

★ STAR CARE ★

ST. MARY STAR OF THE SEA SCHOOL 515 WISCONSIN OCEANSIDE, CALIFORNIA 92054

PROGRAM

The Morning Care program provides a supervised place for children to read, study, or play before school. Students MUST be placed in Morning Care if they arrive at school before 7:45 a.m.

The Extended Day Care program has been structured to include snacks (provided by the school), organized play, study time, games, computer, and VCR time.

HOURS

Morning Care	all regular school days	7:00 a.m. to 7:45 a.m.
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Extended Day Care	all regular school days	2:45 p.m. to 6:00 p.m.
	minimum days	12:00 p.m. to 6:00 p.m.

Drop-ins are welcome in both programs. See below for drop-in fees and procedures.

Star Care is NOT available on school holidays or during school vacation periods.

FACILITIES

Morning Care is held in the school hall. The Extended Day Care will be stationed at the picnic tables and the school hall. On occasion they may also use a classroom.

TELEPHONE

During school hours the Star Care instructors can be reached at 722-6711.

CONTRACT

Parents must complete a Star Care contract in advance, even for drop-ins. Emergency information must be completely filled out and signed. Parents are responsible for updating this information if there are any changes to telephone numbers (home or work) or emergency contacts.

COMMENTS & SUGGESTIONS

We welcome any ideas or suggestions you may have to keep our programs successful.

STAR CARE PROGRAM PHILOSOPHY AND GOALS

Star Care is an extension of the Christian education effort of the school. The program will provide a basis for a variety of learning experiences, social interaction, and play, with time and freedom given to the children to discover for themselves. This program strives to facilitate the development of each child in the areas of social, emotional, physical, spiritual, creative, and cognitive growth.

STAR CARE ADMINISTRATION

The school principal oversees the Star Care Program. The Star Care supervisor and his/her assistants are responsible to the principal. Supervisors have had experience and training in early childhood education and day care structuring.

STAR CARE POLICIES

1. Each student intending to use the Star Care program must have an emergency card and Star Care contract on file before they will be admitted into the program.
2. Any child left after school for more than 15 minutes will be put directly in Star Care. Children picked up within 15 minutes after being checked in will not be charged for the day.
3. Families who are two weeks delinquent in Star Care payments will have their child(ren) dropped from the program.
4. Parents of students picked up after 6:00 p.m. will be charged \$1 for each minute after 6 p.m.
5. Full time and drop-in Star Care users will be billed monthly using a separate billing envelope. Payment will be due and payable on the 15th of the month.
6. The Star Care Program is an extension of St. Mary's School and therefore all school policies must be followed. All rules and regulations are in the Parent-Teacher Handbook.

STAR CARE FEES

A.	Morning Care	Each child	\$2.00 per day
B.	Full Time Morning & Afternoon Care	1 Child	\$110.00/month
		2 Children	\$160.00/month
		3 Children	\$210.00/month
		4 Children	\$260.00/month
C.	Full Time Star Care (After school)	1 Child	\$ 80.00/month
		2 Children	\$130.00/month
		3 Children	\$180.00/month
		4 Children	\$230.00/month
D.	Drop-in Rate	Each child	\$2.00 per hour

PARENTS OF CHILDREN PICKED UP AFTER 6:00 P.M. WILL BE CHARGED A LATE FEE OF \$1.00 PER MINUTE AFTER 6:00 P.M.

GUIDELINES FOR THE STAR CARE PROGRAM

1. All children are to be signed in by the Star Care personnel and signed out by the parent or authorized guardian only.
 - A. No child will be released to an unauthorized guardian, or to a person not listed on the registration or emergency care.
 - B. Authorization for a child to be picked up by a person other than those listed on the emergency care will be accepted by a phone call directed to the principal or school secretary or Star Care Supervisor.
2. Children will be accepted into the Star Care Program only after the parents have signed an Star Care Contract and agreed to the conditions stated within.
3. Ground rules for acceptable behavior will be posted at the Star Care site and on the Star Care page of the school website, www.stmarystars.org,
4. Kindergarten Star Care children are to be walked to the Star Care site and signed in by the extended care personnel.
5. An accurate roll sheet will be kept daily by the Star Care supervisors to account for all students.
6. A current file (including emergency cards and registration forms) will be kept on each student by the Star Care supervisors.
7. Snacks will be provided daily for each child.
8. At least two emergency numbers must be listed on each student's emergency card.
9. All payments are to be made directly to the school office by the 15th of the month. Checks are to be made payable to St. Mary's School. The Star Care supervisor and the aides will NOT accept Star Care payments.
10. Envelopes for Star Care payments will be provided.
11. Drop-in students will be governed by the same rules and guidelines that apply to full time Star Care students.
12. A Star Care supervisor will sign in each child at the start of the Star Care.
13. The parent or guardian will be contacted by phone immediately at 6:00 p.m. if the child has not been picked up.
14. Parents who are frequently late will be told they will not be allowed to use the Star Care Program.

CURRICULUM TO INCLUDE:

1. Snack Time
2. Outside play (organized games, free play)
3. Quiet time (homework, reading, story time)
4. Arts and Crafts
5. VCR/Computer/Inside Games

DISCIPLINE

1. The Star Care supervisor and aides are responsible for supervision of all children at all times.
2. All accidents will be documented and copies will be sent home with the parents.
3. Assertive Discipline procedures will apply to Star Care students. No corporal punishment will be used. The following procedures will be implemented by the Star Care supervisors for any serious infractions of the Star Care rules.
 - A. First time -- Note home to parents.
 - B. Second Time -- Conference with the supervisor, parent, and principal.
 - C. Third time -- Termination of child from Star Care program.
4. Children will be subject to disciplinary action for any of the following infractions:
 - A. Defiance of authority.
 - B. Disorderly conduct, including profanity and obscene behavior.
 - C. Destruction or mutilation of property or material belonging to the school, its personnel or other persons.
 - D. Fighting.
 - E. Possession of any controlled substance.
5. The Star Care supervisors will keep a logbook noting behavioral problems.
6. Please contact the Star Care supervisor or the school office for any problems that may arise in the Star Care program.

SCHOOL RULES

1. No gum chewing.
2. No ball bouncing or jumping rope inside.
3. NO throwing sand or removal of sand.
4. Sportsmanlike conduct is expected during all organized outdoor activities.
5. Children checked into Star Care may NOT leave the campus until picked up by designated person.