

Plainedge STARS Enrichment Academies

Frequently Asked Questions



Plainedge Morning and Afternoon STARS Enrichment Academies

Plainedge Public Schools District is pleased to provide the community with Morning and Afternoon STARS Enrichment Academies. The program provides a safe and caring environment for school age children (Grades K – 8). Supervision is provided by well trained and highly qualified staff, who include certified teachers. We will offer a wide variety of daily activities including: arts and crafts, homework help, study centers, literacy activities, makerspace stations, enrichment activities, and age appropriate recreational and educational activities.

PROGRAM HOURS

Elementary: Morning: 7:00 AM until school begins

Afternoon: End of school day (3:00) until 6:00 PM

Middle School: Afternoon: End of school day (2:30) until 6:00 PM

HOW DO I REGISTER MY CHILD(REN)?

Registration must be completed online at www.plainedgeschools.org. Please navigate to the “For Parents” tab, select “STARS Enrichment Academy” from the drop-down menu, and follow the instructions to register your child(ren) for the 2023-2024 school year. You will receive a notification that your application was received by the district. All applications will be reviewed in a timely manner. Parents will be notified by email when their child(ren) is/ are accepted into the programs. Once you receive your acceptance notification, you will receive directions on how to submit your registration fees and monthly payments. To secure a spot in any of the programs, registration fees are due within 48 hours of acceptance.

IF MY CHILD(REN) IS/ARE ENROLLED IN THE CURRENT BEFORE AND AFTER SCHOOL PROGRAM, WILL THEY BE ACCEPTED INTO THE PLAINEDGE MORNING AND AFTERNOON STARS ENRICHMENT ACADEMIES?

If your child(ren) is/are currently enrolled in the current STARS Morning & Afternoon Enrichment Academy, they will be accepted into the program. In addition, if your child(ren) is/are currently enrolled and you have another child entering the district in the 2023-2024 school year, they will also be accepted.

SIBLING DISCOUNT

If you enroll more than one child in the Morning and/or Afternoon STARS Enrichment Academy, you will receive a discount of 15% off the original cost for each additional child.

WHAT PROGRAM OPTIONS ARE AVAILABLE? WHAT ARE THE COSTS ASSOCIATED WITH EACH PROGRAM?

For elementary students, there are the following options:

- 5-Day Morning - \$145
- 5-Day Afternoon - \$225
- 5-Day Morning and Afternoon - \$325
- 3-Day Morning - \$110
- 3-Day Afternoon - \$170
- 3-Day Morning and Afternoon - \$260

For middle school students, there are the following options:

- 5-Day Afternoon - \$265
- 3-Day Afternoon - \$200
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For the morning sessions, you may drop off your child any time after 7:00 am. The fee for your child's program remains the same regardless of the time you drop off your child.

For the afternoon sessions, you may pick your child up at any time throughout the program. The fee for your child's program remains the same regardless of the time you pick up your child.

WHAT OPTIONS EXIST IN THE 3-DAY PROGRAM?

If you sign up for the 3-Day option, you will fill out which days you will need on the registration form. However, if you need to change your days for a particular week, you will be able to do that provided that you give us notice a week prior to the start of that particular week, when you need to make the change. You will need to make the request in writing via email to STARS@plainedgeschools.org

WHEN IS TUITION DUE?

Rates are based on a 10-month school year. The annual fee is divided into 10 equal monthly payments which have already incorporated school holidays, vacation days and breaks. **NO CREDIT WILL BE GIVEN FOR LOST TIME DUE TO VACATION, SCHOOL HOLIDAYS OR TYPICAL CHILDHOOD SICKNESS.**

Registration Fees are required when your child(ren) is/are accepted into the program and are **NON-REFUNDABLE.**

Monthly payments are due no later than the 1st of each month. For your convenience, we will have auto-pay options available. Payments to the program may be made either through our online MySchoolBucks for a nominal processing fee of 3.75% or via check (no fee). Please make checks payable to Plainedge Public Schools and mail to: 241 Wyngate Drive Massapequa, NY 11758; Att: STARS Enrichment Academy. Any installment payment received more than ten days after the due date shall be subject to a late fee of \$10.00.

Returned checks will incur a fee of \$25 fee. Withdrawals must be in writing and must be received 14 days prior to becoming effective. Accounts two months past due are subject to dismissal and forwarded to an agency for collection, which will be subject to collection and legal fees. In addition, your child will no longer be able to participate in this program.

CAN I BE CONSIDERED FOR CREDITS & REFUNDS?

Credits or refunds will be considered on a case by case basis for extenuating circumstances.

WHAT IF I NEED TO WITHDRAW MY CHILD FROM THE PROGRAM?

Program withdrawal and contract cancellations require a 14-day written notice. Tuition is required for this period. There is also a \$10 fee for this type of change.

CAN MY CHILD(REN) BRING PERSONAL ITEMS?

We ask all children to leave their personal belongings such as toys and games at home. This will alleviate the problem of missing pieces, broken, or misplaced items. Anything brought to the program should be clearly marked with your child’s name. Plainedge IS NOT RESPONSIBLE FOR LOST OR BROKEN PERSONAL ITEMS.

WHAT ACTIVITIES WILL BE PROVIDED IN THE ENRICHMENT ACADEMIES?

We will provide different activities for students to partake in while they are attending the programs. Such activities include: arts and crafts, homework support, study centers, literacy activities, makerspace stations, enrichment activities, and age appropriate recreational and educational activities.

Below is a sample schedule of the programs and is subject to change:

The graphic features a central title 'Plainedge STARS Enrichment Academy Sample Schedule' flanked by two cartoon children at desks. Below the title are three colored boxes representing schedules: a blue box for 'Elementary Morning' (7:00-8:52 AM), a purple box for 'Elementary Afternoon' (3:00-6:00 PM), and a green box for 'Plainedge Middle School Afternoon' (2:30-6:00 PM). The boxes are decorated with vertical rows of colorful pencils on the left and right sides. At the bottom left, there is an illustration of two children at a table, and at the bottom right is the Plainedge Public Schools logo. A note at the bottom center states: 'Note: This is a sample schedule and is subject to change based on location.'

Elementary Morning 7:00 - 8:52 AM	Elementary Afternoon 3:00 - 6:00 PM
7:00 - 7:30: Breakfast Snack	3:00 - 3:30: Snack
7:30 - 8:00: Literacy Activities and Study Centers	3:30 - 4:30: Homework Help, Study Centers and Literacy Activities
8:00 - 8:52: Recreational Activities and STEAM Experiences	4:00 - 5:00: Recreational Activities
	5:00 - 5:30: STEAM Experiences
	5:30 - 6:00: Arts and Crafts

Plainedge Middle School Afternoon 2:30 - 6:00 PM	
2:30 - 3:00: Snack	4:00 - 5:00: Recreational Activities
3:00 - 4:00: Homework Help and Study Centers	5:00 - 6:00: STREAM, Literacy Activities and Arts and Crafts

WILL YOU PROVIDE SNACKS AND DRINKS? CAN MY CHILD(REN) BRING FOOD FROM HOME?

We will provide a healthy snack and bottled water in the AM and PM program; however, you can bring your own snack as well. If you have any concerns regarding your child's allergies, please contact the program coordinator.

WHAT IF MY CHILD IS ABSENT?

If your child is absent due to sickness or for any other reasons, you must email the program coordinator.

By informing us of your child's absence, we will not need to research their whereabouts which includes calling you and all emergency contacts. We appreciate parents calling the program and the school as soon as you know that your child will not be attending a particular day.

DOES THE AFTERNOON STARS ENRICHMENT ACADEMY RUN ON HALF-DAYS?

When the Plainedge Public School District has a half day of school, we will provide care from that dismissal time to 6:00 pm at no extra fee to our regular program participants. Your child must be registered for the specific day in order to attend.

DOES THE AFTERNOON STARS ERICHMENT ACADEMY RUN ON THE LAST DAY OF SCHOOL?

No, the afternoon STARS Enrichment Academy will not operate that day.

WHAT IF THERE ARE SCHOOL CLOSURES OR CHANGES IN SCHEDULING?

In the event of a delayed opening, our morning STARS programs will be CANCELLED.

In the event of an emergency school closing or non-scheduled early dismissal (due to severe weather conditions or any other emergency conditions), our afternoon STARS programs will be CANCELLED.

If the school district goes the full day but cancels after school activities, the afternoon STARS programs will be CANCELLED.

WHEN DO I NEED TO PICK UP MY CHILD?

Please be available to pick up your child before or by the program's end time. To avoid late fees, arrive to collect your child within 15 minutes after the end time of 6:00 pm. Fees will apply for extended tardiness as follows; \$10.00 for the first 16-30 minutes, and an additional \$10 for each 15-minute period following that.

WHAT ARE THE DROP-OFF AND PICK-UP PROCEDURES?

Morning: Children will be dropped off by a parent/guardian. Upon arrival, all parents/guardians are required to accompany their child(ren) into the program and sign them in.

Afternoon: Elementary children will be walked to the cafeteria by the classroom teacher. Middle School students will report to their designated rooms. If a middle school student wants to partake in a club, they must report to the Afternoon STARS Enrichment Academy, sign-in and write the club's name and room number down, and then, report back to the Academy location when the club meeting adjourns.

Authorized adults picking up a child must sign out the child each day at the designated sign out area for your site. Authorized adults need to sign their full signature, no initials please, and indicate the time of pick up. In order to release any child, photo ID and written authorization on file is required. A child will not be released if a photo ID is not presented. Children can only be picked up by an adult (18 years of age or older) who is listed on their authorization form.

WHAT ARE YOUR EXPECTATIONS REGARDING CONDUCT?

It is our expectation that each child will enjoy the activities planned by the program. He/she is responsible for his/her own actions and are expected to behave in an appropriate manner.

Therefore, the following conduct policies apply directly to each child and will be used in determining his/her eligibility to continue as a participant in the Plainedge Morning and Afternoon STARS Enrichment Academies:

1. Intentionally and repeatedly leaving the area without permission.
2. Repeatedly using foul language and being rude or disrespectful to staff and peers.
3. Refusing to follow the rules, which consistently disrupts daily activities with inappropriate behavior.
4. Defacing school property, stealing Plainedge or personal property.
5. Engaging in fights (physical or verbal) with peers.
6. Physical violence of any kind.
7. Bringing illegal substances including alcohol or cigarettes to the program.
8. Bringing weapons of any kind.

In the event that a child proves that he/she is unable or unwilling to follow the above mentioned policies, every effort will be made to make the parent aware of these occurrences. Depending on the severity issue, the program coordinator may make a decision to: 1) have the parent pick the child up immediately, 2) suspend the child 3) terminate the child from the program. It is our desire that each child enjoys his/her experience. It is for these reasons that we initiated policies we feel are fair and beneficial to everyone. There will be no refunds for any child that is suspended or terminated from the Morning and/or Afternoon STARS Enrichment Academies.

HOW DO YOU ADDRESS MEDICAL CONCERNS?

Children's medical files are accessible to the primary facilitators through Powerschool. Each site will have a designated staff member that will be able to access any student's medication, which is kept in a secured location.

The safety of our children is our number one priority. All staff receive regular training in preventing injuries and appropriate supervision, and are encouraged to certify in CPR and First Aid. All staff receive EpiPen training.

In order to maintain a high level of well-being for all of the children, please adhere to the following policies:

1. If your child is not well enough to attend school, he/she is not well enough to attend the morning and afternoon programs. Children must be in attendance during the school day in order to attend the afternoon program.
2. If your child contracts any contagious illness, please notify the program coordinator immediately.
3. If your child has any infection requiring antibiotics, please do not bring the child back until a complete 24-hour cycle on medication has passed.
4. If your child becomes ill during his/her stay at the morning and/or afternoon program, he or she will be separated from the group (in order to reduce germ transmission) until an authorized adult picks up your child.

IF I HAVE ADDITIONAL QUESTIONS, WHO CAN I CONTACT?

Please email us at: STARS@plainedgeschools.org