

Guidelines for the S.T.A.R.S. After School Program



1. If you have any questions, please email Mrs. Lorentz at Sherri.Lorentz@sayrevillek12.net or Mrs. Schwartz at dawn.schwartz@sayrevillek12.net . Please do not call the school.
2. Parents are responsible for transportation. Children must be picked up promptly at 4:15 pm. Parents should wait outside the designated entrance of the school until the students are dismissed. Students will be dismissed according to the schedule attached. **For the safety of all of the children participating, parents are not allowed to enter the building or stand on the back playground of the school during classes.** If someone other than the person listed on the registration form is picking up your child, please send a note to your child's classroom teacher.
3. If a child is picked up late twice, he/she will be dropped from the program. Money will not be refunded.
4. Refunds will not be given for absences after the class has started.
5. In the event of snow days, holidays or a teacher absence, program classes will be made up. Parents will be notified of the make-up dates.
6. The PTO is not responsible for any bank charges incurred for returned checks. The PTO has the right to refuse a check payment from those who are not in good standing. Should your check be returned unpaid by your bank, you will be responsible for the \$10 fee charged by the PTO's bank. Also, your child will not be allowed to remain in the program unless the amount of the check plus the fee is paid within 1 week of notification from the PTO.
7. Please write a note to your child's classroom teacher if they are not able to attend a class. If a note is not received, the child will be dismissed to his/her after school program class. **Please note** that if you sign a child up for a Wednesday class and he/she is a **Willabee**, you must notify the teacher as to which class they will be attending on **February 17th and March 17th**, otherwise they will be sent to the STARS class.
8. If a child causes a disruption in a program, he/she will be given a warning. A second offense will result in the child being dropped from the program. Money will not be refunded.