



# CITY OF STAR



## BEFORE AND AFTERSCHOOL PROGRAM 2023-24





## **WELCOME PARENTS AND STUDENTS TO THE 2023-24 SCHOOL YEAR**

**THANK YOU FOR REGISTERING YOUR CHILD TO ATTEND THE CITY OF STAR'S BEFORE/AFTERSCHOOL PROGRAM. WE LOOK FORWARD TO THE OPPORTUNITY TO PROVIDE YOUR CHILD WITH RECREATIONAL ACTIVITIES THAT ARE CREATIVE, FUN ACTIVE, AND SAFE. STUDIES HAVE FOUND THAT AFTER SCHOOL PROGRAMS CAN BENEFIT A CHILD'S ACADEMIC, SOCIAL, EMOTIONAL, AND PERSONAL DEVELOPMENT AS WELL AS HELP CHILDREN STAY SAFE AND AVOID HIGH-RISK BEHAVIORS. WE ENCOURAGE ALL PARENTS TO BECOME FAMILIAR WITH THE BEFORE AND AFTER SCHOOL GUIDELINES AND TO DISCUSS THE PROGRAM RULES AND EXPECTATIONS WITH THEIR CHILDREN. IF YOU HAVE ANY QUESTIONS OR CONCERNS ABOUT YOUR CHILD'S EXPERIENCE IN A YOUTH PROGRAM, PLEASE DON'T HESITATE TO CALL US AT 208-286-7247 EXT. 4001 AND ASK FOR ANNIE PEW. FOR MORE INFORMATION, VISIT STARIDAHO.REC.COM FOR REGISTRATION INFORMATION.**

### **PROGRAM DIRECTOR:**

**ANNIE PEW  
208-286-7247 EXT. 4001  
APEW@STARIDAHO.ORG**

### **LOCATION:**

**STAR ELEMENTARY SCHOOL  
700 N. STAR ROAD / MAIN GYM**

### **HOURS:**

**7:00-9:00AM  
3:50-6:00PM**

**WE FOLLOW THE WESTADA SCHOOL DISTRICT CALENDAR. OUR BEFORE AND AFTER SCHOOL PROGRAMS ARE CLOSED ON NON-SCHOOL DAYS, WEEKENDS, AND HOLIDAYS. YOU MAY CHECK OUT OUR RECREATION PAGE FOR CLASSES THAT ARE BEING PROVIDED ON THOSE DAYS OFF OF SCHOOL AT STARIDAHO.ORG/REC.**

### **REGISTRATION INFORMATION**

**CITY OF STAR RECREATION PROVIDES A BEFORE AND AFTER SCHOOL PROGRAM AT STAR ELEMENTARY. THIS PROGRAM IS AVAILABLE FOR STUDENTS IN KINDERGARTEN THROUGH 5TH GRADE. STUDENTS WITHIN THESE GRADE LEVELS CAN PARTICIPATE IN OUR BEFORE AND AFTER SCHOOL PROGRAM AT OUR CURRENT RATE:**

**\$10 FOR ONE DAY OF BEFORE OR AFTER CARE  
\$20 FOR ONE DAY OF BEFORE AND AFTER CARE  
\$50 FOR WEEKLY BEFORE SCHOOL OR AFTER CARE  
\$100 FOR WEEKLY BEFORE AND AFTER CARE**

**WE DO OFFER WEEKLY REGISTRATIONS AT STARIDAHO.REC.COM. IF YOU WOULD LIKE TO BE ON A MONTHLY PLAN, PLEASE EMAIL ANNIE PEW AT APEW@STARIDAHO.ORG FOR INVOICING OPTIONS.**

**THERE ARE NO REGISTRATION FEES BUT, EVERYONE MUST PREREGISTER AND A REGISTRATION FORM MUST BE COMPLETED FOR EACH CHILD ATTENDING. THE FORM INCLUDES PERSONAL INFORMATION, MEDICAL NEEDS, AND EMERGENCY CONTACTS FOR EACH CHILD. FORMS MUST BE COMPLETED ANNUALLY AND ANY CHANGES TO THIS INFORMATION REQUIRES A NEW FORM TO BE COMPLETED.**

**EACH CHILD WILL NEED TO BE REGISTERED WEEKLY BY FRIDAY AT 5:00PM THE WEEK BEFORE TO ATTEND OUR PROGRAMS. THIS WILL HELP US PLAN FOR SCHEDULING AND TO LET THE SCHOOL/TEACHERS KNOW BY MONDAY WHO WILL BE ATTENDING THE PROGRAM WEEKLY. WE WOULD LIKE THIS PROGRAM TO BE FLEXIBLE WITH FAMILY SCHEDULES, SO ON-TIME REGISTRATION IS A MUST!**



## WELCOME PARENTS AND STUDENTS TO THE 2023-24 SCHOOL YEAR

### SIGNING IN AND OUT:

**PARTICIPANTS ARE REQUIRED TO CHECK-IN AND CHECK-OUT WHEN COMING TO AND LEAVING THE PROGRAM. PARENTS, GUARDIANS, AND AUTHORIZED INDIVIDUALS LISTED ON THE REGISTRATION FORM ARE REQUIRED TO ESCORT AND SIGN THE CHILD OUT OF THE PROGRAM DAILY UNLESS THE PARTICIPANT IS AUTHORIZED TO WALK/ BIKE HOME. A PICTURE ID WILL BE REQUIRED FOR INDIVIDUALS PICKING UP A CHILD. FOR SAFETY, WE CANNOT SEND OUT STUDENTS TO BE PICKED UP IN THE PARKING LOT. IF CIRCUMSTANCES REQUIRE YOUR STUDENT TO BE ESCORTED TO YOUR VEHICLE, PLEASE NOTIFY THE PROGRAM DIRECTOR IN ADVANCE. STUDENTS WHO SELF-TRANSPORT HOME WILL BE ENCOURAGED TO NOTIFY PARENTS OR GUARDIANS WHEN DEPARTING THE PROGRAM. 1ST AND 2ND GRADERS MAY NOT WALK HOME UNATTENDED AND MUST BE PICKED UP BY INDIVIDUALS APPROVED ON THE REGISTRATION FORM. 3RD, 4TH, 5TH GRADERS MAY WALK OR RIDE THEIR BIKES HOME. THEY MUST INFORM STAFF BEFORE THEY LEAVE AS WELL AS CALL PARENTS OR APPROVED INDIVIDUALS TO INFORM THEM THEY ARE DEPARTING THE SCHOOL FOR HOME. ALL STUDENTS MAY USE THE CITY OF STAR CELL PHONE TO CONTACT PARENTS WHEN DEPARTING THE PROGRAM. CHILDREN ARE NOT ALLOWED TO LEAVE WITH ANYONE OTHER THAN AN ADULTS SPECIFIED ON THEIR REGISTRATION FORM. IF AN UNAUTHORIZED ADULT TRIES TO PICK UP A PARTICIPANT, STAFF WILL ATTEMPT TO CONTACT THE PRIMARY GUARDIAN AND GAIN VERBAL CONSENT OVER THE PHONE. PLEASE NOTIFY THE CITY OF STAR PROGRAM ANYTIME AN UNAPPROVED INDIVIDUAL WILL BE PICKING UP YOUR STUDENT FOR THE DAY. IF CUSTODIAL ISSUES ARE IN DISPUTE, CITY OF STAR RECREATION REQUIRES THAT YOU PROVIDE US WITH A COPY OF YOUR DIVORCE DECREE AND CUSTODY ARRANGEMENT.**

### LATE PICK UP FEE:

**PARENTS WILL BE CHARGED A \$20 LATE FEE FOR EVERY 10 MINUTES LATE IF, A PHONE CALL TO THE STAFF WAS NOT MADE. PLEASE MAKE SURE YOU ARE COMMUNICATING WITH STAFF IF YOU WILL NOT MAKE IT ON TIME. IF PICKING UP LATE HAPPENS MORE THAN 3 TIMES, A \$100 LATE FEE WILL BE ACCESSED AND A SUSPENSION TO THE PROGRAM WILL BE INFORCED.  
PLEASE CALL: THE CITY OF STAR CELL PHONE NUMBER IS 208-844-1378.**

### PHONE USE:

**STUDENTS HAVE ACCESS TO OUR CITY OF STAR CELL PHONE AND MAY MAKE PHONE CALLS HOME AFTER GAINING PERMISSION FROM OUR PROGRAM STAFF. OUR PHONE USE IS LIMITED TO MEANINGFUL PHONE CALLS TO PARENTS AND GUARDIANS. PHONE ACCESS IS GRANTED TO YOUTH TO MAKE IMPORTANT CALLS AS DETERMINED BY CITY OF STAR STAFF AND STUDENTS WILL NOT BE GRANTED PHONE USE FOR NONESSENTIAL REASONS, SUCH AS SOCIALIZING OR MAKING AFTER SCHOOL PLANS.  
THE CITY OF STAR CELL PHONE NUMBER IS 208-844-1378.**

### MEALS/SNACKS:

**STAR ELEMENTARY OFFERS BREAKFAST (FREE OR REDUCED OR PURCHASE) AT 8:30AM. PLEASE SEND BREAKFAST AND/OR A SNACKS WITH YOUR STUDENTS AS NEEDED. DUE TO ALLERGIES, WE WILL NOT BE PROVIDING ANY SNACKS FOR THE CHILDREN.**



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### HOMework:

OUR PROGRAM IS DEDICATED IN HELPING OUR STUDENTS SUCCEED IN THE CLASSROOM. WE WILL HAVE TIME TO HELP WITH HOMEWORK AS NEEDED. IF YOUR STUDENT MAY NEED EXTRA HELP WITH ANOTHER SUBJECT, PLEASE REACH OUT SO WE CAN ACCOMMODATE SOME EXTRA TIME. WE WILL HAVE A QUIET SPACE AND TIME SET ASIDE FOR STUDENTS TO COMPLETE HOMEWORK. STUDENTS ARE NOT REQUIRED TO COMPLETE HOMEWORK, HOWEVER, ARE ENCOURAGED TO DO SO. IF YOU WOULD LIKE TO REQUEST YOUR STUDENT COMPLETES HOMEWORK WHILE ATTENDING, PLEASE NOTIFY ANNIE PEW TO MAKE THESE ACCOMMODATIONS.

### ILLNESS, INJURIES AND EMERGENCY POLICY:

IF A PARTICIPANT IS NOT FEELING WELL BEFORE OR AFTER SCHOOL, PARENTS WILL BE NOTIFIED TO PICK UP THEIR CHILD. CITY OF STAR RECREATION FOLLOWS WEST ADA SCHOOL DISTRICT GUIDELINES FOR SICK STUDENTS, AS OUTLINED IN THE SCHOOL STUDENT HANDBOOK. IF A PARTICIPANT IS ABSENT OR HOME SICK FROM SCHOOL, THEY MAY NOT ATTEND THE BEFORE OR AFTER SCHOOL PROGRAM FOR THAT DAY. STUDENTS SHOULD BE FEVER FREE FOR 24 HOURS WITHOUT FEVER REDUCING MEDICINE BEFORE RETURNING TO OUR PROGRAM. IF A STUDENT'S HAS SEVERE ALLERGIES, PLEASE NOTIFY ANNIE (PROGRAM DIRECTOR). IF A STUDENT IS INJURED WHILE ATTENDING THE PROGRAM, PARENTS WILL BE PROMPTLY NOTIFIED WITH DETAILS ABOUT THE INCIDENT. IN THE EVENT OF AN INJURY REQUIRING PARAMEDICS, EMERGENCY SERVICES WILL BE NOTIFIED PRIOR TO PARENTS OR GUARDIANS BEING NOTIFIED. ONCE A CALL HAS BEEN PLACED TO 9-1-1, PARENTS AND GUARDIANS WILL THEN BE CONTACTED. ADDITIONALLY, IF A STUDENT IS SERVING A SCHOOL SUSPENSION OR DID NOT ATTEND SCHOOL ON A GIVEN DAY, THAT STUDENT MAY NOT ATTEND THE PROGRAM THAT DAY.

### VALUABLES & TOYS:

VALUABLES, TOYS AND ELECTRONICS ARE NOT PERMITTED AT BEFORE OR AFTER SCHOOL PROGRAM. CELL PHONES MUST BE KEPT IN THE PARTICIPANT'S BAG DURING PROGRAM HOURS. THE CITY OF STAR IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS. HOWEVER, STUDENTS CAN USE THEIR OWN PHONE OR CITY OF STAR PHONE TO CALL PARENTS.

### DAILY ACTIVITIES:

WE PROVIDE DAILY ACTIVITIES, CRAFTS, AND CITY OF STAR RECREATION PROGRAMS THAT ARE UNIQUE TO OUR BEFORE AND AFTER-SCHOOL LOCATION. WE OFFER EXTRACURRICULAR ACTIVITIES IN THE FIELDS OF SCIENCE, FITNESS, ART, READING, HOMEWORK HELP AND MUCH MORE. WE ALSO PARTNER WITH MANY OUTSIDE ORGANIZATIONS TO PROVIDE UNIQUE PROGRAMMING, ART INSTRUCTIONS, AND SPORTS TO THE YOUTH INVOLVED IN THE BEFORE/AFTER SCHOOL PROGRAMS. FOR INFORMATION ON OUR DAILY OR WEEKLY ACTIVITIES, CONTACT ANNIE PEW OR SPEAK TO OUR STAFF. A MONTHLY CALENDAR WILL GO HOME WITH A LIST OF ACTIVITIES.



## WELCOME PARENTS AND STUDENTS TO THE 2023-24 SCHOOL YEAR

### OUR EMPLOYEES:

WE EMPLOY A DIVERSE, EDUCATED, AND ENGAGING ARRAY OF EMPLOYEES TO ASSURE YOUR CHILD IS ENJOYING SAFE AND HEALTHY ACTIVITIES BEFORE AND AFTER SCHOOL. OUR EMPLOYEES ARE ALL BACKGROUND CHECKED, CPR CERTIFIED, AND ARE TRAINED IN NUMEROUS YOUTH PROGRAM TOPICS, ACTIVITIES, AND SAFETY PROCEDURES THROUGHOUT THE YEAR. THESE TOPICS INCLUDE CUSTOMER SERVICE, GROUP MANAGEMENT, YOUTH AND STAFF BOUNDARIES AND SAFETY, RECREATION GAMES AND ACTIVITIES, LOVE AND LOGIC TECHNIQUES, AND OTHER PROFESSIONAL DEVELOPMENT TOPICS. IF YOU HAVE ANY PROGRAM QUESTIONS OR NEEDS, OUR DEDICATED AND INFORMED STAFF ARE ALWAYS AVAILABLE TO ASSIST YOU.

### BEHAVIOR EXPECTATIONS AND GUIDELINES:

CITY OF STAR RECREATION PROMOTES LEARNING AND POSITIVE ENGAGEMENT IN A SAFE ENVIRONMENT. CHILDREN ARE EXPECTED TO CONDUCT THEMSELVES IN A SAFE AND RESPECTFUL MANNER TOWARDS THEMSELVES, OTHER PARTICIPANTS, AND STAFF. ALL PARTICIPANTS, PARENTS/GUARDIANS AND EMPLOYEES ARE RESPONSIBLE FOR READING AND FAMILIARIZING THEMSELVES WITH THE FOLLOWING POLICIES AND PROCEDURES. IF A PARTICIPANT'S BEHAVIORS ARE DISRUPTIVE, PARENTS WILL BE CONTACTED TO DISCUSS BEHAVIORS AND A POSSIBLE SUSPENSION FROM THE PROGRAM.

EXAMPLES OF INAPPROPRIATE BEHAVIOR INCLUDE (BUT ARE NOT LIMITED TO):

INAPPROPRIATE ACTION/BEHAVIOR: ABUSIVE OR INSENSITIVE LANGUAGE AND/OR INAPPROPRIATE GESTURES/ACTIONS DIRECTED TOWARD PARTICIPANTS, STAFF, OR OTHER PERSONS.

HARM TO OTHERS: PHYSICALLY ASSAULTING ANOTHER PERSON (PARTICIPANTS, STAFF, OR OTHER PERSONS), INCLUDING STRIKING, PUSHING, SHOVING, SPITTING, PROXIMITY INTIMIDATION AND/OR GRABBING; OR OTHER ATTEMPT OR THREAT TO PHYSICALLY INJURE ANOTHER PERSON.

HARM TO SELF: PHYSICALLY HARMING/INJURING SELF OR ATTEMPTING OR THREATENING TO DO SO.

MISUSE/DAMAGE OF PROPERTY: IMPROPER CARE OR MISUSE OF ITEMS THAT BELONG TO THE CITY, SITE LOCATION OR ITEMS BELONGING TO ANOTHER PERSON.

STEALING: REMOVING PROPERTY BELONGING TO OTHERS, THE CITY, OR OTHER FACILITIES WITHOUT PERMISSION.

NON-COMPLIANCE WITH RULES: NON-COMPLIANCE WITH PROGRAM AND FACILITY RULES.

POSSESSING WEAPONS OR DANGEROUS ITEMS: BRINGING WEAPONS, OR LOOK-ALIKE WEAPONS, TO THE PROGRAM THAT MAY HARM OTHERS OR DAMAGE PROPERTY IS NOT PERMITTED. CITY OF STAR RECREATION GUARDIANS ACCEPT FULL RESPONSIBILITY FOR THEIR CHILD'S USE OF ANY AND ALL APPARATUS, APPLIANCES, FACILITY PRIVILEGE OR SERVICE WHATSOEVER, OWNED AND OPERATED BY CITY OF STAR PARKS AND RECREATION. GUARDIANS ACKNOWLEDGE THAT CHILDREN ARE PARTICIPATING AT HIS/HER OWN RISK AND SHALL HOLD CITY OF STAR PARKS AND RECREATION, ITS DIRECTORS, OFFICERS, EMPLOYEES, REPRESENTATIVES, AND AGENTS HARMLESS FOR ANY AND ALL LOSS, CLAIM, INJURY, DAMAGE, OR LIABILITY SUSTAINED OR INCURRED BY ME RESULTING THERE FROM.

GUARDIANS AUTHORIZE CITY OF STAR PARKS AND RECREATION TO SECURE EMERGENCY MEDICAL/SURGICAL CARE FROM A LICENSED PHYSICIAN AND/OR HOSPITAL FOR THEIR CHILD SHOULD SUCH CARE BE NECESSARY. ALL REASONABLE EFFORTS WILL BE MADE TO NOTIFY GUARDIANS BEFORE SUCH ACTION IS TAKEN, AND THE EXPENSE OF SUCH AN EMERGENCY WILL BE ACCEPTED BY THE GUARDIAN. GUARDIANS CONFIRM THAT THEY UNDERSTAND THIS IS STRICTLY A PRE-REGISTERED PROGRAM AND THAT GUARDIANS ARE EITHER: A) RESPONSIBLE FOR PICKING UP CHILDREN ON TIME OR B) COMMUNICATING WITH CHILDREN ON ALTERNATIVE FORMS OF TRANSPORTATION AND/OR WALKING HOME. GUARDIANS UNDERSTAND THAT IT IS NOT THE RESPONSIBILITY OF THE CITY OF STAR PARKS AND RECREATION STAFF TO KEEP CHILDREN WHO WISH TO LEAVE THE PROGRAM.