



Stars & Comets 2022 - 2023 Calendar

© Palm Harbor United Methodist Church				
August 2022				
M	T	W	T	F
8	9	w/s	w/s	w/s
17	18	19	20	21
22	23	24	25	26
29	30	31		
September 2022				
M	T	W	T	F
1	2	3	4	5
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
October 2022				
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
31				
November 2022				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
December 2022				
M	T	W	T	F
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
January 2023				
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			
February 2023				
M	T	W	T	F
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			
March 2023				
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
April 2023				
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
May 2023				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
June 2023				
M	T	W	T	F
			1	2
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				
★ Payment Week (Bi-Weekly EFT collected)				



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
CHILD'S ENROLLMENT RECORD
(Back Page)

Medical Information:

Child's Physician/Health Resource _____

Telephone Number _____

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

Hospital Preference _____

Name of Dentist _____ **Telephone** _____

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

Meals typically served while in care: Breakfast AM Snack Lunch PM Snack Supper

Emergency Care Plan instructions (if applicable) _____

MISCELLANEOUS INFORMATION

List all known allergies _____

List all identifying scars, birthmarks, skin discolorations _____

Special medical or dietary needs of child _____

List any areas of concern _____

My signature below verifies that:

I give permission to consult the child's physician/health resource listed above in case of emergency if parent/legal guardian cannot be reached.

I have received a copy of the "Know Your Child's Children's Center" brochure.

I was notified in writing of the disciplinary and expulsion policies used by the children's center.

I was provided the food and nutrition policies used by the children's center.

Your signature below indicates that you have received the above items and that the information on this enrollment form is complete and accurate. I hereby grant permission for the staff of this facility to have access to my child's records.

Signature of Custodial Parent or Legal Guardian

Date

ADDITIONAL IMPORTANT STARS & COMETS REGISTRATION INFORMATION:

Child Name: _____ Grade Entering **22 / 23** School Year: _____

School Attending for 22 / 23 School Year: _____

School Attended for 21 / 22 School Year (if different from above): _____

Primary Family Email Address: _____

Second Family Email Address (if desired): _____

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 one to two students. Putting more than 2 students could negate ALL requests.

THE NATURE OF STARS & COMETS:

While we believe Stars & Comets will be a positive experience for most children, there are some parts of the program that can be difficult for certain potential students or their families and should be considered before registering:

- Stars & Comets is a program with lots of transitions. Students change rooms / activities often. Regular routines are also often broken up by special activities or field trips. Students that struggle with transitions or having their regular routines shifted may not find Stars & Comets to be a good fit.
- Stars & Comets will have a weekly, biweekly, or monthly chapel time that will feature moving / changing / strobing theatrical lighting, live music, and a large audience (can be as many as 200 people in attendance).
- Students will have use of TV's and electronic devices (video game systems, iPads, computers, etc.) in some rooms as part of either regular before / after care or a full day experience. Program activities could also include a movie experience (on site).
- We target 16 - 18 students in each group, typically with one group leader. So prospective students should be prepared for a large group class format. Also, most of our staff are not specifically trained to work with students with special needs. Prospective students who need one-on-one care (or one-on-a-few care) will not find Stars & Comets to be a good fit.
- Students will go on field trips on select days as part of break weeks / full days where care is provided. Those trips are a part of the program experience and we do not have the staff or ability to offer alternate accommodations if students do not want to go (or if families do not want their child to go). Families may, of course, choose to keep their child home on a field trip day if desired. Though not often, please be aware that some field trips may leave rather early or return later in the afternoon. Transportation is typically provided on church shuttle buses or school buses, and on occasion on passenger vans or charter buses. These forms of transportation can sometimes be difficult on students that struggle with motion sickness.
- Stars & Comets is a larger before / after school care that is part of a huge campus that can be a bit overwhelming at times for new families and pickup persons coming for the first few times. Also, because of the size of the campus and number of students, drop-off / pickup can take longer than other programs at times and parents should plan accordingly.
- Stars & Comets is a church before / after school care program. Students will encounter Christian music and elements of the Christian faith while at the program (see #24 of fees, policies, and conduct page). Please note that we DO NOT provide alternate accommodations to remove students of varying faiths during those times.

I understand the nature of Stars & Comets as stated above AND all of the information I have provided above is complete and accurate to the best of my knowledge.

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: _____

IF YOU WOULD PREFER YOUR CHILD BE EXCLUDED FROM SOCIAL MEDIA PUBLICITY:

*I prefer that my child's photograph **NOT** be used on social media **IF / WHEN** possible (please note this means your child may be **EXCLUDED** from photos being taken **AND / OR** activities that are being photographed).*

Parent Initials

ADDITIONAL IMPORTANT STARS & COMETS REGISTRATION INFORMATION:

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: _____

SAFETY / PERCEIVED RISK:

In light of the ongoing COVID-19 situation, we have designed our campus to be as safe as possible and taken into account current guidelines and regulations. As a church, we have taken additional steps in the planning and implementing of all of our ministries that we hope will keep all children, families, and staff safe and protected from potential exposure to this or any other illness. With that said, there is no guarantee that illness will not occur when deciding to enroll your child in a program like ours where he / she will be around other children and staff members and where parents / guardians will be around others while picking up. Please be advised that there is a certain amount of calculated risk you are assuming by enrolling your child in this program. You should evaluate your own risk as you determine whether or not to enroll your child. In line with CDC guidelines, we specifically do not recommend individuals at high risk with severe underlying medical conditions enroll (or be utilized as pickup persons). If there is a case or cases of COVID-19, Stars & Comets will follow the recommendations of the Florida Department of Health. PHUMC, including Stars & Comets, disclaims all liability for COVID-19 on our property.

Signature: _____ Date: _____

FEES, POLICIES, AND CODE OF CONDUCT:

I have read and agree to the fees, policies, and conduct described in this 2022- 2023 registration packet (detailed on the last 6 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: _____

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 program 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 _____, 20____ by _____, who is _____ personally known to me or _____ has produced the following identification -
State Issued ID #: _____ Other ID #: _____.

Signature of Notary Public

Notary
Stamp
or Seal:



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
(Child's Full Name)

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 this _____ 20_____
(Month) (Day) (Year)

by means of ☐ physical presence or ☐ online notarization by _____ who is personally known
(Name of Affiant)

to me or has produced _____ as identification.
(Type of identification)

SEAL OF NOTARY

Signed: _____ (Signature of Notary)



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
(Child's Full Name)

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 this _____ 20_____
(Month) (Day) (Year)

by means of ☐ physical presence or ☐ online notarization by _____ who is personally known
(Name of Affiant)

to me or has produced _____ as identification.
(Type of identification)

SEAL OF NOTARY

Signed: _____ (Signature of Notary)



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



Emergency Care Form

This form should accompany children being transported by the children's center that have a chronic medical condition, i.e. asthma, diabetes or seizures.

This section should be completed by the children's center:

Child's Name _____

Condition _____

Symptoms _____

Medications/Supplies to be available _____

Name of adult trained to respond to the emergency _____

This section to be completed by parent or health care provider:

The following steps should be followed in the event that this condition requires action:

- _____
- _____
- _____
- _____
- _____

Parent or guardian's signature _____

Director's signature _____

Date _____

See Child Enrollment Form or Emergency Medical Release Form for Health Care Provider and Preferred Hospital Information.

PREAUTHORIZED WITHDRAWAL AUTHORIZATION FORM

Initial Your Selected Payment Option:

_____ Please use the new EFT account information provided below for all 2022 - 2023 school year Stars & Comets expenses.

_____ I will pay all 2022 - 2023 school year Stars & Comets expenses:

_____ IN FULL (payment due at registration)

_____ or SEMI ANNUALLY (half payments due @ registration and on/before January 9, 2023)

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 starting on August 8, 2022. 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 (\$21.50 sibling discount for monthly).

Authorized debit entries include tuition, 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

2022 - 2023 Fees, Policies, Conduct / Discipline, & Releases (Please Retain for your Records)

1. Registration Fee: A **non-refundable** registration fee is due at registration.
 \$70.00 for returning Stars & Comets students
 \$85.00 for new Stars & Comets students
 \$50.00 for new and returning students AFTER January 1, 2023 (partial year)
2. Stars & Comets Schedule: Stars & Comets starts on August 8, 2022 and runs through June 1, 2023. During that time, tuition payments cover regular before and / or after school care (depending on which coverage of care is selected) and 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 #9). 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. Biweekly Tuition Payments: Tuition payments will be due every other week. The school term covers 43 weeks. There will be 21.5 payments throughout the school year. Payments are due **THROUGHOUT the school year including Thanksgiving Break, Winter Break, Spring Break, and the partial week following the end of the school year** REGARDLESS of whether or not the student is in attendance. Payment dates are marked on the registration calendar with a star. EFT biweekly payments are:
 - **ELEMENTARY AM only - \$125 / PM only - \$155 / AM & PM - \$205**
 - **MIDDLE SCHOOL AM only - \$125 / PM only - \$135 / AM & PM - \$175**
4. Monthly Tuition Payments: If desired, your annual tuition can be paid in 10 monthly installments (instead of 21.5 biweekly payments). Each monthly payment will be withdrawn on the eighth (8th) of EACH month starting Monday, August 8, 2022 and ending on Monday, May 8, 2023. Payments are due **THROUGHOUT the school year including Thanksgiving Break, Winter Break, Spring Break, and the partial week following the end of the school year** REGARDLESS of whether or not the student is in attendance. Payments are equal to **2.15 bi-weekly payments** and are as follows for EFT payment:
 - **ELEMENTARY AM only - \$268.75 / PM only - \$333.25 / AM & PM - \$440.75**
 - **MIDDLE SCHOOL AM only - \$268.75 / PM only - \$290.25 / AM & PM - \$376.25**
5. Sibling Discount: There is a tuition discount of \$5.00 per week for siblings (\$10 per bi-weekly payment / \$21.50 per monthly payment).
6. Payment Method: **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 effectively, and best 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.
7. Withdrawal From S & C: 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 IN WRITING 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.**
8. Late / Missed Payments: **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. **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.)
9. Holidays: Stars and Comets will be **CLOSED** for the following days: Labor Day (9/5), Thanksgiving Day (11/24), the day after Thanksgiving (11/25), Christmas Eve Observance (12/23), Christmas Day Observance (12/26), New Year's Day Observance (1/2), Martin Luther King, Jr. Day (1/16), Good Friday (4/7), Memorial Day (5/29), Camp Setup Day (6/2)
10. Campus Closure / COVID-19 Closure: If / when the Pinellas County School Board, Emergency Management Services, Florida Department of Health, the Governor, or the leadership of Palm Harbor United Methodist Church determines that school is cancelled or the facilities are unsafe due to hurricanes, tornados, floods, inclement weather, unsafe building conditions, or unsafe health conditions, **Stars & Comets will also be CLOSED and no refund, discount, or compensation will be given.**
11. Healthy Students / Safety Precautions / COVID-19: Students should only come to the program if completely healthy. Students *may* be temperature checked at drop-off or at any time during the day. Students with a temperature of 100.4 or higher will not be admitted to the program. Students who exhibit any other signs of illness will not be admitted. If your child develops a fever or exhibits any other signs of illness while in care, he /she will need to be picked up from the program immediately. **As a parent I understand that I must pick up (or make arrangements to have my child picked up) within 1 hour of being notified of my child becoming ill.** Students who inform program staff of any illnesses or symptoms (whether verifiable or not) will also fall under this category and will need picked up. In addition, please note that students who test positive for COVID-19 will need to remain out for the time period noted by the CDC and / or Florida Dept. of Health. At this time, the general recommendation is that a student is eligible to return 5 days AFTER the start of symptoms as long as student is recovered (and will need to be in a face mask for an additional 5 days). According to current recommendations, students who have been exposed to COVID-19 will not be required to

2022 - 2023 Fees, Policies, Conduct / Discipline, & Releases (Please Retain for your Records)

isolate, as long as that exposure is not ongoing. Students who have been exposed to COVID-19 should wear a mask for 10 days from exposure. If exposure occurs inside the home and the student is not able to isolate from the person(s) with COVID-19, student will need to remain out of program until exposure has ended (everyone is healthy again) and should wear a mask for 10 days following their return. At this time, the decision to wear a face mask for staff, students, and parents / guardians (except the requirements listed above for individuals returning from illness or potential exposure) will be optional. That said, as **this situation is "fluid", the face mask expectations may change throughout the course of the school year**. Enrollment in the program signifies an agreement to comply with all current face mask expectations by all parents / guardians, designated pickup persons, and enrolled students.

- **Notice of Risk:** In light of the ongoing COVID-19 situation, we have designed our campus to be as safe as possible and taken into account current guidelines and regulations. As a church, we have taken additional steps in the planning and implementing of all of our ministries that we hope will keep all children, families, and staff safe and protected from potential exposure to this or any other illness. With that said, there is no guarantee that illness will not occur when deciding to enroll your child in a program like ours where he / she will be around other children and staff members and where parents / guardians will be around others while picking up. Please be advised that there is a certain amount of calculated risk you are assuming by enrolling your child in this program. You should evaluate your own risk as you determine whether or not to enroll your child. In line with CDC guidelines, we specifically do not recommend individuals at high risk with severe underlying medical conditions enroll (or be utilized as pickup persons). If there is a case or cases of COVID-19, Stars & Comets will follow the recommendations of the Florida Department of Health. PHUMC, including Stars & Comets, disclaims all liability for COVID-19 on our property.
 - **Students must be healthy to attend.** In addition to students being symptom free (and fever free):
 - If you (as a parent) or a member of your household begin to feel any of the COVID-19 related symptoms PLEASE DO NOT SEND YOUR CHILD. Please seek medical attention and get tested.
 - If you (as a parent) or a member of your household have had a potential exposure to someone with a confirmed case of COVID-19, PLEASE DO NOT SEND YOUR CHILD. Please seek medical attention and get tested.
 - If you (as a parent) or a member of your household are being tested for COVID-19 (whether due to symptoms or potential exposure) PLEASE DO NOT SEND YOUR CHILD. Please communicate this with the S & C office and wait until your test result has been given (and is negative) before sending your child back.
 - If you (as a parent) or a member of your household do receive a positive test result, please let Stars & Comets know immediately and expect to have your child remain out of the program for the entire appropriate quarantine period unless he / she is able to remain isolated from the person who tested positive.
 - If your child exhibits any signs of being ill, please seek medical attention AND keep him / her home until he / she is completely symptom free for 24 hours.
 - If your child develops a fever for any reason, please keep him / her home until he / she has been fever free (without the assistance of medication) for 24 hours.
12. **Cleaning / Cleanliness / Hand Washing:** Students will wash hands regularly (and always before and after doing things like going to / from active play, going to use the bathroom, or even playing a group game in the classroom with any shared materials, etc.). Hand washing will be done in the presence of a staff member to make sure it is being done appropriately and hand sanitizer will be used if / when a staff member cannot directly observe hand washing (or a sink is not available). Classrooms will continue to be thoroughly cleaned at night and areas that are likely "hot spots" like doorknobs, handles, faucets, and shared play equipment will be cleaned / sanitized rigorously throughout the day as well.
13. **Morning Care Student Arrival:** Stars & Comets will open @ 7:00 AM for the 2022 - 2023 school year. Students will be admitted in the morning using car circle drop off only at this time (parents should not be entering the building in the morning without advanced notice / an appointment). Students attending morning care **SHOULD PLAN TO ARRIVE BY 7:40 AM to utilize the car circle drop off.** Parents arriving after 7:40 AM should expect to EXPERIENCE A SIGNIFICANT DELAY due to the car line for Westlake Christian (also here on campus) and will need to park and walk their child up to the Stars & Comets staff or Stars & Comets door depending on the time. Also, please remember that **students must be dropped off no later than 15 minutes prior to the scheduled departure for their school** - so by 7:50 AM for all schools except Palm Harbor Middle School (and by 8:45 AM for PHMS students). Please note that **AM Car Circle will end at 7:40 AM anytime EITHER Westlake Christian OR Pinellas County Schools are in session.**
14. **Full Day Care Student Arrival:** Students who will be attending on a full day **SHOULD ARRIVE BY 9:15 AM** (unless a designated field trip, should those occur in the second half of the school year, departs prior to that time). Please note that **AM Car Circle will end at 7:40 AM anytime EITHER Westlake Christian OR Pinellas County Schools are in session.**
- a. If you sign your child up to attend a full day and then decide to instead keep him / her home (or they will need to arrive after 9:15 AM), please notify the Stars & Comets office via phone, email, or in person in advance when possible and by no later than by 9:15 AM that day. 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).
 - b. Select full days will feature an off site field trip. 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

2022 - 2023 Fees, Policies, Conduct / Discipline, & Releases (Please Retain for your Records)

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). Therefore, 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.**
 - a. For regular school days: Parents must notify the Stars & Comets office (via phone, email, or in person) **by 1:30 PM** if the student will not be attending Stars & Comets after care for any reason (including illness, vacation, after school clubs, etc.).
 - b. 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 AM car circle (for our AM only students). 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.
 - c. 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 9:15 AM please notify the Stars & Comets office (via phone, email, or in person) in advance when possible and by no later than 9:15 AM (See #14). Failure to notify the Stars & Comets office in advance will result in a \$5.00 non-notification fee.
 - d. Families who abuse the non-notification policy will be charged a \$10.00 fee per instance after the THIRD (3rd) NON-NOTIFICATION and a \$15 fee per instance after the FIFTH (5th) NON-NOTIFICATION.
 - e. 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. Check In / Out: **All students must be checked in and out WITH A STARS & COMETS STAFF MEMBER by a parent / guardian or previously authorized representative - this includes our middle school students.** Morning check in should occur with the car circle staff member. At no point should a child be dropped off when a staff member is not present. Afternoon check out should occur directly with your child's group leader. At no point should a parent pick up a child without making BOTH verbal communication and visual interaction with the group leader.
17. Afternoon Pickup: **Afternoon pickup will be available daily between 3:30 PM - 6:00 PM.** If you need to pick your child up prior to 3:30 PM, we ask that you please call or email the Stars & Comets office IN ADVANCE (preferably the day before, but at least 30 minutes prior to the time you will be picking up). To pick up, parents will need to **park, proceed to the Stars & Comets designated door** (to the right of the main double doors), **and ring the Stars & Comets buzzer** (to the right of the door under the Stars & Comets sign). **Once an office staff verifies who is being picked up, parent will enter and proceed to the child's assigned room or playground** (group locations will be posted on the white board located on the left hand side of the first hallway corner you come to). Please remember that Stars & Comets closes promptly at 6:00 PM and that you will need to allow time to park, walk in, and get to your child's classroom prior to 6:00 PM. 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.
18. 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 by 6:00 PM will be escorted to the Stars & Comets office.**
19. 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.
20. 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.

2022 - 2023 Fees, Policies, Conduct / Discipline, & Releases (Please Retain for your Records)

- a. Stars & Comets shirts will be issued for the 2022 - 2023 school year (those will be given out in September 2022). Stars & Comets shirts **MUST BE WORN** on all non-swimming related field trip days **UNLESS** the field trip notification email specifically indicates it is not needed. If your child shows up on a field trip day without a Stars & Comets shirt, he / she will be given a new one and a charge of \$10 will be added to your next bi-weekly or monthly EFT payment.
- b. Please make sure that your child arrives at Stars & Comets by the appropriate time indicated on the field trip notification email (See #14b)
- c. 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.

21. Snack / Meals:

- a. Stars & Comets strives to be a peanut and tree nut free facility. The snacks we provide should not contain peanuts or tree nuts. In addition, as a parent **please ensure that any snacks or meals brought from home are also peanut and tree nut free.**
- b. Stars & Comets offers a daily afternoon snack. On days where the students are on site all day (full days), a morning snack will also be provided. Stars & Comets strives to provide snacks that will be nutritious while still being appealing to students of varied ages. Snacks will include items from two food groups (i.e. - pretzels with apple juice, saltine crackers with string cheese, breakfast cereal with milk, animal crackers with yogurt, etc.). A weekly snack calendar is posted outside the office and on the white board near the Stars & Comets entrance. 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 food allergies or will not enjoy the provided snack due to personal preference, a snack should be provided from home. Snacks provided from home should also be nutritious and should not contain large amounts of sugar. Snacks brought from home should also be peanut and tree nut free.
- c. A catered lunch will be **AVAILABLE FOR PURCHASE** on full days for an additional cost of \$5.00 per child and does not have to be signed up for in advance. Any student who arrives on a full day without a lunch will be provided with one and the \$5.00 charge will be added to your next EFT tuition payment. A menu for the meals provided will be posted in advance **AND** sent via email. Stars & Comets also strives to provide meals that will be nutritious while still being appealing to students of varied ages. If you do not want your child to eat the catered meal on a full day please be sure to send him / her with a lunch from home. Lunches brought from home should also be nutritious and balanced. Sugary items such as sodas and candies should not be packed for lunch. Lunches brought from home should also be peanut and tree nut free.

22. 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 (#29).

23. 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.

24. 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, 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 may also be optional programs offered through Palm Harbor UMC that involve spiritual content. These programs could include His Kids Choir, Flame (for 4th - 5th graders), Youth Group (for 6th - 8th graders), and more.

25. 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. If students choose to wear leggings, bicycle shorts, or other tight fitting bottoms, please note that the top they are wearing must completely cover their backside. **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 or onsite water days only. **WE RESERVE THE RIGHT TO REFUSE A STUDENT WHOSE DRESS IS INAPPROPRIATE.**

2022 - 2023 Fees, Policies, Conduct / Discipline, & Releases (Please Retain for your Records)

26. Change of Clothes / Toileting / Accidents: 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. As a school age care facility please note that:
- Stars & Comets expects that students will be able to go to the bathroom by themselves. This includes proper toileting hygiene and being able to undress and dress himself / herself in order to use the bathroom.
 - Stars & Comets expects that all students are fully potty trained. While we understand that accidents may happen from time to time, they should not be a regular occurrence.
27. 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 also allows students to bring select personal property (within reason) like toys, cards, games, stuffed animals, blankets, and even personal electronic devices on select days. 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, or things that you are worried will be broken or lost, 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.
28. Low Enrollment: While we hope to maintain the transportation and care offered to all of the schools we currently serve, admittedly that could change if enrollment from a specific school drops for some reason. Please note that if enrollment at any of the schools we serve is lower than 5 students, there is a possibility that transportation / care may be discontinued. Should that need to happen during a school year, families from that school will be given as much notice as possible (at least 20 business days) in order to find alternate care / transportation.
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.
- a. 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.
 - b. Student will show courtesy, respect, and good manners toward fellow students and staff members.
 - c. Student will not lie or intentionally mislead staff or other students.
 - d. Student will not use abusive, crude, obscene, sexual, or inappropriate language, writing, or gestures.
 - e. 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,
 - f. 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.
 - g. Student will keep hands and feet to themselves. No kicking, hitting, pushing, inappropriate touch, etc. - ABSOLUTELY NO FIGHTING.
 - h. Student will be respectful of property belonging to the program (as well as property belonging to the church or schools) and fellow students. 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.*
 - i. Good sportsmanship and fair play must be displayed at all times.
 - j. Student will not bring violent toys or instruments or items that could be used as such.
 - k. Student will abide by all bus / van safety rules:
 1. Student will remain seated and have SEAT BELT BUCKLED AT ALL TIMES
 2. Student will exit bus / van ONLY as the driver or staff member directs
 3. 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
 4. A quiet voice will be used at all times – NO YELLING
 5. Student will sit in assigned seat if designated or if the driver appoints one
 6. 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..

2022 - 2023 Fees, Policies, Conduct / Discipline, & Releases (Please Retain for your Records)

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 student'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 a student 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 student
- 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, you 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, which may include, but are not limited to printed publications such as brochures and newsletters, digital images, website, videos and social media. If you would prefer that your child's photograph not be used on social media **if / when possible**, there is a specific place to initial to signify as such on page 4 of this registration packet. Please note initialing means your child **may** be excluded from photos being taken and / or excluded from activities that are being photographed.

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 2022 - 2023 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 fifth page of this packet (entitled ADDITIONAL IMPORTANT STARS & COMETS REGISTRATION INFORMATION) of this registration packet. Thank you!