



Contact us: 512-308-1601

STARS

Bastrop ISD Community Programs

906 Farm Street
Bastrop, TX 78602
Phone: 512-308-1601
Fax: 512-308-1607

Bluebonnet STARS Site Number
512-332-0604
Cedar Creek STARS Site Number
512-321-4134
Emile STARS Site Number
512-321-2634
Lost Pines STARS Site Number
512-308-1659
Mina STARS Site Number
512-321-4182
Red Rock STARS Site Number
512-321-2361

BASTROP ISD STARS PARENT HANDBOOK 2009-2010

Family Friendly Schools and a Culture of High Achievement

BISD MISSION: To ensure the academic success of all students by fostering a commitment to excellence in teaching and learning.

GOAL: We strive to give each child the love and nurturing they need in the absence of their parent(s), as well as create a positive learning experience where they can grow physically, emotionally, socially and cognitively by offering a large variety of activities to each child. This will ensure that during their time spent away from home they will be happily engaged. We believe that communication between staff and the parent(s) is essential. We ask that you please inform us of your goals for your child (ren) and we will work towards those goals. Each day, the children will be engaged in various activities.

We take pride in our STARS Program and our staff. Bastrop ISD STARS Program facilities are licensed through the state of Texas and they follow all state regulations relating to childcare. The Department of Family Protective Services (DFPS) inspects the afterschool care centers on a regular basis. Bastrop ISD STARS Program has to meet all Minimum Standards of Texas. All staff members are trained in First Aid and CPR. Annual Child Development training of 15-30 hours per year is also required.

Parents are encouraged to visit the centers at any time. As a parent, you are encouraged to observe and to participate in activities and events. If you ever have suggestions or concerns, please feel free to talk about them openly to the staff. The management and staff are eager to know if there are ways our program might better serve your needs.

ENROLLMENT: Before your child can be admitted to our program, the following steps must be taken:

1. Enrollment forms completed with all signatures
2. Payment of all Registration and Tuition fees
3. Tuition Contract and Parent Handbook acknowledgement signed with driver's license number shown
4. Verification of legal custody (when indicated), parent or legal guardian must provide a signed copy for file

HOURS OF CARE: The Centers are open from the dismissal of the school day until 6:30 p.m., Monday through Friday. There will be a late fee of \$1.00 per minute, per child for those children left at the center after 6:30 p.m.

Our calendar will be the same as the Bastrop Independent School District calendar. If weather conditions warrant the closure of the public school system (BISD), the centers will also be closed.

If a minimum of 20 children enroll for staff preparation, in-service days, winter break, spring break, and/or summer break, the STARS Program will be open from 6:30 a.m. – 6:30 p.m. for additional fee (see attached calendar) . Notices and sign up sheets for specific events will be posted by the parent sign out form.

ARRIVAL AND DEPARTURE: School District Staff and STARS Staff will organize the transition of children from the school day to the afterschool program during the school year. During holidays and breaks, it is the parent's responsibility to take the child into the center, sign the child in, and leave them with a BISD STARS staff member. It is also the policy of the center for an adult, either the parent, or someone on the authorized list of persons, to pick up the child inside the center or from the playground. If someone other than the parent and/or preauthorized persons is to pick up your child, the center must be notified in writing prior to pick up time. If parent arrives at the facility when the campus' main office is open, parent is required to sign in at the main office before going to the afterschool center. If main office is closed, parent can go directly to the afterschool center. A picture identification will be required in both cases. The individual will be asked to sign the child out at the center. If a court order exists that denies an absent parent access to a child, the custodial parent must provide a signed court order for our files. Without this document, the center cannot keep an absent parent from contact with the child.

PARENT NOTIFICATION: When signing your child out daily, please look for any notifications and communications. They will be posted on the white board or next to the sign in/sign out sheet. Any policy changes or amendments to the parent's handbook will be delivered in writing to you and a signed acknowledgement will be required.

ATTENDANCE: If your child has not attended the normal school day, he/she cannot attend the STARS Program.

COMMUNICATION: Bastrop ISD STARS Centers encourage home and school cooperation. Parents are asked to inform staff of anything happening in the child's life that might affect his or her behavior at the center. Pertinent information will be beneficial for successful care of your child. Please do not hesitate to communicate to us any concerns you may have regarding your child, a peer, or an adult worker in the facility. Please remember to update your enrollment forms with your child's STARS teacher if any of the information changes.

FIRE AND SEVERE WEATHER: In case of severe weather conditions which threaten the children's health and well being, the director will instruct all staff to place the children in an interior room (inside main building) and cover their heads with mats. Children and teachers will remain there until otherwise instructed. Fire drills and tornado drills will be conducted on a regular basis. In case of toxic fumes or other severe circumstances, the facility will be evacuated immediately. The childcare centers will be participating in the crisis intervention plan used by the Bastrop Independent School District.

ILLNESS: For the protection of all children, ill children will **NOT** be kept in the center. If a child is brought in ill or becomes ill at the center, they will be immediately removed from the group. The child will be laid on a mat and kept as comfortable as possible while the director or person in charge calls the parents. **The child should be picked up immediately.** The center is not equipped to deal with ill children. The learning environment of our center is designed to work with children who feel well enough to participate in group activities and with group level supervision. Please remember children do not necessarily have to have a fever or vomit during periods of sickness. Common symptoms for which a parent is called: fever- (100.3 or higher), diarrhea (3 times in the course of 2 hours), vomiting, contagious skin or eye infection, profuse bodily discharge of any kind. Children are not to return to the center until they have been free of fever, diarrhea, and vomiting for 24 hours and can function normally in the school's daily routine. If it is state mandated that a child visit a doctor we must receive a written notice, signed by the doctor that states the diagnosis and a determination that the child can return to school. We must receive this before the child can return to the center.

MEDICATIONS: Bastrop ISD STARS Centers have chosen to help parents by administering medication when necessary. In order for this to be done, parents **MUST** complete a medication consent form for each medication to be given. **All** medications must be clearly labeled with the child's name and the date it was brought to the center. **All** medications must be in the original container. The center must administer it according to the label directions. If the label states to consult a physician for your child's size and age to determine the dosage we must have a written statement signed by a licensed health professional stating what dosage to administer.

INJURY: Every effort will be made to ensure the safety of your child. Unfortunately minor accidents sometimes occur. In the event of an accident you will be provided with an accident report. You will be asked to sign the report to acknowledge that you have been informed. The report will be kept on file and you will be provided a copy upon request. In case of serious accident or injury we will make every attempt to contact you for instructions. If you cannot be reached, the person indicated on your registration form will be contacted to make emergency medical decisions. Your signed medical release will also assist us in getting prompt medical attention. BISD is not responsible for any accident or injury that occurs during a BISD activity, and cannot pay or reimburse any medical bills that you or your child might incur.

NUTRITION: An after school snack, including a drink, will be provided by the school under the Federal Food Program. If you choose to provide your child's meals, including drinks and/or snacks from home, please understand that the center is not responsible for its nutritional value or for meeting the child's daily food needs.

ACTIVITIES: Children will participate in planned activities that encourage social, physical, creative, and academic growth. Children are encouraged to be creative and to think on their own. We also encourage the development of peer relationships including interacting appropriately with others and character development. Children's input is used to determine activities and all activities are designed to be age appropriate. The STARS program is a Parent Funded Licensed Group Childcare Center. No electronic devices or personal items are permitted. (example.....game boys, cell phones, mp3 players, electronic games, etc.)

HYGIENE: Proper hygiene is taught starting with hand washing before and after each meal and after each bathroom use.

PLAYGROUND: Each class will use the playground upon availability, if the weather permits, according to the teacher's schedule for the day. Staff/child ratio set forth by the Minimum Standards will be adhered to at all times. By signing the parent handbook acknowledgment, I understand that my school's playground does not meet the Texas Minimum Standards for a childcare facility. However, I will allow my child to use the elementary school's playground facilities.

ANIMALS: Animals are not allowed at the STARS centers.

FIELD TRIPS AND WATER ACTIVITIES: Parents will be notified at least 48 hours in advance as to the date, time, location, and any supplies needed. The staff/child ratio set forth by the Minimum Standards will be adhered to at all times.

BEHAVIOR: All children are expected to behave appropriately while attending the center. The following incidences are examples of behavior that will result in a report to parents:

1. Biting, hitting, and kicking or any other malicious act will result in a Notice of Major Behavioral Incident Report
2. Any incident that endangers your child, a peer or an adult in the facility

A copy of all reports sent home will be kept in the child's folder. Bastrop ISD STARS Centers reserve the right to drop any child from the roll who becomes incorrigible or detrimental to the welfare of the group.

DISCIPLINE: Discipline must be:

- (1) Individualized and consistent for each child
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing on unacceptable behavior
- (2) Reminding a child of behavior expectations daily by using clear, positive statements
- (3) Redirecting behavior using positive statements, and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and Development stage, which is limited to no more than one minute per year of the child's age

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment
- (2) Punishment associated with food, naps, or toilet training
- (3) Pinching, shaking, or biting a child
- (4) Hitting a child with a hand or instrument
- (5) Putting anything in or on a child's mouth
- (6) Humiliating, ridiculing, rejecting, or yelling at a child
- (7) Subjecting a child to harsh, abusive, or profane language
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

Each STARS Licensing Binder is located on the Parent Table. It contains the Minimum Standard Rules for Licensed Childcare Centers and current facility inspections. Contact information : Department of Family Protective Services (512)834-3241 www.dfps.state.tx.us

Child Abuse Hotline (800)252-5400

STARS Office (512)308-1601

STARS PROGRAM ENROLLMENT FORM 2009-2010

School Name:		Current Grade Level:	Child's Home Telephone No.:
Child's Name:		Date of Birth:	Alternate Cell Phone No.:
Street Address: (no P.O. Box)		City:	State/Zip:
Date of Admission	Date of Withdrawal	E-mail address:	
Parent's or Guardian's Name		Address (if different from child's address)	
List telephone numbers where parents/guardian may be reached while child will be in care:		Mother's Telephone No.	Father's Telephone No.
			Guardian's Telephone No.
Give the name, address and phone number of person to call in case of an emergency if parents / guardian cannot be reached:			Relationship
I hereby authorize the childcare facility to allow my child to leave the childcare facility ONLY with the following persons. (NAME and PHONE NUMBER)			

CHECK ALL THAT APPLY:	
<p>1. <input type="checkbox"/> TRANSPORTATION: I hereby <input type="checkbox"/> give <input type="checkbox"/> do not give – my consent for my child to be transported and supervised by facility's employees: Check box for emergency care <input type="checkbox"/> on field trips <input type="checkbox"/> to and from home <input type="checkbox"/> to and from school</p>	
<p>2. <input type="checkbox"/> WATER ACTIVITIES: I hereby <input type="checkbox"/> give <input type="checkbox"/> do not give – my consent for my child to participate in water activities: <input type="checkbox"/> sprinkler play <input type="checkbox"/> splashing/wading pools <input type="checkbox"/> swimming pools <input type="checkbox"/> water table play</p>	
<p>3. <input type="checkbox"/> FIELD TRIPS: I hereby <input type="checkbox"/> give <input type="checkbox"/> do not give – my consent for my child to participate in Field Trips:</p>	
<p>4. <input type="checkbox"/> RECEIPT OF WRITTEN OPERATIONAL POLICIES. I acknowledge receipt of the operational policies including those for discipline and guidance.</p>	
<p>5. <input type="checkbox"/> I give permission for sunscreen to be applied to my child. Each child must have their own bottle of sunscreen labeled with his/her name. For good health & sanitation, sunscreen can not be shared with other children.</p>	
<p>_____</p> <p>Signature - Parent or Legal Guardian</p>	

SCHOOL AGE CHILDREN:	
<input type="checkbox"/> My child attends the following school:	
Name of School and Address _____	School Ph.# _____
CHECK ALL THAT APPLY:	
<input type="checkbox"/> His / her immunization record is on file at the school and all immunizations and tuberculosis test are current. Current Vision and Hearing screening records are also on file.	
<p>_____</p> <p>Names of Siblings:</p>	

List any special problems that your child may have, such as allergies, existing illness, previous serious illness, injuries during the past 12 months, any medication prescribed for long-term continuous use, and any other information which staff should be aware of:

AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION:

In the event that I cannot be reached to make arrangements for emergency medical attention, I authorize the person in charge to take my child to:		
Name of Physician:	Address : City:	Ph.# :
Name of Hospital :	Address : City:	Ph.# :
<p>I give consent for BISD to secure any and all necessary emergency medical care for my child & release BISD of all responsibility including financial in the case of accident or injury that occurs during a BISD activity.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature - Parent or Legal Guardian</p>		

**Bastrop Independent School District
STARS PROGRAM FAMILY TUITION CONTRACT 2009-2010**

Child's Name: _____

Our Enrollment process requires that you commit to the same number of sessions and days per week. Schedule/plan changes are allowed on a semester basis only. **One week advance notice is required.** There is a \$25 per child or \$45 per family registration fee due at the time of enrollment for the 2009-2010 school year. Enrollment in Summer STARS requires a separate additional registration fee. **Effective 8/24/09, our new payment policy will be to collect tuition on a monthly basis by either, check, money order or credit card.**

_____ My child will attend 1-2 days per week at a rate of **\$100** per month. (Circle days child will attend- M Tu Wed Thur Fri)

_____ My child will attend 3-5 days per week at a rate of **\$160** per month.

I. TUITION PAYMENTS

- Monthly tuition payments are due on the 1st of each month. Accounts will be charged a late fee of **\$ 10 on the 3rd** of the month. Accounts not paid by the 5th will not be allowed to attend the program. Accounts two weeks past due will result in disenrollment.
- **Tuition will be charged at the contracted rate regardless of attendance.**
- The above monthly rates do not include the weeks of Christmas, New Years and Spring Break. Additional fees will be charged for participation during those weeks.

II. HOLIDAYS Your site will be open Monday through Friday from school dismissal until 6:30 p.m. during the school year. All sites will be closed on the following holidays: September 7th, November 26th and 27th, December 24th, 25th, and 31st, January 1st and 4th, April 2nd, and May 31st.

III. NSF CHECKS Federal Automated Recovery Systems (**FARS**) receive and process all checks returned insufficient. Thereafter, only payments in the form of money order or credit card are acceptable.

IV. EARLY DISMISSAL, LATE START, and NO SCHOOL DAYS (Not included in regular contracted rates.)

- All Day Release/Breaks — There will be a **\$ 15** additional charge per day for attendance on an all day release or during holiday breaks. If a family reserves a slot to attend the STARS program during these weeks, tuition will be charged regardless of attendance. The location of the program may be different than the one your child normally attends. (See attached calendar for program availability).
- **TUITION MUST BE PAID ONE WEEK IN ADVANCE FOR BREAKS.** Please provide a sack lunch.

V. LATE PICK-UP CHARGE **\$1** per minute, per child, if not picked up by 6:30 p.m.

VI. NOTICE OF WITHDRAWAL A parent may withdraw a child at any time. One week's written notice of disenrollment is required. Parents failing to give notice will still be held liable for one week of tuition.

We reserve the right to alter our fee schedule, policies, and program status with a written two week advance notice.

I have read, understand, and accept all conditions and terms as described above.

I further understand that this is a legally binding contract between Bastrop ISD and myself.

Printed Name: _____

Printed Name: _____

Signature: _____

Signature: _____

Driver's License # _____

Driver's License# _____

Date: _____

Date: _____

STARS All Day Out & Closure Dates

August 2009

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2010

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	(12)	13
14	(15)	16	17	18	19	20
21	22	23	24	25	26	27
28						

September 2009

S	M	T	W	T	F	S
		1	2	3	4	5
6	X	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

March 2010

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	(15)	(16)	(17)	(18)	(19)	20
21	(22)	23	24	25	26	27
28	29	30	31			

October 2009

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	(12)	13	14	15	16	17
18	19	20	21	(22)	23	24
25	26	27	28	29	30	31

April 2010

S	M	T	W	T	F	S
				1	X	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November 2009

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	(25)	X	X	28
29	30					

May 2010

S	M	T	W	T	F	S
						1
2	(3)	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	X					

December 2009

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	(21)	(22)	(23)	X	X	26
27	(28)	(29)	(30)	X		

June 2010

S	M	T	W	T	F	S
		1	2	3	(4)	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

January 2010

S	M	T	W	T	F	S
					X	2
3	X	(5)	6	7	8	9
10	11	12	13	14	15	16
17	(18)	19	20	21	22	23
24	25	26	27	28	29	30
31						

July 2010

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

○ All Day Out/ Early Release
X Closed