

2014  2015

Urban Discovery (619) 550-9013

Welcome to STAR.

STAR, Inc. is a charitable 501(c)(3) non-profit education organization serving kids, families, schools, and communities.

For your convenience, The Nova Plus Program can be paid in one, four, or ten equal installments. This takes into consideration all school holidays, vacations and pupil free days. All payments are due according to the installment plan unless other arrangements have been made with the director.

Please take your time to fill out all paperwork completely. The following seven forms need to be signed and returned to STAR before your child can be accepted to the STAR program:

- 2014-2015 STAR Contract**
- Tuition Contract**
- Bottom half of STAR Discipline Policy**
- Emergency Card**
- Credit Card Authorization**

A non-refundable \$50 registration fee is required along with the completed contract. Sibling discounts are available, see tuition contract for details. Both items are required to ensure your child a space in STAR for the 2014-2015 school year.

Scholarships are available according to need and availability and are based on a sliding scale payment program.

Any court rulings on child custody agreements must be kept on file at STAR.

A physician's note and the original prescription bottle must be kept at STAR in order for medication to be administered.

Please contact your STAR director for more information.



AFTER SCHOOL CONTRACT 2014-2015

STAR, Inc. is a charitable 501(c)(3) non-profit education organization serving kids, families, schools and communities

CHILD'S NAME: _____ Permit: _____ Grade: _____ Room # _____
 Age: _____ Date of Birth: ____/____/____ Sex: M____ F____ Home Language: _____
 Home Address: _____ City: _____ Zip: _____
 Home Phone#: _____ Home E-Mail Address: _____
Parent/Guardian1 Name: _____ Cell#: _____
 Guardian 1 Employment: _____ Position: _____
 Address: _____ City: _____ Zip: _____
 Work Phone#: _____ Work E-Mail Address: _____
Parent/Guardian2 Name: _____ Cell#: _____
 Guardian 2 Employment: _____ Position: _____
 Address: _____ City: _____ Zip: _____
 Work Phone#: _____ Work E-Mail Address: _____

ABSENCES

STAR is a non-profit charitable program with fixed expenses; therefore, we cannot give credit or make-up days for the absence of your child. We pay staff, custodial services, accountant, etc., whether your child is present or not. When a school holiday occurs or a Natural Disaster, Civil Unrest, Catastrophes, etc., you are responsible for paying that day.

TARDINESS AND PICK UP

Late pick up policy: STAR closes promptly at 6:00 p.m. Repeated tardiness may result in cancellation of your child's enrollment in the program. Excessive late pick up is considered to be more than 3 times in the school year. Late Fee is \$1.00 per minute after 6:00 p.m. STAR allows a ten-minute grace period. At 6:11 the late fee is \$11.00, 6:12 the fee is \$12.00 etc. You must pay the late fee upon arrival. Please pay the staff member(s) in cash only. If you do not pay the late fee, your child may not attend the program until that balance has been paid in full. When late, our staff member will make every effort to contact you or the persons listed as your emergency contacts. If we are unable to make contact by 7:00 p.m., the local police will be contacted, and your child will be taken to the local police station. Staff is not allowed to take children home.

STAR PHOTOGRAPHY & VIDEO CONSENT

Occasionally STAR will use a student's photograph and/or film/video for promotional purposes of the organization.

If you do not want STAR to use your student's photograph and/or film/video for promotional purposes of the organization, please check this box.

CONFIDENTIALITY

STAR is committed to keeping personal family information confidential. We will only release information to parents/guardians. If parents/guardians wish any information shared, they must give STAR permission in writing.

RELEASE OF LIABILITY

I hereby acknowledge the existence of the implied risk associated with all programs for children and the areas where such activities and programs take place.

I HAVE READ AND UNDERSTOOD ALL THE INFORMATION INCLUDED IN THIS CONTRACT AND BY SIGNING, I AGREE TO ADHERE TO THE TERMS OF THIS CONTRACT. IT IS FURTHER UNDERSTOOD THAT POLICIES AND TERMS OF THIS CONTRACT MAY BE CHANGED AND AMENDED, AND THAT I SHALL BE INFORMED IN WRITING OF SUCH CHANGES WITH A 30-DAY NOTICE. I HAVE RECEIVED A COPY OF THIS CONTRACT.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____

Please Indicate Ethnicity (optional)

- American Indian/Alaskan Native
 Asian
 Hispanic
 Black (not of Hispanic origin)
 White (not of Hispanic origin)
 Filipino
 Pacific Islander
 Other _____

EMERGENCY CONTACTS

The law requires the person who brings the child to, and removes the child from, the center shall sign the child in/out. Failure to comply with this law may result in suspension or termination of this contract. Your child/children will not be released to any person that is not listed on the emergency contact list. If you need to have your child/children picked up by someone not included in this list, we require both a telephone call from you and a written authorization. **Appropriate identification will be required.**

By law children must be released to either parent even if one parent is not included on this form. STAR must have a copy of any court document that mandates special custody arrangements. Besides guardians previously listed, we will release children only to the following individuals:

Name: _____ Relation: _____

Address: _____ Phone#: _____

Name: _____ Relation: _____

Address: _____ Phone#: _____

Name: _____ Relation: _____

Address: _____ Phone#: _____

EARTHQUAKE OUT OF STATE CONTACT: _____ **PHONE#** _____

In addition, I authorize the STAR Nova staff to sign my child in/out for the purpose of STAR Nova classes

ADDITIONAL INFORMATION

DENTIST'S NAME: _____ Phone# _____

PHYSICIAN'S NAME: _____ Phone# _____

Prescription medications may be administered ONLY when authorization forms are on file with STAR. See Director for details.

List any specific health concerns your child may have (i.e. allergies, sensitivities, diabetes, illness etc):

List any physical, mental, emotional, social or other information about your child that we should know about?

Does your child have a current Individualized Education Program (IEP), Section 504 Plan, or any other special needs? _____

STAR will provide services in the manner necessary to provide equal opportunity and access to their programs.

If the STAR director becomes aware that a child with a disability needs accommodation(s) to participate in the program, the STAR director will contact STAR Executive Director which, in consultation with the Division of Special Education, will identify the reasonable accommodation(s), if any, that may be necessary.

EMERGENCIES

In case of an emergency, STAR will make every effort to contact the guardians of the child involved before any treatment is begun. However, in the event we are unable to make contact with the parents or guardians, we require this medical release to be signed by all the participants in the program.

I HEREBY AUTHORIZE THE PHYSICIAN OR HOSPITAL SELECTED BY THE STAR PROGRAM TO HOSPITALIZE, SECURE TREATMENT FOR, AND TO ORDER INJECTION, ANESTHESIA, OR SURGERY FOR MY CHILD.

Name of Insurance: _____ Policy #: _____

Parent/Guardian's Name (Print): _____

Parent/Guardian's Signature: _____ **Date:** _____



TUITION CONTRACT 2014-2015

STAR, Inc. is a charitable 501(c)(3) non-profit education organization serving kids, families, schools and communities

YEARLY TUITION BASED ON SCHOOL DAYS ONLY

CHILD'S NAME: _____ GRADE: _____ (In Fall 2014)

REGISTRATION FEE A \$50 non-refundable registration fee is due for the school year

The **Nova Plus Package** allows you to choose a full afternoon of enrichment classes from dismissal - 6pm. You may choose to enroll in the Nova Plus Package 2 days to 5 days per week. The Nova Plus Package allows you to select from a list of enrichment classes including our most popular Homework Lab. You may also choose to enroll in single classes from our Nova brochure for an additional fee.

Choose your Nova Plus Package	Days (circle days)	1 Installment Option A	4 Installments Option B	10 Installments Option C	STAR Times
<input type="radio"/> 5 days a week	M T W T H F	\$2,950.00	\$737.50	\$295.00	Dismissal - 6:00pm
<input type="radio"/> 4 days a week	M T W T H F	\$2,690.00	\$672.50	\$269.00	Dismissal - 6:00pm
<input type="radio"/> 3 days a week	M T W T H F	\$2,430.00	\$607.50	\$243.00	Dismissal - 6:00pm
<input type="radio"/> 2 days a week	M T W T H F	\$2,170.00	\$542.50	\$217.00	Dismissal - 6:00pm

FAMILIES RECEIVE SPECIAL STAR DISCOUNTS

Registration: The 2nd child's registration fee is \$25. For any additional children, registration is free.

Tuition: Receive 10% off yearly tuition, with lesser or equal value, for additional children in the same household, enrolled for the whole duration of the program (180 schooldays). Please see details below.

Payment Option Plans

PLEASE Check your Payment Option (A, B, or C)

- Option A:** One full payment for the year's tuition, (Please add registration fee)
Option A Benefits: Receive 4 special \$50 coupons (Good only for STAR Nova or STAR Camps)
Option A Sibling discount: Discount will be applied to full amount immediately
- Option B:** Four equal installments (Please add registration fee to first installment; see attached installment schedule)
Option B Benefits: Receive 4 special \$25 coupons (Good only for STAR Nova or STAR Camps)
Option B Sibling discount: Discount will be applied to the full amount, and subtracted from your 4th installment
- Option C:** Ten equal installments (Please add registration fee to first installment; see attached installment schedule)
Option C Sibling discount: Discount will be applied to the full amount, which is equal to your 10th installment.
 Any qualifying children receiving family discount on this option will only be responsible for the first 9 installments

NOTE: COUPONS ARE NON-TRANSFERABLE AND CANNOT BE COMBINED WITH ANY OTHER DISCOUNTS, AND PAYMENTS MUST MEET REQUIREMENTS (OPTION A & B PAYMENTS MUST BE MADE WITHIN TWO WEEKS OF REGISTRATION TO QUALIFY FOR COUPON(S). PRORATION AND RESTRICTIONS MAY APPLY)

A valid credit card is required to be kept on file if choosing Option B or C, or if paying by check.

Please fill out the STAR Credit Card Authorization Form

RETURNED CHECKS ARE SUBJECT TO A \$25 FEE (for each occurrence)

Payment Explanation

For your convenience, The Nova Plus program can be paid in one, four, or ten equal installments, plus registration added to the first installment. This takes into consideration all school holidays, vacations and pupil free days. Payments are due according to the installment schedule chosen. Please see the attachment for due dates.

Late Payment Procedure

If check payments are not received by the installment due date, STAR is hereby authorized to charge the credit card on file for the amount due. Payments not processed within 5 working days are subject to a \$10 late fee per week. The site director and executive director must approve other payment arrangements. Our Finance and Collections Department will review all past due accounts and may contact you for payment. This constitutes your agreement to reimburse STAR for time spent, and for any and all collection or legal costs incurred in collecting monies due. If we elect to terminate services for non-payment, our engagement will be completed upon our written notification to you. If tuition payments are more than 30 days late, your child's contract will be subject to termination. We will contact you by phone and/or email to let you know your child will be sent to the school's office after school and will not be able to attend the program until all tuition and late fees are paid.

Splitting tuition

When tuition is a shared responsibility, the STAR Director and on-site staff members will not participate as liaisons between parties to communicate issues regarding their child and/or their child's tuition. It is the sole responsibility of the parents/guardians to work out their personal issues and communicate with one another.

SPONSOR A CHILD

YES I want to be a STAR SCHOLARSHIP PARTNER. Please accept my donation of \$5/ \$10 / \$_____ included in my installment plan. *Your donation is tax deductible. S.T.A.R. Inc. is a 501(c)(3) non-profit organization.

SCHOLARSHIPS/ SLIDING SCALE PAYMENT PROGRAM

STAR, Inc. is a charitable 501(c)(3) non-profit education organization serving kids, families, schools, and communities. If you are not able to meet all of the expenses, we may offer scholarships on a sliding scale basis. Ask your STAR director for a scholarship application. Remember, all information given to us is confidential, and we expect recipients to keep any scholarship awarded confidential as well. Scholarship applications will not be considered if there is an open balance in the child's or any sibling's account.

HOLIDAYS, BREAKS, PUPIL FREE DAYS, UNASSIGNED WORK DAYS

Camps may be available at this site or a site nearby for a discounted rate.

STAR will not charge additional fees for minimum days, shortened days, or for early dismissal during conference week.

REFUND AND CANCELLATION POLICY

STAR requires a two-week written notice to cancel your child's enrollment or you will be financially responsible for the remaining yearly balance. If you wish to re-enroll your child during the school year, you will need to pay a \$50 registration fee again.

STAR OR THE PARENT MAY REVOKE THIS CONTRACT AT ANY TIME DURING THE SCHOOL YEAR.

I/WE HAVE READ AND UNDERSTOOD ALL THE INFORMATION INCLUDED IN THIS CONTRACT AND BY SIGNING, I/WE AGREE TO ADHERE TO THE TERMS OF THIS CONTRACT. IT IS FURTHER UNDERSTOOD THAT POLICIES AND TERMS OF THIS CONTRACT MAY BE CHANGED AND AMENDED, AND THAT I/WE SHALL BE INFORMED IN WRITING OF SUCH CHANGES WITH A 30-DAY NOTICE. I/WE HAVE RECEIVED A COPY OF THIS CONTRACT.

Parent/Guardian 1 Name (Print): _____ Date: _____

Parent/Guardian 1 Signature: _____

Parent/Guardian 2 Name (Print): _____ Date: _____

Parent/Guardian 2 Signature: _____

Sliding Scale Payment Program



STAR, Inc. is a charitable 501(c)(3) non-profit education organization serving kids, families, schools, and communities.

For STAR use only:

Date:	CC/Ck#:	Amount Paid:	Balance Due:
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MORNING CARE CONTRACT 2014-2015

STAR, Inc. is a charitable 501(c)(3) non-profit education organization serving kids, families, schools and communities

YEARLY TUITION BASED ON SCHOOL DAYS ONLY

CHILD'S NAME: _____ GRADE: _____ (In Fall 2014)

REGISTRATION FEE A \$50 non-refundable registration fee is due for the school year

Table with 5 columns: Galaxy Morning Care Days Per Week, Days, 1 installment Option A, 4 installments Option B, 10 installments Option C. Rows show 5, 4, 3, and 2 days a week with corresponding tuition amounts.

FAMILIES RECEIVE SPECIAL STAR DISCOUNTS

Registration: The 2nd child's registration fee is \$25. For any additional children, registration is free.

Tuition: Receive 10% off yearly tuition, with lesser or equal value, for additional children in the same household, enrolled for the whole duration of the program (180 schooldays). Please see details below.

Payment Option Plans

PLEASE Check your Payment Option (A, B, or C)

- Option A: One full payment for the year's tuition, (Please add registration fee)
Option A Sibling discount: Discount will be applied to full amount immediately
Option B: Four equal installments (Please add registration fee to first installment; see attached installment schedule)
Option B Sibling discount: Discount will be applied to the full amount, and subtracted from your 4th installment
Option C: Ten equal installments (Please add registration fee to first installment; see attached installment schedule)
Option C Sibling discount: Discount will be applied to the full amount, which is equal to your 10th installment. Any qualifying children receiving family discount on this option will only be responsible for the first 9 installments

A valid credit card is required to be kept on file if choosing Option B or C, or if paying by check.

Please fill out the STAR Credit Card Authorization Form

RETURNED CHECKS ARE SUBJECT TO A \$25 FEE (for each occurrence)

Payment Explanation

For your convenience, The Galaxy program can be paid in one, four, or ten equal installments, plus registration added to the first installment. This takes into consideration all school holidays, vacations and pupil free days. Payments are due according to the installment schedule chosen. Please see the attachment for due dates.

Late Payment Procedure

If check payments are not received by the installment due date, STAR is hereby authorized to charge the credit card on file for the amount due. Payments not processed within 5 working days are subject to a \$10 late fee per week. The site director and executive director must approve other payment arrangements. Our Finance and Collections Department will review all past due accounts and may contact you for payment. This constitutes your agreement to reimburse STAR for time spent, and for any and all collection or legal costs incurred in collecting monies due. If we elect to terminate services for non-payment, our engagement will be completed upon our written notification to you. If tuition payments are more than 30 days late, your child's contract will be subject to termination. We will contact you by phone and/or email to let you know your child will be sent to the school's office after school and will not be able to attend the program until all tuition and late fees are paid.

Splitting tuition

When tuition is a shared responsibility, the STAR Director and on-site staff members will not participate as liaisons between parties to communicate issues regarding their child and/or their child's tuition. It is the sole responsibility of the parents/guardians to work out their personal issues and communicate with one another.

SPONSOR A CHILD

YES I want to be a STAR SCHOLARSHIP PARTNER. Please accept my donation of \$5/ \$10 / \$ _____ included in my installment plan. *Your donation is tax deductible. S.T.A.R. Inc. is a 501(c)(3) non-profit organization.

SCHOLARSHIPS/ SLIDING SCALE PAYMENT PROGRAM

STAR, Inc. is a charitable 501(c)(3) non-profit education organization serving kids, families, schools, and communities. If you are not able to meet all of the expenses, we may offer scholarships on a sliding scale basis. Ask your STAR director for a scholarship application. Remember, all information given to us is confidential, and we expect recipients to keep any scholarship awarded confidential as well. Scholarship applications will not be considered if there is an open balance in the child's or any sibling's account.

HOLIDAYS, BREAKS, PUPIL FREE DAYS, UNASSIGNED WORK DAYS

Camps may be available at this site or a site nearby for a discounted rate. Sites may be closed by school district mandate during Thanksgiving/winter/spring break.

STAR will not charge additional fees for minimum days, shortened days, or for early dismissal during conference week.

REFUND AND CANCELLATION POLICY

STAR requires a two-week written notice to cancel your child's enrollment or you will be financially responsible for the remaining yearly balance. If you wish to re-enroll your child during the school year, you will need to pay a \$50 registration fee again. STAR OR THE PARENT MAY REVOKE THIS CONTRACT AT ANY TIME DURING THE SCHOOL YEAR.

I/WE HAVE READ AND UNDERSTOOD ALL THE INFORMATION INCLUDED IN THIS CONTRACT AND BY SIGNING, I/WE AGREE TO ADHERE TO THE TERMS OF THIS CONTRACT. IT IS FURTHER UNDERSTOOD THAT POLICIES AND TERMS OF THIS CONTRACT MAY BE CHANGED AND AMENDED, AND THAT I/WE SHALL BE INFORMED IN WRITING OF SUCH CHANGES WITH A 30-DAY NOTICE. I/WE HAVE RECEIVED A COPY OF THIS CONTRACT.

Parent/Guardian 1 Name (Print): _____ Date: _____

Parent/Guardian 1 Signature: _____

Parent/Guardian 2 Name (Print): _____ Date: _____

Parent/Guardian 2 Signature: _____

Sliding Scale Payment Program



STAR, Inc. is a charitable 501(c)(3) non-profit education organization serving kids, families, schools, and communities.

For STAR use only:

Date:	CC/Ck#:	Amount Paid:	Balance Due:
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Urban Discovery Nova Plus

2014-2015

Credit Card Authorization Form 2014-2015

STAR, Inc. is a charitable 501(c)(3) non-profit education organization serving kids, families, schools and communities
THIS FORM MUST BE COMPLETED IF CHOOSING OPTION B OR C AND/OR PAYING BY CHECK

CHILD'S NAME: _____ GRADE: _____ (In Fall 2014)

Payment Plan selected:

Option A (one payment) Option B (four equal payments) Option C (ten equal payments)

Installments will be paid by: Check Automatic credit card charge

I hereby authorize STAR to charge my credit card for tuition according to the contract and payment plan

Credit Card # _____ Exp: _____ CVV# _____

Name on Card: _____ Card Type: Visa MC

Billing Address: _____

City, State, Zip: _____

Phone #: _____

Authorizing Signature: _____

Splitting Tuition

When paying by check and/or credit card, all parties involved must fill out a credit card authorization form. When paying by check, the parties involved are responsible for submitting payments in a timely matter. STAR is not a mediation service and will not intervene or speak on behalf of one parent/guardian or another. All financial obligations need to be worked out between the parent(s)/guardian(s).

If you are not splitting tuition, skip this section

Check here if splitting tuition with another party:

Name (print): _____

Relationship : _____

I hereby authorize STAR to charge my credit card for tuition according to the contract and payment plan

Credit Card # _____ Exp: _____ CVV# _____

Name on Card: _____ Card Type: Visa MC

Billing Address: _____

City, State, Zip: _____

Phone #: _____

Authorizing Signature: _____

STAR Discipline & Responsibility Policy

GOALS

The goal of the STAR Program is to provide every child with a happy, safe, and enriching experience everyday. In order to achieve our goal, we need the full cooperation and support of every parent and child. By working together, we can teach the children the skills that will help them make sound decisions and be successful in their social development.

DISCIPLINE POLICY

Dictionary definition of discipline: To guide, train, practice, correct, and teach.

The STAR Program follows the STAR CAN DO DISCIPLINE PROGRAM. This highly acclaimed system uses a positive approach for guiding children. All staff members are required to take this training. The Can Do discipline training has 3 components: the Rules, the Reward System, and the Consequences.

The Rules

- Come directly to STAR
- Follow directions
- Stay in your area
- Respect others: no fighting, inappropriate physical contact, name calling or other activities that take the right to be happy away from any child
- No inappropriate behavior or touching, including gestures and signals
- Respect the property of others

The Reward System

Each STAR Program will implement a reward system to positively reward good behavior.

Consequences

If a child chooses to repeatedly break the rules, a formal meeting with the parent will be set up. If the child breaks the rules after this meeting, a one-day suspension will follow. Any further infractions of the rules will result in the non-refundable cancellation of the child's registration.

Use of any form of corporal punishment is prohibited at all STAR programs.

BATHROOM PROCEDURES

Children are taken to the bathroom on a regular basis or as needed. A staff member will accompany each child to the bathroom. Restrooms are to be used for their intended purpose only. Restrooms are not an area for play!

(More Information on Back)

Please remember to sign and return the "tear off" section on the other side of this sheet. Keep the remaining portion for your records.

Thank you.

MORE SERIOUS BEHAVIOR & CONSEQUENCES

Biting, spitting, bullying tactics, teasing, intimidation through threats, physical fights, leaving the group or campus, defacing property, vandalism, lying, stealing, making false accusations, swearing, blatant disrespect for children, parents, and staff are considered more serious offenses. A first time infraction shall result in an immediate one-day suspension, and a second time infraction will result in the non-refundable cancellation of registration. Parents may be called to pick up their child immediately from the program if the child is out of control and will not follow instructions. Any behavior that endangers the children or staff will be cause for immediate cancellation of registration.

PARENT RESPONSIBILITY

Your cooperation is needed in the following areas:

- Direct your child to come directly to the program on days enrolled
- Your child must be signed in and/or out every day by an authorized adult listed on your contract. Your child will not be released otherwise.
- Call site director when your child is absent
- Go over the rules with your child
- If corrective actions are needed, such as suspension, please follow up at home with a discussion about the issue at hand. Be supportive. We are working together for the welfare and healthy development of your child’s social skills.
- Parents are their children’s first teacher and primary role models. Any parent who uses abusive language or behavior towards staff, other parents, and/or children risks registration cancellation.
- Parents are not allowed to confront other children about any incident. The law protects children from this type of action.

IMPORTANT

To ensure we are providing the best service possible for the children, we review our policies and procedures on a regular basis. Therefore, this contract may be modified at any time.

(4/2014)

STAR DISCIPLINE AND RESPONSIBILITY POLICY AGREEMENT

I have read and understood the Discipline and Responsibility Policy of the STAR Program and hereby agree to follow the terms stated in these policies.

Parent’s Name (please print): _____

Parent’s Signature: _____

Child’s Name: _____

Child’s Signature: _____

Date: _____