



2026-27 STAR PARENT MANUAL

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Please Note: By participating in the program, families are responsible for reviewing and adhering to all policies and procedures contained in this handbook.

Welcome to the Hoffman Estates Park District's STAR Before & After School Program. STAR is Student Development Through Academics & Recreation. This parent handbook has been developed to provide you with information regarding our policies and procedures. Please know your child's Site Coordinator is available during program hours by cell phone (page 7). You are also able to leave a message with the same cell phone number during off-program hours.

STAR Program Manager contact information Monday – Friday

STAR Administrative Staff

Will Lieb, Recreation Program Manager
District 15
Whitely School
wlieb@heparks.org
(847) 285-5518

Dule Estrade, Recreation Program Manager
District 54
Armstrong, Fairview, Lakeview, Lincoln Prairie, MacArthur and Muir Schools
destrada@heparks.org
(847) 285-5561

Lexi Petrucci, Program Coordinator
lpetrucci@heparks.org

IMPORTANT NOTICES:

- The Park District reserves the right to cancel any STAR site(s)/program(s) at any time.
- Information distributed at your child's program site will be provided to the individual signing your child in or out. This may include disciplinary notices, late pick-up notices, correspondence from the office, information regarding school days off, and other program-related communications.
- The STAR Before and After School Program is a license-exempt program and is not licensed or regulated by the Department of Children and Family Services (DCFS). The program operates as an extension of the school day and educational experience.
- By registering for the program, participants and their parents/guardians grant permission for photographs and video recordings to be taken of themselves and their children during Park District activities. These images and recordings may be used by the Park District for promotional, educational, and informational purposes, including publications, websites, social media, and other Park District materials. Parents/guardians who do not wish to have their child photographed or recorded should notify the Park District in writing prior to participation.

REGISTRATION, PAYMENTS & PROGRAM SCHEDULE CHANGES

Registration

A \$50/child non-refundable registration fee is required at the time of registration. A total of nine (9) monthly payments for STAR will be made through electronic fund transfer (EFT). You **must** fill out an EFT authorization form to authorize the automatic monthly payment charge for STAR fees to the bank account, credit, or debit card of your choice on the 10th of each month or the next business day thereafter. EFT withdrawal dates cannot be altered.

Payments

Monthly billing payment withdrawals are made on the 10th of every month from August 10, 2026 through April 10, 2027. (First Payment will be prorated based on the start date of your child's grade/school)

**Any families registering after the first day of school must have approval from the Recreation Program Manager.*

Program Schedule Changes

A STAR Change Form must be completed for any changes to your child's program. The change form is available to print from our website. The form then may be emailed to Will Lieb, wlieb@heparks.org for District 15, Whiteley School or Dulce Estrada, destrada@heparks.org for District 54 schools. You may also visit the front desks of the Triphahn Center or the Willow Center to fill out in-person. On-site staff are unable to approve or process any changes. All requested attendance changes **must be** received by 12:00 PM on the Wednesday prior to the week requesting the change. Changes go into effect on Mondays and are at the discretion of the Recreation Program Manager.

Change in Attendance

A fee of \$10.00 will be charged for each change made to initial registration, excluding household information. The forms are available on our website, at the Triphahn Center or Willow Center. All schedule changes must be turned into the STAR Program Manager by 12:00 PM on the Wednesday prior to the week of the changes. Schedule changes go into effect on Mondays and are at the discretion of the STAR Program Manager

Late Monthly Payment

A fee of \$20.00 will be incurred for any payments received after the 15th of the month.

Declined Credit Cards and NSF Checks

There is a \$20.00 charge for each occurrence. Restitution must be made within five days, or the child will be suspended from the program until the account is up to date. NSF fees will not be waived due to compromised credit cards; it is your responsibility to contact the billing associate with updated information. All NSF checks must be made by cash or credit card.

Outstanding Balances

Families with past due balances will be suspended from the program until the account is brought up to date. After 30 days the child will be withdrawn from the program. Eligibility to register for any other Park District program will be restricted until the account is brought up to date.

Tax Information/Flex Benefits

A childcare tax statement will be emailed at the end of January to each family to the address on file in the household. If you need a statement of payments, you can access this information through your Park District account. Please see below for further instructions on how to access your online account.

Online Payment

1. Visit the website at www.heparks.org
2. Click 'registration' at the top left of the webpage
3. Log-in to your household account. Unless previously personalized, your user name is your phone#, area code no dashes, and your password is your household ID#.
4. Once you have accessed your account; select my account, pay old balances, proceed to check out and remit payment.

ePACT INFORMATION

Hoffman Estates Park District utilizes the ePACT Network to enhance participant safety and streamline emergency communications. ePACT is a secure online emergency network used to collect and manage medical information, emergency contacts, and authorization forms electronically. ePACT also enables staff to communicate with families quickly in the event of an illness, injury, or larger-scale emergency.

Completion of all required ePACT information is mandatory. Families who have not completed their child's ePACT profile by the first day of the STAR program may forfeit their child's enrollment spot.

Why we using ePACT?

- **To save you time** - With ePACT, you only need to complete your child's information once and then verify that it is still correct for additional programs or subsequent years (which can be done in just two minutes)!
- **Improved privacy**– Eliminating paper forms ensures that your key information is safe and secure, while authorized staff members can still access this information privately.
- **Better support** – ePACT makes it easy for you to share comprehensive health and emergency contact details, so we can provide the best support to your child. Plus, you can update information anytime as the documentation will automatically update any new details.
- **Sharing information**-ePACT makes it easier for you to share emergency information with us, while also ensuring we have access to records with the mobile app – even without an internet connection.
- **Security**-Rest assured you always own your account and the information in it. Plus, ePACT maintains the same levels of security as online banking, and limits access only to the administrators we assign for enhanced privacy.

How it works

- You will receive an email invite to share information with Hoffman Estates Park District STAR Program.
- Click 'Complete Request' to create a free account, or log-in if you already have an existing ePACT account.
- Enter the required information and share it with Hoffman Estates Park District STAR Program so authorized program staff has access.

ePACT Support: If you have questions or issue with ePACT please contact help@epactnetwork.com or call **1-855- 773-7228 ext. 1** to speak with ePACT's Customer Success Team.

STAR ARRIVAL & DEPARTURE POLICIES

AM STAR is provided at your child's school starting at 7:00 AM until school begins. Children must arrive at STAR accompanied by a parent, guardian, or authorized person listed in Epact. Parents are required to sign their child in and record the time of arrival. Doors will not open before 7:00 AM. In most cases, site coordinators will check you in and out at the site designated door.

PM STAR begins when school dismisses and runs until 6:00 PM. Children are escorted directly from their classroom to the designated STAR space. We will inform your child's teacher/office that your child is registered for the PM STAR Program.

PLEASE NOTE:

***Children cannot be dropped off at the STAR Program if they did not attend school, they must come directly from their classroom. Once a child is signed out of the STAR Program they cannot return, unless approved with the Recreation Program Manager.*

AUTHORIZATION FOR PICK-UP

Each day, a parent/guardian or an authorized individual (16 years of age or older with a valid photo ID) must come to the designated door to sign a child out.

For the safety of all participants, children will only be released to individuals who are listed and verified on the child's ePACT account. Parents/guardians and all authorized pick-up persons must present a valid photo ID upon request.

The Hoffman Estates Park District will not release a child to anyone who is not authorized in the child's ePACT account.

In emergency situations when a person not listed in the child's ePACT account must pick up the child and advance written notice is not possible, the parent/guardian must contact the Site Coordinator using the site cell phone. A text message or voicemail may be left for staff (see page 7 for site phone numbers). If there are any questions regarding authorization, parents/guardians will be contacted before the child is released.

Any legal documentation regarding custody arrangements, court orders, or pick-up restrictions must be submitted to the *Recreation Program Manager* for review and verification.

PARENT COMMUNICATION

STAR information will be emailed to the email address on the household account. Emails are the main form of communication for this program. Please check your emails frequently and junk/space folders as well.

STAR evaluations are provided during the school year for parents to offer suggestions and recommendations for improvement. Suggestions are always welcome.

ABSENCES

If your child will be absent from the **STAR PM/After-School Program**, it is required to report their absence to the appropriate number listed below. STAR AM absences do not need to be reported. **Communication of absence must be with the Site Coordinator(s).**

<u>If your child attends program at:</u>	<u>Please Call:</u>
Armstrong School:	224-688-0326
Fairview School:	847-561-2238
Lakeview School	847-561-2026
Lincoln Prairie School:	224-688-9525
MacArthur School:	847-815-1436
Muir School:	224-523-2221
Frank C Whiteley School	224-688-9524

Please DO NOT call or E-mail the STAR Recreation Program Manager to report an After School absence.

After School absences should be called or texted in by 10:00 am. For all absences called in please identify yourself, give your child's first and last name (spelling the child's last name), the date, and the reason for the absence on the STAR voicemail. Fees are not prorated due to non-attendance and rescheduling for registered days that fall on a holiday, or school in-service is not permitted.

By participating in the STAR PM Program all parent/guardians understand that if my child is not present on a day, they are scheduled to attend program and STAR has not received a phone call, an attempt will be made to reach parents and emergency contacts to verify their whereabouts. If a return call is not received within a reasonable time frame Hoffman Estates Park District STAR may deem it necessary to alert the **Hoffman Estates Police Department**.

LATE PICK UP

The STAR program ends promptly at **6:00 p.m.**, and this pick-up time will be strictly enforced. The official program time is based on the clock on the site phone. If a parent/guardian is unable to pick up their child by 6:00 p.m., it is their responsibility to make alternate pick-up

arrangements. All program sites close at 6:00 p.m. and must be vacated at that time. Prompt pick-up is expected.

- If a child has not been picked up within **five minutes** after the program ends, staff will contact the parent/guardian and the emergency contacts listed on the participant's emergency form.
- If no authorized contact can be reached and the child has not been picked up within 30 minutes after program dismissal, staff will contact the Hoffman Estates Police Department. The child must then be picked up at the **Hoffman Estates Police Department**.
- Repeated or habitual late pick-ups may result in **suspension or removal** from the STAR program.

LATE FEE POLICY

Late fees will be processed according to the STAR Late Fee Policy. This policy helps cover the additional staff time required to supervise participants after program hours. The policy is as follows:

- Each family will receive one **verbal warning** before the late fee is assessed.
- After the warning has been issued, a late fee will be automatically charged for any subsequent late pick-ups.
- Families will be charged a **\$10 late pick-up fee per child**, plus **\$1 per minute** after the initial 5-minute grace period.
- The individual picking up the child will be required to sign a Late Pick-Up Statement, which will be submitted to the Recreation Program Manager. Site staff **cannot collect** late fee payments.
- Families with a saved payment method on file will be **automatically charged** once the late pick-up notice is submitted.
- Families without a saved payment method will have **48 hours** to submit payment.
- Failure to pay the late fee within 48 hours may result in **suspension or removal** from the STAR program until payment is received.

ON-SITE VISITS

For the safety of all participants, the parent/guardian or authorized individual should depart the school grounds after the child has been signed in or out from STAR. On-site visits to the program are not allowed.

AFTER SCHOOL ACTIVITIES

If your child attends school sponsored after-school activity and they attend PM STAR, the Site Coordinator must be informed in writing of the day and time the participant will be attending the activity. Children must go to the STAR space and check in before attending their after-school activity. STAR staff do not escort or bring children back from school district hosted activities.

SCHOOL CLOSINGS

If School District 54 or District 15 announces school closings, AM and PM STAR will also be canceled. Refunds will not be issued on the day school is canceled due to inclement weather or emergency closing.

- Frank C. Whiteley follows School District 15 severe weather days off.

- Lakeview, Fairview, MacArthur, Armstrong, Muir and Lincoln Prairie STAR sites follow School District 54 severe weather days.
- Both districts may add these missed days to the end of the school year.

STAR will offer the Days Off Program if school is cancelled due to **SEVERE COLD**. Parents may drop off children kindergarten through 6th grade as early as 7:00 AM at the Triphahn Center, 1685 W. Higgins Rd. Pick up is no later than 6:00 PM.

Registration will be available online or in-person at the Triphahn Center **an hour** after the school cancellation is announced. You **MUST** show registration via receipt or emailed receipt when you drop-off your child in the morning. Children must bring lunch and drink.

The Days Off Program is not offered for **SNOW DAY** cancellations due to large amounts of snow or ice. Please check the park district website for up-to-date weather-related days off information.

If a School District has an **UNEXPECTED** late start or early dismissal there will be no STAR Program. Please check the local news stations or visit the school websites to confirm.

District 54: www.sd54.org

District 15: www.ccsd15.net

SCHOOLS DAYS OFF PROGRAM

- School Days Off offerings are a separate program from the STAR Program and requires pre-registration.
- School Days off are offered on Half Days Off (District In-Service days) and Full Days Off.
- The registration deadline is **1 week prior to the Day Off** and the fee is **NON-REFUNDABLE**.
 - Half Day In-Service days are from 11:40 AM/12:15 PM – 6:00 PM
 - Full Day days off are from 7:00 AM – 6:00 PM
- If your child uses an inhaler, epi-pen, or Benadryl or takes prescription medication or over-the-counter medication, the parent/guardian/authorized person must bring the medication and give it to Site Coordinator at the time of sign-in and ask for the medication back at the time of sign-out. Medication cannot be transported overnight by Hoffman Estates Park District staff and written consent forms must be completed at the time of sign-in.
- If a child is serving a STAR suspension that coincides with a day off, they will not be allowed to attend.

Half Days (11:40 AM/12:15 PM until 6:00 PM)

- The Hoffman Estates Park District offers a Half Day Program on most school in-service days.
- After dismissal children will eat lunch at the school site. A sack lunch is required unless otherwise stated.
- Children will be transported from their school by the Hoffman Estates Park District bus to the Triphahn Center.
- Children registered in the STAR program can attend these half days.

Full Days (7:00 AM-6:00 PM)

- The Hoffman Estates Park District offers School Days Off/Break Camps on most school holidays and institute days.
- This program is held at the Triphahn and Willow Centers.
- Participants will go on a local field trip or have a special in-house activity.
- All children must arrive by 9:00 A.M. and be picked up by 6:00 P.M.

INJURY & ILLNESS

For any child who is injured and requires more than basic first aid, the following steps will be taken:

1. Contact emergency contacts
2. Attempt to contact parent/guardian
3. If necessary, the child will be transported to the nearest hospital by ambulance, accompanied by a staff member. Siblings will remain at STAR.
4. The Hoffman Estates Park District does not provide accident insurance for its participants.

If a child arrives at STAR ill, the parent/guardian will be contacted and required to take the child home. If a child becomes ill at STAR, the parent, guardian, and/or emergency contact person will be notified to bring the ill child home. As mandated by the school districts, a child must be fever free and/or taking antibiotics for 24 before returning to the STAR program.

Strep/Ringworm/Impetigo/Hand, Foot, and Mouth Disease/Conjunctivitis/Mono/Head Lice

In the case of a contagious disease, please contact STAR staff immediately so other parents can be notified. For the safety of all, ill children should be kept home for 24 hours before returning to STAR. A few guidelines to follow in determining whether you should keep your child home are:

- Children should be fever free for 24 hours before returning to STAR. Sometimes children are anxious to “get back” and return too soon. They are more susceptible to germs, and they can become ill again because their resistance is lowered.
- If prescribed, children should be on antibiotics 24 hours before returning to STAR to ensure they are no longer contagious.
- If matter coming from nose is not clear in color, it is usually symptomatic of an infectious process beginning. Please keep your child home.
- Children should be free of diarrhea for at least 24 hours before returning to STAR.
- A rash may be the first sign of many illnesses, such as scarlet fever. A rash or spots may cover the entire body or may appear in only one area. Do not send a child with a rash to STAR until cleared by a doctor.
- If any child has a rash, fever, or other signs of illness, the parent/guardian will be called and must pick up the child within 30 minutes. If a parent/guardian cannot be reached, staff will contact individuals listed on the participant’s emergency form as authorized to pick up the child.

- If your child has head lice, the parent/guardian will be called to pick up the child. Upon the child's return, parents/guardians will need to provide proof of completion of head lice treatment.

MEDICATION/PARENTAL PROCEDURES AND RESPONSIBILITIES

Children requiring any type of medication must have a signed **Medication Release Form** on file. If your child is taking medication, the medication must be in its original container with the child's full name on the label and the correct dosage enclosed, along with a doctor's note detailing specifications. Medication and instructions must be given to the Site Coordinator upon the child's arrival at STAR.

Over the counter medications may be administered with a completed consent form, however, only new, unopened containers will be accepted. The over-the-counter medication must remain at the site until the child is no longer taking the medication. We do not transport medication from your child's STAR site.

The parent/guardian must:

- Complete and sign the following forms: *Medication Dispensing Consent Form*, *Medication Consent Form*, *Permission to Dispense Medication*, and *Epi-Pen Outline (if needed)*.
- Provide all medication to the Site Coordinator.
- Where appropriate, parents/guardians must count out the number of pills/tablets delivered to the Park District in the presence of Park District staff.
- Prescription medication must be in the original prescription bottle with label intact.
- Non-prescription medication must be in the original unopened bottle which includes the child's name, medication dosage, and time of day medication is to be given. Over-the-counter medication, once opened at site, cannot be brought back and forth from home.
- In cases of field trips, the parent/guardian must provide an adequate storage device for the medication, i.e. an insulated bag/cooler for insulin.
- Communicate with Park District staff regarding specific instructions for medication including self-administration, where appropriate.
- If a child does not have sufficient medication onsite, the parent/guardian will be notified to pick the child up within 30 minutes.
- The Park District staff will not calculate the amount of dosages participants must take.
- The Hoffman Estates Park District does not provide accident insurance or medical insurance for its participants.

ADA & REASONABLE ACCOMMODATIONS

The Hoffman Estates Park District believes in the right to an excellent recreational experience for all individuals from all backgrounds and ability levels. If your child requires a reasonable accommodation for a program, the Hoffman Estates Park District will work with your family in cooperation with the Northwest Special Recreation Association (NWSRA) so that your child can participate in their home park district program. **When registering, the parent should email the Superintendent of Recreation, Kimberly Barton at kbarton@heparks.org of any accommodation(s) needed for their child.** Park district staff will contact NWSRA for assistance with the accommodation. **Please note:** assistance is not guaranteed and requests must be received two weeks prior to the start date of the program.

PARTICIPANT CODE OF CONDUCT

The Hoffman Estates Park District STAR staff would like your child to have the best experience possible while at the STAR Program. Thus, all children must understand and follow the STAR guidelines and rules. These guidelines and expectations are in place to ensure the safety of your child and the staff.

- Children will show respect for all participants and staff and take direction from staff.
- Foul or abusive language will not be tolerated, and children will refrain from using inappropriate language.
- Children will respect all equipment, supplies and facilities; this includes cleaning up all supplies used to participate.
- Children will refrain from causing bodily harm to themselves, other children, or staff, and refrain from using hands or body force.
- Participate in planned activities.
- Use an inside voice when indoors.
- Respect the bus and rules of the bus, when applicable.
- Follow staff instructions on the playground.
- Follow STAR rules.
- Be positive and have fun!

Staff will attempt to redirect a child and offer alternatives to the inappropriate behavior. A written disciplinary notice will be presented to the parent if the behavior does not improve. Three written notices may result in a three-day suspension. A fifth write-up may result in the child being dismissed from the program. Families can request a meeting at any time with the STAR Program Manager/Site Coordinator.

To ensure a pleasant and safe environment for every STAR participant, the Hoffman Estates Park District has the following procedures in place regarding disruptive behavior:

- **First Incident** — Parent/guardian is called and an incident report is completed.
- **Second Incident** — Parent/guardian is called, an incident report is completed, and a parent/guardian must pick up the participant immediately. Parent/guardian must meet with the Recreation Program Manager before the child is allowed to return to camp.
- **Third Incident** — Parent/guardian must pick up the child immediately and the child may be suspended or terminated from camp at the discretion of the Superintendent of Recreation.

Depending on the severity of the incident, the Hoffman Estates Park District reserves the right to determine the order in which disciplinary steps are followed. Situations that will result in an automatic report without warning are:

- Stealing, use of profanity, inappropriate verbiage, excessive violence (hitting, kicking, biting, etc.), and property damage.
- A child that threatens to bring a weapon or has brought a weapon to the program or threatens bodily harm toward an individual will be suspended immediately pending an investigation. Parent/guardian will be called to pick up their child and notification will be made to the Police Department and School District 54 or District 15.
- If, at any time, a child's behavior threatens the safety of themselves or others, the parent/guardian will be notified and **must** pick the child up within one hour. This includes off site locations.

- If a child engages in behavior which poses a threat of bodily harm to himself or herself, others, or facility property, an immediate meeting with the parent(s) or guardian(s) will be called. If such behavior warrants it, an immediate suspension or expulsion may result.

The STAR Program Manager reserves the right to review each situation on an individual basis and may eliminate steps depending on the severity of the incident.

PARENT/GUARDIAN CODE OF CONDUCT

Any parent/guardian or authorized person on the emergency contact form who displays any of the following behaviors will no longer be allowed at STAR and their child's participation in the program may be terminated at the discretion of the Recreation Program Manager or Superintendent of Recreation.

- Physical abuse, shaking, grabbing, hitting, or pushing of a camper or staff.
- Verbal abuse, including inappropriate language or threats to a participant, other family, or staff.
- Disciplining, stalking, instructing, or inappropriately approaching a camper other than their own child.
- Use or possession of alcohol or illegal substances.
- Smoking or vaping on the premises.
- Firearms on school premises.
- Communication between any parent and another child, other than his or her own, regarding that child's behavior will not be tolerated.
- If there is a problem between two children, the parents should bring it to the attention of camp staff.

MANDATED REPORTING OF ABUSE, NEGLECT, ABANDONMENT OR EXPLOITATION

STAR realizes the crucial role mandated reporters play in keeping children safe and ensures that mandated reporters are aware of their responsibilities to report when there is reason to suspect that a child may be abused, neglected, abandoned, or exploited. It is the responsibility of STAR that any suspicion or allegation of abuse, neglect, abandonment or exploitation perpetrated against a child/youth is reported in accordance to the Abused and Neglected Reporting Act.

Hoffman Estates Park District staff are considered mandated reporters under the law. Staff are not required to discuss their suspicions with parents/guardians prior to making a report to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making the report.

Additionally, as Mandated Reporters, if staff suspects an authorized person of substance abuse or suspects any act of child abuse or its effect, the police, DCFS and District 54/District 15 will be notified. The staff's first responsibility is to the safety of the children.

TOLIET TRAINING

All children enrolled in STAR must be toilet trained. If a child has a bathroom accident, a parent will be called to bring a change of clothes (may include shoes) to the program within 30 minutes. If a parent cannot be reached, the emergency contacts will be called. More than three incidents will result in a meeting with the Program Manager, Site Coordinator and parent(s)/guardian(s).

PROGRAM ATTIRE & OUTSIDE PLAY

Children need to be dressed appropriately for the weather. STAR children will play outdoors when the weather permits. For inclement weather, children must be dressed appropriately. Jackets, hats, scarves, boots, snow pants, gloves, etc. are required to go outside. Children must wear gym shoes daily to allow for full participation. STAR follows School District 54 and School District 15 recess policies.

When we go outside for activities, all children are required to go outside, unless we have a note from a parent/guardian regarding a medical condition. Unfortunately, our program cannot provide one-on-one care for your child. For restrictions longer than three days, please provide a doctor's note.

PERSONAL BELONGINGS

The Hoffman Estates Park District and its staff are not responsible for items brought from home. Personal items brought from home are the responsibility of the child. Please label all items: clothes, shoes, lunch boxes, water bottles, backpacks, towels, etc.

The following items should not be brought to the STAR program; staff will hold them until a parent/guardian arrives.

- Electronic devices, this includes cell phones, smart watches, tablets, etc.
- Personal toys and games

Exceptions include books and school issued Chromebooks. However, the use of Chromebooks and iPads during STAR will be limited to homework assignments and/or projects assigned to the student by the classroom teacher, and only during Homework Time. Chromebooks and iPads are not allowed to be used at any other time during the program, for any reason, and should be stored within the students' backpacks when not in use.

Acceptable Use of Chromebooks and iPads DURING HOMEWORK TIME:

- Word processing
- Completion of projects (such as power point presentations or other documents)
- Other homework as designated by the teacher
- "Educational" Game websites
- Assignments must be written in the students' assignment notebook or otherwise documented so STAR staff are aware of the requirements of the assignment.

Unacceptable Use of Chromebooks and iPads DURING HOMEWORK TIME:

- Social media websites
- YouTube or other music/video streaming websites
- Gaming/Entertainment websites
- Projects/assignments that require the sound turned on (to avoid distracting other students in the program)
- Recording/taking photos on the Chromebook

STAR staff will report misuse of the devices to the parent/guardian of the child. Chromebook/iPad users should be encouraged to use a portion of the STAR program area where they are not a distraction to others, but also where their activities are in full view of the STAR staff.

In addition to this, please reference District 54's Acceptable Use of the Chromebook Guidelines and the Acceptable Use of the Internet Guidelines for all Chromebook usage as well as District 15's Network Use Agreement.

SNACKS

Children enrolled will NOT be provided snacks. If you feel your child benefits from a snack, please feel free to send them with your child. Please note: STAR is a **nut-free** environment.

To help ensure the safety of children with these allergies, products containing nuts are not permitted at any of our STAR programs (including AM/PM STAR) or at any of our Days Off programs. If your child has any dietary restrictions, please indicate it in the child's ePACT profile as well as bringing it to the attention of the Site Coordinator.