

Shining Together As Rising Students (S.T.A.R.S.)
ABSECON PUBLIC SCHOOLS
STARS Registration Agreement and CCN

1. There is a **\$35.00 non-refundable registration fee per family**. We must have the registration form and registration fee before starting STARS. You must call STARS when your child is attending!
2. Our hours of service are **7:00am - 8:50 am for the morning care program and dismissal to 5:45 for the after care program**.
3. Our Pre-K 4 morning and after care programs are available on the first day of school to any pre-k 4 student.
4. The cost for the after care program STARS program will be **\$4.00 per hour** for all students. Additional children in the same family will be **\$3.50 per hour**. The after care Pre-K 4 program cost is **per hour**. The morning care program is a **\$4.00 flat rate** per day. **All money due must be paid in advance. Failure to comply will result in your child not being enrolled in STARS for the selected days. All payments must be made by credit/debit card, check or money order.**
5. **DO NOT CALL THE SCHOOL OFFICE.** We will not be responsible for calls placed to the school office that are not called into STARS. Please contact the STARS program directly by calling **641-5375 – ext. 7**. We have an answering machine. **To ensure that your child is scheduled for the day, you must call by 5:00pm the day before you wish to add your child. Anytime after 5:00pm will be considered a drop in and will be charged a \$5.00 drop in fee.**
6. STARS will not be responsible for finding students. When calls are received anytime after 2:15pm, there is no guarantee that the child will hear an “all call” from the office.
7. I will submit a schedule through the **myprocare.com website** no later than Friday of the week before the schedule is to begin. This schedule can be accessed up to 6 weeks ahead of the days your child will attend the program. This is a parent's responsibility.
8. **In the event of schedule changes or other activities, I will notify the child care staff by phone (not the school office) 641-5375 - ext.7. No refund will be given for absences on contracted care days.**
9. **If you wish to receive credit for a schedule change, you must make the change by Friday the week before no later than 5:00 PM.** Any schedule changes made after 5:00pm on Friday will not result in a credit for that week. However, you may switch a day for another day within the same week and not incur payment on contracted care days.

10. If I do not pick up my child by the **5:45 p.m. closing time**, I will be charged a late fee of **\$15.00**. Any pick up after 6:00 p.m. will require **another \$15** late fee. Each additional 15 minutes will incur an additional \$15.
11. **Children will be released only to an authorized person who presents the proper identification. Please notify the STARS office in writing or by phone.**
12. **Children are expected to follow well defined rules and regulations and if the student is unable to do so, the student will not be allowed to continue in the program.**
13. The STARS Program will be closed during the Teacher's Convention in November. We will be closed during the Winter and Spring recess. STARS will be closed for teacher inservice days, several federal holidays and a few days at the beginning and end of summer break.
14. The STARS program is only available to Absecon children who are registered in the Absecon School system (Pre-Kindergarten, 4th through 8th grade may attend the program). **New registered Kindergarten children may start the STARS summer program after the last day of school in June.** Students entering Pre-K 4 are available to start on the first day of school.
15. *Children are allowed to have cell phones* at STARS, however they must remain away and are only to be used at the discretion of the STARS faculty. If you need to contact your child please call the STARS office 609 641-5375 ext 7.
16. If you have any questions or concerns please contact Samantha Stoll STARS director or Brian Kehoe STARS co-director. Thank you.

CCN Responsibility

1. All payments are to be paid in advance of the STARS service. Any nonpayments result in your child not being accepted into STARS, in addition to a late payment charge of \$15.
2. The child must be swiped in and out on a daily basis. If you miss a day it must be made up on the next day the child is here. If it goes past the back swiping day, you must get a voucher from your case worker, or the family will be charged the tuition of the child.
3. If your contract is expiring, contact your caseworker to update it, or your family will be charged any tuition that is not covered.
4. As per our attendance policy/registration agreement, any copays and swiping is required by their schedule not actual attendance.
5. All fees including registration fees are the responsibility of the family and are not covered by any program.