



STAR Information 2015-2016

The STAR Program serves any Skinner Superstar who wishes to sign up in grades K-8th.

Payment for One Child:

- Payment per *quarter* = **\$450.00**
- Payment per *semester* = **\$875.00**
- Payment per *year* = **\$1,700.00**

Payment for Additional Siblings:

- Payment per *quarter* = **+\$350.00**
- Payment per *semester* = **+\$675.00**
- Payment per *year* = **+\$1,300.00**

If Paying by Quarter:

Registration due no later than September 4th
First Quarter payment due no later than September 11th
Second Quarter payment due no later than November 18th
Third Quarter payment due no later than February 11th
Fourth Quarter payment due no later than April 13th

If Paying by Semester:

Registration due no later than September 4th
First Quarter payment due no later than September 11th
Second Quarter payment due no later than February 11th

Payment Methods

STAR Program payments can be made with cash, checks, and through PayPal (please note that PayPal adds tax). ***Only checks, cash and printed PayPal receipts (with your child's name printed on it) will be accepted at the STAR desk.*** You will be given a receipt for cash and checks. For checks, please make it payable to 'Skinner West' and print your child's name on the memo line. For PayPal receipts, you can either send a copy of the receipt to the STAR Program e-mail with your child's name in the subject line, or print it and bring it to the STAR desk.

- STAR program begins the first day of school and will coincide with regular student attendance days.
- All STAR students are encouraged to bring their own snack daily and will be given time to eat during their classes.
- All STAR students will be given a badge with their name and their semester schedule on it- consider keeping a copy on hand in case the badge gets lost
- Classes are taught by Skinner teachers/staff with additional support from college students and hired in specialists.
- Every STAR group has at least one period dedicated to homework along with homework help
- The approximate class schedule:
 - Period 1: 3:45 p.m.-4:25 p.m.
 - Period 2: 4:25 p.m. -5:35 p.m.
 - Period 3: 5:35 p.m. -6:15 p.m.

Calming and hallway supervision from 6:15p.m.- 6:30 p.m

Attendance

STAR program begins after school is dismissed. Teachers will collect their groups, take their attendance, and return the sheet to the STAR desk. Attendance sheets will be on the STAR group clipboard with the names of the students printed on it. To sign out your child(ren), find their name and then sign your name, relationship to the child, and the time you are signing them out.

Conduct

We expect our STAR students to conduct themselves as they would on a regular school day. This means listening and following directions as well as respecting their fellow students and the STAR program staff.

Homework Protocol

There is a designated homework time for every group; kindergarten to third grade will have one period dedicated to homework, while the 4th through 8th grades will have two periods. It is your child's responsibility to get out their homework and work on it during their designated periods. If your child does not have their homework for any reason, they will be given supplementary material to work on for those periods.

There are teachers and helpers who will be available for homework help and support. However, with the sizes of the groups and the time allotted, teachers and

helpers cannot thoroughly check each individual student's work. So we ask parents to also check their child's work at home.

Late Fees

STAR program ends at 6:30 p.m. If you are late, you will be charged a fee of \$1.00 per minute. STAR personnel will be record your fee and keep it on file. You may pay your late fees with cash, check, or with PayPal. For checks, write 'late fee' and the date when the fee was issued on the memo line. For payments through PayPal, you may send an email to the STAR Program with 'Late Fee' and the date the fee was issued on the subject line. Or, you can print out the PayPal receipt, write both your child's name and 'late fee' and give it to the personnel at the STAR desk.

Protocol for Pick-Up

Inform whomever is working at the STAR table your child's name and their group and they will call them via walkie-talkie. Approved pick-ups who are not parents will be asked to show their I.D. before they are allowed to sign out your child(ren).

If your child or children are being picked up by individuals *not already approved* on your registration form, please take the following measures:

- send a note with your child(ren) with the name of the person(s) picking them up with their contact information- this must be delivered to any STAR personnel before the program starts
- send an email to the STAR program with the name of the person(s) picking up your child(ren) as well as their contact information

Please note that the person(s) picking up your child(ren) will be asked for their I.D.and/ or some sort of confirmation from you (such as a note, text message or an e-mail) before they will be allowed to sign out your child(ren). If this person is going to be picking up your child on a regular basis and has not been added to their file, you are free to add them at any time.

Late Pick-Up

In the event that you are not able to pick up your child on time, please call the security desk to confirm with the STAR program that you will be running late. If you are unavailable to pick up your child and must send someone in your stead, please inform the acting security guard of his or her name and contact information. To contact the security desk, call: **773-534-7790** and put in the extension: **61159**.

Thank you for signing your child up for the STAR Program.

STAR Coordinators : J. Campbell, S. O'Brien, A. Oluewu and TBA.