



Canton S.T.A.R.S. 2025 Summer Program

Director/Owner: Kathleen Remus

PROGRAM INFORMATION

MISSION STATEMENT:

We will exceed your expectations with superior care, low staff turnover, competitive rates and above all; a mission to excite your child to belong to S.T.A.R.S.!

HOURS OF OPERATION:

Monday-Friday

Camp: 8:00 a.m. - 4:00 p.m.

Extra Hours: 4:00 p.m. - 5:30 p.m.

ENROLLMENT POLICY:

The forms listed below must be filled out before your child can begin care. S.T.A.R.S. does not discriminate based on race, color, national origin, religion, sex or handicap.

1. Brightwheel 2025 Summer Camp Registration Form & Contract
 2. Child Information Record
 3. Statement of Good Health
 4. Registration Fee (\$40 per child)
 5. Medication Authorization Form(s) (If applicable)
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S.T.A.R.S. DAILY SCHEDULE:

8:00 a.m.	Camp Opens
8:15 a.m.	Organized Games/Stations in the Gym
9:00 a.m.	Group Games/Playground
9:45 a.m.	Line Up, Bathroom Break & Wash Hands
10:00 a.m.	Snack Time (fruit/healthy snack provided)
10:20 a.m.	Reading/Bridge Book/Quiet Time
10:50 a.m.	Organized Games/Stations in the Gym
11:30 a.m.	Lunch (must pack, not provided)
12:00 p.m.	Theme Activities / Arts & Crafts
2:30 p.m.	Afternoon Snack (must pack, not provided)
3:00 p.m.	Organized Stations / Student Choice
4:00 p.m.	Camp Ends / After Care Begins
5:30 p.m.	After Care Closed

FEE'S & CHILD CARE RATES:

REGISTRATION FEE:

A nonrefundable fee of \$40.

TUITION RATES:

Monday-Friday 8:00 a.m. - 4:00 p.m. is \$180 per week

Your child is not required to attend all 5 days, however, tuition is a flat weekly rate.

Extra Hours - After Care

Full Time 4:00 p.m. - 5:30 p.m. is \$35 per week

If you choose to add extra hours, your child is not required to attend all 5 days, however, tuition is a flat weekly rate.

LATE PICK-UP FEES:

S.T.A.R.S. is closed at 4:00 p.m. This means your child is signed out by 4:00 p.m. (5:30 p.m. for after care clients) There is a late fee of \$3 per minute per child until pick-up thereafter. Please be considerate of our staff and their obligations. Fees will be due at the time of pick up. If you do not have cash at the time of pick up, you will receive an invoice in your Brightwheel account. If you pick your child up more than ten minutes late on three or more occasions, we have the right to terminate your child's enrollment with S.T.A.R.S.

RETURNED PAYMENT FEE:

A charge of \$20.00 will be applied if a payment is returned due to insufficient funds or inaccurate banking information.

BILLING AND CANCELATION POLICY:

Invoices will be added to your Brightwheel account 1 week before they are due and are due **21 days** before your child's first day of camp. Unpaid tuition fees will result in forfeiture of your child's spot.

Field Trip/Theme Schedule

Dates	Theme	Field Trip
June 16-20	Camp Wilderness	Carousel Acres
June 23-27	Super Hero	Sky Zone
July 7-11	Christmas in July	Tattan Park & Splash Pad
July 14-18	Disney	Emagine Theater
July 21-25	Animals	Willow Metro Park & Pool
July 28-August 1	Tropical/Luau	Ann Arbor Hands On Museum

Tuition Fee Schedule

Camp Week	Tuition Due Date
June 16-20	May 26th
June 23-27	June 2nd
July 7-11	June 9th
July 14-18	June 16th
July 21-25	June 23rd
July 28-August 1	June 30th

CAMP/FIELD TRIP RULES

CAMPER EXPECTATIONS

- Be respectful to others.
- Always ask permission to leave a room or presence of the counselors to use the restroom or get a drink of water.
- Respect your surroundings. This means taking care with toys and games, not writing on tables, throwing away your trash and using equipment with respect.
- Follow directions from the counselors the first time they are given.
- Absolutely no fighting. Physical contact may result in immediate suspension/expulsion.
- No use of inappropriate language or name-calling.
- Please send your camper with a backpack each day to keep all of their belongings together. Campers will not be allowed to leave belongings in the room overnight.
- Please limit your child's daily belongings to a water bottle, lunch box, bridge book and a change of clothes.

FIELD TRIP REQUIREMENTS

- Please arrive by 8:00 a.m. on scheduled field trip days.
- Campers are required to bring their own swimsuit and towel on water related field-trip days. If your child cannot swim, he or she will only be allowed to play in areas that their head remains above water with their feet touching the ground. This is for the safety of all Campers.
- Campers are required to wear their provided colored t-shirt on field trip days. If you forget your shirt, your child may rent one for \$5.
- Please ensure your camper wears appropriate shoes to camp— sandals and tennis shoes are acceptable, no flip-flops.
- All transportation will be provided by a private bussing company.
- Weekly waivers are mandatory for field trips.

PROGRAM POLICIES

CHILD RELEASE POLICY / ARRIVAL & DEPARTURE:

All children will be signed in and out by a parent upon the arrival using their 4 digit Brightwheel code. Our attendance log is required by the State of Michigan. This is essential to our standards of quality care as children must be accounted for at all times. S.T.A.R.S. is no longer responsible for actions/incidents involving children once they are signed out of our care.

Children will only be released to persons that are listed on the child's emergency cards. For the first two weeks of child's enrollment please expect to show Photo I.D. upon pick-up. This is for your child's safety. We will not release your child to you unless you can show this piece of identification.

If other's are listed on the emergency card, please instruct them to bring a Photo I.D. also. **WE WILL NOT RELEASE YOUR CHILD TO ANYONE UNLESS THEY ARE LISTED ON THEIR EMERGENCY CARD. No Exceptions!** Please understand this is for everyone's protection.

S.T.A.R.S. is not responsible for an individual's competency or sobriety when picking up a child. If there is a suspected cause for concern, we will call the police for further assessment.

If you would like to have someone pick up your child other than those listed on the emergency cards, you must add them to your student's Brightwheel account. No verbal requests will be granted. You will still be responsible for having an authorized person pick-up your child and they must be able to provide a 4 digit code associated with your child's Brightwheel account. S.T.A.R.S. will not be held responsible for late fees in case of mishap.

CUSTODY:

Unless we receive court papers stating that you have been granted temporary or permanent custody, we have no legal authority to tell either parent that he/she can't pick up their child. You must have court papers to override this policy. We will need a photo copy of the court order with the court's signature. Please ensure we have these papers in your child's file. Please ensure you tell the director if there is someone that is restricted from picking up your child.

DRESS CODE:

Play clothes are the best for camp because we do many crafts and play outside, and campers' clothes may get dirty. Please be aware of the weather to make sure your child is dressed properly for the day. Please pack a complete change of clothing in your child's bag daily, in case of accidents.

TOYS / MISCELLANEOUS ITEMS:

S.T.A.R.S. is not responsible for any items that your child(ren) brings to camp. Any items that are left behind will be placed in the schools designated lost and found area. This includes all articles of clothing, personal belongings, electronics, water bottles, lunch boxes, toys, school supplies, etc.

MEALS:

S.T.A.R.S. will provide a morning snack. All students should bring a refillable water bottle. Parents are required to provide lunch and afternoon snack. All breakfasts provided by S.T.A.R.S. will be healthy but simple: granola/fruit bars, cereal bars, and/or additional items. Please let us know if your child has allergies, we will try to accommodate, but you may be required to provide their breakfasts if the allergies are extensive or a commonly found ingredient, such as wheat or soy. Please send only healthy items. We will not allow your child to drink soda, eat candy or other sugary items such as cupcakes, cookies and/or other sweets for an afternoon snack. These items are allowed in a lunch as a treat.

*In the event that your child forgets his/her lunch and a parent/guardian cannot bring them food before lunch time, you are responsible for using a meal delivery service for your child's food, as we need all staff members present to care for the children.

OUTDOOR PLAY:

Children will use the school's playground during outdoor play. Per the State of Michigan, this playground has not been inspected by S.T.A.R.S., as the inspection conducted for Canton Charter is sufficient.

ILLNESS:

Sick children will not be accepted into our child care program. If your child has a temperature of 100.3+ F or any visible sick symptoms, they will be denied care. If your child is sent home on Monday because they were ill, they will not be able to return for at least 24 hours. Please do not bring your child back before Wednesday or they will not be permitted to stay. The following illness policies will be strictly enforced, for the health, well being and safety of all concerned.

Examples of associated symptoms include, but are not limited to:

1. Fever (100.3+ F)- Child needs to be fever free for 24 hours
2. Nausea or vomiting
3. Diarrhea: runny or watery stools, or 2 looser stools within last 4 hours.
4. Sore throat, loss of voice, hacking or continuous coughing, runny nose with colored discharge
5. Runny and/or crusty eyes: watery, matted, and/or red/pink eyes are not acceptable
6. Unexplained rash
7. Head lice
8. Communicable diseases (chicken pox, roseola, conjunctivitis, mumps, measles, influenza, etc.)

This benefits and protects your child and the other children. We appreciate your cooperation with our sick policy!

Parents of a child with a diagnosed contagious condition (measles, head lice, pink eye, mumps, chicken pox, etc.) are asked to notify a S.T.A.R.S. employee as soon as possible so that we may alert parents to watch for symptoms in their own children.

COVID: If we have a confirmed case of COVID amongst staff or students, we will determine if the best course of action is to send home the S.T.A.R.S. class or all students enrolled in the effected group. We will properly sanitize and clear all areas that were visited by the infected person before allowing staff or students to reenter. Any infected person(s) must not return before 10 days have passed since symptoms first appeared or the individual tested positive AND they have been fever-free for at least 72 hours without the use of medicine that reduces fevers.

MEDICATION:

If your child is on medication and it needs to be taken while he/she is in childcare, the medicine must be in the original container and labeled with the child's name, doctor's name, name of medication, dosage, and when to be taken. If medication is to be taken only twice a day, i.e. (morning & night) then it will need to be done at home. S.T.A.R.S. will not administer medication until it has been given by the parent/guardian for at least 24 hours. If a child is going to have an allergic reaction to the medication it should happen in those first 24 hours sometimes up to 48 hours. If your child refuses to take

medication, S.T.A.R.S will not force them to take it.

All prescription & non-prescription medicine must have a medication authorization form filled out and be approved by the director.

SUNSCREEN/ANY TOPICAL TREATMENTS

Please send these items with your student in a Ziploc bag with their name in permanent marker on the front. These will be kept in their backpacks. If your child requires assistance with spray/face stick sunscreen, assistance will be provided. Students with lotion sunscreen must be able to apply independently.

Required: Please apply sunscreen before arriving to camp each day.

INJURIES:

Minor cuts and bruises suffered while at S.T.A.R.S. will receive proper care -- they will be washed with soap and warm water and properly bandaged. You will receive notification upon arrival.

If a serious accident should occur you will be contacted immediately for instructions; unless this would endanger your child's life. In that case S.T.A.R.S. will take necessary steps such as; calling the hospital, doctor, 911 etc. All injuries need to be documented. You may be asked to sign an injury report.

PARENT NOTIFICATION OF THE LICENSING NOTEBOOK:

Child Care Organizations Act, 1973 Public Act 116

Michigan Department of Human Services

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
 - The notebook will be available to parents for review during regular business hours.
 - Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare
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FIRE:

In the event of a fire, we would evacuate the school immediately and gather together outside. This will be practiced at least once so the children are familiar with what to do.

TERMINATION OF SERVICES:

S.T.A.R.S. has the right to terminate childcare services to any child without notice if that child threatens a staff member or another child, or themselves, payment is not made when it is due after the one day grace period and/or parent engages in any inappropriate actions toward staff or another parent or child.

Some examples are below (but not limited to):

*3 corrective action plan write-ups

*Weekly childcare not paid on time

*3 Uncontrolled bowel or urine incidents (Every child must be completely toilet trained)

*More than three late pick-ups (S.T.A.R.S. will be closed at 4:00 p.m. Your child must be signed out and exiting the building by this time.)

*Parent and/or designated caregiver (grandparents, neighbors..) engages in profanity, and/or other disrespectful behavior directed towards a staff member or child.

*Indecent Exposure

*Violence (physically harming another student or staff member)

In the event that a student is expelled from our program, a refund will not be issued for the current week of the expulsion.

DISCIPLINE POLICY:

At S.T.A.R.S., we will minimize the need for discipline by providing an eclectic schedule of creative and educational activities. As the need for discipline occurs we will be following Canton Charter's Discipline Policy as stated in the Canton Charter Handbook. If you would like a copy of this, let a staff member know and we will provide you with one. Summer Camp is still a part of the school environment so we would like to remain consistent; therefore, the school policy and camp policy will be the same.

Under NO CIRCUMSTANCES will there be any corporal punishment used, such as; spanking, physical abuse, verbal abuse, name-calling or isolation.

In the event that children become out of control during S.T.A.R.S. we will call the parent to pick them up. If they are not picked up within 30 minutes of the placed call, a 1 day suspension will be put in place for the following day. (payment is still expected)

If a child engages in physical violence towards a staff member or another student, a 1 day suspension will be put in place for the following day. (payment is still expected)

SUSPECTED CHILD ABUSE:

The State of Michigan requires that all regulated child care providers who have reasonable cause to suspect child abuse or neglect shall make immediately, by telephone

or otherwise, an oral report of the suspected child abuse or neglect to the department. Within 72 hours after making the oral report, the reporting person shall file a written report as required in this agency. The reporting person shall notify the person in charge of the child care program of his or her finding and that the report has been made, and shall make a copy of the written report available to the person in charge (Director or Owner). A member of our staff shall not be dismissed or otherwise penalized for making a report required by this act or for cooperating in an investigation.

CHILDREN WITH SPECIAL NEEDS:

S.T.A.R.S. will work with any special needs child in accordance with their IEP through the State of Michigan. A copy of your child's IEP must be provided to us to provide the best possible care for your child. I give my permission for the owner/director of S.T.A.R.S to communicate with Canton Charter's administration concerning my child. The communication will be focused around the success of my child(ren) should my child have an active Individual Assessment Plan (IEP), pertinent information can be shared. I understand that S.T.A.R.S. is not financially responsible to provide my child with a paraprofessional should he/she require one in the program. An additional form will be emailed to the parents requesting a signature upon the notification that their child has an IEP.

*Please email starspayments@gmail.com to request an IEP signature form.