



*Davenport School of the Arts
Before and After School Care*

Parent Information

ESTAR stands for Extended Schoolday to Achieve Results. We strive to provide a safe, highly engaging, developmentally-appropriate program.

ESTAR will be held on the Davenport School of the Arts campus. We will utilize various classrooms, computer labs and other areas during the program. Our morning location will be the cafeteria; this will allow for easy drop-off of your children. Our central afternoon room will be Building 5, room 104

We will utilize a rotation system where the daily components of our program will include, but are not limited to:

- homework help
- reading time
- arts
- physical exercise
- computer time.

At this time, tutoring will not be part of the ESTAR program but we do anticipate this being part of our program in the future.

ESTAR contact information: Coordinator: Janice Katz

Administration: Brian Kier, Principal; Cindy Braaten, Assistant Principal; Alicia Hughes, Assistant Principal

In case of emergency please contact the school office at 863-420-2557 or ESTAR at (863) 424-7166

We offer a variety of registration packages to fit your needs. Choose from the options below:

OPTION A	Sessions	1st Child	Each Additional Child
Covers all regular school days until 6:00 pm. <i>RATE IS PER WEEK</i>	Mornings Only	\$30.00	\$20.00
	Afternoon Only	\$40.00	\$30.00
	AM & PM	\$55.00	\$45.00

OPTION B	Sessions	1st Child	Each Additional Child
Covers all regular school days PLUS teacher work days & early release until 6:00 pm. <i>RATE IS PER WEEK</i>	Afternoon Only	\$50.00	\$40.00
	AM & PM	\$65.00	\$55.00

OPTION C	Sessions	1st Child	Each Additional Child
Covers ONLY all teacher work days & early release until 6:00 pm. (only available to students that do not attend regularly.)	5 Early release days & 4 teacher workdays	\$200.00	\$225.00

DAILY	Sessions	1st Child	Each Additional Child
Consistant days each week	Same day each week	\$10.00 per day	\$10.00 per day
	Mornings	\$10.00 per day	\$10.00 per day
	As needed P.M.	\$15.00 per day	\$15.00 per day

DROP-IN
Inconsistant days as needed

A \$25 registration fee per child, is required & is nonrefundable. Registrations will be marked with the date and time received. In the event that we receive more registrations than we are able to provide for with staffing, we will begin a waiting list and notify the parents of those students. Attached is a registration form. Please deposit completed registration form, signed agreement for program terms and conditions, the \$25.00 registration fee, and first week's payment in a sealed envelope to the attention of Janice Katz in "ESTAR Mailbox" in the cafeteria or Building 5.

BEFORE AND AFTERSCHOOL EXTENDED DAY PROGRAM

Terms and Conditions

Program. DAVENPORT SCHOOL OF THE ARTS E-STAR PROGRAM

Staff. The program is supervised by the principal of Davenport School of the Arts, and operated by certified teachers, paraprofessionals and other staff. Any Davenport School of the Arts employee may interact with your student during the program for a variety of reasons, i.e., homework assistance, discipline, etc.

Illness/Accidents. If a student becomes ill or requires medical attention, the staff will attempt to notify the parent, guardian or emergency contacts listed on the registration form. If, however, the staff is unable to reach anyone listed as an emergency contact, the staff will seek medical attention for your child if the situation warrants. Any financial obligations as a result of such medical attention will be the responsibility of the parent or guardian. It is recommended that parents or guardians obtain the 24-hour school insurance coverage for your child for added protection.

Registration Fee. The registration fee is \$25.00 and must be paid at the time of registration. The registration fee is non-refundable. Please be sure to provide current emergency contact information on your registration card. It is extremely important that you notify the program director of any changes to the contact information on your child's registration. Failure to do so may be grounds to suspend your child from the program. If you drop out of the program mid-year and decide to start up again, there may be an additional \$25 fee.

Program Costs and Payments. Program costs and payments are required in advance (pay one week ahead) of your child's participation in the program. We prefer check or money order payments. Payments are to be put in one of the "ESTAR Mailboxes" the Friday before the week for which you are paying. **There is a \$10 fee for late payments.** Please make checks and money orders payable to DSA with a memo noting E-STAR Program and your child's name(s). Cash payments must be made in person to the coordinator or in the office. If you do not pay in advance, your child will not be allowed to attend the program until payment is made. In the event your child attends the program and payment has not been made, a staff member will contact you immediately to pick up your child and your child will not be allowed to return to the program until payment is made. The school will not extend credit. Any checks returned for non-sufficient funds ("NSF") or rendered non-negotiable for any reason, will be forwarded to Automated Recovery Solutions ("ARS") who has been contracted by the district to process checks returned unpaid. ARS is authorized to redeposit the check for payment. The undersigned authorizes that a service fee in the amount of \$25.00 or 5 percent of the face amount of the check, whichever is greater, to be automatically deducted from my checking account for any checks returned non-negotiable and forwarded to ARS for processing. Payments made by check are subject to re-resentation if returned for NSF or otherwise rendered non-negotiable, and further subject to an automatic deduction of any service fees associated with the collection of such check. Your child will not be able to attend the program until all outstanding debts are met.

Days Off. You are purchasing a "slot" in our E-STAR program. You are responsible for payment of all operating days/times for which you register, regardless of your child's attendance during those times. If you have an extreme circumstance, please see the program director.

Right to Sue. In the event you refuse to pay any outstanding fees due, including but not limited to, any amounts uncollected on a check returned non-negotiable, NSF fees, etc., the School Board of Polk County, on behalf of Davenport School of the Arts, reserves the right to file suit to collect such fees. The School Board shall be entitled to recover, in addition to all other remedies or damages, reasonable attorneys' fees and court costs incurred in such suit.

Release of Children. The welfare of your child is our main concern and therefore, no child will be released for departure to a person not listed as an authorized pick-up on the registration form. Staff will require identification from those individuals picking up your child who are unknown to staff. All children must be signed out.

Arrival and Dismissal Procedures. Before-school students may arrive as early as 6:30 a.m. Each child must be signed-in by an authorized person on the program attendance sheet. After school students may be picked up any time prior to – but no later than 6:00 p.m. Each child must be picked up from the ESTAR room and an authorized person must sign the child out on the computer. After 6:00 p.m., a late fee will be assessed as follows: \$1.00 for every minute after 6:01 p.m. A child, who is picked up late, may be dropped from the program.

Authorized Persons: Only those persons listed on your child's registration form are considered authorized persons. Family members not listed on the registration card, will not be allowed to pick up the child. Phone verification by the program director will be made with you before your child is released to anyone who does not appear on the registration form. If the program director is unable to reach you, the child will not be released to anyone who does not appear on the registration form.

Change in Procedures. Please notify the program director or leave a message with the school office if there are any changes in dismissal procedures for your child, whether temporary or permanent. This includes notifying the program director or staff if you pick up your child early from school.

Medical Authorization. Should your child require medication during the hours that he or she attends the Before or After School Care Program, a special permission form must be completed and kept on file with the program director.

Student Conduct. Guidelines and procedures for the Before and After School Care Programs are the same as those in place during regular school hours and will be explained to your child. Rough behavior, disrespect, destruction of property, vandalism, use of profanity or any other inappropriate behavior will result in disciplinary action and if necessary, removal from the program. You will be contacted about serious or repeated misbehavior.

Database. We are excited to be implementing a database program designed specifically for our E-STAR program. You will need to come in and get a secure PIN# in advance of your first time picking up your child. **Please note: everyone whom you designate as a person qualified to pick up your child must have a PIN# in order to check-out your child.**