



Shining Together As Rising Students (S.T.A.R.S.)
ABSECON PUBLIC SCHOOLS
STARS Registration Agreement and CCN
2023-2024

1. There is a **\$35.00 non-refundable registration fee per family for the 2023-2024 school year.** We must have the registration form and registration fee before starting STARS. You must sign up your student on ProCare the Friday before the week starts.
2. Our hours of service are **7:00am - 9:05 am** for the morning care program and **dismissal to 5:45** for the after care program.
3. The cost for the STARS *morning and after-care* program will be **\$4.00 per hour.** Preschool and kindergarten will be prorated at **\$2.00** from 3:10pm to 3:45pm due to their later dismissal. Additional children in the same family will be at a rate of **\$3.50 per hour**, however this discounted rate will apply to the oldest sibling. 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.**

	AM (per hour)	3:10pm-3:45pm	PM (per hour)
PK	\$4.00	\$2.00	\$4.50
K	\$4.00	\$2.00	\$4.00
1st-8th	\$4.00	N/A	\$4.00

4. **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**, please leave a message if we are unavailable. **To ensure that your child is scheduled for the day, you must call by 5:00pm on the business day before you wish to add your child. Students requesting to drop in after 5:00pm the day before, may not be accepted. Anytime after 5:00pm on the business day prior to that scheduling week will be considered a drop in and will be charged a \$10.00 drop in fee.**
5. 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.
6. **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.**
7. **If you wish to receive credit for a schedule change, you must make the change by Friday the week before, and no later than 5:00 PM.** Any schedule changes made after 5:00pm on Friday will not result in a credit for that week.

8. 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 pm will require **another \$15** for each 15 minute increment. All attempts will be made to contact parents/guardians, as well as emergency contacts. **Parents who pick up their child late two (2) times will be asked to make other childcare arrangements and may be released from the program.**
9. **Children will be released only to an authorized person who presents the proper government issued identification. Please notify the STARS office via email for all changes.**
10. **Children are expected to follow the well-defined code of conduct. If the student is unable to do so, the student will not be allowed to continue in the program.**
11. The STARS Program will be closed during the Teacher's Convention on November 9th and 10th. We will be closed during Winter and Spring recess, including staff contractual half- days. STARS will be closed for teacher inservice days, several federal holidays, and select days at the beginning and end of Summer break.
12. The STARS program is only available to Absecon children who are registered in the Absecon School system. Newly registered Kindergarten children may start the STARS summer program after the last day of school in June. Students entering Pre-K 3 are available to start after the first day of school.
13. ***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.

Child Care Network Responsibility

1. **All new contracts are to be approved by Childcare Network before starting the STARS program, You will be responsible for all tuition incurred if not approved.**
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 for 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, Copays as well as swiping is required based on the schedule not actual attendance.
5. **All fees including registration fees are the responsibility of the family and are not covered by any program.**