



STAR After-School Program  
2024-2025  
Registration Form



- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Alondra Middle School       | <input type="checkbox"/> Jefferson Elementary School    | <input type="checkbox"/> Paramount Park Middle School |
| <input type="checkbox"/> Collins Elementary School   | <input type="checkbox"/> Keppel Elementary School       | <input type="checkbox"/> Roosevelt Elementary School  |
| <input type="checkbox"/> Gaines Elementary School    | <input type="checkbox"/> Lincoln Elementary School      | <input type="checkbox"/> Tanner Elementary School     |
| <input type="checkbox"/> Hollydale Elementary School | <input type="checkbox"/> Los Cerritos Elementary School | <input type="checkbox"/> Wirtz Elementary School      |
| <input type="checkbox"/> Jackson Middle School       | <input type="checkbox"/> Mokler Elementary School       | <input type="checkbox"/> Zamboni Middle School        |

Is student currently enrolled with PUSD?  Yes  No School: \_\_\_\_\_

Has student ever attended the STAR Program?  Yes  No School: \_\_\_\_\_

|                    |             |         |                 |             |               |
|--------------------|-------------|---------|-----------------|-------------|---------------|
| Student Last Name: | First Name: | Middle: | Grade Entering: | Male/Female | Date of Birth |
| Student Address:   |             | City:   |                 | Zip Code:   |               |

Does your child need any special accommodation?  Yes  No

Does your child have an IEP?  Yes  No

Does your child require a one-on-one or is in a modified class during the school day?  Yes  No

Allergies:  Yes  No Please explain:

Daily Medications:

Administered at home  Time: Administered at school  Time:

|                        |             |            |            |
|------------------------|-------------|------------|------------|
| Mother/Guardian Name:  | Work Phone: | Home Phone | Cell Phone |
| Mother/Guardian Email: |             |            |            |
| Father/Guardian Name:  | Work Phone  | Home Phone | Cell Phone |
| Father/Guardian Email: |             |            |            |

**Hold Harmless Agreement**

I fully understand that my child's participation in the STAR After School Program (hereinafter "event/class") exposes them to the risk of personal injury or property damage. I hereby acknowledge that I am voluntarily allowing the participation in this event/class and agree to assume any such risks.

I hereby release, discharge and agree not to sue The City of Paramount and/or The Paramount Unified School District for any injury, death or damages to or loss of personal property arising out of, or in connection with, my participation in the event/class from whatever cause, including the active or passive negligence of The City of Paramount and/or The Paramount Unified School District or any other participants in the class/event. The parties to this agreement understand that this document is not intended to release any party from any act or omission of "gross negligence," as that term is used in applicable case law and/or statutory provision.

In consideration of being permitted to participate in the event/class, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless The City of Paramount and/or The Paramount Unified School District from any and all claims, demands, actions or suits arising out of or in connection with my participation in the event/class.

I give my permission to the City of Paramount to photograph me or my children participating in the event/class for use in the City of Paramount publicity and publications and will not seek compensation for such.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I/We, the undersigned, parent(s) of \_\_\_\_\_, (STUDENT'S NAME) waive any claim for injury or loss to said child that may be incurred or sustained as a result of participation and/or use of premises and equipment by said child in connection with this activity conducted under the auspices of the Community Services and Recreation Department of the City of Paramount.

I/We, the undersigned, parent(s) of \_\_\_\_\_, (STUDENT'S NAME) a minor, do hereby authorize the City of Paramount, its branches, agents, employees, and volunteers as agent(s) for the undersigned to consent to any X-Ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of any physician and surgeon licensed hospital, whether such diagnosis or treatment is rendered at the office of said hospital. It is understood that this authorization is given in advance of any specific consent to any and all such diagnosis, treatment or hospital care which the aforementioned physician in the exercise of his best judgment may deem advisable.

This authorization is given pursuant to the provisions of Section 25.8 of the Civil Code of California. This authorization shall remain effective, unless revoked in writing delivered to said agent(s).

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



STAR After-School Program  
2024-2025  
Pick-Up Authorization



I authorize the following **Adults** (must be over 16 years of age) to pick up my child (other than Parent/Guardian). Limit of 6 additional authorized adults (other than Parent/Guardian). Authorized adult name must match name on ID.

|             |             |                      |
|-------------|-------------|----------------------|
| Name:       |             | Relation to Student: |
| Home Phone: | Work Phone: | Cell Phone:          |

|             |             |                      |
|-------------|-------------|----------------------|
| Name:       |             | Relation to Student: |
| Home Phone: | Work Phone: | Cell Phone:          |

|             |             |                      |
|-------------|-------------|----------------------|
| Name:       |             | Relation to Student: |
| Home Phone: | Work Phone: | Cell Phone:          |

|             |             |                      |
|-------------|-------------|----------------------|
| Name:       |             | Relation to Student: |
| Home Phone: | Work Phone: | Cell Phone:          |

|             |             |                      |
|-------------|-------------|----------------------|
| Name:       |             | Relation to Student: |
| Home Phone: | Work Phone: | Cell Phone:          |

|             |             |                      |
|-------------|-------------|----------------------|
| Name:       |             | Relation to Student: |
| Home Phone: | Work Phone: | Cell Phone:          |

I hereby represent that I understand and am familiar with the nature of activities in which my child will participate and have personally read and understand this release.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**



STAR After-School Program  
2024-2025  
Registration Form

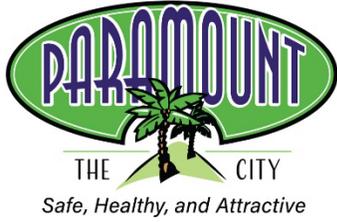


Please read the following information carefully. You must sign at the bottom indicating that you understand and agree to all of the following.

1. Students may only participate in the STAR After School Program at the school they attend. The STAR After School Program operates every school day from the end of the school day until 6:00 p.m. Please note that the STAR After School Program will remain open until 6:00 p.m. on modified school days.
2. Your son/daughter must be picked up promptly at the end of the STAR After School Program. Early release is available on a case-by-case basis. If your child has a regularly scheduled weekly appointment, please complete the Early Release form and provide proof of documentation.
3. Regular attendance is important. Students only attend the STAR After School Program when they attend school. Students are expected to actively participate and stay for the entire program each day. Students who have three (3) unexcused absences may be dropped from the program. Children may have an excused absence for medical appointments. You are required to provide a signed note when your son/daughter is absent from the STAR After School Program. Children will need to bring a medical note if they miss 3 or more days from the STAR After School Program.
4. Safety is a top priority in the STAR After School Program; therefore, the person(s) you have chosen and listed on your child's Release Authorization form must sign your child out of the program. All individuals designated on the Release Authorization form must be 16 years of age or older with valid ID. STAR participants will **NOT** be released to persons not listed on the Release Authorization form. It is the parent's responsibility to provide the STAR program with updated information regarding individuals authorized to pick up their child from the STAR Program.
5. A nutritious snack is provided for students at the start of the STAR After School Program. They are **not** allowed to bring a snack from home.
6. A late pick-up may result in your son/daughter being dropped from the STAR After School Program. On the rare occurrence, Please communicate all late pick-ups with the Site Coordinator so they are aware your son/daughter will be picked up late. Any pick-up after 7:00 p.m. your child will be considered "abandoned" and will come under the supervision of the Paramount Sheriff's Department. The Paramount Sheriff's Department number is (562) 220-2002.
7. Participation in the STAR After School Program is a privilege. It is extremely important to have clearly defined discipline procedures to guarantee a safe and positive environment for all participants. The following steps will be taken for behavioral offenses:  
Minor Offenses (teasing, minor argument, etc.)  
 First time – warning by staff letter of apology, and loss of privilege (15 min.).  
 Second time – behavior notice, counseling with staff, conversation with parents, letter of apology loss of privilege (30 min).  
 Third time – behavior notice, counseling with staff, conversation with parents and possible suspension from program.  
Major Offenses (physical abuse such as fighting or hitting other students or staff)  
 All major offenses will be dealt on a case by case basis. Disciplinary actions may range from temporary suspension to dismissal from the program.
8. Medication policy: Children are not allowed to carry or administer their own medication during STAR operating hours. If your child requires a dosage of his/her prescribed medication during the STAR program, the parent must have their physician complete a medical release form. Medication must be given directly to the Site Coordinator by the parent. All medication must be clearly labeled with the child's name, medication name, date, dosage, doctor's name and telephone number. Please note the STAR staff may not administer medication unless trained by medical personnel at the parents' expense.
9. As a State requirement for participation in the STAR Afterschool Program, student data, including student attendance, grades, assessment results and the statewide student ID, must be shared with STAR. By signing this form, you give permission to Paramount Unified School District to share these data with STAR.
10. Participation in the STAR Afterschool Program, Email must be provided and all areas of the application must be completed.
11. I understand, have read and agree to the STAR After-School Parent & Student Handbook.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Childs Name: \_\_\_\_\_



# Parent Handbook

**An ASES Funded Program**

# **STAR Program Recreation Office**

City of Paramount

Community Services Department

15300 Downey Ave.

Paramount, CA 90723

(562) 220-2121

**Community Services Director:** David Johnson

**Assistant Community Services Director:** Yecenia Guillen

**Site Supervisor:** Leslie Arias

Sites: Roosevelt, Tanner

**Site Supervisor:** Michelle Razo

Sites: Collins, Hollydale, Los Cerritos

**Site Supervisor:** Magda Garcia

Sites: Jefferson, Lincoln, Wirtz

**Site Supervisor:** Marlene Ramirez

Sites: Alondra, Jackson, Paramount Park, Zamboni  
Gaines, Keppel, Mokler

## **Site Phone Numbers**

| <b><u>School</u></b> | <b><u>Phone Number</u></b> |
|----------------------|----------------------------|
| Alondra              | 562-743-3158               |
| Collins              | 562-745-4108               |
| Gaines               | 562-743-3367               |
| Hollydale            | 562-745-4716               |
| Jackson              | 562-743-0974               |
| Jefferson            | 562-745-4717               |
| Keppel               | 562-299-4295               |
| Lincoln              | 562-743-0900               |
| Los Cerritos         | 562-745-7729               |
| Mokler               | 562-743-1185               |
| Paramount Park       | 562-743-0910               |
| Roosevelt            | 562-743-0566               |
| Tanner               | 562-445-5022               |
| Wirtz                | 562-745-4109               |
| Zamboni              | 562-743-3091               |

**Site Coordinators are accessible by phone between the hours of 2:00 to 6:00 p.m. (1:00 p.m. on Thursdays).**

## **Welcome to STAR**

The STAR After School Program was established by the City of Paramount in 2007. The operation of the STAR After School Program is run by the City of Paramount. The goal of the program is to provide a fun, safe, and educational after school environment that meets the needs of the students. The STAR Program is funded by the California Department of Education through After School Education and Safety Grant Funds.

The STAR Program is happy to have your family enrolled in our program. It is our hope that you and your family find the program beneficial. The STAR Parent Handbook is designed to give families an overview of the program, as well as an understanding of the rules and guidelines that have been established.

### **Staff**

STAR strives to offer a quality after school program for your child. The staffing ratio is one STAR Leader per 20 students. Your child will be assigned to a STAR Leader, with whom they will work with each day. There is a Site Coordinator at each school site who is responsible for the daily operations of the program. Please get to know your child's Site Coordinator and STAR Leader. Feel free to address any of your questions or concerns with the Site Coordinator.

## **PROGRAM GUIDELINES**

### **Attendance Policy**

As this program is funded by a state grant, we are mandated to follow various state program guidelines. If the STAR Program does not adhere to these guidelines, we risk having our funding revoked and the program will be forced to close. It is the intent of the state grant that students participate in the full hours of the program (even on minimum and early release days). The attendance policy described is designed to ensure we are compliant with the state grant guidelines.

#### Attendance Overview:

- Attend the program every day from school dismissal to 6:00 p.m.
- Participate in the full day of the STAR Program.
- Students must attend STAR if they attended school.
- If your student does not come to school, they cannot be dropped off at the program.
- If students do not feel well at school dismissal, they need to report to the STAR program, and staff will call home for an early pick-up.
- Students are expected to report directly to STAR. Students who leave campus will not be allowed to return for the day and may be suspended or withdrawn from the program.
- Students involved in school activities, clubs, and sports held on campus, must check-in with STAR prior to attending their after school activity and must come back to STAR after the school activity.

## **California Education Code**

[California Education Code 8483. (a) (1)] Every after-school component of program established pursuant to this article shall commence immediately upon the conclusion of the regular school day. Every after school component of the program shall establish a policy regarding reasonably early daily release of pupils from the program.

## **Absences**

Students who have three absences with no parent notification to STAR staff may be withdrawn from the program. If students do not feel well at school dismissal, they need to report to the STAR Program, and staff will call home for an early pick-up. Students cannot use their personal phone to call home; the STAR phone is available. When your child is absent, please call the Site Coordinator to inform them. Students cannot be dropped off at STAR if they did not attend school that day. If they leave school for an appointment, they would need to return to school before the dismissal bell to be accepted into STAR. STAR is not responsible for middle school students who do not check into the program. STAR will notify you if your child has excessive absences.

## **Attendance Consequences**

You will receive an attendance warning for:

- Excessive absences (excused or unexcused)
- Excessive early pick-ups (excused/personal)
- Signing/printing illegible
- Signing the incorrect time

**Students not attending the program as required or in violation with the list above may be at risk of suspension or withdrawal from the program.**

## **Early Release Policy**

The STAR After School Program is required to operate from the last school bell until 6 p.m. It is the intent of the program that elementary and middle school students participate in the full hours of the program. **After 5:15 p.m., students cannot be released early.** Please read our Early Release Policy (Pg. 12-15) for acceptable conditions and further information.

## **Middle School – “Walk Home Form”**

Walking releases are intended for those parents/guardians that cannot pick up their child by 6:00 p.m. The STAR Dark 30 Policy allows students to walk home 30 minutes before sunset during Daylight Savings Time. You must fill out a Walk Home Form prior to your child walking home. It does not allow students to be signed out and wait on campus to be picked up by their parent/guardian.

## **Middle School Daylight Savings (Dark 30)**

Program participants who walk home are allowed to sign themselves out beginning at 4:30 p.m. until 5:00 p.m., so they may leave before it becomes dark. Students must sign themselves out by 5:00 p.m.; otherwise, they must stay until the usual 5:50 p.m. end time.

## **Student Pick-Up**

Children participating in STAR must be signed out by a parent/guardian or authorized adult. (For instance, a relative, friend, or adult of your designation who is **16 years of age or older**). You must designate first name, last name, and phone number of who is allowed to pick up your child on the STAR application. You must contact the Site Coordinator throughout the school year as changes occur. Children will not be released to anyone who is not on the authorized adult list.

**Photo Identification will be required to release students from the program. Parents and authorized adults should expect to show ID upon request and should carry their ID on them at all times.**

The correct name and time must be recorded on the sign-out sheet. Any corrections need to be rewritten and initialed. Nicknames and initials will **not** be accepted, please sign full first and last name. Failure to write the correct name and time will result in an attendance warning.

## **Personal Items**

STAR students are not allowed to bring personal items or electronics, such as cell phones, handheld games, cameras, toys, etc. Students are not allowed to use these items at the STAR program. STAR is not responsible for lost, damaged, or stolen items if brought to the program.

Students will receive one warning to put their cell phone away. If the cell phone remains out, it will result in a behavioral write-up. Should you need to reach your child, please call the STAR cell phone number. If your child is not feeling well, they need to inform a staff so they can monitor and use the site cell phone.

## **Emergency Card**

In the event of an emergency, STAR staff will contact parent/guardian through the numbers listed on the student's application and emergency card. **It is very important that you update your work, home, and emergency contact phone numbers as changes occur.** Emergency cards are available with the Site Coordinator. STAR does not have access to the regular school day emergency cards. Students will not be released to anyone who is not on the application.

The emergency card has an area to write the special needs of your child. This could be medical, physical, or mental disabilities, or other help they may need. This will help staff better support your child. **If your child has a one-on-one aide during the school day, then the parent/guardian must arrange for a one-on-one after school.**

## **Court Order**

If there is a court order for custodial rights and/or visitation rights or restraining order the parent/guardian must provide the STAR Coordinator with the court order. The court order needs to be provided to STAR so the terms of the order can be followed. Documentation for the court order must be provided each school year or as the terms of the order changes.

STAR will not mediate between parents in regards to custodial agreements and restraining orders. All issues regarding court orders need to be addressed by parents outside the STAR site. If parents involve STAR staff or students and create a hostile environment during STAR the student will be withdrawn from the program.

## **Visitors**

If a social worker needs to meet and speak with your child, it must be done before the school office closes at 4:30 p.m. You may also pick up your child early to do so with an Early Release Form and documentation.

Observations of your child by a teacher, social worker, or district staff is permitted with prior discussion with the Site Coordinator and as long as it is of short duration and not distracting to your child or the other students.

If your child receives tutoring other than a teacher at his/her school, it must be done outside of the STAR site. You may pick up your child early and complete an Early Release Form and provide documentation.

All STAR volunteers are background checked through the Department of Justice.

## **Medication and Allergies**

It is very important that you record all medications and allergies on your child's emergency card. In the event of an emergency the staff will refer to the emergency card information.

Students cannot keep medication in their backpacks. Students must be able to self-administer. STAR can only store asthma inhalers, insulin pens, and EpiPens. STAR does not have access to inhalers and EpiPens that are in the school office. Parent/guardian needs to provide STAR with a separate device. Parents must complete a "Request for Medication Form" which will accompany the device and be locked up in the STAR medication cabinet.

## **Injuries**

Injuries will be communicated in a variety of ways: in person at pick-up time, over the phone, or through an *ouch report*. If a student has a major injury and/or is disoriented or displaying any signs of concussion such as, but not limited to, dizziness, nausea, or blurred vision, emergency procedures will be followed. Similarly, the primary contact will be contacted. Emergency Services will evaluate the student and release them to you, or if needed, transport him/her to the local hospital. After being informed of an injury please evaluate and monitor your child at home.

## **Safety**

STAR sites practice safety drills such as fire, lockdown, and earthquake.

If a STAR student brings a weapon to the program, makes a threat to others, and/or makes a threat to the school (even if joking), it will be reported to local law enforcement for further investigation. Repercussions will result that could vary from suspension from STAR, withdrawal from STAR or further legal action. Once a call is placed to law enforcement, the student's primary contact will be notified of the incident. These types of incidents will also be reported to school administration.

If this type of incident occurs at your child's after school site, an email will be sent to the primary contact we have on file to communicate this issue. Please confirm with your Site Coordinator that the most recent and accurate contact information (i.e. email address and phone number) is on file so we can reach you to make you aware of such occurrences.

If a student makes a threat to himself/herself, the school's administration will be contacted and possibly L.A. County Department of Social Services.

## **Transfer of Schools**

If your child transfers to another school site, parents may be able to transfer to STAR if the program at the new school site has space available.

## **Late Pick-Up Policy**

STAR closes at **6:00 p.m.**; your child must be picked-up promptly at the end of STAR. STAR staff is not allowed to sign your child out if you are late. If your child has not been picked up by 6:00 p.m., STAR staff will attempt to contact you and authorized adults. Any pick-up after 7:00 p.m. your child will be considered “abandoned” and will come under the supervision of the Paramount Sheriff Department, South Gate Police Department (Hollydale), or Long Beach Police Department (Collins).

A late pick-up may result in your son/daughter being dropped from the STAR After School Program. On the rare occurrence, please communicate all late pick-ups with the Site Coordinator so they are aware your son/daughter will be picked up late.

**Excessive late pick-ups will result in your child being suspended and/or withdrawn from the STAR program.**

## **Discipline**

Participation in STAR is a great opportunity for your child. A child must follow the school rules and rules of the program. Disruptive or disrespectful behavior toward other students or STAR staff is reason for suspension and/or dismissal from the program. STAR disciplinary forms are utilized to communicate with you regarding your child’s behavior. “The Disciplinary Form” is not submitted to your child’s permanent record. The STAR staff and/or Site Coordinator will involve you in any disciplinary issues regarding your child.

In addition, the safety and welfare of STAR students is very important to us. STAR does not allow physical contact amongst students (regardless if act was intentional or joking around). Any student that is involved in a physical confrontation and/or puts their hand on another student or staff may be suspended or withdrawn from the STAR program. This includes but is not limited to: rough-housing, hitting, kicking, choking, inappropriate language or topics, etc.

**Students withdrawn from the program due to disciplinary issues may only apply for re-enrollment after a 6 month suspension period (school months).**

STAR aligns with school policies/rules and communicates with school administration. Students in violation of school rules can be referred to the school if necessary. The school may administer additional disciplinary consequences.

## **Parent Code of Conduct**

Parents are expected to conduct themselves in a respectful manner at all times while at STAR sites. Parents should be respectful of staff, other parents, and students. Parents may not use inappropriate language, loud or insulting language, intimidating behavior, or make threats towards staff, parents, or students. Parents may not discipline/approach students other than their own.

Parents are expected to be courteous drivers and park in marked parking spaces. Do not block traffic, park in fire lanes or handicap stalls without proper placard.

If STAR requests a parent meeting, parents must make themselves available to meet with STAR during program hours.

Parents are expected to be available to staff during pick-up time to discuss any concerns that staff may have regarding your child or to communicate STAR program information. Please refrain from using your cell phone while at the STAR program.

**Parents who fail to follow code of conduct will not be permitted on campus in the future and/or have their student withdrawn from the program. Law enforcement will be called for assistance if needed.**

### **Student Paperwork**

Important documents such as medical information or court orders do not roll over from school year to school year. **Paperwork needs to be resubmitted each school year.** Permission slips distributed throughout the year require a parent/guardian signature.

### **Program Re-Enrollment**

The STAR program will conduct enrollment for the following school year for current students enrolled in STAR each spring. Parents will be issued only **one** enrollment packet per student and are required to complete and return the completed packet by the designated date. Siblings not currently enrolled in the program must wait for the open enrollment date to receive their enrollment packet. If the enrollment packet is not returned during the designated enrollment period, the parent must wait until the open enrollment date to submit the application.

## **PROGRAM COMPONENTS**

### **Homework Assistance**

**Homework assistance is provided Monday through Thursday for 45 minutes to one hour per day.**

- STAR staff will assist students with their homework and keep them on task.
- STAR staff cannot check homework for complete accuracy, but will spot check to ensure the student grasps the concept.
- One-on-one tutoring is not available in STAR.
- It is the responsibility of the parent/guardian to ensure that all homework is complete and accurate each evening.
- STAR staff are not able to sign homework planners or reading logs.
- Please make sure you review your child's homework and sign the planner if required.
- Sites have designated times to utilize the laptops and iPads on computer homework.

Students are expected to come prepared to STAR. They need to bring the necessary materials to complete their homework. Students are not allowed to return to their classroom to retrieve homework or supplies that were left behind.

If you would like your child to complete their homework at home please speak with the Site Coordinator and provide an alternative homework packet for your child to do during homework time at STAR.

The STAR staff will use a Homework Log to communicate with the student's parents regarding homework. It is the goal of the STAR program to work as a team with the parents and teachers of our students to provide a quality homework experience.

### **Snack**

The Paramount Unified School District Nutrition Services Division provides STAR students with a daily snack. The snack meets or exceeds the nutrition requirements established by local, state, and federal statutes and regulations. Please notify the STAR Coordinator if your child has any food allergies and document on emergency card.

**Students are not allowed to bring outside food or snacks into the STAR program.**

**Students are not allowed to fundraise/sell outside food or any items in the STAR program.**

### **Minimum Days**

STAR operates from school dismissal until 6:00 p.m. on minimum days.

## **ELEMENTARY PROGRAM ACTIVITIES**

### **KidzLit**

KidzLit is a reading enrichment program for grades K-8 that is designed for after school settings. Students hear fiction and non-fiction books read aloud or read books independently and make connections between stories and their own lives. Working with partners or in groups, children have opportunities to express their feelings and explore big ideas through discussion, drama, art, movement, and writing. The program promotes literacy growth and thinking skills and supports social and emotional development. KidzLit uses literature and engaging activities to increase children's enjoyment of reading, build their vocabularies, deepen their thinking, and foster their ability to work with others.

### **CATCH- Coordinated Approach to Children's Health**

CATCH promotes quality, daily physical activity for youth. CATCH emphasizes health-related fitness activities. The focus during the sessions is on youth being actively engaged in developmentally appropriate movement. CATCH is also designed to reach other outcomes, including the attainment of motor skills and knowledge of social values. CATCH is designed to encourage maximum participation to every child, regardless of his/her ability. Active participation and practice are the means for improving youth fitness, skills and enjoyment.

### **STEM**

STEM is held two times a week. STAR incorporates STEM (Science, Technology, Engineering, and Math) activities to provide a variety of fun and educational enrichment activities. STEM initiative in after school programs are means to encourage, educate and prepare today's youth to pursue careers in STEM-related fields.

## **Clubs**

Clubs are held two times a week. Students participate in activities related to the club that are hands-on and educational. Each club is aligned with Learning in Afterschool principles to endure student growth and development.

## **Fun Friday**

Fridays are days of fun! Staff and students will plan exciting activities and special events for Fridays.

## **Student Participation**

It is expected that students participate in the program activities daily unless physical limitation prohibit participation. Regardless of student's early release, site activities will be followed as scheduled.

## **MIDDLE SCHOOL PROGRAM ACTIVITIES**

### **Sign-in**

Students must report and sign into the STAR program within five minutes of school dismissal. Failure of student to check-in on time will result in discipline consequences for the student. If they are involved in school activities, clubs, and sports held on campus, after signing in with STAR, they will be dismissed to attend their scheduled activity. Once they are done with their activity, they will have a five minute passing period to return to STAR, if they do not return to STAR, they will be marked as an unexcused absence. Students must provide a note from the teacher upon returning to STAR.

### **Homework (Pathways)**

A homework assistance period where students can spend as much time as needed to work on homework and get help from the STAR staff. A variety of books will be provided for students to read and log their reading hours.

## **STEM**

STAR incorporates STEM (Science, Technology, Engineering, and Math) activities to provide a variety of fun and educational enrichment activities. STEM initiative in after school programs are means to encourage, educate and prepare today's youth to pursue careers in STEM-related fields.

## **Clubs**

Clubs are held four times a week. Students participate in activities related to the club that are hands-on and educational. Each club is aligned with Learning in Afterschool principles to endure student growth and development. Examples of previous clubs are: Cooking Club, Comedy Club, Cheerleading, Sports, Choir, etc.

## **Fun Friday**

Fridays are days of fun! Staff and students will plan exciting activities and special events for Fridays. Examples of previous events: pool parties, dance parties, guest speakers, etc.

# EARLY RELEASE POLICY

## **Attendance Overview:**

The STAR After School Program is required to operate from the last school bell until 6 p.m. It is the intent of the program that elementary and middle school students participate in the full hours of the program. However, students may be released early from the program if an early release is granted. Early Releases are limited under conditions established by the program and must be made in advance and in writing. **After 5:15 p.m., students may no longer be released early.** Please read our Early Release Policy below for acceptable conditions.

## **Benefits of Students Staying for the Full Program Hours:**

At the STAR After School Program, we pride ourselves in creating and offering a safe, engaging, and positive after school setting for students. To receive the most out of their time in the program, students need to attend each day and stay for the full program hours. Staff and students are negatively impacted by early departures. In order for students to receive the maximum benefits from the academic support, enrichment activities, leadership opportunities and other program offerings, early release days should be kept to a minimum.

The STAR After School Program is offered through an After School Education and Safety (ASES) Grant. The grant requires and the program offers an educational after school opportunity. It is not after school day care. In the Registration Form that you signed, it clearly states that children are required to stay the entire time the program is in session to obtain the full benefit of the program.

When your child is picked up early, he/she cannot participate in the full academic and enrichment activities. When a parent/guardian arrives early, a staff member must be available to sign out that child rather than lead a planned activity.

## **California Education Code:**

California Education Code 8483. (a) (1) Every after school component of a program established pursuant to this article shall commence immediately upon the condition of the regular school day, and operate a minimum of 15 hours per week, and at least until 6 p.m. on every regular school day. Every after school component of the program shall establish a policy regarding reasonable early daily release of pupils from the program.

**STAR**  
After School Program  
(SUCCESS THROUGH ACADEMICS AND RECREATION)  
**EARLY RELEASE POLICY- *Continued***

**Activities Approved through the Early Release Policy:**

A child may be released early from the STAR After School Program prior to the end of program time at 6:00 p.m. based on the conditions listed below. An Early Release Form must be completed by a parent/guardian for each activity

Acceptable reasons for early release:

- Family Emergency (such as death in the family, catastrophic incidents, etc.).
- Medical Appointments/Student illness or accident occurring during the program
- Daylight Savings- Dark 30 (4:30 p.m.- 5:00 p.m.)
- Extra-Curricular Activity
- Welfare & Well-Being of the Student

**Early Release Procedures:**

Any child participating in early release must have a signed Early Release Form on file with the STAR After School Program. An Early Release Form needs to be completed prior to the early release for a child from the after school program and cannot be given to the after school program on the following day. No child will be released without prior authorization from a parent or guardian.

Here at the STAR After School Program, safety is our first concern. Help us to ensure the safety of all our children.

When picked up early (prior to the normal sign out time), a parent/guardian or adult authorized by the parent/guardian must provide proper documentation of a scheduled appointment or extracurricular activity. These documents are an important part of the documentation required to maintain funding for the STAR After School Program. We ask that whenever possible, parents/guardians complete an Early Release Form in advance of early releases to avoid a disruption in activities and to ensure that the student is ready to go at the necessary time (for example, for a medical appointment or sports practice).

**Dismissal from the Program:**

The Early Release Policy is communicated in program documents and verbally at parent meetings and on other occasions by program staff. This form is to provide a written record of communication of the Early Release Policy to parents/guardians. Violation of the Early Release Policy, Procedures and Processes can be cause for dismissal from the STAR After School Program.

**Middle School Daylight Savings (Dark 30):**

Program participants who walk home are allowed to sign themselves out beginning at 4:30 p.m. until 5:00 p.m., so they may leave before it becomes dark. Students must sign themselves out by 5:00 p.m.; otherwise, they must stay until the usual 5:50 p.m. end time.

**STAR**  
After School Program  
(SUCCESS THROUGH ACADEMICS AND RECREATION)  
**EARLY RELEASE POLICY- *Continued***

**Dismissal Process and Procedures:**

A process of verbal and/or written warnings for unexcused early pick-ups will be provided to the parent/guardian. Upon the third warning, the student will be suspended from the program for a period of 5 days. Upon returning to the program, the student cannot be picked up early without prior approval.

- Any time a student is picked up prior to the end of the regularly scheduled STAR Program, the time will be noted on the Sign-Out sheet. A documented warning will be given to the parent/guardian if it is an unexcused early pick-up.
- After 3 unexcused early pick-ups and warnings, the student will be suspended from the program for 5 days.
- Upon return to the program, the student will be dismissed from the STAR After School Program following 2 subsequent unexcused early pick-ups.



**STAR**

After School Program  
(SUCCESS THROUGH ACADEMICS AND RECREATION)  
**EARLY RELEASE FORM**

STAR Program operates from the last school bell until 6:00 p.m. However, students may be released early from the program throughout the school year to attend **regularly** scheduled appointments, extracurricular activities such as registered classes (music, dance, etc.), and sports team with proper documentation given to the coordinator. **After 5:15 p.m. students may no longer be released early.**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School Site: \_\_\_\_\_

On the following day(s): \_\_\_ Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday

On the following date(s): From: \_\_\_\_\_ To: \_\_\_\_\_

At (state the time for the early release): \_\_\_\_\_

My child needs to leave the program early due to (check the activity that applies):

- Family Emergency (such as death in the family, catastrophic incidents, etc.)
- Medical Appointments/Student illness or accident occurring during the program
- Daylight Savings- Dark 30 (4:30 p.m. - 5:00 p.m.)
- Extra-Curricular Activity/Other (please state): \_\_\_\_\_
- Welfare & Well-Being of the Student

Adult (**person over 16 years old**) that child was released to for purposes stated above:

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# STAR Parent Handbook Agreement

\_\_\_\_\_  
Student's Name (Please print)

\_\_\_\_\_  
School

\_\_\_\_\_  
Grade

## **Parent Handbook and Program Guidelines**

I have been provided a STAR Parent Handbook. I understand it is my responsibility to read and adhere to all of the information contained in this parent handbook. I agree to follow STAR rules and help my child understand and follow the rules. I understand that my student's participation in the STAR program is a benefit and failure to abide by the rules set forth in this handbook can result in his or her removal from the STAR program. I understand I am expected to abide by the parent code of conduct. I also understand that each situation may be evaluated and determined independently to others.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## **Late Pick-Up**

A late pick-up may result in your son/daughter being dropped from the STAR After School Program. On the rare occurrence, please communicate all late pick-ups with the Site Coordinator so they are aware your son/daughter will be picked up late. Any pick-up after 7:00 p.m. your child will be considered "abandoned" and will come under the supervision of the Paramount Sheriff's Department, South Gate Police Department (Hollydale), or Long Beach Police Department (Collins).

Excessive late pick-ups will result in your child being suspended and/or withdrawn from the STAR program.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## **Attendance and Early Release Policy**

Daily attendance is required from all students. Students are expected to participate in the full day of the STAR program and stay until 6:00 p.m. daily.

If you need to pick up your child early due to a one-time appointment or ongoing activities, an "Early Release Form" must be submitted with documentation, and subject to approval.

Families may use the early release policy sporadically. Excessive early pick-ups or excessive absences will result in attendance warnings and eventually termination of services.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date