



Parent Information for
STAR/School's Out 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. 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. The 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; <i>drop-in</i> |
| Early Dismissal Wednesdays: | 1:30 pm – 6:00 pm; <i>drop-in</i> |
| Early Dismissal Days: | 11:10am - 6:00 pm; <u>pre-registration + pre-payment required</u> |

Application

The 2023-2024 *STAR Application* is required prior to any child participating in STAR. A new application is required each school year.

Fees:

| | |
|----------------------------------|---------|
| STAR Daily rate: | \$13.00 |
| STAR Early Dismissal Wednesdays: | \$15.00 |
| STAR Early dismissal days: | \$18.00 |

10% discount for sibling/second child

Early Dismissal Days

Early dismissal days require pre-registration and pre-payment at least 24 hours in advance to ensure proper staffing. Sign up online, by calling Island Rec's office, or in person at the Island Rec Office on 580 Guard St. For the safety of program participants, Island Rec will call a parent/guardian when a child that is pre-registered for an early release day does not show up. If you are aware that your pre-registered child will not be attending, please let us know by 10:00am on the early release day, or a \$10.00 no-show fee will be added to your account.

When a child shows up to STAR on an early release day who is not pre-registered, we will accommodate the child in the program **only if there is space available**. There will be a \$10.00 fee added to the registration cost due to the late registration.

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 for the preceding month's attendance. 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

- **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 section with your online STAR application, or at the end of this packet. AutoPay continues until you cancel; if you already enrolled in AutoPay during a previous school year, no new form is needed.
 - Pay your bill online at www.islandrec.org. If you haven't set up online account access, please call the office at 360-378-4953 to activate it.
 - Call the Island Rec office and pay over the phone with a credit or debit card: 360-378-4953
 - Pay in person at the Island Rec Office (580 Guard St.) with cash, check, or card.
- Payment cannot be made at STAR program, thank you for your understanding.***

Scholarships

33% - 66% discounts are available for income-eligible families; apply for a scholarship at www.islandrec.org/scholarships. Even if you don't qualify based on income, additional financial assistance may be available; 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. **To contact the STAR program directly, please call the STAR Director, Nate Colegrove on his work cell: 360-375-5753 or email him at: nate@islandrec.org.**

STAR is a busy program 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.

Please include any unique notes about your child on their application as it pertains to dismissal from STAR (*example: John Smith can sign himself out and walk home at 5:30pm each day*)

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
- Field Trips
- Special guest presenters

Homework and study time takes place daily at STAR, except on Fridays.

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 only with written self sign-out 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. Due to FHES regulation, the front doors of the school will remain locked while STAR participants are outside of the school. Parents or designated pick-up persons must call or text the STAR Director, Nate Colegrove, at (360) 375-5753, to coordinate pick-up of their child. Once the STAR program has moved back inside the school, the front doors will be unlocked for parent / designated pick-up persons. Additionally, a sign with pick-up procedures will be posted outside of the school.

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.

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. Parents / pick-up persons should be dismissed from STAR with their child(ren) no later than 6:00pm. **You will be responsible for the costs as follows: \$1 per minute past 6:00pm.** 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.

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 and must be worn at all times; 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 their belongings. Lost items will be turned into the FHES Lost and Found.

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.

Health Care Procedures

Staff Qualifications

All staff members will hold current certification in American Red Cross Standard First Aid and CPR or the equivalent. The staff will know the location and contents of the first aid kits and will always follow universal precautions. At no time will any staff member give medical advice of any kind to a student. All first aid treatment will be recorded in the First Aid Log and an incident report will be filled out.

Sick Children

Parents will be contacted to pick-up their child(ren) in the event of:

- Fever 100 degrees or higher
 - Children are required to remain away from camp until fever subsides and have been without fever medication for at least 24 hours
- Vomiting
- Lice
- Appears to have pink eye

COVID-19

Suspect/Confirmed cases of COVID-19. The health and wellbeing of our participants and staff are of the highest priority to Island Rec. Our organization follows and adheres to guidelines set forth by state and local officials. Regardless of vaccination status, any child(ren) who report or exhibit COVID-19-like symptoms will be isolated and removed from camp immediately.

- Return may occur after 10 full days of isolation.
 - Additionally, return may occur if After 5 full days of isolation, the following can be met:
 - The child(ren) are asymptomatic or symptoms have improved, including respiratory signs like cough and shortness of breath
- AND
- Minimum of 24 hours has passed without fever or use of medication
- AND
- Child(ren) must wear a well-fitting N95 mask during the 6-10 day period
-
- If the above criteria is met in conjunction with a negative antigen or at-home test, the individual may return to camp after 5 days isolation and is not required to wear a mask for the remaining 6-10 days.

Medications

When a student needs any type of ***non-prescription*** (Aspirin, Advil, Tylenol etc.) medication while at STAR, policy requires a complete medication form. The staff member must be able to easily identify the medication as the one specified in the parent's note. A doctor's note is required for any medication taken for more than fifteen days. The medication is then kept in the medication box in the office.

For prescription medications: Bring the medication to the Program Manager in a sealed container with the pharmacist's label stating student's name, doctor's name, medication, and dosage in addition to a medication form.

Hand Washing

Students will be expected to wash their hands at the start of STAR each day. In addition, hand sanitizer will be available for students to use.

Student Health Needs

All staff are responsible for being knowledgeable of the specific health care needs of the students in his/her group. This can be found on the student's application form. Parents will complete additional forms for students with asthma, those who have conditions that cause severe allergic reactions, or those who have any medication needs. Copies of these treatment forms will be attached to the student's registration 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 members are 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 review the below behavior expectations with your child(ren) and return the signed behavior acknowledgement with your child(ren) the first day they attend 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 a level 1 behavior 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 a level 2 behavior 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 the child continues to disrupt STAR, suspension from the program may be considered and implemented by STAR Director.

4. Document inappropriate behavior on a level 3 behavior report.

In the event three or more behavior report documents are completed for any one child, the STAR director will arrange a parent/guardian meeting to discuss potential removal from STAR program.



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.

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 your card will be automatically charged on the 12th of each month.

You may sign-up online at www.islandrec.org/star, OR turn in the form below.

For security, only write the last 4 digits of the card you would like to use on this form. So that your auto-pay is set up as quickly as possible, please make sure your card information is saved to your online profile. Alternatively, you can contact our office at 360-378-4953 or stop by to provide your full card payment 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.



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 12th of each month for the full amount of
Last 4 digits

my monthly STAR bill. The 5% discount will be forfeited for failed or declined payments, e.g. insufficient funds, etc. I understand that I can cancel Auto-Pay at any time.

Signature: _____ **Date:** _____