days are subject to a \$10.00 late fee per week. Any returned checks will be subject to a \$20.00 handling fee. Returned checks will be handled pursuant to Calif. Civ. Code Sec. 1719. Delinquent accounts will be forwarded to TRW and fined an additional \$20.00. If this payment schedule is difficult for your family, please contact your Site Director to make other arrangements for payment.

Please write your child's first and last name and indicate what the payment is for in the "memo" portion of your check. If you require a receipt please write "receipt" in the "memo" portion of your check.

STAR offers scholarships to families who qualify. Please see your Site Director for more information.

## Departure From the Program

STAR requires a two week written notification when leaving the program, otherwise you will be held financially responsible regardless of your child's attendance. Schedule changes are allowed only when a two week written notification has been given and there is sufficient room within the program to do so. Switching days is not permitted. If a refund is required due to advance payment of tuition prior to the two week written notification, STAR will give any refunds by check less the two week cancellation time.

## Other Important STAR Information

Staff is not permitted to baby sit for children enrolled in the STAR Program. We ask that you not allow your child to bring toys to STAR. Please make sure that all lunch boxes, back packs, coats, and school sweatshirts have your child's name clearly marked on them. STAR does not provide lunch. Parents are responsible for providing lunch. Please make healthy choices and do not send sodas or sugar loaded items in your child's lunch. Please do not send lunches that need to be heated or require refrigeration. STAR will provide a snack at 9:30am and 3:30pm. Donations to STAR are tax deductible.

## STAR Enrichment

STAR also administers a separate Early Childhood Program and Enrichment Program, which offers classes throughout the district. Catalogs are distributed during the Fall, Winter and Summer, and are available in the STAR classroom. Transportation for these classes is the responsibility of the parent/guardian. For more information please call (916) 632-8417.

---

---

## STAR Will Be Closed - Non-School Days

September 3 <sup>rd</sup>	Labor Day
November 12 <sup>th</sup>	Veteran's Day
November 22 <sup>rd</sup> & 23 <sup>rd</sup>	Thanksgiving Holidays
December 24 <sup>th</sup> & 25 <sup>th</sup>	Observance of Christmas
Dec. 31 <sup>st</sup> & Jan. 1 <sup>st</sup>	Observance of New Years
January 21 <sup>th</sup>	Martin Luther King Day
February 18 <sup>th</sup>	President's Day
May 26 <sup>th</sup>	Memorial Day
June 6 <sup>th</sup>	Last Day of School

## STAR Will Be Open - Non-School Days

November 19 <sup>th</sup> -21 <sup>st</sup>	Thanksgiving Break
Dec 26 <sup>th</sup> -28 <sup>th</sup> & Jan. 2 <sup>nd</sup> -4 <sup>th</sup>	Winter Break
February 11 <sup>th</sup>	Lincoln's Birthday
March 21 <sup>st</sup> -28 <sup>th</sup>	Spring Break

STAR Will Be Closing at 5:30PM on  
Friday, May 9<sup>th</sup> for  
Extravaganza

Save the Date for the  
Special Events

Extravaganza

May 9<sup>th</sup>

---

---

# Behavioral Modification Strategies

## LEVEL SYSTEM

STAR utilizes a positive reinforcement approach to discipline that affords students the opportunity to make good choices. If a student is having a difficult day a teacher will work with him/her on redirecting his/her behavior through a variety of positive reinforcement techniques. Nevertheless, if the student continues the same behaviors a warning will be given which will serve as the precursor to a formal "Level". STAR staff review the levels with the children on a daily basis reminding students of what consequences follow poor choices. Please see the attached sheet labeled "STAR's Four Level System for more details on how the level systems work.

## STAR STORE

STAR awards carnival tickets throughout the day to students who follow the rules and work hard at being a good friend. STAR saves these tickets on site to be used (at the child's discretion) on Fridays at the STAR Store. The STAR Store consists of a variety of prizes worth varying ticket prices. The students can then choose a prize worth as many tickets as they have accrued. If a student chooses to save their tickets, overtime they then can exchange those tickets for an item valued at a higher ticket price.

## STAR of the WEEK

Students who consistently demonstrate or show substantial improvement of positive behavior, good citizenship or improved behavior have the chance to be chosen as "STAR of the Week." The "STAR of the Week" recipient has the opportunity to be the line leader throughout the week, as well as receive a special treat from the STAR Staff. These students are asked to bring pictures of their families, pets, etc. to be posted on the "STAR of the Week" board.

## FAIR FIGHTING

STAR staff are trained to use a method of conflict resolution known as "Fair Fighting." "Fair Fighting" is designed to empower children to be better problem solvers through talking out their differences with their peers. This procedure is facilitated by a staff person in hopes to simply guide the children through the process. STAR's ultimate goal is to help build strong communication skills amongst young children in times of conflict. Please see "A Fair Fight" for more details.

---

---

## CHIP CHART

If a student requires added incentive due to behavioral concerns the Director may suggest a chip chart. A chip chart is a form that will follow the child through each rotation during the course of their day at STAR. The STAR teachers will fill out the form to reflect the child's behavior for each rotation. If the child receives a "Blue Chip" they had a great rotation. If the child receives a "White Chip" there were a few concerns during the rotation. If the child receives a "Red Chip" they did not meet the expectations set for that rotation. This chart will have comments on them for each rotation so that the parents will understand exactly why the child received a color chip. This chart is set up so that there can be continuity of consequences between STAR and home. The rewards and consequences for a chip chart must be set up and reinforced by the parents of the child(ren) on the chip chart.

## BEHAVIORAL CONTRACT

If a student does not seem to respond to any of the above behavior modification strategies a behavioral contract may be used as a last resort. A behavioral contract is written by the STAR Director describing specific reasons for the contract along with specific behavioral goals for the child to achieve. The contract is presented in a formal meeting between the Director, child and parent(s) and is then signed by all three. The contract states that if the agreement is broken by the child there will be a one day suspension from the program. If the contract is broken a second time there will be a two day suspension from the program. If the contract is broken a third time the child will be expelled from the program.

## IMPORTANT INFORMATION

STAR staff are mandated by law to report any signs of child abuse to the Child Protective Services (CPS). STAR does not use corporal punishment as a form of discipline. If you have any questions about any of the above please feel free to see your site Director.

---

---

# STAR's/HYPE's FOUR LEVEL SYSTEM

## LEVEL I

When an individual breaks one of the STAR rules, he/she will be given a warning.

## LEVEL II

If the individual continues to behave inappropriately, he/she will be given a "time out" away from the group. The individual will return to the group after a teacher talks to him/her.

## LEVEL III

If behavior persists, the individual will have a one - on - one conversation with a STAR Director. The parents of the individual will be notified, by phone, at the time of the third infraction as to what happened. Then the individual will need to write a note home to Mom/Dad explaining why he/she is on a LEVEL III.

## LEVEL IV

When all other options have been used, and the individual still does not wish to follow the STAR rules, the parents of the individual are notified to come pick up him/her up from STAR to go home for the remainder of the day.

---

---

# A FAIR FIGHT

## How It Works

Rules: Make sure that the children you're having a "Fair Fight" with know these rules.

1. Deal with 1 issue at a time. (NO "gunny-sacking", or "stamp-collecting")
2. Wait until it is your turn to talk. (NO interrupting)
3. Use helpful language. (NO name-calling, put-downs, threats)
4. Make it "short and sweet" (Just state the problem at hand; spare the details).

A Straight Message: Limit your message to these three parts:

Phase 1: What happened between us. (From my point of view)

Phase 2: How I feel now. (Mad, hurt, embarrassed, rejected, scared, frustrated, etc.)

Phase 3: What I want from you in the future. (That is realistic & appropriate)

### The Process

#### Phase 1:

1. Person "A" speaks, giving a straight message, (All three parts or 1 at a time, depending on the age & skills of children).
2. Person "B" listens, repeating what (she/he heard "A" say—with "A" re-stating any part of the message "B" did not get clearly. (Active listening—continues until "A" feels heard by "B").

#### Phase 2:

3. Person "B" speaks, giving a clear straight message about the incident.
  4. Person "A" listens, repeating what (s)he heard "B" say—with "B" re-stating any part of the message "A" did not get clearly. (Active listening—continues until "B" feels heard by "A").
-

---

### Phase 3:

5. Negotiation—What can we both do differently to get a win-win resolution, i.e., each of us gets what we need/want with this problem.
6. Record decision(s) made & review together in 3-7 days—or anytime if agreement is not working.

### Process:

This process takes time & practice. Initially an adult must serve as a referee, with the goal of eventually turning over that task to the children—either to ask another child to referee or to sit down & resolve their own conflicts independently. Be prepared to call “foul” when children break the rules or ask for ridiculous requests in the negotiation stage.

Reinforce the Process: If both children are able to keep their agreement for “X” number of days, use behavior modification strategies to reinforce use of the Fair Fight, (i.e. extra point privileges, etc). If problems continue to occur then redirect children to something that can distract them from each other. Use behavior modification strategies to reinforce use of this technique—e.g., extra point, privileges, etc., --if both children are able to keep their agreement/ contract for X number of days.

DO NOT TAKE SIDES! Let each child struggle with the problem. However, you can help them put their feelings into words if they are finding that difficult. If one or both children don’t know what they want in the future give them some possibilities, some ridiculous and some realistic, from which to choose.

CAUTION! Don’t get stuck in trying to discover what really happened; we can’t re-write history. Each child has his/her memory of the event. They may never agree on details of who started the fight, who said what to whom, etc. So focus on the future. What do both want to happen next time this type of problem occurs?

---

---

---

# Parent Agreement

## STAR Education

(WPUSD)

I understand that STAR is open from 6:30am to 6:30pm Monday through Friday. I understand that late fees are one dollar (\$1) per minute, per family past 6:30pm. I understand that I must pay the late fee, when I arrive, directly to the staff member on duty in the form of cash. If I do not pay, my child may not attend the program until the balance is paid in full.

### STAR WILL BE CLOSING EARLY

STAR WILL BE CLOSING AT 5:30PM for  
EXTRAVAGANZA - Friday, May 9<sup>th</sup> 2008

I understand that STAR will be CLOSING EARLY on the day listed above and that I will pick my child(ren) up on time on this day.

My signature below indicates that I have read, understand and agree to all of the stated policies and conditions established in the STAR Parent Handbook.

---

PLEASE SIGN AND RETURN THIS FORM TO YOUR SITE DIRECTOR My signature below indicates that I have read, understand and agree to all of the stated policies and conditions established in the STAR Parent Handbook.

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent's Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_