



CHILDHELP S.T.A.R.S. REGISTRATION FORM

Childhelp Community Center, 1252 S. Avondale Blvd. Building N, Avondale, AZ 85323

Phone: (623) 240-6160 - Fax: (623) 240-6167

Child's Full Name: _____ Birth Date: _____

Address: _____ City & Zip: _____

Age: _____ Gender: Male Female Grade Entering Year 2016: _____

Child resides with? Both parents Mother Father Other (specify): _____

Are there any custody agreements in force? No Yes (If yes, you must attach a copy of the agreement)

Does your student currently have an IEP (Individual Education Plan)? Yes No

Does this student currently have a 504 Accommodation Plan? Yes No

Does this student have any physical or mental impairment? Yes No

Mother/Guardian Name: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Address: _____ City & Zip: _____

Email Address: _____

Father/Guardian Name: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Address: _____ City & Zip: _____

Email Address: _____

Choose the Before & After Care program location your child will attend for the 2016-2017 school year (Schools in parentheses are bussed to/from program location):

- Collier (Littleton)
- Estrella Vista
- Quentin (Fine Arts)
- Tres Rios (Country Place)

Choose the Before & After Care plan your child will attend for the 2016-2017 school year:

- Before School Only
- After School Only
- Before & After School
- Early Release Wednesday

I agree to read the Family Handbook associated with this program and to follow all policies and procedures covered in the handbook. I understand there are conditions that may result in withdrawal of my child from the S.T.A.R.S. program. For the safety of your student and to remain in compliance with the Department of Health Safety licensing, incomplete registration forms cannot be accepted. All registrants may anticipate up to a three-day waiting period prior to the child attending the program. All locations are subject to minimum and maximum enrollment.

Parent/Guardian Signature _____

Date _____

Program Coordinator Signature _____

Date _____



CHILDHELP S.T.A.R.S. FINANCIAL AGREEMENT 2016-2017

Parent/Guardian Name: _____ Cell: _____

Child(ren) Name: _____ School site: _____

Circle the program the student(s) will be enrolling in.

Programs Available	Auto-Pay Equal Monthly Payment Plan - Payable in 10 Monthly Payments		Equal Monthly Payment Plan - Payable in 10 Monthly Payments		Weekly Payment Plan	
	1 st Child	2 nd + Child	1 st Child	2 nd + Child	1 st Child	2 nd + Child
Before School Program	\$90	\$81	\$100	\$90	\$30	\$27
After School Program	\$225	\$203	\$250	\$225	\$65	\$59
Before and After School	\$293	\$263	\$325	\$293	\$85	\$77
Wednesday Early Release ONLY	\$77	\$69	\$85	\$77	\$25	\$23
After School(PT*)	\$113	\$101	\$125	\$113	\$35	\$32
Before & After School (PT**)	\$158	\$142	\$175	\$158	\$45	\$41

Additional Fees and Discounts
\$35 non-refundable annual registration fee for 1 st child / \$30 fee for 2 nd + child \$25 NSF/returned check/debit fee \$10 late payment fee \$15 plus \$1 per minute for late pick-up \$10 extra early release day fee 10% discount for Auto-pay 10% discount for 2 nd + child

I, _____ agree to the aforementioned terms of this agreement and to pay the amount of _____
 Print Name (First and Last)

\$ _____ every month every month through auto-pay every week
 (Please circle one)

Above rates are based on annual fees and days off are factored into the price. The non-refundable registration fee and the first month's/week's payment are due with the registration paperwork. Both fees are NON-REFUNDABLE. All monthly fees are due the 1st of the month enrolled. All Auto-Pay monthly fees are due the 15th prior to each month enrolled. All weekly fees are due by Friday prior to the week enrolled. If payment is not received in accordance with the aforementioned due dates, a \$10 late fee will be imposed – no exceptions. If payments are not received within 5 days of due date, the child will be **dropped from the program**. The unpaid balance must be paid before the child(ren) may continue in the program.

Signature: _____ Date: _____



S.T.A.R.S. PROGRAM CHILD INFORMATION QUESTIONNAIRE

Student's Name: _____

School Site: _____

1. What is most important to you that your child experience in our Program? _____

2. Has there been any recent change in your child's life? _____
(Divorce/Separation, Moving, New Baby, Death in Family, etc.)

3. Is there anything that frightens your child? _____ How do you deal with it? _____

4. What is your child's favorite activity? _____

5. What makes your child angry or upset? _____

6. How is your child with other children?

- | | |
|--|--|
| <input type="checkbox"/> shy & bashful | <input type="checkbox"/> enjoys new experiences |
| <input type="checkbox"/> makes friends easily | <input type="checkbox"/> prefers vigorous activities |
| <input type="checkbox"/> gets along well with others | <input type="checkbox"/> prefers quiet time |
| <input type="checkbox"/> prefers to be alone | <input type="checkbox"/> finishes what he/she starts |
| <input type="checkbox"/> plays inside | <input type="checkbox"/> plays outside |

7. Is there any additional information that you would like the staff to know about your family, such as religious beliefs and/or food restrictions? _____

8. Is there anything else about your child that you wish to share with us? _____

S.T.A.R.S. Program Behavior Agreement & Expectations 2016-2017

Positive Learning Environment

A positive learning environment in our schools begins with students, parents and team members possessing a thorough understanding of the basic standards of acceptable conduct. In order to assist everyone in the pursuit of a quality education, Childhelp Community Center has established guidelines designed to ensure a safe environment for all students and team members in our schools. For these guidelines to be most effective, it is vital for the family, the school, and the community to work together. Students are responsible for their own actions. Students whose actions are in violation of School/District guidelines will be expected to accept the appropriate consequences. Students are expected to respect the rights and property of others, along with demonstrating high standards of personal integrity. This includes their time at school, going to and from school, time at the bus stop, and attendance at school-sponsored events. To meet these goals, we enlist the support of our community.

Childhelp Community Center in partnership with the Littleton Elementary School District implements serious consequences for drugs, weapons, or threatening behavior. Any such act may result in a recommendation for long-term suspension or expulsion. There are a variety of consequences for misconduct. Depending on the severity of the situation, there may be more than one consequence for a single event. Nothing in the handbook is intended to restrict the program from imposing more severe consequences if, at the discretion of the program director, the severity of harm, danger or damage (or the potential for harm, danger, or damage) warrants it. This would also apply if one incident involves more than one infraction. Please see the Childhelp S.T.A.R.S. Family Handbook for more information.

Student Responsibility

All students have the responsibility to:

- A. Obey school rules, S.T.A.R.S rules, and school personnel.
 - No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to education students. Students are required to obey and be courteous to everyone who works in our schools.
- B. Cooperate with school team members.
 - Every community depends upon its citizens to uphold the rules by which everyone has agreed to live.
 - Students have the responsibility to provide truthful information when asked by school authorities.
- C. Respect the person and property of others.
 - Respecting the rights and properties of others and demonstrating personal integrity should guide student behavior at school, on the way to and from school, and school sponsored events. Always be a "good citizen."
- D. Respect public property.
 - Schools are a community investment and resource for young people. People who damage school property will be held responsible.
- E. Make sure that school correspondence to parents reaches home.
 - It is important that all written notices from S.T.A.R.S team members reach the parents/guardians to keep everyone informed and up-to-date.

Parent Responsibility

Parents can expect their child to be cared for in a safe and supportive environment licensed by the Arizona Department of Health Services which mandates a staff-to-student ratio not greater than 1:20. Parents are responsible for communicating with S.T.A.R.S team members to maximize the effectiveness of the S.T.A.R.S program. Parents are responsible for keeping their child's records up to date and paying fees on time as described in the Financial Agreement. It is also very important that parents pick up their child on time daily. Please read the information presented in the S.T.A.R.S Handbook and contact us if you have any questions or need further information. As a parent, you will be responsible for abiding by the handbook guidelines and the approved Financial Agreement. If you have questions, please contact the Childhelp Community Center at (623) 240-6160.

Student Behavior Expectations

Children are entitled to a positive and safe learning environment. Therefore, S.T.A.R.S cannot serve children who display chronic disruptive behavior. This is defined as verbal or physical activity which may include, but is not limited to: (1.) Behavior that requires constant attention from the S.T.A.R.S team members. (2.) Violence and/or aggressiveness that inflicts physical or emotional harm on other children. (3.) Running away from or abusing the team members. (4.) Disrespectful behavior toward team members or students. (5.) Destruction of property or vandalism. (6.) Ignoring or disobeying the rules that guide behavior during the school day and S.T.A.R.S hours. Each facilitator will use the S.T.A.R.S discipline plan for his/her classroom. The following is the behavior management plan used in S.T.A.R.S:

- Informal talk
- Discipline conference
- Time out
- Conference with parent
- Restriction of privileges / Behavior contract / Suspension
- Expulsion (removal) from S.T.A.R.S

When a student's actions go beyond that which the facilitator can effectively control using the S.T.A.R.S discipline plan, the student will be referred to the Childcare Program Director. Whenever the Childcare Program Director becomes aware of a report from a team member, prompt and effective action to resolve the problem will be taken. When disciplinary action is appropriate, the district's discipline matrix will be followed. The assistance of the home, alternate educational supportive services, and other professional community agencies may be utilized. Reasonable efforts will be made to assist the child in behaving appropriately. If a child is unable to adjust to the extended day setting and follow appropriate behavior guidelines, the child may be suspended. If the behavior is determined as severe, there will be an immediate suspension. Chronic/Disruptive behavior from a child is evaluated on an individual basis by a team of extended day employees and other Littleton Elementary School District team members. The Discipline Matrix in the Littleton Student and Parent Handbook will be used when issuing behavior consequences.

FEES WILL NOT BE REFUNDED DUE TO BEHAVIOR RELATED SUSPENSION.

I have read this behavior agreement, and agree to the terms stated therein:

Parent/Guardian Signature

Date

CHILDHELP COMMUNITY CENTER PERMISSION AGREEMENT 2016-2017

Guidance and Discipline

I understand that while my child participates in the S.T.A.R.S, it is my child's responsibility to follow all direction given by the S.T.A.R.S team members. The team members will do everything possible to rectify any issues that may arise. However, in the unlikely event there is a disciplinary problem that cannot be resolved, I will be notified and expected to pick up my child as soon as possible. At this time, I fully understand that the outcome could result in my child not being able to return to the program until further notice. In order to stay in compliance with the Student and Parent Handbook Discipline Procedures set forth by the Littleton Elementary School District, this resource will be used to determine the consequences. This may result in my child's suspension/expulsion. In the case of a suspension/expulsion of my child, I understand that the necessary consequences would be effective immediately and would require immediate action on my part as the parent/guardian. I have discussed this policy with my child and he/she understands it fully.

Permission for Use of Photographs

I hereby grant permission for my child's photograph to be taken at the Childhelp Community Center while participating in daily activities. These photos may be used by Childhelp, Inc. for publicity purposes including brochures, program reports or news releases at the discretion of Childhelp administration.

- I grant permission for my child to be photographed.
- I do not grant permission for my child to be photographed.

Medical Authorization

I hereby consent to my child receiving medical treatment which is deemed advisable in the event of any injury, accident or illness during my child's participation in this program.

- I consent to my child receiving medical treatment.
- I do not consent to my child receiving medical treatment.

I have carefully read this agreement, fully understand its contents, and I sign it at my own free will:

 Parent/Guardian Signature

 Date

