



**Parent Information for  
STAR Program  
Study Time & Afternoon Recreation**

**Overview**

The purpose of the STAR Program is to provide a supervised, safe, enriching and nurturing after school experience for San Juan Island youth in grades K-5. The program is structured to provide opportunities for every child to learn, play, socialize and grow. The daily program includes homework time, and a snack. Participants will have the opportunity to develop new skills and contribute to the community as an individual, as well as through cooperation and teamwork. Children should ultimately have fun and leave the program feeling good about themselves and their experience.

**Location**

STAR is located at Friday Harbor Elementary School, based in the school cafeteria. Entrance is through the front door of the school, 95 Grover Street, Friday Harbor, WA 98250.

**Hours**

STAR is open on all Friday Harbor Elementary School days including early dismissal days. STAR is closed when school is closed or cancelled or dismissed early because of snow, etc. Once Island Rec has received your STAR application, children can attend STAR on a drop-in basis.

Regular School Days: 2:45 pm - 6:00 pm; *drop-in*

Early Dismissal Days: 11:10am - 6:00 pm; *pre-registration required*

**Early Dismissal Days:**

Early dismissal days require pre-registration and pre-payment at least 24 hours in advance in to ensure proper staffing. Sign up online, by calling the office, or in person at Island Rec's office: 580 Guard St.

**Application:**

The *2017-2018 STAR Application* is required prior to any child participating in STAR. A new application is required each school year.

**Fees:**

STAR Daily rate: \$9.50

STAR Early dismissal days: \$17.25

*10% discount for sibling/second child*

**Payment:**

Once Island Rec has received your application, your child can attend STAR on any regular school day on a drop-in basis (early dismissal days require pre-registration and pre-payment). Parents will be billed at the end of each month for their child's STAR attendance. Bills are sent out via email only.

**Payment is due by the 12th of each month.** Late payments will incur a **\$25 late fee** and participation in STAR and other Island Rec programs will be suspended until payment of current account balance is made.

## Payment Options:

### Save 5% on your monthly STAR bill by enrolling in auto-pay!

- **Take advantage of the 5% discount by enrolling in auto-pay:** Your credit or debit card will be automatically charged for the full amount of your bill on the due date. Fill out the AutoPay form at the end of this packet and return it to the Island Rec office.
- Pay your bill online at [www.islandrec.org](http://www.islandrec.org). If you haven't set up online account access, please call the office at 378-4953 to activate it. It's easy!
- Pay over the phone with a credit or debit card: 378-4953 during office hours: 11am-5pm, M-F
- Pay in person by cash, check, or card at the Island Rec office.  
*Payment cannot be made at STAR, thank you for your understanding.*

## Scholarships

33% - 66% discounts are available for children eligible for reduced or free lunch – Island Rec must have a completed scholarship application. Don't qualify for free or reduced lunch but still need financial assistance? Please ask us about FANS scholarships!

## Parent Communication:

For all application, registration and financial questions, contact Island Rec directly: (360) 378-4953, or email us at: [admin@islandrec.org](mailto:admin@islandrec.org).

To contact the STAR program directly, during STAR hours: (360) 370-7337, or email the School's Out Programs Coordinator, Christy Haase, at: [christy@islandrec.org](mailto:christy@islandrec.org).

STAR is a busy place and staff members are often not near the telephone. Feel free to leave a message or call again. Children's use of the telephone will be screened and monitored.

Notices will be posted near the check-out table regarding upcoming field trips, special events, health alerts, etc. STAR staff will also communicate with parents via e-mail. Island Rec is always interested in feedback and suggestions from the public.

## Program Information:

STAR is a recreation-based program and designed to provide a wide range of experiences, including but not limited to:

- Organized team/group play
- Free play and playground time
- Arts and crafts activities
- Cooking
- Field Trips
- Special guest presenters

With the exception of Fridays, homework and study time takes place daily at STAR.

## Check-In and Out

Staff will have a sign-in sheet where children must check in upon arrival at STAR, and the parent/guardian must check out children each day. Children may sign themselves out of STAR with

written permission from a parent/guardian. Permission must include the time the child is allowed to leave. Children are not permitted to wait outside of the school building for a ride; the parent or designated pick-up person needs to come inside the school and sign the child out.

### **Open Door Policy**

Decisions of when and how participants leave is an understanding between parents and their children. Please discuss expectations and boundaries with your child. Anyone picking up a child must be listed as an authorized pick-up person on the application unless a written note is received from the parent authorizing a different arrangement. Parents and children must stop at the checkout table before leaving STAR each day; this is critical for staff to keep all participants safe and well cared for.

### **Late Fee:**

It is necessary that you pick your child up on time. Our staff works hard to ensure your child has a safe, fun, and eventful day. Please show them respect by being punctual. Being late causes not only an inconvenience to all staff and your child, but requires that staff work overtime. You will be responsible for the costs as follows: **\$1 per minute.**

Abandoned children are reported to the Sheriff. A child is considered abandoned when Island Rec staff has not heard from a parent or emergency contact 30 minutes after the program has ended.

### **General Rules and Procedures:**

- Electronic devices, beepers, cell phones, portable game devices, trading cards (and any cards of any type) must be left at home. Items brought will be confiscated and returned to the parent/authorized adult at the end of the day.
- Clothing and other personal items brought are the child's responsibility. STAR is not responsible for any damage or loss. Names should be on all articles of clothing and personal items.
- The possession or use of weapons, tobacco products, alcoholic beverages, illegal drugs, or controlled substances is prohibited.
- The use of language or gestures generally regarded as profane or obscene is unacceptable. Children are not to bring pornographic or other inappropriate materials.
- No chewing gum.
- Hats are not to be worn indoors.

### **Food**

Your child will be served one snack each day. **On early dismissal, your child will need to bring a sack lunch with their name on it.** It is also encouraged for children to bring their own additional healthy snack on these longer program days. Please check with staff in advance if you wish to bring food from home that will be shared with the other children.

### **Child Dress Code**

Your child's attire needs to be safe and non-disruptive. T-shirts with inappropriate pictures, liquor advertisements, sexually suggestive messages, or drug-related messages are not allowed. Shoes need to be safe for running and playing; tennis shoes or teva-like sandals are recommended. High heels, platform shoes, flip flops or dress shoes are not appropriate. Please make sure your child has a warm jacket, hats, gloves, etc. on cold days.

### **Lost and Found:**

Take a few minutes at check-out time to make sure your child has all of their belongings. Lost and found items will be kept for a week before being donated to the Thrift House.

**Transportation:**

Parents will be notified in advance of field trips away from the site. These off-site visits might involve walking or transportation in the Island Rec van. Booster seats and seat belts will be used as required by State Law. Parents are always invited to participate in field trips and to provide transportation for their own child.

**Health Care Procedures****Staff Qualifications**

All staff members will hold current certification in American Red Cross Standard First Aid and CPR or the equivalent.

**Sick Children**

Parents will be called to pick up their child if they vomit, appear to have pink eye, a fever, or lice.

**Child Health Needs**

All staff is responsible for being knowledgeable of the specific health care needs of program participants. This information should be noted on the child's STAR application.

**Medications**

When a participant needs any type of medication during STAR, policy requires an Island Rec Medication Form. Staff members must be able to easily identify the medication as the one specified on the form and children must be able to self-administer. For *prescription medications* bring the medication to the program director in a sealed container with the pharmacist's label stating child's name, doctor's name, medication and dosage in addition to the med form.

**Sun and Weather Safety**

During the warmer months, parents are asked to apply sunscreen to participants before the day begins, and all participants are asked to bring their own sunscreen from home with their name marked on the bottle. STAR will also supply sunscreen for those who do not have their own.

All staff is allowed to apply sunscreen to participants unless a parent has indicated otherwise.

Children will not be allowed to play outdoors if the temperature (including wind chill) should reach 0F or below. Be sure to provide appropriate clothing in case of a change in weather.

## **Behavior Management Policy**

It is the goal of STAR to provide a safe, fun, enriching and healthy environment for our participants. Children who attend the program are expected to follow the behavior guidelines and to interact appropriately in a group setting. Please sign and have your child sign the contract after you review the behavior expectations with them. Please turn this in to Staff on your child's first day of STAR.

### **Behavior Expectations:**

- Children are responsible for their own actions
- Children will show respect for people and materials
- Children will be safe and kind
- Children will have fun!

### **Our behavior management techniques include:**

- Clearly tell participants what type of behavior is expected from them
- Let children help with the behavior guidelines
- Use praise and positive reinforcement that is immediate, sincere and specific
- Use consistent and age appropriate limits with natural and logical consequences
- Give choices whenever possible
- Re-direct the child to another activity before problems arise
- Help children use their words to express feelings and resolve conflicts

### **When a Child doesn't meet the behavior expectations, staff will take the following steps:**

For Mild or First Time Offenses:

1. Give the child one verbal warning; make it clear that the behavior or action was inappropriate.
2. Give the child a chance to explain; he/she might have a good reason for the behavior.
3. Remove the child from peers/activity for "recovery time" for a set time.
4. Document inappropriate behavior on an incident report.

For Moderate or Reoccurring Offenses:

1. Parent/guardian will be notified by Coordinator/Director regarding child's behavior.
2. Behavior contract or action plan will be developed as needed.
3. Communication between staff and parents should be ongoing regarding any further incidences of inappropriate behavior.
4. Document inappropriate behavior on an incident report.

For Severe or Reoccurring Offenses:

1. If a child's behavior at any time threatens the immediate safety of them or others, parents will be notified and expected to pick-up the child immediately.
2. Stealing, breaking property, and harm to others are not acceptable and may result in immediate pick up and suspension from program.
3. If problems persist and child continues to disrupt STAR, suspension from the program may be considered.
4. Document inappropriate behavior on an incident report.





## Behavior Expectations

- You are responsible for your own actions.
- You are expected to treat yourself, the other children, and the adults at the STAR program with respect.
- You are to be polite and well behaved in your actions and conversations with others. Foul language will not be tolerated.
- You are expected to listen and respond to directions given to you by STAR leaders the *first* time.
- Remember to treat everyone the way you would like to be treated.
- You will play safe and be safe at all times while in the STAR program.
- Remember to have FUN!

Detach the form below, sign, and turn in at STAR.

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I have read over the behavior expectations. By writing my name below I agree to the behavior expectations outlined above.

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

I have discussed the above behavior expectations with my child.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



*Please sign and turn in on your first day at STAR!*



**Auto – Pay Sign Up**  
**Save 5% on your monthly STAR bill!**

Don't worry about missing a payment or incurring late fees! Sign up for auto-bill pay and we will automatically charge your card on the 12<sup>th</sup> of each month. Please make sure we have the card on file that you would like to use (since you will only be providing the last 4 digits on the form below). Please call or stop by our office, (360) 378-4953, to provide your complete credit card information. Thank you for signing up for auto-pay; Streamlining the billing and payment process helps us to keep the cost of STAR more affordable.

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**Automatic Credit/Debit Card Charge Authorization**

I \_\_\_\_\_, authorize San Juan Island Park  
(Print Name)

& Recreation District to charge my credit/debit card ending in

\_\_\_\_\_, on the 12<sup>th</sup> of each month for the full amount of  
*Last 4 digits*

my monthly STAR bill during the 2017-2018 school year. The 5% discount will be forfeited for failed or declined payments, e.g. insufficient funds, etc.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_