



Parent Handbook

**A Montessori-Based Private School
For Children 6 weeks- 6 years**

PEANUT-FREE SCHOOL

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Welcome to Starmaker!

A Montessori-Based Private School

Welcome to Starmaker School for Early Education at Wildewood! We are very happy to have you as a new member of our family and a part of the grander Montessori community! Our mission is to provide a quality program that contributes to strengthening a child's academic and social standing while providing opportunities for parents to develop quality family time. We believe that a child should be taught individually and provided the freedom to explore the world in their own way. The Montessori methods and philosophy have been recognized for over one hundred years. Dr. Maria Montessori became the first female physician to graduate from the University of Rome and then went on to pursue careers in Psychology and Anthropology. Eventually, her expertise as a copious examiner by scientific observation led her to become the prominent childhood developmental theorist of her time. Her acclaimed work attracted national recognition that led to the study and devotion of the Montessori Method in the United States mid-century. Those who have learned from her school of thought are attracted to her intellectual and methodical reasoning, as well as an innate understanding of the whole child. Dr. Montessori was the first educator to develop a child-sized classroom and a curriculum that follows the developmental needs and tendencies of children in various stages of development. Our teachers vary in experience with the Montessori Method; therefore, we offer year-round Montessori training for both Lead and Assistant Teachers. Some of our teachers have undergone a rigorous three-year Montessori Certification schooling program to become certified Montessori Directresses through the American Montessori Society. Our programs excel because they foster a love of learning at the heart of every classroom. Experiences within the classroom are structured, exciting, fresh, and always suited to the needs of the child. The emphasis in our classrooms is not centered on the directresses who act more as facilitators and mentors to the learning processes. The emphasis is geared towards the environment and materials as well as constantly meeting the needs of the child. Dr. Montessori believed that in the embryonic state, an infant is physically and emotionally going through a multitude of changes. Therefore, she believed that in a child's first 6 years of development, the child is going through the same external changes as before, yet internally. The child's "absorbent mind" is constantly, yet unconsciously, fishing for stimuli in the environment to cultivate those needs. Our use of didactic Montessori developed materials and our attention to proper class size and the prepared environment constantly support the "whole child;" all emotional, physical, and spiritual manifestations.

The Montessori philosophy is based on the premise that:

- Children shall have the opportunity for independence through their environment.
- Children are to be respected as different from adults and as individuals who are different from each other.
- Children create themselves through purposeful activity.
- Children possess unusual sensitivity and intuitions for absorbing and learning from their environment.

We encourage each of our families to attend our Montessori parent education activities, join us for involvement events in our classrooms, and ask questions on how to implement Montessori at home to bridge the gap between home and school. We hope you will find this educational approach as much as a way of life as we do!

Taylor Ehle, School Leader

STATEMENT OF PURPOSE OF EDUCATIONAL PROGRAM

Starmaker School was established in 1994 to provide children in the community with a quality education in a safe, family-oriented setting. Using a Montessori-inspired curriculum and the “whole child” approach, we offer developmentally appropriate programs designed for children from six weeks through the elementary grades.

Our programs are based on the concept that children develop at their own pace and are motivated by a natural curiosity and a love of learning. By cultivating a child’s natural desire to learn, they develop confidence, independence and respect for themselves and others.

Starmaker School is approved by the Maryland State Department of Education (MSDE) for our Primary and Kindergarten/Elementary programs. We are also licensed by the Maryland State Department of Education, Office of Child Care (MSDE OCC) as a childcare facility for our infant, toddler, pre-primary, and homework center programs.

ADMINISTRATIVE POLICIES

We have listed our policies as they pertain to you and your child. If you have any questions concerning our policies, please contact the office to speak with the School Leader. We are always willing and available to answer your questions and further explain Starmaker's policies and procedures. Please complete the handbook receipt and acknowledgment form and return to the office. You are always welcome to visit the school to observe your child's class in action!

1.1 ADMISSION

No person will be denied enrollment in any program at Starmaker School for Early Education at Wildewood because of race, color, creed, national origin, or social inheritance.

The parent or guardian initiates admission by completing the Application for Enrollment, submitting a non-refundable application fee and completing all necessary forms needed for enrollment. Starmaker's Team is available to explain the various programs we offer, as well as our philosophy and educational goals through an orientation meeting. The parents and child will then meet with the child's prospective teacher to discuss the child's background and needs. The child is evaluated based on readiness for the chosen program. Upon agreement of the appropriate program, the teacher and parents will select a start date and schedule an orientation with the teacher. **Upon enrollment, the first month's non-refundable tuition is due.**

The parents will be provided with the necessary forms to enroll the child at Starmaker prior to the child's first day of attendance. By law, submission of an Application, Emergency Form, Health Inventory, Lead Screening, and update Immunization records are required **BEFORE** the child may be admitted to Starmaker. We ask parents to complete school specific forms and Tuition Agreement prior to the first day of school.

School registration for the upcoming school year is conducted each spring and throughout the summer. Early applicants will receive priority in class placement. Spaces in each of our programs are filled first from our current students, then from our waiting list, and finally from any new applications. Due to the nature of our programs, children may be accepted into the program year-round, as space is available.

1.2 TUITION & FEES

For the school to meet its financial obligations, prompt payments of tuition and other assessed fees are required (activity fees, supply fees, field trip fees, etc.). Payment of your child's tuition may be processed online via ACH or credit card payments using Tuition Express or may be paid via check to be mailed or dopped off at the school. A 2% credit card fee will be applied to all families electing to pay via credit card. Tuition is due on a monthly basis and requires payment on the 1st of each month. **Upon enrollment, the first month's non-refundable tuition, enrollment fee, and annual supply fees are due.**

1.2.1 Payment Schedule

All tuition is payable in advance. All activity fees are due prior to participation in the activity, if necessary. Parents are requested to mark their calendars as a reminder of the payment due date(s), as no reminder notices are sent. In the event that circumstances may delay your payments, it is incumbent upon the parent to make the School Leader aware of the delay. This notification does not prevent the assessment of late fees but does allow time to make any financial adjustments that may be necessary.

Payment Policy:

Payments are due on or before the 1st of each month. A late payment fee of \$50 will be added to your account on the 6th of each month. If delinquent tuition is not received upon request, Starmaker reserves the right to disenroll without notice and may be turned over to our collection agency. To avoid late fees, payments must be made each month by the due date. A returned payment fee will be applied for all declined or returned payments. After two returned payments, parents will be required to pay by money order.

1.2.2 Discounts

A 10% tuition discount will be applied to the lowest cost program when more than one child is enrolled on a full-time basis from the same family. A sibling discount is not applicable for part-time children. We offer a referral discount for referring families to our school to be applied to the referee's account after the referred family has been in attendance for 30 days.

1.2.3 Scheduled and Unscheduled Closings

There is no credit on tuition for scheduled or unscheduled closings. All school holidays, closings, and vacation periods have been built into the tuition fees.

1.2.4 Tuition Increases

Starmaker reserves the right to raise the cost of tuition to meet their fiscal responsibilities at any time. Parents will be notified prior to tuition increases.

1.3 WITHDRAWALS

Starmaker understands that unexpected circumstances can arise which may necessitate the withdrawal of a student from Starmaker. Exceptions may be made to the withdrawal policy if geographic relocation of the child's family occurs due to Military orders. In such circumstances, a written notice and proof of orders must be received at least 30 days prior to the requested withdrawal date. There will be no refunds for enrollment or supply fees upon withdrawal.

1.4 DISENROLLMENT POLICY

Every child in our care deserves to be in a safe learning environment. Thus, continuous inappropriate and disruptive behavior that puts other children and teachers at risk or minimizes the ability of the teachers to provide an appropriate level of instruction to the class will not be tolerated and will lead to disenrollment. After three incident reports are filed, there will be a consultation with parents and teachers, and a parent-teacher conference with the School Leaders. A behavioral report form will be used to document behavior for two additional weeks. During and after the two-week period, a conference will take place to discuss behavioral concerns. If no improvement occurs, the student may be disenrolled.

Starmaker reserves the right to disenroll a student from school without the benefit of the above process if the parent or child is abusive or disruptive to any of the children, staff, or school policies. We have a no tolerance policy regarding these issues.

1.5 VISITORS

Non-custodial parents and other visitors must call or email the school to schedule their visits. All visitors are required to check in at the office when they enter the school with a photo ID. We know you will respect this request as it is designed to ensure the safety of all students at Starmaker.

1.6 CHILD RELEASE PROCEDURES

No child will be released to a person other than his/her custodial parent or guardian unless Starmaker has the parent's written and signed permission. A photo identification card **MUST** be present if someone other than an authorized parent or guardian is picking up your child with written notice. We reserve the right to refuse dismissal and contact parents if photo ID is not present or written permission has not been given to School Leaders. If someone else will be picking up your child on a regular basis, the Emergency Form must be updated with the authorized pick-up information.

If a separated or divorced parent does not want the non-custodial parent to pick up the child, it is the custodial parent's responsibility to provide the school with a copy of the court order or legal documents.

Children that are the subject of an executed, court approved custody, separation or other form of legally enforceable agreement determining the custodial status of such children, **MUST** provide copies of all agreements, amendments, and updates to Starmaker. The School Leaders must be notified of any custody orders that exists for a child in attendance.

Please understand that teachers and staff are not to engage in any disputes or custody arrangements between or among families. They are merely to follow the instructions provided by the court.

1.7 ARRIVAL, DISMISSAL, AND ABSENCES

Arrival

Upon arrival at the school, it is critical that you sign your child into school. This will allow us to account for all children in case of an emergency. If the system is down, please notify a staff member so your attendance can be updated when the system is functional.

Parents/Guardians should take their child to their room and help him/her get settled.

Starmaker has a completely open-door policy with no pick up or drop off deadlines within the operating hours. Parents are asked to respect the noise level in the hallways and avoid disruption during work periods. We are here to make this process as easy as possible for everyone.

Dismissal

Teachers will dismiss the children to their parents or designated pick-up person upon arrival. When you arrive to pick up your child, please respect the calmness of the room and walk up to retrieve your child. Do allow a few moments for them to pack up their lessons. To help the teachers ensure the safety of each child, please do not take your child without the teacher's knowledge.

When arriving to pick up your child, please sign out your child. Once you have signed your child out, it is assumed that you have accepted responsibility for your child's safety. Please do not allow your child to wander throughout the building or exit the school without your presence.

Naps

Children below the age of four are encouraged to nap due to developmental needs. Children ages four and older will have a rest period and may work on quiet, independent lessons for the remainder of the nap times. Nap times vary per age group but take place for two hours after the children have eaten lunch.

Absences

If your child is going to be absent, we ask that you please inform the office and classroom teacher as soon as possible.

1.8 LATE PICK-UP

We ask that you make every effort to arrive at the school when your child's program ends or before the school closes. We do appreciate that occasionally circumstances occur that may cause a parent to be tardy picking up; we ask parents to call the office to allow arrangements to be made for these emergencies.

Students picked up after the scheduled hours will be subject to a late pick-up fee. Parents must pick up their child no later than 3:00 pm for our school day program and 5:30 pm for our full day program.

2.8.1 Parking Lot Etiquette

Please drive slowly into our parking lot to prevent accidents. Please do not ask staff to watch your children in your car while you are inside the school. All tobacco products must be extinguished before entering the parking lot as we are a smoke free zone to protect the health and safety of our children.

1.9 FIRE DRILLS & EMERGENCIES

It is Starmaker's policy to conduct a minimum of one fire drill per month and two emergency drills per year. These drills are under the supervision of the School Leader and Assistant School Leader. If you are present during a drill, please follow the directions of your child's teacher. Emergency escape routes are posted by all exits. Starmaker also has an emergency preparedness plan posted in the office. Copies of the emergency preparedness plan may be obtained by office personnel.

1.10 EMERGENCY CLOSINGS/DELAYS

If there is a need to close or delay opening, we will notify parents using the Procure app. If closing early is necessary, we will notify families via Procure and ask for a pickup as soon as possible within 1 hour of the notification being sent.

In the event of snow or inclement weather, we take into consideration the status of St. Mary's County Public Schools in determining delayed openings, early dismissals, or school cancellations; however, Starmaker will make the final decision concerning delays or cancellations, which may result in a different status than SMCPs.

We do not give refunds for the days we are closed or have a delayed opening, nor do we make up snow days.

1.11 DRUG-FREE ENVIRONMENT

Starmaker is a drug-free, smoke free environment. We prohibit the use of illegal substances, as well as alcohol and tobacco on the premises. Starmaker is a completely smoke-free and drug-free zone to protect the health and safety of our children. Please do not bring anything onto our grounds that falls into this category.

This policy reflects State mandated regulations for “Drug-Free School Zones.” As a school, we are covered under this legislation. You may be fined or prosecuted for violating this law.

1.12 QUESTIONS/SUGGESTIONS

We encourage our parents to speak with the School Leader or Assistant School Leader with any questions, concerns, or suggestions they may have. We want your help in ensuring that our school maintains its high standards. We welcome all constructive suggestions to improve the quality of our school and the programs we offer.

1.13 ELECTRONIC COMMUNICATION

Resources and important information regarding operations including business hours, contact information, policies and school handbook, and staff information is posted on our website at www.starmakerschool.org. School Leaders will notify parents of important upcoming events, reminders, and newsletters via email and our mobile Procure app. Parents are encouraged to communicate with teachers and staff using the direct messaging system via Procure. If parents wish to contact the School Leader or Assistant School Leader, we advise them to email directly or call the school office.

FOOD SERVICE

Starmaker is a completely peanut and tree-nut free school! Please do not bring any food items containing any peanuts or tree nuts to our campus.

2.1 SNACKS

The children will be provided two nutritious snacks each day. We provide a morning snack between 8:30-9:00 am and an afternoon snack between 2:30-3:00 pm daily. Copies of our snack and lunch menus are printed for each month and available in the lobby or kitchen bulletin board and are sent out in each month’s newsletter via email.

2.2 BIRTHDAYS

Birthdays are a special day and we welcome you to share it with your child's class. If you would like to bring something to share on that day please coordinate with your child's teacher to be sure there is enough for each child. We ask that all birthday snacks are store bought and peanut/tree nut free with a nutrition label. Please consider sugar content, size portions, and appropriate for the age group when choosing a snack.

2.3 LUNCH PROGRAM

Eating together is an opportunity for social development. Good early eating habits lay the foundation for lifelong healthful eating. Our lunch is a family-style meal in which children and teachers can participate. All meals are included in the monthly tuition. Children may bring their own lunch or participate in our lunch program.

Copies of the monthly lunch menu is available in the lobby, outside of the kitchen, and sent monthly in our newsletters via email. If there are any allergies or dietary preferences for your child, please inform the office and reflect this information on the child's emergency and medical forms.

If packing a lunch for your child, the lunch should provide a healthy and balanced meal that aligns with the FDA guidelines. This lunch should include a protein, vegetable, fruit, and grains. Please refrain from sending candy or sugary snacks in your child's lunch.

PROGRAMS

Children are transitioned into a particular classroom based on a number of criteria such as exiting mix of students currently in classroom, size of classroom, temperament of students, skills and abilities of students, maturity of students, gender, age, and teacher's experience and personality. Parent's may request classroom assignments, but requests may be denied due to capacity.

3.1 INFANT/TODDLER PROGRAM (6 weeks through 24 months)

Part-time enrollment is not available for our Infant and Toddler Program. The rooms are open from 7:00 am to 5:30 pm. Our staff to student ratio for this program is 1:3. This is a year-round program. Through careful and loving observation, we make ourselves aware of the special abilities the children have within themselves and give them the freedom to grow and develop a sense of self. The focus of the infant program is to foster the development of trust and to assist the emerging personality by supporting the development of each child as a unique and separate individual. Parents must bring meals for all infants prepared and ready to feed. For bottle fed children, parents must bring pre-portioned bottles labeled with the child's first and last name, date, and formula or breastmilk.

Key Concepts of the Infant/Toddler Program

- Basic trust develops in an environment that responds appropriately to the child's communication of needs to be loved, respected, and accepted.
- Individualization develops in an environment that responds appropriately to the child's needs to become independent.
- Infants learn through their senses. They learn by watching and moving freely in the environment.

- The child is respected as a total person. The quality of physical care provided including holding, and feeding, affects the developing personality.
- Freedom to move and explore is essential to the development of the child's potential.
- Learning, which leads to the development of independence, occurs when children participate in their daily routines of care of self and care of the environment.
- Based on the acute sensitivity to the emergence of language, the child needs clear, appropriate models of expressive and receptive language of the community.
- Toddlers are introduced to practical life, sensorial, language, math, and cultural studies.

3.2 PRE-PRIMARY PROGRAM (24 to 42 months)

Our staff to student ratio for this program is 1:6. Full day programs are from 7:00 a.m. to 5:30 p.m. This is a year-round program. Our job is to provide a loving and supportive environment where the child can become a unique individual building the confidence to explore the world around them while creating a sense of independence within limits. A strong focus of our pre-primary program is to teach each child toilet independence.

Key concepts of the Pre-Primary Program:

- Help them transition from the unconscious to the conscious state where they are able to make choices.
- Learning, which leads to the development of independence, occurs when children participate in their daily routines of care of self and care of the environment.
- Transition them from dependence to independence.
- Preprimary students enjoy the same curricula as the primary students but on a more introductory level which includes practical life, sensorial, language, math, and cultural studies.

3.3 PRIMARY PROGRAM (ages 3 through 5 years)

Staff to student ratio for this program is approximately 1:10. Our programs are State approved educational programs for preschool children. All lead teachers meet the State of Maryland teaching requirements and are Montessori trained. Our primary program is year-round including summer. Students who leave for the summer are not guaranteed their spots in September. The primary program serves the needs of students aged 3 years to 5 years. At this stage, the child is eager to gather knowledge about his or herself and his/her environment. The child's mind is now like a sponge, ready and waiting to absorb many of the details around him/her.

Key concepts of the Primary Program:

- Students in the primary program learn through their senses.
- Students are exposed to the following curricula – practical life, sensorial, math, language, geography, foreign language, and science. The classroom experience is further enriched by art and music.
- Further developing their independence, each student works through the lessons at his/her own pace.
- In the primary program, the teacher's role is to encourage independence, sense of order, coordination, and concentration to further enhance the holistic growth of the child.

3.4 SUMMER CAMP

Our Summer Program is an interactive experience that engages students and allows for experience-based learning. Students will be organized with art projects and strategy games daily to help prevent summer learning loss. The group leaders in this environment are highly qualified and experienced. This program provides many opportunities for summer field trips and thematic shows on site. Each week of summer is filled with events and challenges that are geared toward a thematic calendar of activities. A Summer Camp registration and fees are required in spring for children who have completed their Kindergarten year through the age of 12.

DISCIPLINE POLICY

Starmaker's policy is one in which a supportive and humanistic environment is provided which fosters positive interaction between the child and the adults using a method called Conscious Discipline. Employees are taught the difference between discipline and punishment: Discipline is to model acceptable behavior to help children practice acceptable behavior. Discipline means to teach not to punish.

Discipline is the slow time-consuming task of helping children to see the importance of behaving appropriately. Discipline means teaching, and it refers to a set of rules and expectations used to teach children how to resolve conflict and manage emotions. The ultimate outcome is self-control by the child. In our classrooms, natural and logical consequences are implemented as part of an effective discipline process as follows:

1. The teacher will discuss the acceptable behavior prior to the event.
2. The teacher will talk about what it will look like for the child to successfully manage the experience.
3. The teacher will express confidence that the child can be successful.
4. The teacher will assist the child with a resolution if needed, while encouraging problem solving skills to resolve their conflicts.

REDIRECTION— redirection is a way of helping children manage emotions and solve conflicts. The thinking chair or peace center is a safe place for the child's self-reflection and observation.

SUPPLIES

Each classroom will provide a list of needed supplies before the first day of the school year or at the time of enrollment. Parents are required to pay an annual supply fee to cover the cost of supplies and materials throughout the year. Following are other items that are required:

1. **Clothing**- At least two complete changes of clothes are required for each child. All items must be labeled with your child's name. The clothes will be used in case the child has an accident, requiring a change of clothes. Inside shoes or slippers are required for all children over 6 months of age.
2. **Bottles/Water Bottles** - Bottles for infants and toddlers should be provided daily with the formula or breastmilk. Bottles should be made of unbreakable material. All bottles must have lids and be labeled with the child's name. For children 1 year old and up, a leak-proof water bottle is required daily.
3. **Nap Items** - Children five and under have a rest period each day. We will provide a cot for each child, and we request that parents provide nap mats. Mark all nap items with your child's name. The coverings will be sent home each Friday for laundering to be returned on Monday. Infant crib sheets will be provided and laundered at the school daily.

MEDICAL POLICY

In accordance with the laws of the State of Maryland, any child entering a school or day care facility must provide evidence of up-to-date immunizations and lead screening. Such immunizations will be in accordance with the current schedule provided by the State of Maryland. We will provide you with the State required Medical Form that must be filled out and signed by your doctor prior to your child's first day at Starmaker. This form must be updated at least once a year or updated as needed.

4.1 MEDICATION

The following medication procedures are mandated by the State of Maryland for childcare centers and schools. The essence of this policy requires both the physician and parent to complete a "Physician and Parental Authorization Form". This form is required for all prescription and non-prescription medication including topical cream. These forms are available by request from the School Leaders. Every time you take your child to the doctor, you need to have one of the forms with you so your doctor can fill out and sign the Physician Authorization portion if he/she prescribes any medication and you must complete the Parent Authorization portion.

4.2 SICK POLICY

Children are expected to be in good health when in school. Please do not send your child to school if they show any sign of illness. We reserve the right to send a child home if they show definite or continued signs of ill health that might jeopardize the general welfare of the school. If your child has a communicable disease, please notify the School Leader or Assistant School Leader the first day of symptoms and forward any medical notes for return.

Children may be sent home if any of the following symptoms are present:

- Fever of 100.4 or higher. Children must remain home for 24 hours fever free before returning to school.
- Low-grade fever with the presence of any of the following symptoms: diarrhea, vomiting, rash, nasal discharge, or abnormal moods.
- Unidentifiable rash
- 3 bouts of diarrhea or vomiting
- Swollen eyes with discharge

Please notify the office if your child experiences any of the following:

- The child is vomiting
- The child is ill during the night or morning
- A rash is present
- If a nebulizer/breathing treatment is required
- The child has a cold for less than four days
- The child has abnormal nasal discharge
- If they have a new or persistent cough
- If child needs more attention or mood seems different than typical

4.3 EMERGENCY POLICY

Prior to starting your child at the Starmaker School, you must fill out an Emergency Form. This form is required by the State of Maryland Department of Education, Office of Child Care. This form is required to be updated annually and as needed. All parents must supply detailed medical information regarding any information important to their child. It is crucial to the health and safety of each child that you keep the school up to date on phone numbers, emergency numbers, and other pertinent information. If your child has a known condition that might require special treatment, please fill out the “Other Special Medical Procedures” portion of the Emergency Form.

4.4 MINOR INJURIES

Many of our staff on site are trained in CPR and First Aid to handle minor injuries such as cuts, scrapes, and bruises. If your child is involved in a minor accident, the staff will provide first aid and will be reported with an incident report. In addition, parents may be contacted via phone call to report incident.

4.5 SCREEN TIME POLICY

Starmaker School, in respect of educational best practices, has decided to adhere to the following guidelines regarding screen time with our students.

Ages 0-24 Months:

Children within this age group will not be exposed to any screen time during the day while in attendance. The American Academy of Pediatrics recommends no screen time for children under the age of two.

Ages 2 Years & Older:

Limited use of appropriate interactive technology may support, but not replace, creative play, physical activity, hands-on exploration, outdoor experiences, social interactions, and other developmentally appropriate learning activities for children ages 2 years or older. Students ages 2 years old and older may not be permitted to view more than 30 minutes of age-appropriate, educational passive technology per week. An occasional exception to the weekly passive technology viewing limit may be made for a special event or project with parents’ permission.

PARENTAL PARTICIPATION

Your support is a vital part of the school’s success. Throughout the years, parental support has helped the teaching and administrative staff maintain the educational goals of the children as their primary objective. We encourage parents to volunteer in various ways and participate in school activities and events. Please contact the office if you would like to volunteer or attend any part of your child’s school day.

5.1 FIELD TRIPS

Some of our programs may utilize field trips as part of our hands on approach to education. As such, we encourage the visiting of some of the wonderful educational/historical sites in our area. It is the policy of Starmaker to require all children to have a signed permission slip to attend any off-site field trip held along with the attendance of a parent or guardian. Parents must transport children to and from their field trip. If parents are unable to attend, children may stay at the school in another classroom or with support staff. Additional field trip fees may be required to cover the cost of attendance.

COMMUNICATION

Collaboration and communication between home and school is the key to success for all our children at Starmaker. We use the following means to communicate with our parents:

1. Parent Handbook – this document provides parents and interested persons with detailed information about our school and its policies. Updates will be made as needed and available in the Parent Resources tab on our website.

2. Starmaker Newsletter – this newsletter is designed to give parents quick, easy to read updates about school wide activities and events. This newsletter is published monthly highlighting important happenings in our community and sent out via email prior to the beginning of each month.

3. Bulletin Boards – these boards are posted in the front office and in each classroom. The Director, Teachers, and staff use these boards for announcements and information of interest to the parents – please be sure to take a few moments and read the bulletin boards for important information.

4. Daily Parent/Teacher Communication – Parents are encouraged to communicate with their child’s teacher using our direct messaging system via ProCare.

5. Email- if you have any questions for our school’s administration team, please email them directly or contact the school to speak with the front office.

6. Parent/Teacher Conferences – Aside from the twice-yearly scheduled conferences, parents can request informal/additional conferences to discuss any questions or concerns. Please schedule these directly with your child’s teacher. If you wish to schedule a conference with the Director, please do not hesitate to do so – we encourage an open-door policy at our school!

7. Starmaker Web Site – Important documents and policies including the parent handbook and staff lists are posted on Starmaker’s website at www.starmakerschool.org.

12. Facebook –Join the community and like us on Facebook to view activities, reminders, closings, delays etc.

ABUSE AND NEGLECT POLICY

Starmaker has a Zero Tolerance Policy with Abuse and Neglect:

Given our adherence to a Zero Tolerance Policy with abuse and neglect, it is our plan to ensure that the staff is aware of the signs of abuse or neglect. The staff at Starmaker must take immediate action to help the child whom they suspect is being abused or neglected. As mandated reporters, the Director, and Teachers of Starmaker must report actual or suspected abuse or neglect or the imminent risk of serious harm of any child, to **Child Protective Services at 240-895-7016 (8 am – 4 pm) or 301-475-8016 (after 4 pm)**.

6.1 SEXUAL HARRASSMENT

Sexual harassment is unwanted and unwelcome behavior of sexual nature which interferes with a person's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere.

Sexual harassment includes:

- Staring or leering at parts of someone else's body.
- Sharing comments, gestures, or jokes of a sexual nature.
- Displaying sexual pictures or objects.
- Spreading sexual rumors or commenting about sexual behavior.
- Repeatedly pressuring for dates or unwanted sexual activity.
- Touching, grabbing, or pinching.
- Asking for sexual favors in exchange for something.
- Physical sexual assault.

Sexual harassment towards any student or staff will not be tolerated. It will be grounds for immediate disenrollment/termination.



Dear Parents and Guardians,

Our parent handbook is a resource that outlines important policies, procedures, and expectations. Our handbook can be found under the **Parent Resources** section of our website, www.starmakerschool.org. Once you have read through our policies, please sign below, and return it prior to your child's first day of attendance. If you have any questions, please contact the front office.

Sincerely,
Taylor Ehle
Director

Signature

Date

Print Name