



2019- 2020 Policies and Practices

Please review our terms and policies

Schedule and Hours

All-Star Academy hours and days are predicated upon the release times and schedule of Poway Unified School District. Daily business hours are 3:00pm-6:30pm. If you would like to stop by during non-business hours a scheduled appointment is required.

During summer All-Star Academy is open from the hours of 8:00am-6:30pm. On Full Days we DO NOT accept any walk in visits due to our field trips and varied schedules.

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Student Code of Conduct

All-Star Academy prides itself on being a safe and friendly environment for our students. Students are expected to act in a manner that represents good citizenship and safe play. Students are expected to act friendly with their peers and respectful to our staff team.

Any forms of violence, destruction of property, foul/inappropriate language, bullying, theft, and reoccurring behavior reports are considered misconduct, and may result in disqualification from any of our programs.

Misbehavior and misconduct can lead to a written report. Reports are at the discretion of the active staff member. Multiple reports may result in parent/faculty meeting and possible disqualification from the program.

All-Star Academy understands that children have spontaneous behavior at times and will evaluate any misconduct case accordingly.

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Registration and Material Fees

A one-time \$100 Registration Fee is for new students only. This allows enrollment in any of our after school and camp programs, and a discounted rate for Full Day programs. This also allows access to any parent portals or enrollment forums AND continuous updates and newsletters from our email chain.

A \$75 Material Fee is for each registered student for the school year. Enrollment from January 1 till the end of the school year will be a pro-rated fee of \$40. It includes all books, class print outs, software, school supplies, art class supplies used in group lessons, etc. *Chinese books, Spanish books, and the Wordly Wise Account Sign-up (Online Vocabulary course for English class) fee will be a separate charge collected when school begins. We will send out this information in the Welcome Letter the day before school starts.*

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Daily Tuition

After School Mandatory Programs with free Poway Unified School District pick ups

Enrollment and registration will be month to month. Your monthly tuition is based on the number of days you attend.

* A 5% sibling discount is only applied on 2nd and 3rd child. This discount ONLY applies to after-school tuition.

Regular School Day: \$23/day (*except Monterey Ridge, Design39, Del Sur);

Regular School Day for MRES, DSES & D39: \$22/day

School Short Day: \$27/day

Transitional Kindergarten: \$31/day

Holiday & Full Day: \$62/day; Partial day rate is NOT available; includes all field trip fees.

Holiday & Full Day for non-registered students: \$72/day

Optional Hot lunch for Full Days: \$6 per student

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Policies and Practices continued

Full Day Enrollment

During some Holidays and Professional Growth days All-Star Academy remains open for the convenience of the families. We provide scheduled field trips and enrichment classes for these days. Prior to the date of the Full Day, we will put out a program schedule with enrollment details online at www.All-StarAcademy.com.

Full Days are considered separate from our after-school program and enrollees must register as a separate program online. Any student, registered or non-registered are free to sign up for these days. Many of our enrollments for Full Days have space limitations, so enrollment is first come, first serve.

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Optional Classes

Optional classes are extracurricular classes provided by outside vendors, which take place at All-Star Academy. Classes may vary and can be signed up and registered for during the school year, when program information is provided. Fees are additional to the daily tuition.

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Monthly Payments and Late Payments

It is your responsibility to provide accurate monthly enrollment attendance for your student and register by the deadline. Registration is done online, monthly. Monthly registration opens on the 10th of each month & closes on the 28th at 6:30pm. You will not be able to enroll for other months in advance. However, once you are a registered All-Star member you will NOT lose your spot under any circumstances involving registration space during the school year. Late registrations after the closed deadline will be automatically charged a \$25 late fee. Late registration must be done through a manger, as the online enrollment will be closed at that point. New families coming in mid month, after the registration deadline, must also register through a manager. Enrollment is not confirmed until tuition is paid. We do not hold spots with verbal or written notification, payment must be received.

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Payment Methods

All payments are done online via credit card

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Program Changes

All programs and schedules are subject to change without notice.

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Policies and Practices continued

Credit and Refund Policies

The registration fee, material fee, tuition, additional book fees and the Wordly Wise Sign-Up fee (*Online Vocabulary course for English class*) are not refundable under any circumstances. In the past we have always had a no credit policy for illnesses and any other absences. We maintain this policy, with the exception of 1 sick day per month. Any absence can be considered a sick day. When you use a sick day, please inform the admin team over email so we may keep track. From there we will provide the sick-day code which can only be applied to the following month. It will reflect on any balance you have. If you switch a day, the day you switch from will be considered your sick day. And the day you switch to, your sick day credit will be applied. Fees and charges will be applied to your account automatically. If you wish to make any additional switches there will be a \$ 10 fee included. Space is NOT guaranteed. If a student is absent more than 1 sick day they will NOT receive credits for more than 1.

Full-Day Camp Credit: If you register for a Full-Day Camp and do not attend, you may receive a credit. Through email, you must notify the admin of your student's absence to apply it to another future Full-Day Camp. The credits value is worth \$45, and you must pay a \$17 service fee for the switch (for we make the payments for the field trip in advance.) Same applies for Summer Camp sick days (*Full-Day Credits cannot be applied to our After-School days, only other Full-Day Camps.*)

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Adding Days

In order to add a day to your calendar you may do so WITH written email notification as long as it is by 6:30pm the day prior to the added date. Written email notification is required to any manager for references and time stamp purposes. Word of mouth will not be accepted. If you wish to add a day last minute (after the 6:30pm day before deadline) you will be subject to a \$5 fee. Morning (day of) adds will be subject to a \$5 fee and will still require written email consent. Any additional fee will be adjusted to your account automatically. Space is NOT guaranteed for any add requests.

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At School Pick Up Procedures

Each school has a designated pick up spot, please visit www.All-StarAcademy.com to view the pick-up site. First day of attendance students are asked to wait in the office so drivers can locate them and show them the pick-up area.

All-Star Academy communicates with all public-school administrators and staff to ensure safety and provide fluid and cooperative pick up. If a student is confused or does not know where to go, they are instructed to go to the office immediately. If a student is not located our staff driver is directed to check the office. If a student is still missing, a staff member will phone the family until the whereabouts are confirmed. For the safety of students at other schools, the driver is not allowed to wait for a student for longer than 15 minutes after the bell to ensure the timely pick up of those schools.

It is extremely important that the student shows up to the pick-up site promptly and on time. You are to always notify All-Star Academy if your student will be absent for pick up.

All-Star Academy drivers are subject to a criminal background check and driving record review. Each driver must go through training procedures, and review and sign all the safety requirements for our practices. All drivers are required to follow California driving laws and must have a valid California driver's license. Cell phone use while driving is prohibited.

Each pick up van has a first aid kit. Students are not allowed to eat or drink in the pick-up vans.

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After School Pick Up Procedures

Non Parent/Guardians must provide photo ID. Parents or authorized personnel are allowed to pick up their children anytime during our business hours. The signature and the sign out time ARE REQUIRED on the daily sign In/Out sheet. Parents should wait at the front while the staff at the front desk escorts their children from the classroom before 6:00pm.

It is your responsibility to make sure your student has cleaned up all of their items before they exit. Out of respect for our staff and facility please do not leave with child if they have not yet cleaned up their games or toys.

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Policies and Practices continued

Doorstep Policy

We have had many circumstances where a student shows up at the school site for pick up and is not on our pick up arrangements. This can be a huge hassle when we have many students to deal with while in a hurry to get to the next site. This is also a safety concern.

If there is no room - we will automatically leave the student in the office.

If it is our mistake - we will do everything we can to ensure the student gets safely to All-Star on time.

If we have room - we will call parents and will take the student with PARENT CONSENT ONLY. We will not take the student if we can't get a hold of the parents for permission. We feel that it is not our right to pick up a student without the authorization of the parents or guardians. If we leave the student with the office staff we will inform the office staff of the situation so that the student is safe. We will also attempt to contact parents to let them know where their child is.

If we do receive permission- we will take the students and apply an **additional \$10 fee**. Any fees will automatically be applied to the account. Space is NOT guaranteed.

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Late Pick Up Fees

Out of respect for our staff and faculty All-Star closes at 6:30pm and any pickup after this time will result in a \$15 late charge per 15 mins thereafter.

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Sending Students Off Site

Per request, All-Star Academy will send a student to an off-site activity after 4pm. These activities include Danceology, Gym Kids, San Diego Volleyball, All-Star Basketball and Tennis. Any other activity must be approved by an administrator. Students are checked in and out on a sign sheet to ensure safety.

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Computer/iPad Policies

iPads and smart devices can NOT be used at All-Star during after-school days and can only be used recreationally during recess times and under supervision. Inappropriate content are sites that are not suitable for children, sites with bad language, violence, and sites deemed for adults. Appropriate content is up to the discretion of the staff. All-Star Academy has filters on it's internet access. Students cannot use internet without adult permission. We are not responsible for any lost, theft or damaged items. Our staff has the right to take away any devices as deemed necessary for classroom standards.

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Snacks and Water

It is your responsibility to prepare enough snacks and water for your child. Please remind your child not to share food with others to eliminate risk from food allergies. All-Star Academy has drinking fountains.

We highly recommend that you provide a reusable water bottle for your child, with his/her name on it. Plastic disposable water bottles are harmful to the environment and can be very wasteful when left behind.

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Policies and Practices continued

Peanut Free

All-Star Academy is a peanut free facility. For the safety of our students no items that contain peanuts or nuts are permitted. There are no exceptions to this.

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Lost and Found

Items left at All-Star Academy are placed in our lost and found. We do not provide reimbursement for lost or taken items. Students are expected to be responsible for their personal belonging, though staff and faculty are responsible to help students.

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Children's Health

You should keep your child home if he/she is sick in order to keep the other children and teachers healthy. If a child has a fever of 99 degrees or above they should not attend All-Star Academy until they have been fever free for 24 hours. If your child becomes ill while attending All-Star Academy, you will be contacted and your child will need to be picked from the school. All-Star Academy staff and faculty is responsible for notifying you of any injuries that happen while attending. Please email if your student has lice immediately. Once lice and nits (non-active/ reproducing lice) is gone they will be able to attend All- Star again.

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Agreement Terms

Termination of Agreement

All-Star Academy reserves the right to terminate this agreement at any time for any reason including, but not limited to the following:

- Violation of All-Star Academy Policies and Procedures
- Disrespect of staff, parents, and other students
- Consistently breaking school and classroom rules

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Emergency Release

By signing below, you give All -Star Academy permission to seek medical attention for your child in an event that they are not present at the time of illness or injury.

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Liability Release

By signing below, you waive all rights and claims against All-Star Academy and its team members for any liability resulting from your child's participation in any outdoor events/transportation organized by All-Star Academy.

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Media Release

By signing below, you give All-Star Academy permission to take pictures and video of your child. All-Star Academy likes to share images and video on social media and magazines. If you do not want your child's media being used please verbally notify us.

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I, _____ agree to enroll _____

(Parent or Guardian Name in Print)

(Student Name in Print)

as a student at All-Star Academy Center and the center agrees to accept the enrollment of the above named child as a student for the upcoming school year, subject to the terms and conditions in this agreement. I agree to follow All-Star guidelines.

Parent or Guardian Signature

Date

Principal or Director Signature

Date

For Office Use Only

<i>Payment Info</i>	<i>Registration Fee</i>	<i>Materials Fee</i>	<i>Enrollment Status</i>