

# Franklin County Board of Education

## Extended School Program



## Parent Handbook

2009-2010

## **Policies and Procedures**

The Franklin County Extended School Program provides quality care for children in a safe and enriching environment. This program is offered during the hours when parents are working and there may be no adult supervision in the home. Children have the opportunity to engage in activities which benefit them emotionally, socially, physically and educationally. These activities include crafts, sports, games, art, music, field trips and many other creative and cultural activities. A special time each day is allotted after school for homework. The activities are conducted and planned by a staff trained to meet the needs of children and to provide positive adult role models. The Extended School Program is a privilege extended by the school system and not a right. The program is self-sufficient and receives no federal, state, or local tax dollars for the program.

We want to know how you and your child feel about the program and how we might better meet your needs. All questions concerning policies and procedures of the Extended School Program should be addressed to the site director of the program. Should you have questions, or concerns about the program please feel free to call the school or the ESP Supervisor at the Board of Education.

### **The program is located in the following school sites:**

<b>Broadview Elementary</b>	<b>967-0132</b>	<b>Sandy Schultz, Director</b>
<b>Clark Memorial School</b>	<b>968-5089</b>	<b>Jeanne Brewer, Director</b>
<b>Cowan Elementary</b>	<b>967-4085</b>	<b>Alvina Holman, Director</b>
<b>Decherd Elementary</b>	<b>967-1020</b>	<b>Charolette Daubs, Director</b>
<b>North Lake Elementary</b>	<b>455-7320</b>	<b>George Butler, Director</b>
<b>Rock Creek Elementary</b>	<b>649-5002</b>	<b>Charlene Murray, Director</b>
<b>Sewanee Elementary</b>	<b>598-5231</b>	

**Sandy Schultz, Supervisor, Franklin Co. Board of Education  
968-4953 or 580-0031**

### **PARENT INVOLVEMENT**

Families are a vital part of E.S. P. Events will be conducted to involve parents in the program.

The exchange of information about a child from the parent's and the Staff's perspective can be very helpful to the family and the Extended School Program. The Staff will be able to better meet the needs of your child if we are aware of the things such as illness in the family, a change of residence, special fears, etc. **Please keep all data on your child's information/registration form current.**

We will keep you informed about field trips and special activities. Working together, we can provide a program that is fun, educational and enriching for your children.

### **PARENTS' RIGHTS**

Parents have the right to:

1. Know their children are in a safe environment where they are free to select from a variety of activities.

2. Know what types of programs and activities are being planned and to be offered feedback on the kinds of activities children enjoy.
3. Share concerns with staff and the Director at any time about anything they do not feel is in the best interest of the children.
4. Know if their child is misbehaving and to spend time talking with the staff concerning a solution.
5. Know when the children will be going any place other than where the program is usually held. EXAMPLE: Field Trips
6. Voice special concerns and considerations not covered in this handbook.

## **PARENTS' RESPONSIBILITIES**

Parents have the responsibility to:

1. Observe the rules of E.S.P. as set forth in this handbook and in any additional policy statements.
2. To share their concerns with the staff members, if problems arise.
3. Listen to concerns that staff members have about their child's behavior, and work for an agreeable solution to any problems that might occur. Address major concerns with the Site Director or Supervisor.
4. Know about any change in policy and procedure.
5. Replace any equipment that their child is responsible for misusing or damaging.
6. Sign out their child at the end of the day; to notify a staff member when taking a child from the center; and to notify a staff member when another authorized person is picking up a child.
7. Inform staff if a child has been exposed to a contagious illness.
8. Notify staff of planned vacations and other absences at least one week in advance. Without notification all fees will be paid for that period.
9. Notify staff of withdrawals at least one week in advance.
10. Pay fees on time.
11. To keep the child's record up to date with changes in phone number and address.
12. Pick up children on time.
13. The 2 weeks of vacation time will not be split into days. If you need more time, please drop your child from the program or you will be charged.

## **HOLIDAYS AND SNOW DAYS**

The Extended School Program will operate on the days that the public school is in session. In addition, the Extended School Program will operate FULL DAY schedules on snow days, conference days, professional development days, and school breaks. There will be an additional charge per child if you want your child to attend these full days during the school year. Full time and part time students will be charged their respective full day rate. Children should bring their lunches on any full day session, but morning and afternoon snacks will be provided. If children are released early from school because of snow, the Extended School Program will be held at the school site. In case of low enrollment, sites may consolidate to open during in-service, spring break, snow days or summer. If conditions on a snow day are hazardous, the program hours can vary or be closed, so please communicate with your school site director about whether or not your program is open. On the abbreviated days, the rate of pay will be for a full day.

**Parents need to come in to sign up at individual locations in advance if you desire childcare on snow days, breaks, or holidays.** The ESP program will not be open if there is not a need. A minimum of five children must sign up for the program to open on holidays, breaks, and snow days. If you sign up for holidays, school breaks, teacher in-service days, or

snow days and your child does not attend, you will be charged for the days you have allotted for your child because staff must be provided to supervise the children who have signed up. Some ESP programs may have a joint effort on these days if it is necessary to accommodate services. The provision of joint services will be made by the ESP supervisor and program directors.

Those schools which do not provide regular early morning sessions will open at 7:00 a.m. on breaks, holidays, and in-service days. Those schools which provide early morning sessions will open at regular hours (6:00 a.m.).

Those schools which do not provide early morning sessions on regular school days will open at 7:30 a.m. on snow days due to the lateness of school cancellation on occasions. In cases of multiple, consecutive snow days, programs may open at 7:00 a.m. Contact the program director for the hours. Those schools which provide early morning sessions will open at regular hours (6:00 a.m.) on snow days.

### **HOLIDAYS**

The only days we **do not** operate are:

LABOR DAY

THANKSGIVING DAY

THE DAY AFTER THANKSGIVING

CHRISTMAS EVE

CHRISTMAS DAY

NEW YEAR'S EVE

NEW YEAR'S DAY

GOOD FRIDAY

MEMORIAL DAY

INDEPENDENCE DAY

**\*If there are not a minimum of 5 children attending on the other holidays, ESP will not be in operation for those days.**

### **ATTENDANCE**

You must schedule the days that your child will be attending the E.S.P. program. If your child is part-time (attending 1 or 2 days per week) they should attend the program on the same days each week and pay the daily rate. Absolutely no DROP-INS will be accepted.

### **WITHDRAWAL FROM PROGRAM**

You must notify the director 1 week in advance before withdrawing your child from the program due to the impact on staffing.

### **ILLNESSES**

Extended School Programs cannot provide care for sick children. Please do not send your children if they have a fever or have a contagious disease. We are concerned for the health and welfare of each child; therefore, we require that your child be picked up as soon as possible in the event he/she becomes ill while at the program.

If your child is required to take prescribed oral medications during the program hours, E.S.P. must have written directions on the container, in which the medication is issued by the pharmacy. If you must send over the counter medication for your child, the medication must

have written dispensing directions with your child's name on the original package. Medication must be brought to the E.S. P. staff by the parent. A record of any medication will be maintained by the director. All medications will be kept in a locked container by the staff. If medication is brought in by the child, it will not be administered.

### **ILLNESS AND VACATION**

1. **Vacations** – Two weeks maximum for vacations per year. You must notify the director 1 week prior to a vacation.
2. **Illness** – You must notify the director as soon as the illness occurs. (A doctor's excuse will be required for more than 2 days of absences). A child will be granted 5 days of absence without cost. Prolonged illness may mean withdrawal of the child from the E.S.P. program.

### **HOURS OF OPERATION**

Hours may vary among school programs. Not all schools have a morning program due to lack of enrollment

**School Days:** 6:00 a.m. – 7:15 a.m. (North Lake only)  
3:00 p.m. – 6:00 p.m.

**Summer Program** 6:00 a.m. – 6:00 p.m.

**Snow days**  
(for Programs without Morning Services) 7:30 a.m. – 6:00 p.m.

**Multiple, Consecutive Snow Days** Possibly 7:00 a.m.  
Contact the program Director for hours.

Breaks, Holidays, and In-service Days for Programs without Morning Services 7:00 a.m.

### **COSTS**

An annual \$15.00 registration fee per child will be charged due at the time of registration. This registration fee is NON-REFUNDABLE. Annual registration fees run from August through July

### **FULL-TIME / PART-TIME STUDENTS**

Full – time Students 3 or more days per week must pay @ weekly rate.  
Part –time Students 1 or 2 days per week must pay @ daily rate.

### **SUMMER PROGRAM**

Students must enroll separately for our summer program. During the summer, we participate in an extensive program filled with field trips, authors, arts and craft activities, and much more. Individual fees will be charged for each field trip. A list of fees and field trips will be given to parents at summer registration or as soon as plans are finalized. If your child has not been enrolled during the school year, you will be responsible for the \$15.00 registration fee at summer registration. The site director at each site may charge a \$35.00 summer activity fee if the demand for numerous field trips and other extra activities is high.

## FEE SCHEDULE

	<b>Afternoons only</b>		<b>Mornings only</b>		<b>Morning and Afternoon</b>		<b>Full Day Week</b>	
	1 child	Each additional child	1 child	Each addition al child	1 child	Each additional child	1 child	Each additional child
<b>Weekly Rate for Full Time Students</b>	\$32 (\$6.40 Per day)	\$28 (\$5.60 Per day)	\$17 (\$3.40 Per day)	\$15 (\$3.00 Per day)	\$41 (\$8.20 Per day)	\$36 (\$7.20 Per day)	* \$72 (\$14.40 Per day)	* \$62 (\$12.40 Per day)
<b>Per Day Rate for Part-time Students</b>	\$12	\$11	\$7	\$6	\$15	\$13	\$28 (full summer day)	\$23 (full summer day)

\*Three or more days warrants a full week: therefore, this would be \$72.00. Abbreviated days (8:00-9:30) are charged as a full day (anything before 3 p.m. is considered a full day). Weather-related cancellations during the school day will be handled on a case by case basis.

Our site directors will have the authority to determine a fair rate for any situation which is not specifically addressed in the fee schedule above.

### PAYMENTS

All weekly fees must be paid on Friday for the current week. A \$10.00 late fee will be charged for all payments made later than Monday of the following week. If payment cannot be made on Friday or Monday, contact the program director immediately.

If your child attends one or two days, payment is due on the last day your child is in attendance. If your child attends only on in-service or break days or holidays, payment is due on last day your child attends. A child will be dropped from the program if payments are not made appropriately.

### RETURNED CHECKS

All returned checks or delinquent accounts are subject to be turned over to a collection agency. All fees will be paid to them by the debtor. The collection agency maintains the right to establish fees.

### PICK UP AND DROP OFF PROCEDURES

Please check with your school Site Director for the specific location to pick up your child. Children must be personally checked out from the program in the afternoon by means of a sign-out sheet. **CHILDREN WILL NOT BE ALLOWED TO WAIT FOR PARENTS IN THE PARKING LOT. PERSON CHECKING OUT CHILDREN MUST BE AT LEAST 16 YEARS OLD!!** When the program is operating on full day basis children should be brought into the building and signed in to an E.S.P. staff member. Each child must be signed in as soon as he/she arrives for the program.

Children will not be released to any person other than the parents or other persons authorized on the enrollment form. You must notify your local Site Director in writing if a person other than those authorized will be picking up your child.

## **LATE PICK UP**

Children must be picked up by 6:00 p.m. A \$5.00 late fee will be charged for every 5 minutes after 6:00 p.m. The clock located in the school will determine time. If late pick up happens more than 4 times in a month, your child will be subject to dismissal from the program.

Example:	6:01 p.m. – 6:05 p.m.	\$ 5.00
	6:00 p.m. – 6:10 p.m.	\$10.00

## **CLOTHING**

Students must wear appropriate clothing to E.S.P. No caps are allowed to be worn. Athletic shoes are to be worn in the gym.

## **FIELD TRIPS**

You will always be given advance notice of field trip days, times and costs. No child will be allowed to attend a field trip without parents' signed permission slip per trip per child. Students will be charged fees for field trips at the individual sites. Fees must be paid prior to the trip in order for your child to attend.

## **INSURANCE**

All children in the program are encouraged to have medical insurance in case of an accident.

## **MATERIALS BROUGHT TO E.S.P.**

We are not responsible for lost or damaged items that children bring to E.S.P. Please label everything with your children's names. Do not send Hand Held Video Games. Anything that is not allowed during school is not allowed at E.S.P. Please do not send it to E.S.P.

## **DISCIPLINE**

All children enrolled in an Extended School Program will be expected to follow rules established by the staff for the purpose of safety and smoothness of the program. Children who are abusive to themselves and/or others, or who are continual behavior problems will be suspended and/or expelled from E.S.P. Our programs are committed to positive reinforcement of good behavior. If a serious discipline problem occurs, the director will contact you. Please cooperate with E.S.P. and stress the importance of good behavior patterns with your child. We want to keep the program fun for everyone. Please remember that attending ESP is a privilege.

## **ESP CLASSROOM RULES**

1. Obey all school rules.
2. No bad talking
3. Keep hands and feet to yourself.
4. Walk quietly in the hallways.
5. Don't play in the water. (Fountains and sinks)
6. Follow teacher directions.
7. Never leave teacher without permission.
8. Take care of supplies.

9. Show respect to all staff.
10. Children are expected to clean up after themselves.
11. Do not play in the bathroom.
12. No fighting, kicking, spitting, or any other aggressive behavior

### **ESP GYM RULES**

1. No fussing
2. Never leave without permission
3. No rough play
4. Follow teacher directions.
5. Only 2 activities at any one time
6. Share and play together. **(Be a good sport).**
7. No objects to be thrown at students, teachers, walls, stage, doors or lights
8. Take care of equipment.

### **ESP OUTSIDE RULES**

1. One (1) child per swing
2. DO NOT push others on the swings.
3. Share equipment and play together. **(Be a good sport).**
4. No rough play
5. Stay in your teacher's designated area.
6. Follow teacher directions.

### **ESP CAFETERIA RULES**

1. No loud noises
2. No playing
3. IF you need something, raise your hand. **(Stay Seated)**
4. Never leave without your teacher's permission.
5. Be neat – keep your area neat.

**\*\*OVERALL LOUDNESS RESULTS IN NO TALKING FOR EVERYONE\*\***

**PLEASE RETURN THE FOLLOWING TO E.S.P. STAFF.**

I UNDERSTAND THAT ANY SITUATION THAT IS NOT DIRECTLY ADDRESSED BY THIS HANDBOOK WILL BE HANDLED BY THE SITE DIRECTOR USING THEIR PROFESSIONAL DISCRETION.

I HAVE RECEIVED AND MY CHILD/CHILDREN AND I HAVE READ THE E.S.P. HANDBOOK AND AGREE TO FOLLOW THE RULES AND POLICIES OF THE E.S.P. PROGRAM.

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**PARENT SIGNATURE** **DATE**

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**CHILD'S SIGNATURE** **DATE**

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**CHILD'S SIGNATURE** **DATE**

**ESP SIGN UP SHEET  
FOR INSERVICE, HOLIDAYS, SCHOOL BREAKS, AND SNOW DAYS**

Please check the appropriate box(es) on the days you will need ESP services. We must know the days you will need services in order to meet guidelines on the number of staff present. Thanks for your cooperation in this matter.

Mornings	
Afternoons	
In-Service days	
Holidays	
Snow days	
Fall Break	
Thanksgiving Break	
Christmas Break	
Spring Break	
Abbreviated Days	

Anytime school is out for scheduled breaks, holidays, in-service days or abbreviated days, parents must sign up at least 2 days in advance with the site director.

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**Parent Signature** **Date**