



Stars & Comets 2019 - 2020 Calendar

August 2019

M	T	W	T	F
★ 12	13	14	15	16
19	20	21	22	23
★ 26	27	28	29	30

September 2019

M	T	W	T	F
★ 9	10	11	12	13
16	17	18	19	20
★ 23	24	25	26	27
30				

October 2019

M	T	W	T	F
★ 7	8	9	10	11
★ 14	15	16	17	18
★ 21	22	23	24	25
28	29	30	31	

November 2019

M	T	W	T	F
★ 4	5	6	7	8
11	12	13	14	15
★ 18	19	20	21	22
★ 25	26	27	28	29

December 2019

M	T	W	T	F
★ 2	3	4	5	6
★ 9	10	11	12	13
★ 16	17	18	19	20
★ 23	24	25	26	27
★ 30				

January 2020

M	T	W	T	F
★ 6	7	8	9	10
★ 13	14	15	16	17
★ 20	21	22	23	24
★ 27	28	29	30	31

February 2020

M	T	W	T	F
★ 3	4	5	6	7
★ 10	11	12	13	14
★ 17	18	19	20	21
★ 24	25	26	27	28

March 2020

M	T	W	T	F
★ 2	3	4	5	6
★ 9	10	11	12	13
★ 16	17	18	19	20
★ 23	24	25	26	27
★ 30	31			

April 2020

M	T	W	T	F
★ 6	7	8	9	10
★ 13	14	15	16	17
★ 20	21	22	23	24
★ 27	28	29	30	31

May 2020

M	T	W	T	F
★ 4	5	6	7	8
★ 11	12	13	14	15
★ 18	19	20	21	22
★ 25	26	27	28	29

Payments

★ Payment Week (Bi-Weekly EFT collected). Payment will be processed on the Monday of each week with this symbol.

AM Only (Elementary or Middle School) - \$115
 PM Only (Elementary) - \$145
 PM Only (Middle School) - \$115
 AM and PM (Elementary) - \$195
 AM and PM (Middle School) - \$165

Symbol Key

○ All Schools Closed / S & C Open
 ⊗ All Schools Closed / S & C Closed
 PCS Pinellas County Schools Closed / S & C Open
 WCS Westlake Only Closed / S & C Open
 ER Westlake Early Release / S & C Open



CHILD'S ENROLLMENT RECORD

DIRECTOR'S USE ONLY
Date enrolled _____

Child's full legal name _____
First Middle Last Nickname

Date of Birth _____ Sex _____

Primary Hours of Care From _____ To _____ Days of Week in Care _____

Child's Physical Address _____
Street Address (number, apartment #, street) City State Zip Code

Family Information: Child Lives with _____

Parent's Name _____ Parent's Name _____

Address: _____ Address _____

Home Phone: _____ Home Phone: _____

Employer: _____ Employer: _____

Address: _____ Address: _____

Work Phone _____ Cell _____ Work Phone _____ Cell _____

Custody: Mother _____ Father _____ Both _____ Other _____ Name _____

Emergency Contacts:

Child will be released only to the custodial parent or legal guardian and the persons listed below. The following people will also be contacted and are authorized to remove the child from the children's center in case of illness, accident or emergency, **if for some reason the custodial parent(s) or legal guardian(s) cannot be reached:**

Name _____

Home Phone _____ Cell Phone _____

Address _____
Street Address (number, apartment #, street) City State Zip Code

Name _____

Home Phone _____ Cell Phone _____

Address _____
Street Address (number, apartment #, street) City State Zip Code

Please use additional sheet of paper to list name, address and phone number of any other people authorized to pick the child up.

CONTINUED ON BACK

ADDITIONAL IMPORTANT STARS & COMETS REGISTRATION INFORMATION:

Child Name: _____ Family Email Address: _____

Grade Entering **19 / 20** School Year: _____ School Attending: _____

Field Trip Shirt Size: (Circle One) Youth XS Youth Sm Youth Med Youth Lrg Youth XL Adult Sm Other: _____

If Possible, Please Place My Child With the Following Student(s)*: _____

First Choice: _____ Second Choice: _____

Placement in same class is not guaranteed. Both children should be in the **same grade level.
Please limit requests to two students. Putting more than 2 students could negate ALL requests.*

PM EXPRESS CAR CIRCLE TIME SLOT (OPTIONAL): See # 20

_____ 5:00 PM - 5:20 PM _____ 5:30 PM - 5:45 PM _____ I DO NOT WISH TO ENROLL IN PM EXPRESS

MEAL PLAN (OPTIONAL): See # 3

\$60 at the time of registration / \$75 after you have already registered

_____ YES, PLEASE ENROLL MY CHILD IN THE MEAL PLAN PROGRAM

_____ NO, MY CHILD WILL BRING A LUNCH FROM HOME ON FULL DAYS / SCHOOL OUT DAYS

LIABILITY RELEASE:

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above-named minor ("student"). I, on my own behalf, and on behalf of the minor, agree to release, indemnify, and to hold harmless Palm Harbor United Methodist Church, and all of its Ministries; Westlake Christian School, The Robin's Nest, Stars & Comets, and Camp CUBBER, and their respective directors, officers, representatives, ministers, members, agents, guests, invitees, students, employees, and volunteers from any and all claims, including but not limited to bodily injury or property damage claims, judgments, loss, costs, and expenses arising out of or connected with attendance at all of the above Ministries, and any claim arising out of or connected with any illness or injury that Minor may incur or sustain during the program, all activities associated with the program, and while traveling to and from the site for the program. I have read and agree.

Signature: _____ Date: _____

FEES, POLICIES, AND CODE OF CONDUCT:

I have read and agree to the fees, policies, and conduct described in this 2019- 2020 registration packet (detailed on the last 5 pages of this packet). I have also reviewed, fully understand, and have explained to my child the Code of Conduct including the behavior that is expected and the consequences if not upheld which includes the discipline and expulsion policy.

Signature: _____ Date: _____

PHOTO RELEASE:

As parent and / or legal guardian, I give permission to Palm Harbor United Methodist Church and any of it's ministries or aliases (Camp CUBBER, Stars and Comets, etc.) to reproduce and publish photographs taken of my child for any necessary or appropriate camp or church related publicity purposes which may include, but are not limited to printed publications such as brochures and newsletters, digital images, website, videos and social media. I acknowledge that neither the minor children nor I will receive financial compensation for any such publications.

Signature: _____ Date: _____

FIELD TRIP PERMISSION:

I give my consent for my child, _____, to go on any field trip with Stars & Comets @ PHUMC and to make incidental stops en route and return as may be desirable or necessary. I will be notified in writing 24 hours in advance of the designated site of the field trip including necessary details. I understand that I hold Palm Harbor United Methodist Church, Stars & Comets, Camp CUBBER, its officers, agents, and employees harmless from any and all liability claims, which may arise out of or in connection with my child's participation in this activity. I authorize school representatives to obtain medical treatment for my child in case of illness or injury and agree to pay for any expense incurred for this treatment. I fully understand that students are to abide by all rules and regulations governing conduct during the trip. Any violation of these rules may result in a child's removal from part or all of the field trip and the parent / guardian may be notified to pick their child up from the field trip location.

Signature: _____ Date: _____

Sign in the presence of a Notary

STATE OF FLORIDA: COUNTY OF PINELLAS

The foregoing instrument was acknowledged before me this _____ day of _____, 2019 by _____, who is _____ personally known to me or _____ has produced the following identification -

State Issued ID #: _____ Other ID #: _____

Notary
Stamp
or Seal:

Signature of Notary Public



Food Experience Permission Form

I give permission for my child _____ to participate in food related activities.

Please check one of the following:

_____ My child DOES NOT have a food allergy or dietary restriction.

_____ My child DOES have a food allergy or dietary restriction. He or she may participate, but may not eat or handle the following items (please list below)

_____ My child DOES have a food allergy or dietary restriction. He or she may not participate in activities.

Parent Signature

Date

WESTLAKE STUDENTS - PLEASE COMPLETE 2 OF THE 3 COPIES OF THIS FORM
ALL OTHER STUDENTS - PLEASE COMPLETE ALL 3 COPIES OF THIS FORM



EMERGENCY MEDICAL RELEASE

This form must contain only one child's name, and be the original notarized form.

A new notarized form is required when there is a change in legal guardianship.

Please Print Information

Child's Full Name: _____ **Birthdate:** _____

Allergies: _____

Medicines Routinely Taken: _____

Name of Custodial Parent(s)/Legal Guardian(s): _____

Address: _____
Street Address (number, apartment #, street) City State Zip Code

Home Telephone _____ Cell Telephone _____ Work Telephone _____

Family Physician's Name/Health Care Resource: _____

Address: _____
Street Address (number, apartment #, street) City State Zip Code

Telephone () _____

Hospital Preference: _____
Name City

Medical Insurance Company: _____

Policy #: _____ Expiration Date: _____

Emergency Contact (if custodial parent/guardian cannot be reached): _____

Address: _____
Street Address (number, apartment #, street) City, State, Zip Code

Home Telephone _____ Cell Telephone _____ Work Telephone _____

Sign in the presence of the Notary.

I hereby give my consent to any emergency facility and physician to administer necessary treatment to my child _____, in the event of an emergency at which time I cannot be reached. I give consent to transport by ambulance if situation warrants it.

Signature of Custodial Parent/Legal Guardian (Affiant)

STATE OF FLORIDA COUNTY OF _____

The foregoing instrument was acknowledged before me on _____ 20_____
(Month) (Day) (Year)

by _____, who is personally known to me or who has
(Name of Affiant)

produced _____ as identification.
(Type of Identification)

SEAL OF NOTARY

Signed: _____ (Signature of Notary)

WESTLAKE STUDENTS - PLEASE COMPLETE 2 OF THE 3 COPIES OF THIS FORM
ALL OTHER STUDENTS - PLEASE COMPLETE ALL 3 COPIES OF THIS FORM



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Medicines Routinely Taken: _____

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Address: _____
Street Address (number, apartment #, street) City State Zip Code

Home Telephone _____ Cell Telephone _____ Work Telephone _____

Family Physician's Name/Health Care Resource: _____

Address: _____
Street Address (number, apartment #, street) City State Zip Code

Telephone () _____

Hospital Preference: _____
Name City

Medical Insurance Company: _____

Policy #: _____ Expiration Date: _____

Emergency Contact (if custodial parent/guardian cannot be reached): _____

Address: _____
Street Address (number, apartment #, street) City, State, Zip Code

Home Telephone _____ Cell Telephone _____ Work Telephone _____

Sign in the presence of the Notary.

I hereby give my consent to any emergency facility and physician to administer necessary treatment to my child _____, in the event of an emergency at which time I cannot be reached. I give consent to transport by ambulance if situation warrants it.

(Child's Full Name)

Signature of Custodial Parent/Legal Guardian (Affiant)

STATE OF FLORIDA COUNTY OF _____

The foregoing instrument was acknowledged before me on _____ 20_____
(Month) (Day) (Year)

by _____, who is personally known to me or who has
(Name of Affiant)

produced _____ as identification.
(Type of Identification)

SEAL OF NOTARY

Signed: _____ (Signature of Notary)

WESTLAKE STUDENTS - PLEASE COMPLETE 2 OF THE 3 COPIES OF THIS FORM
ALL OTHER STUDENTS - PLEASE COMPLETE ALL 3 COPIES OF THIS FORM



EMERGENCY MEDICAL RELEASE

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Please Print Information

Child's Full Name: _____ **Birthdate:** _____

Allergies: _____

Medicines Routinely Taken: _____

Name of Custodial Parent(s)/Legal Guardian(s): _____

Address: _____
Street Address (number, apartment #, street) City State Zip Code

Home Telephone _____ Cell Telephone _____ Work Telephone _____

Family Physician's Name/Health Care Resource: _____

Address: _____
Street Address (number, apartment #, street) City State Zip Code

Telephone () _____

Hospital Preference: _____
Name City

Medical Insurance Company: _____

Policy #: _____ Expiration Date: _____

Emergency Contact (if custodial parent/guardian cannot be reached): _____

Address: _____
Street Address (number, apartment #, street) City, State, Zip Code

Home Telephone _____ Cell Telephone _____ Work Telephone _____

Sign in the presence of the Notary.

I hereby give my consent to any emergency facility and physician to administer necessary treatment to my child _____, in the event of an emergency at which time I cannot be reached. I give consent to transport by ambulance if situation warrants it.

Signature of Custodial Parent/Legal Guardian (Affiant)

STATE OF FLORIDA COUNTY OF _____

The foregoing instrument was acknowledged before me on _____ 20_____
(Month) (Day) (Year)

by _____, who is personally known to me or who has
(Name of Affiant)

produced _____ as identification.
(Type of Identification)

SEAL OF NOTARY

Signed: _____ (Signature of Notary)

PREAUTHORIZED WITHDRAWAL AUTHORIZATION FORM

Please provide a VOIDED CHECK to verify correct bank routing and account numbers with your Financial Institution.

COMPANY NAME: Palm Harbor United Methodist Church

COMPANY NUMBER: 59 - 1689278 (Tax. ID)

I (we) authorize Palm Harbor United Methodist Church, hereinafter called Company, to initiate debit entries and if necessary, credit entries for adjustments to any debit entries made in error to the account at the Financial Institution listed below:

_____	_____
Bank Name	Routing / Transit Number (9 positions)
_____	_____
Payee Name (Please Print)	Checking Account Number

ENTERING GRADE: _____ EFT AMOUNT: _____

SELECT ONE: BI-WEEKLY: _____ MONTHLY: _____

Please Note:

Stars & Comets bi-weekly Withdrawal will be processed every other Monday (on the “starred’ weeks on the calendar). Stars & Comets monthly withdrawal will be processed on the 8th of every month. Stars & Comets offers a \$10 sibling discount per bi-weekly payment off the second and third child (\$21 sibling discount for monthly).

Authorized debit entries include tuition, registration, meal plan, t-shirt fees, lunch fees, late pickup fees, replacement clothes fees, non-notification fees, club / activity fees, or other additional charges that may arise including any outstanding balances. The authority is to remain in full force and effect for both the school year and summer programs until the Company has received written notification of its termination in such time and in such manner as to afford Company and Depository Institution a reasonable opportunity to act upon it.

_____	_____	_____
Child’s Name	Add’l Child’s Name (if applicable)	Add’l Child’s Name (if applicable)

_____	_____
Authorized Signature	Date

2019 - 2020 Fees, Policies, Conduct / Discipline, & Releases (Please Retain for your Records)

1. A **non-refundable** registration fee is due at registration.
 - \$60.00 for the first child - returning students *if re-enrolling by May 17, 2019*
 - \$80.00 for the first child - new and returning students after May 17, 2019
 - \$50.00 for the first child - new and returning students AFTER January 1, 2020 (partial year)**NEW in 2019 - 2020: There is a \$10 discount on registration for siblings** (on the 2nd, 3rd, or 4th child)
2. Tuition payments cover all full days including Professional Education Days (Pro Ed Days); Thanksgiving Break / Winter Break / Spring Break, and all other holidays we are open (for list of closed holidays see #11). There are NO additional fees for Field Trips or Special On-Site Guests / Activities. **Tuition is due REGARDLESS of whether or not the student is in attendance. There are also NO REFUNDS, DISCOUNTS or COMPENSATION for absence, illness, vacation, holidays, or school closures.**
3. On full days, students are provided with a field trip or special activity at no additional cost. Students may elect to bring their lunch from home on those full days or enroll in the **Stars & Comets meal plan program**. Students enrolling in the meal plan program will be provided with a hot lunch or bagged lunch on all days full day care is provided (**students will still need to bring a lunch from home on any half days / early dismissal school days**). Purchasing the meal plan at the time of registration is \$60. Purchasing the meal plan after you have already registered (but prior to Jan. 1, 2020) is \$75. Purchasing the meal plan after January 1, 2020 (covers the second half of the year) is \$40. This program is optional, however, students not on the meal plan will need to remember to bring a lunch on all full days. Students that arrive without a lunch on those days will be charged \$5.50 for lunch for the first 3 instances and \$10 per instance thereafter.
4. Tuition payments will be due every other week. The school term covers 42 weeks. There will be 21 payments throughout the school year. EFT biweekly payments are:

ELEMENTARY	AM only - \$115 / PM only - \$145 / AM & PM - \$195
MIDDLE SCHOOL	AM only - \$115 / PM only - \$115 / AM & PM - \$165

Payment dates are marked on the registration calendar with a star. If desired, your annual tuition can be paid in 10 monthly installments (instead of 21 biweekly payments). Each monthly payment will be withdrawn on the eight (8th) of EACH month starting Thursday, August 8, 2019 and ending on Friday, May 8, 2020. Payments are equal to 2.1 bi-weekly payments and are as follows for EFT payment:

ELEMENTARY	AM only - \$241.50 / PM only - \$304.50 / AM & PM - \$409.50
MIDDLE SCHOOL	AM only - \$241.50 / PM only - \$241.50 / AM & PM - \$346.50
5. Payments are due for **EVERY WEEK of the school year** including Thanksgiving Break, Winter Break, and Spring Break REGARDLESS of whether or not the student is in attendance.
6. There is a tuition discount of \$5.00 per week for siblings (\$10 per bi-weekly payment / \$21 per monthly payment).
7. **Stars & Comets requires automated payment. Payments will be made via Electronic Funds Transfer (EFT) which is a form of preauthorized withdrawal.** Doing this allows us to serve you more effectively, and better allocate our time and resources. If your family has a concern about this form of payment (or your ability to commit to this form of payment) please see the Director prior to registration.
8. Should you choose to withdraw your child from the program, there will be **NO REFUND of fees given for unused days. Also, notice of said withdrawal must be given at least two weeks in advance. Your final full bi-weekly or monthly tuition will still be due even if withdrawal occurs during the middle of an installment.**
9. **We reserve the right to dismiss a child whose tuition payment becomes delinquent unless arrangements are made in advance between the parent and the Director or the Board of Education Bookkeeper.** If space is still available, the student will be readmitted upon receipt of the outstanding tuition. Parents or guardians who encounter difficulty with the above payment rates are encouraged to talk with the Director or Board of Education Bookkeeper prior to the tuition date.
10. **A \$25.00 service fee will be charged for all returned checks or bounced transfers.** (If the bank service charge is higher, the higher rate will prevail.)
11. Stars and Comets will be **CLOSED** for the following days: Labor Day (9/2), Thanksgiving Day (11/28), the day after Thanksgiving (11/29), Christmas Eve (12/24), Christmas Day (12/25), New Years Eve (12/31), New Years Day (1/1), Martin Luther King, Jr Day (1/20), Good Friday (4/10), and Memorial Day (5/25).
12. Late Pickup Fee: Stars & Comets closes promptly at 6:00 PM. A late fee is due for families arriving to pickup after that time. The fee is **\$1.00 per minute, per family for every minute after 6:00 PM.** Should you experience an unexpected circumstance that delays you from picking up before closing, please call the Stars & Comets office prior to 5:50 PM to inform our staff what time you expect to arrive by. A ten (10) minute grace period will be given UP TO ONCE A MONTH for those special situations when we are notified by phone. **Students not picked up from the car circle by 5:45 PM will be escorted to the Stars & Comets closing room. Students not picked up by 6:00 PM will be escorted to the Stars & Comets office.**
13. Morning Care Student Arrival Time: Students attending morning care **SHOULD ARRIVE at least 5 minutes prior to published transportation departure times** - which is typically by 7:50 AM for elementary or by 8:55 AM for middle school.

2019 - 2020 Fees, Policies, Conduct / Discipline, & Releases (Please Retain for your Records)

14. Full Day Care Student Arrival Time: Students **SHOULD PLAN TO ARRIVE BY 9:00 AM** (unless the designated field trip departs prior to 9:00 AM).
- If you sign your child up to attend a full day and then decide to instead keep him / her home, please notify the Stars & Comets office (via phone, email, or in person) in advance when possible and by no later than 9:00 AM. If you do not do so, the Stars & Comets office will then attempt to reach you and there will be a non-notification fee charged (See #15). If you have signed your child up to attend a full day, but he / she will not be present by 9:00 AM, please notify the office (via phone, email, or in person) in advance when possible and by no later than 9:00 AM of what time to expect him / her. If you do not do so, the Stars & Comets office will attempt to reach you and there will be a non-notification fee charged (See #15).
 - Please make sure that your child arrives at Stars & Comets by the appropriate time indicated on the field trip notification (email). Students arriving late may not make their field trip. Field trip transportation needs are determined at the time of departure. Unless prior accommodations have been made through the Stars & Comets office, if your child is not present at the time of his / her field trip departure, the program considers him / her **ABSENT FOR THE DAY**. Students who miss a field trip departure will not be allowed to be dropped off at a field trip site **UNLESS** the Stars & Comets office confirms that adequate transportation back to Stars & Comets is available. Students arriving late cannot be left behind with another group (or left in the office) without advanced notice and approval from the Stars & Comets office. Please note that while we seek to accommodate families with special circumstances (with advanced notice), the ability to have a student join another group or remain in the office **MAY NOT** be possible as often no groups / staff remain on site on field trip days. Again, students arriving after his / her field trip departure time **WILL NOT** be admitted to Stars & Comets unless advanced accommodations have been made through the Stars & Comets office. Should you have an issue with a field trip departure time please coordinate **IN ADVANCE** through the Stars & Comets office to see if accommodations can be made.
15. Non-Notification Fee: **Failure to notify Stars & Comets of a child's absence will result in a \$5.00 FEE. This applies to both regular school days AND full days.**
- For regular school days: Parents must notify the Stars & Comets office (via phone, email, or in person) **by 1:00 PM** if the student will not be attending Stars & Comets after care for any reason (including illness, vacation, after school clubs, etc.).
 - For full days: Approximately 7 business days prior to any day where full day care will be provided (or seven business days prior to the start of any holiday break) there will be an attendance form for you to select if your child will be attending or not. That attendance form will be with your child's group leader and at express. In order to plan appropriately for staffing, transportation, field trips / special activities, meals, snacks, etc., Stars & Comets will need a response of whether or not your child will be attending by 6:00 PM no less than 3 business days prior to said full day(s), or by 6:00 PM no less than 3 business days prior to the start of a holiday break.
 - If you sign your child up to attend a full day and he / she will not be attending for any reason or will be arriving after 9:00 AM please notify the Stars & Comets office (via phone, email, or in person) in advance when possible and by no later than 9:00 AM (See #14). Failure to notify the Stars & Comets office in advance will result in a \$5.00 non-notification fee.
 - Families who abuse the non-notification policy will be charged a \$10.00 fee per instance after the **SECOND (2nd) NON-NOTIFICATION** and a \$15 fee per instance after the **FOURTH (4th) NON-NOTIFICATION**.
 - If your child misses the bus or van due to his / her own delinquency or gross tardiness and our vehicle must make a return trip to pick them up from school, you will be charged a \$5.00 Return Trip Fee for that pickup.
16. Campus Closure: If / when the Pinellas County School Board, Emergency Management Services, or Palm Harbor United Methodist Church determines that school should be cancelled or the facilities are unsafe due to hurricanes, tornados, floods, inclement weather, or unsafe building conditions, Stars and Comets will also be **CLOSED** and no refund, discount, or compensation will be given.
17. Evacuation Location: In the event of an emergency while students are on campus where the premises are deemed unsafe by emergency management or law enforcement, our primary evacuation plan will be to walk through the field to the Presbyterian Church of Palm Harbor, located at 2021 Nebraska Ave. Palm Harbor, FL 34683. Should we need a secondary evacuation location, we will utilize buses (if possible) to transport students to the Palm Harbor Library, located at 2330 Nebraska Ave, Palm Harbor, FL 34683.
18. **All students MUST BE CHECKED IN AND OUT by a parent/guardian or previously authorized representative - this includes our middle school students.**
19. AM Express Drop Off: There will be a staff posted outside the designated Stars & Comets entrance with a clipboard to allow you to sign your child in (while remaining in the car if desired). Students will then be escorted / directed from there to their classroom by a Stars & Comets staff member. This service will be available on **BOTH SCHOOL DAYS AND FULL DAYS**. This service is optional and AM families can feel free to bring their child directly to his / her classroom if desired.

HOURS OF AVAILABILITY: **REGULAR SCHOOL DAYS: 6:30 AM - 7:45 AM**

FULL DAYS* (WHEN BOTH WCS AND PCS ARE NOT IN SESSION): 6:30 AM - 8:45 AM

***AM Express Drop Off will end at 7:45 AM anytime EITHER Westlake Christian OR Pinellas County Schools are in session.**

2019 - 2020 Fees, Policies, Conduct / Discipline, & Releases (Please Retain for your Records)

20. **PM Express Car Line:** As of the start of Stars & Comets registration for 2019 - 2020, we again plan to offer 2 PM Express Car Circle time slots and plan to run that program from the cafeteria. Please note that we will continue to assess that program and there may be changes to (or even discontinuation of) that program as deemed appropriate or necessary during the 2019 - 2020 school year.
- PM Express Car Line will be available for 2 time slots only, *5:00 PM - 5:20 PM and 5:30 PM - 5:45 PM*. Pickup location will be outside the cafeteria.
 - Enrollment in PM Express Car Line is optional. Parents can sign up for a time slot for express car line or come inside the building (through the designated entrance) to pick their child up each day. When selecting a time slot, it should be the time you anticipate arriving EVERY DAY.
 - Students not picked up from the car line by 5:45 PM will be escorted back to their group's closing room.
 - Again, this should be the time you plan to pick your child up EVERY DAY. If you don't know your schedule at the time of filling out this registration packet, you may be able to sign your child up for a PM Express Car Line time slot later, but please be aware that one or both of the time slots may fill and CLOSE.
 - Should you not be able to make your assigned express time slot or if you desire to pick your child up earlier / later for any reason, you may remove your child from express for the day and pick him / her up in their room. While we are happy to remove your child from express as needed (and even move your child permanently to the other time slot if there is still room in that time slot), unfortunately we cannot move your child to a different express time slot for a single day. Also we cannot add a child not enrolled in express to a time slot for a single day without 24 hours advance notice. Please note that calls to remove a child from express **SHOULD OCCUR MORE THAN 15 MINUTES BEFORE YOUR SELECTED TIME SLOT**.
 - As you arrive in your car, a staff will radio the express room to have your child brought to the car circle by the cafeteria / flag pole (southwest side of campus).
 - Also please note, if your child is enrolled in a Stars & Comets (or PHUMC) after school club, your child **WILL NOT BE ELIGIBLE FOR PM EXPRESS CAR CIRCLE** on those days. Again, instead of using express, you would need to go to the club activity room / location or your child's room to pick him / her up on those days.
 - When picking your child up you will need to be ready to show your Driver's License (which will be checked with the information provided on this registration paperwork) to ensure you are an eligible pickup person.
21. **Field Trips:** Parents will be notified at least 24 hours in advance of all field trips including projected departure and return times. Those notifications typically come via email in the monthly email updates. No additional fees will be charged for field trips; their cost is included in your weekly tuition. Field trips may be changed due to weather, scheduling conflicts with the trip provider, illness, transportation problems, or other factors beyond our control. **NO REFUND WILL BE GIVEN DUE TO THESE CHANGES**. The cancelled trip will be replaced with an activity, special event, or a later field trip.
- Stars & Comets t-shirts (one included in registration fee) **ARE REQUIRED FOR ALL NON-SWIMMING FIELD TRIPS**. If a child arrives without a Stars & Comets t-shirt on a field trip day, he/she will be given another one and the parent will be charged \$10.00 (added to the next EFT payment).
 - Please make sure that your child arrives at Stars & Comets by the appropriate time indicated on the field trip notification email (See #14).
 - Return times posted on the field trip notification (email) may vary due to traffic or safety concerns beyond our control. Should extreme delays occur you will be notified as soon as possible by phone.
22. **Snack / Meals:** **Stars and Comets offers an afternoon snack daily. On days where the students are on site all day (full days), a morning snack and afternoon snack will be provided.** Lunch is provided for families who have signed up for the meal plan program. A weekly snack calendar is posted outside the office. Please consult the snack calendar regularly to ensure your child will enjoy the provided snack. If your child is not able to eat the snack provided due to allergies or will not enjoy the provided snack due to personal preference, a snack should be provided from home.
23. **Cell Phones:** **Please do not allow students to bring cell phones to the program.** They will have no need for them while they are here and all staff will have a cell phone or communication device in case of emergency. Students who bring a cell phone will be told to **TURN IT OFF (NOT ON VIBRATE)**, put it away with their belongings, and asked not to bring it back. Any student not complying with the above rules **WILL HAVE THEIR CELL PHONE CONFISCATED** and returned to the parent at time of pickup. Students who continue to disobey the cell phone policy will face the discipline action stated in the code of conduct (#28).
24. **Movies:** While at Stars and Comets, **students are allowed to view movies rated G and PG that will be selected by a staff member.** Stars and Comets will make a concerted effort to screen or review any movie selected for the program. Offsite movie selections will be made in advance and posted. If there is a specific movie you wish for your child to see or not to see please notify their teacher and / or an office staff.
25. **Faith Content:** **Stars & Comets is a Christian before / after school care program, and a ministry of Palm Harbor United Methodist Church. While at the program, children will encounter some level of exposure to the Christian faith.** Students are encouraged to grow their faith and given core principles (through the Orange Curriculum) that focus on **KEY CHRISTIAN VALUES** such as Compassion, Determination, Fairness, Generosity, Gratitude, Honesty, Integrity, Love, Obedience, and many more. Other forms of faith content may include: child or instructor led prayer during chapel,

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kid's praise and worship songs during chapel, instructor led or group style prayer over food, Bible stories, student or instructor led discussions, and more. There are also optional programs offered through Palm Harbor United Methodist Church that involve spiritual content. These programs include Cherub Choir, God Rodz, His Kids Choir, Network 45, and more.

26. Dress Code: **Students are expected to dress moderately and appropriately.** Please no spaghetti straps or mid-drift tops. Tops must be loose fitting and be an appropriate length. **Skirts and shorts should be of a moderate length, going to at least mid thigh. Generally speaking, shorts going to the end of your child's fingertips would be appropriate.** Clothing should be worn as manufactured (not rolled up on the waistband or legs). Shirts may only be "banded" with a rubber band or hair tie if NO PORTION OF THE STOMACH is being revealed. Clothing should not have printing or graphics on it that is inappropriate for a Christian program. **PLEASE NOTE:** Closed toed shoes should be worn for all regular before and after school care days and for all non-swimming full days / school out days. Stars & Comets by its nature is full of daily activities that require movement where sandals or other open toed shoes are not suitable. Sandals or flip flops may be worn if there are any swimming field trip days only. **WE RESERVE THE RIGHT TO REFUSE A STUDENT WHOSE DRESS IS INAPPROPRIATE.**
27. Change of Clothes: Younger students and those students prone to bathroom accidents are strongly encouraged to bring a change of clothes with them to Stars & Comets. If your child has an accident and does not have a change of clothes with him / her, the Stars & Comets office will issue underwear, shirt, and shorts to wear and there will be a \$5 fee. Brand new underwear will be given to each child, which is yours to keep. The shirt and shorts should be washed and returned by Friday of that week or an additional \$10 fee will be charged.
28. Personal Property: Stars & Comets allows students to bring money on selected field trips (monthly email update will notate which field trips it is appropriate to bring money on); however, it is the sole responsibility of the student to hold, secure, and maintain said monies. Depending on itinerary and current staff, students may or may not have the opportunity to spend said monies. Stars & Comets and its staff WILL NOT be held responsible for lost, misplaced, or stolen monies or other personal property. If there is an issue of possible theft or another situation where it is deemed necessary by Stars & Comets management, a student's personal belongings may be looked through by a group leader or office staff. If there are things students would like to be kept personal or confidential, please leave these items at home. Any items with a dispute of ownership will be held in the Stars & Comets office until both parents have arrived.
29. Code of Conduct / Discipline and Expulsion Policy: Reasonable rules and regulations are essential to ensure each child's safety and allow each child to experience full enjoyment of our program. PLEASE REVIEW THE PROGRAM'S CODE OF CONDUCT AND DISCIPLINE POLICY WITH YOUR CHILD. Please note that physical punishment will not be used in any form at Stars & Comets. We will not subject your child to discipline that is severe, humiliating, or frightening. Neither will we associate discipline with food, rest, or toileting.
- Student will stay with program staff in assigned area & must have consent from staff to go to another area. Student will not wander or leave the group at any time without prior permission.
 - Student will show courtesy, respect, and good manners toward fellow students and staff members.
 - Student will not lie or intentionally mislead staff or other campers.
 - Student will not use abusive, crude, obscene, sexual, or inappropriate language, writing, or gestures.
 - Student will not bring items (books, magazines, electronic devices, etc.) with abusive, crude, obscene, sexual, or inappropriate language, writing, gestures, or displays with them to the program. Student will not seek out abusive, crude, obscene, sexual, or inappropriate language, writing, gestures, or displays on program or personal computers or electronic devices,
 - Student will not exhibit "bullying" behavior. Stars & Comets defines "bullying" behavior as a repetition, pattern, or combination of any of the following behaviors: name calling, shaming, intimidating, targeting, being aggressive towards another student, or ostracizing / excluding / isolating another student.
 - Student will keep hands and feet to themselves. No kicking, hitting, pushing, inappropriate touch, etc. - ABSOLUTELY NO FIGHTING.
 - Student will be respectful of property belonging to the center and fellow campers. Student will not break or damage property through intent, malice, or careless behavior. *Parent / Guardian will be responsible for payment of any damaged or destroyed property.*
 - Good sportsmanship and fair play must be displayed at all times.
 - Student will not bring violent toys or instruments or items that could be used as such.
 - Student will abide by all bus / van safety rules:
 - Student will remain seated and have SEAT BELT BUCKLED AT ALL TIMES
 - Student will exit bus / van ONLY as the driver or staff member directs
 - Student will remain in assigned loading area and will not enter bus / van until the driver or Stars & Comets staff member indicates it is safe to do so
 - A quiet voice will be used at all times – NO YELLING
 - Student will sit in assigned seat if designated or if the driver appoints one
 - Student will refrain from eating and drinking while on the bus / van

We seek to set appropriate limits and utilize positive techniques to encourage and guide student behavior. That can be seen in a variety of ways, from color charts, positive reinforcement and public recognition of positive behavior, and the use of the treasure box or other reward systems..

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FAILURE TO OBEY THE ABOVE RULES WILL RESULT IN A PROGRESSION OF DISCIPLINARY ACTION DEEMED APPROPRIATE BY PROGRAM STAFF / ADMINISTRATION. The disciplinary action will be based on the severity of the camper's action / incident that occurred. Should behavior be extreme or repeated, multiple steps will likely be skipped.

DISCIPLINARY ACTION MAY INCLUDE THE FOLLOWING:

- a. Verbal warning(s) and / or redirection
- b. A period of "time out" (in view of staff member) which may include missed time during a field trip / special activity or being relocated to an alternate group for a brief period of time
- c. A one on one behavior discussion with the group leader or administrator
- d. A written notice with details of behavior, requiring parent / guardian signature
- e. A parent conference with the Director by phone
- f. Student may be moved to a different class / group for a period of time to be determined by the Director
- g. When it is deemed necessary by the Director, parent / guardian may be called to take the student home
- h. An in-person parent conference with the Director, group leader, and camper
- i. Student may be suspended from the program for one (1) to five (5) days. Length of suspension will be determined by the Director based on the behavior, situation, and any other circumstances.
- j. If the student cannot be kept safe in our care, the student is jeopardizing the safety of other students in our care, the student has shown repeated issues with the same behavior regardless of consequence, or a behavior / action (or progression of behaviors / actions) is deemed extreme the student may be expelled from the program at the discretion of the Director
- k. Any behavior that is deemed malicious, violent, sexual, or results in physical and / or property damage may result in advanced stages of discipline, including, but not limited to, immediate suspension or expulsion from the program (to be determined by Director)
- l. Should a student be sent home early, suspended or expelled from the program, there will be no refund of tuition or cost reduction for time or days missed. For students who are expelled from the program, no additional payments should be collected or due after the date of expulsion.
- m. **Students who reach advanced stages of disciplinary action or display repeated inappropriate behavior (receiving multiple written behavior notices) MAY NOT be eligible for re-enrollment for future school years (or summers).**

Stars & Comets and its staff / administration reserves the right to implement any of the above steps deemed necessary, based on the severity of the behavior or actions taken by the student.

30. Photo Release: As parent and/or legal guardian, I give permission to Palm Harbor United Methodist Church and any of its aliases (Camp CUBBER, Stars and Comets, etc.) to use the above named child's photo for any necessary or appropriate church related publicity purposes; however, no internet based publicity will be done without additional consent.

We know that you have many before / after school care options for your child and we thank you for selecting Stars & Comets at Palm Harbor United Methodist Church. While we believe that our program is one of the best options in the Tampa Bay area, we know it is not for everyone. We do expect families that register for Stars & Comets 2019 - 2020 to understand, agree with, and abide by our fees, policies, conduct / discipline, and releases including our payment options and the photo release. If you find that these policies are not for you, we encourage you to find a program that better suits the needs of your family.

The acknowledgment and acceptance of the fees, policies, conduct / discipline, and releases page is found on the next page (entitled ADDITIONAL IMPORTANT STARS & COMETS REGISTRATION INFORMATION) of this registration packet. Thank you!