



7463 W. Sample Road, Coral Springs. FL. 33065

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Terms & Conditions

Discipline Policy :

Communication between staff members and parents is of paramount importance. We will always work closely with parents to help correct behavior that is inappropriate through clear and consistent rules and expectation. As a privately run Instructional Center we reserve the right to have any child removed should inappropriate behavior be shown over an reasonable period of time and/or the safety of other children are affected. We use the following positive techniques to guide children's behavior throughout our sessions.

Redirection: Guiding children back into the activity when they have been distracted or engaged in socially unacceptable behavior, our methods are rearranging seating arrangement or by suggesting new ideas directing them back to the subject that's taking place.

Positive encouragement to a child's inappropriate behavior : Explaining to the child the correct attitude required in a calm and positive manor, or non-verbal techniques such as facial expressions, nodding and positive body language.

Conflict resolution: By describing the situation that's taken place to the child and encouraging the child to talk through their feeling helping them find a calm and positive solutions together.

Time out : Is ONLY used after redirection, positive encouragement and conflict resolution have been attempted. It is only used to help a child regain control of his/hers own behavior.

Respect : We encourage children to respect themselves, each other and the environment in which they are in.

Meeting and Conference : Teachers and management are at hand to discuss any concerns you may have. A one to one meeting with their teacher or management can be arranged separately if dirsired by the parent.

Chewing Gum : is not allowed on the premises.

Payments:

Payments in advance are required before your child can attend any session. No child will be able to attend a session if a payment has not been received. A non payment session will only be allowed when authorization has been given by management in writing. A short trail period of any session will only be offered through the discretion of management and under special needs and agreed circumstances. As the parent/guardian, I am responsible to pay in full any fees that occur from cancellation of payment/s made after my child has attended a session at Bright Stars Activity Center. I will be fully responsible to pay associated collection charges and legal fees that occur to my cancellation of payment.

Payment methods :

Credit Card bookings : sessions can be taken immediately

Debt Card Bookings : sessions can be taken immediately.

Check Payments : require a 72 hour period to pass before attending any sessions.

Cash Booking : sessions can be taken immediately.

All sessions are only available after registration has taken place, forms must be completed, signed and a membership number has been processed.

Snacks and Drinks :

We are not licensed to provide meals (hot or cold) to children attending sessions.

ONLY children that attend more than two hours of sessions and that they consecutively run through the hours of **(6pm -8pm)** or the equivalent lunch time sessions **(12pm-2pm)** are welcome to bring in a simple snack and drink. These products must be sealed and shop brought. Products containing the following will not be allowed on the premises: **Eggs, Nuts, Peanut butter, Fish, Yogurts, Strawberries, Sodas, Hot foods or home made products. Drinks must be in a sealed bottle or carton. No fast foods such as : McDonalds, Pizza, Smoothies, or any Equivalent Products are not allowed.**

During sessions Bright Stars will supply water and individual sealed packets of plain biscuits which will be aged appreciate and free from gluten/nut and egg. A water fountain will be on the permisses and is free to be used at any time.

We suggest that you only supply your child with water or juice based drinks, plain biscuits, health bars, fruit, sealed snack products and crisps. All snacks must be correctly labeled in a bag or container with your child's name. Children will NOT be allowed to share any food products at Bright Stars Activity Center.

ANY PRODUCT THAT CONTAINS OR IS ONE OF THE ABOVE WILL BE REMOVED.

Allergy information must be supplied on your child's registration form, this must be kept up to date and given in writing. Bright Stars Activity Center or any Staff member will NOT be held responsible for allergy related symptoms coursed by products you supplied your child.

Refunds:

Unforeseen circumstances may occur coursing use to cancel a session/s or to close our doors for a period of time. Under these conditions we will endeavor to offer you an alterative session/s to compensate you. Should we be unable to offer a replacement session we will reimburse you of your session/s fee.

If the occasion arises that Bright Stars Activity Center is required to close their doors due to bad weather conditions or structural damage outside of their control, unfortunately no refund or a replacement session/s are offered.

Clothing :

We will not be held responsible for any loss or damage to clothing and accessories. A T'Shirt is supplied to every child that registers with us, we suggest this is worn when attending sessions. Extra T'Shirts can be provided at a additional cost of \$6.00 per T'Shirt. Minor damage to clothing could occur to those children who are attending Art or Science sessions.

Appropriate shoe wear must be worn. Crocs, Sling back or equivalent sandals are prohibited.

Your cooperation on dress code is greatly appreciated, our aim is to keep your child safe while in our environment.

Absences due to illness :

We request that if your child is absent from their session for that day, you kindly call us by 9.30am that morning. Refunds unfortunately are not given but we will endeavor to try and provide you with an alternative session when one is aged appropriate and becomes available. Should you not accept the session/sessions we offer we are unable to continue to offer other alternative sessions. Replacement sessions offered to you can be of a subjects other than the one your child is registered for, this provides you with more options.

Medications :

As children attend only a few hours per day, we will not be expected to dispense any medication. Should the need arise to dispense of any medication it will be subject to the directors/managements discretion. No medication will be allowed if it does not contain the full name of the doctor, child's name and clear instructions for administration shown on the label. Over the counter medications, must have prescription label and current date. All medication required to be given to a child must be provided with full written instructions and signed by the parent/guardian.

Health Department reasons for sending a child home or not accepting the child :

Children with fevers, diarrhea, unexplained/undiagnosed rashes, lice and any childhood communicable disease, thick mucous discharge from nose, eyes or ears will be unable to attend their session. If your child develops a fever during their session, you will be notified and you must pick up your children immediately.

Injuries :

Working with hands-on activities I understand that my child could occasionally occur minor injuries to themselves or others, I trust in the staff and management that all correct procedures will take place and I will not hold Bright Stars Activity Center or their staff responsible.

Personnel Care : Children attending sessions need to be independent in the bathroom. Please feel free to talk this through with us should you have any concerns.

Time Table :

Our time table has been carefully designed to work not only around school time tables but also your child/rens desire to attend consecutive sessions. We have arranged sessions in a particular order which gives enough time for children to enter or exit sessions smoothly.

Please respect our time table when dropping off and picking up your child/ren.

CHILDREN CAN ARRIVE 5-10 MINUTES BEFORE THEIR SESSION STARTS.

Drop off :

When dropping off my child I will date, indicate time and sign the register at reception. I will not leave my child/children unattended, I will wait with my child/children until a teacher or member of staff has taken my child through to their classroom for his/her session/s.

I understand that Bright Stars is a session based activity center, they are unable to wait in reception for my child/children should I choose to arrive late. I understand that sessions run one after another, should my child and I arrive 5 minutes after his/her session has started he/she will not be able to participate. I appreciate that staff/teachers have an reasonability to all children waiting to commence their chosen subject and unfair to expect others to wait.

Pick up :

When collecting my child I will date, indicate time and sign the register at reception. I respect and acknowledge the time my child/children’s sessions finish and will be on time to collect him/her.

I understand that Bright Stars is a sessions based activity center and that sessions run one after another, making it extremely complicated for staff and teachers to wait in reception until I arrive. Bright Stars offer a 5 minute free period after my child/children’s session has finished and that I arrive within this time to collect my child/children.

Bright Star Activity Center does not charge any late pick up fees nor have any extra hiden fees. Our policy is simple. Should you choose to be consistently late on a regular and frequent basis at the start or pick up time of sessions, your child will unfortunately loose their rights to attend further sessions and no refund will be given. Bright Stars Activity Center recognizes that on the rare occasion a parent/guardian/other can be delayed due to unforeseen and valid circumstances, these situations will of course be taken into consideration. Please make sure that you call us in advance so a member of staff can explain to your child what has happened.

I understand and acknowledge Bright Stars Activity Center arrival and pick up terms and conditions.

Parents/guardians signature :

Print Name :

Date :

I fully understand, respect and agree to all sections of Bright Stars Activity Center LLC Terms & Conditions.

Signature : Date :

Full Name :