

Franklin County Board of Education

Extended School Program



Parent Handbook

2020 - 2021

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 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.

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 at each school or the coordinator, Kim Nuckolls. Should you have questions, or concerns about the program please feel free to call the school or the ESP Coordinator at the Board of Education.

ESP is located at the following school sites:

School	ESP Room	
Broadview Elementary	967-0132	968-4953 Windy Douma, Director
Clark Memorial School	967-2407	968-5089 Dustin Glasner, Director
Cowan Elementary	967-7353	962-3255 Phoebe Cross, Director
Decherd Elementary	967-5483	967-1020 Mary Hill, Director
North Lake Elementary	455-6239	455-7320 Dana Knight, Director
Rock Creek Elementary	361-0244	361-0258 Shauntia Cook, Director
Sewanee Elementary	598-5951	598-5231 , Director
Franklin County BOE	967-0626	ext. 2026 Kim Nuckolls, ESP Coordinator

NONDISCRIMINATION NOTICE

Franklin County Schools in its educational activities with children does not discriminate on the basis of race, religion, creed, sex, gender, gender identity, sexual orientation, national origin, color, age, and/or disability. Franklin County Schools does provide access to Boy Scouts, Girl Scouts, and other youth groups designated by federal or state law.

PARENT INVOLVEMENT

Families are a vital part of ESP. The exchange of information about a child from the parents' 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 that are being planned and offer 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 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 ESP as set forth in this handbook and in any additional policy statements of the Franklin County Board of Education.
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 the staff if a child has been exposed to a contagious illness.
8. Notify the staff of planned vacations and other absences at least one week in advance otherwise all fees must be paid for that period if notification is not given. The 2 weeks of vacation time per year (August – July) will not be split into days. If you need more time, please drop your child from the program or you will be charged.
9. Notify the staff of withdrawals at least one week in advance.
10. Pay fees on time, the Friday prior to the week of service.
11. To keep the child's record up to date with changes in phone number and address.
12. Pick up children on time.

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 most inclement weather days, conference days, professional development days, school breaks, and some holidays. There will be an additional charge per child if you want your child to attend these full days during the school year. 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 if conditions allow. In case of low enrollment, sites may consolidate to open during in-service, spring break, or snow days. If conditions on a snow day are hazardous, the program hours may vary or the site may be closed. Please communicate with your school's site director about whether or not your child's program is open. Abbreviated days (8:00-9:30) are

charged as a full day. Early dismissal during the school day due to weather conditions will be considered a full day. Anything before 2:30 PM is considered a full day.

Parents need to sign up at their ESP location in advance if childcare is desired on snow days, breaks, or holidays. A sign-up sheet is usually available in advance. The ESP program will not be open if the number of children is below the minimum required. A minimum number of 15 children must sign up in advance for the program to open on holidays, breaks, and snow days (all full days). The minimum number was approved by the school board. 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 those days because staff must be provided to supervise the number children who were 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 coordinator and site directors.

All ESP sites. Except North Lake, will open at 7:00 AM on breaks, holidays, and in-service days. North Lake will open at 6:00 AM. All sites, including North Lake, will open at 7:30 AM for snow/inclement weather days if the site is announced as open and another opening time is not given in the call about school closure due to inclement weather. In cases of multiple, consecutive snow days, programs may open at 7:00 AM. Contact the program director for the hours. North Lake which provides an early morning session may open at an earlier time for multiple snow days, so please check with the Site Director.

HOLIDAYS

ESP will not be open on the following days:

LABOR DAY

DAY BEFORE & DAY AFTER THANKSGIVING

THANKSGIVING DAY

CHRISTMAS EVE

CHRISTMAS DAY

NEW YEAR'S EVE

NEW YEAR'S DAY

GOOD FRIDAY

MEMORIAL DAY

INDEPENDENCE DAY

If the holiday falls on Saturday, the holiday will be observed on Friday. If the holiday falls on Sunday, the holiday will be observed on Monday.

*If there is not a minimum of 15 children attending on other holidays, ESP will not be in operation for those days.

ATTENDANCE

You must schedule the days that your child will be attending ESP. Your child 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 site director one week in advance before withdrawing your child from the program due to the impact on staffing. Parents are responsible for fees during the one-week notice period.

ILLNESS

Illness – You must notify the director as soon as the illness occurs. (A doctor's excuse will be required for 2 consecutive days of absence due to illness). A child will be granted two days of absence without cost per year. These two days will be credited to the next week's fees if a doctor's excuse is provided with the payment of fees. Prolonged illness may mean withdrawal of the child from the ESP program. Extended School Programs cannot provide care for sick children. Please do not send your children if they have a fever or 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.

MEDICATIONS

If your child is required to take prescribed oral medications during the program hours, ESP must have written directions on the medication as issued by the pharmacy. Medication must be brought to the ESP staff by the parent. All medication will be kept in a locked container by the staff. A record of any medication given will be maintained by the site director. Over the counter medication may be administered in ESP. ESP follows the medication policy 6.405 of the Franklin County School Board. Please refer to this policy for further information.

VACATION

Vacations – Two weeks' vacation per year may be used without fees. Notification to the site director must be made one week in advance to avoid charges for attendance. Vacation weeks must be consecutive days and may not be broken into individual days.

HOURS OF OPERATION

Hours may vary among school programs.

School Days	Morning session	6:15 AM – 7:15 AM (North Lake only)
	Afternoon session	3:00 PM – 6:00 PM
*Summer Program		7:00 AM - 6:00 PM & 6:15 AM – 6:00 PM North Lake
*Snow/Inclement weather days		7:30 AM – 6:00 PM
*Multiple, Consecutive Snow/Inclement weather Days		Possibly 7:00 AM & 6:15 AM North Lake Contact the program Director for hours.
*Breaks, Holidays, In-service days		7:00 AM – 6:00 PM & 6:15 AM – 6:00 PM North Lake
*It is possible that not all ESP sites will be open due to low enrollment.		

REGISTRATION FEE

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

PAYMENTS

All weekly fees **must be paid on Friday in advance of services** for the next week or on Monday the week of service. A \$10.00 late fee will be charged for all payments made later than Monday of the week of service.

If your child attends only one or two days a week, payment is due on the first day your child is in attendance. If your child attends only on in-service, break days, or holidays, payment is due on the first day your child attends. A child will be dropped from the program if payments are not made appropriately. Past due payment of two weeks or more may result in your child being dropped from the program. Attempts will be made to collect all past due fees. Statements and notices will be sent to parents and after several failed attempts to collect payment the past due fees may result in court ordered garnishment.

RETURNED CHECKS

All returned checks or delinquent accounts are subject to a \$25 late fee. Checks should be made payable to the ESP. Please write the child's name on the memo line at the bottom of the check. A valid phone number and address must be printed or written on the check.

FEE SCHEDULE – All ESP Sites

Fees are charged for the days a parent signed up for at the time of registration. Fees must be paid on Friday in advance of services for the next week or on Monday the week of service.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Mornings - North Lake 6:15 - 7:15 AM	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Each additional child in the family	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00
Breakfast is provided by the Franklin County Schools Nutrition Program.					
Afternoons 3:00 - 6:00 PM	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Each additional child in the family	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
An afternoon snack is provided by the Franklin County Schools Nutrition Program.					
Full Days - breaks, holidays, staff development, abbreviated days Hours for sites that are open 7:00 AM - 6:00 PM 6:15 AM - 6:00 PM (North Lake) Full Days – summer 7:00 AM - 6:00 PM 6:15 AM - 6:00 PM (North Lake)	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Each additional child in the family	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00
School dismissal before 2:30 PM is considered a full day. (Abbreviated days & early release due to weather conditions) Morning and afternoon snacks are provided by ESP. During the summer arts and crafts materials, games, on site activities, and many more activities are provided by ESP. The extensive summer program also includes scheduled field trips arranged by ESP staff. Breakfast and lunch are provided by the Franklin County School Nutrition Program, summer only. Breakfast and lunch are not provided on snow days, holiday, breaks, etc. Parents should send breakfast and a sack lunch for each of their children. Snacks will be provided by ESP.					
Full Days - snow 7:30 AM - 6:00 PM	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Each additional child in the family	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00
Breakfast and lunch are not provided on snow days. Parents should send breakfast and a sack lunch for each of their children. Snacks are provided by ESP.					

– (approved by board members at the 2/10/2020 board meeting and effective 5/25/2020)

INCLEMENT WEATHER DAYS

Any day that Franklin County is out of school for inclement weather, Mr. Bean will announce which ESP sites are open. If at all possible, at least Clark Memorial and Rock Creek ESP sites will be open. The hours open will be from 7:30 AM to 6:00 PM unless otherwise announced. If Franklin County schools are on a delayed opening schedule, ESP sites that are open will be announced. Open ESP sites will take any child who is currently enrolled in the ESP program in Franklin County and has registered for Inclement Weather Days. If the weather is so bad that all County Offices are closed, then all ESP sites will be closed. If you will need child care on these days please complete the information below. The ESP Site Directors will send the information about your child/children to the ESP school site you have chosen for them to attend. You must make payment on a day by day basis to the ESP site your child/children attend on inclement weather days. Payment is due upon arrival at the rate of a Full Day = \$20 and \$18 for each additional child. Neither Breakfast or Lunch will be provided on Inclement weather/Teacher Inservice/Holidays. Please send breakfast and a sack lunch for your child. ESP will provide snacks.

SUMMER PROGRAM

Children must enroll separately for the summer program. Summer registration is usually held during the month of March/April. Operation hours are from 7:00 AM to 6:00 PM each day. (North Lake 6:15 AM to 6:00 PM.) ESP sites that open for the Summer Program are based on enrollment. During the summer, ESP provides an extensive program filled with field trips, games, arts and craft activities, and much more. Individual fees will be charged for each field trip. Information about field trips and the cost for each trip will be given to parents as soon as plans are finalized. If your child has not been enrolled in ESP during the school year, you will be required to pay the \$15.00 registration fee at the time of summer registration.

PICK UP AND DROP OFF PROCEDURES

Please check with your school's site director for the specific location to pick up your child. Children must be personally checked out from the program in the afternoon by a sign-out sheet. ***CHILDREN WILL NOT BE ALLOWED TO WAIT FOR PARENTS IN THE PARKING LOT. THE PERSON PICKING UP A CHILD MUST BE AT LEAST 16 YEARS OLD AND AUTHORIZED TO PROVIDE TRANSPORTATION FOR YOUR CHILD.*** When the program is operating on a full day basis, children should be brought into the building, signed in by the parent, and an ESP staff member notified. 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 PM. A \$1.00 late fee will be charged for every minute late after 6:00 PM. The clock located in the school/cell phone will determine the time. The late fee is due on the day the child is picked up late. 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 PM	\$ 1.00 late fee
	6:05 PM	\$ 5.00 late fee
	6:10 PM	\$10.00 late fee

NOTE: If a child has been left at the school until 6:30 and no one has contacted the school, it will be assumed that something very serious has happened to the family. In this situation family members and people designated on the registration form will be contacted. If no one is available from the list then proper authorities will be contacted. We always want to ensure the safety of your child in all instances.

CLOTHING

Children must wear appropriate clothing to ESP. The school dress code applies to ESP also. Athletic shoes are to be worn in the gym.

FIELD TRIPS

You will always be given advance notice of field trips to include dates, times, and costs. No child will be allowed to attend a field trip without a parent's signed permission slip per trip per child. Children 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. Children should arrive at the ESP site at least 10 minutes prior to field trip departure time. If you do not want your child to attend a field trip, you will need to make other arrangements for childcare. ESP staff will not be on site to provide childcare during field trip times. Parents must pay the required ESP fees for the day if they choose not to allow their child to attend a field trip.

INSURANCE

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

MATERIALS BROUGHT TO ESP

We are not responsible for lost or damaged items that children bring to ESP. Please label everything with your child's name. Do not send hand held video games. Anything that is not allowed during school is also not allowed at ESP.

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 ESP. Our program is committed to positive reinforcement of good behavior. If a serious discipline problem occurs, the site director will contact you. Please encourage your child to cooperate with ESP staff and stress the importance of good behavior 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. Use nice words.
3. Keep hands and feet to yourself.
4. Walk quietly in the hallways.
5. Follow teacher directions.
6. Always stay with the teacher.
7. Take care of supplies.
8. Show respect to all staff.
9. Children are expected to clean up after themselves.
10. Use bathroom facilities appropriately.
11. Treat others in a respectful manner.
12. Be a good sport.

ESP OUTSIDE RULES

1. One child per swing.
2. Share equipment and play together. *(Be a good sport).*
3. Play nicely.
4. Stay in your ESP staff's designated area.
5. Follow all directions issued by ESP staff.

****OVERALL LOUDNESS CAN RESULT IN NO TALKING FOR EVERYONE****

Guidelines – COVID-19

As we prepare to reopen ESP, our district understands the range of concerns that exist due to COVID-19. Through thoughtful planning, collaboration, and following TN DOE health and safety/CDC Guidance for Child Care Programs, we have developed new procedures and protocols necessary to ensure a healthy and safe environment for ESP staff and children. This guide provides information for all parts of the ESP program that will be in place when ESP reopens to ensure the safest environment for children and staff. In addition, here are some ways you can help:

- ◆ Keep your child at home if they are sick
- ◆ Perform at-home health checks before attending school
- ◆ Good hygiene habits and social distancing practices

The guidance included on the following pages are intended to familiarize parents, children, and staff with the changes they will see involving the ESP program. This guidance is subject to change to mirror any changes in the COVID-19 environment in Franklin County. Additional guidance and procedures may be specific to an ESP site as we adhere to decisions made by school principals. Please read through this guide and familiarize yourself and your children with new procedures that will be in place as we prepare to reopen ESP sites.

In the planning for reopening ESP, Franklin County's Extended School Program follows the guidance of local, state, and federal officials. In addition, ESP receives policies and procedures from the TN Department of Education and guidelines from the Centers for Disease Control (CDC).

You can feel confident that our updated procedures will create a safe environment for your child. When we are able to reopen, things will look a little different as we take extra precautions. Safety has always been our top priority. We know this is a unique school year, and our newly updated safety precautions ensure the safest environment for children and staff.

Communication

ESP information and updates will be posted on Franklin County's District website.

<https://www.fcstn.net/> Possibly on the Extended School Program's web page

<https://www.fcstn.net/extendedschoolprogram> or District News posts and School's News posts. And School Messenger calls from the District.

Site Directors will communicate with parents through email, text messages, phone calls, voicemail, social media, and possibly written notices. Please ensure that you and your child's contact information is kept updated.

Screening Method - Parent Drop-Off/Screen Upon Arrival

Staff or a child who has a fever of 100.40 or above or other signs of illness should not be admitted to the facility.

Daily Afternoon ESP sessions - Upon arrival to the ESP classroom door as all children maintain six feet for social distancing, an ESP staff member will monitor each child for symptoms with a set of questions and visual symptoms of runny nose, cough, shortness of breath, rapid breathing or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, nausea or vomiting, diarrhea, new loss of taste or smell, etc. Each child's temperature will be taken with a contactless, infrared thermometer and recorded on the Screening Log/Sign in Sheet.

Full Day session - Ask parents/guardians to take their child's temperature upon arrival at the ESP site and show thermometer reading to ESP Staff.

Hand hygiene stations should be set up at the entrance of the ESP site. When feasible, it is recommended by the CDC that all wear face coverings. ESP will adhere to face coverings policies of each school.

Parents should note on the Emergency Medical Form if their child has health information that confirms a diagnosis of asthma, allergies, chronic illnesses, or other respiratory conditions. Parents may be contacted by an ESP Staff member to inquire as to whether the child is experiencing symptoms related to diagnosed health issue or has had any other symptoms or has there been any COVID-19 exposures in the home. Parents may be contacted to pick up their child based on the screening results.

A Child Becomes Sick at ESP

If a child develops COVID-19 symptoms at ESP, the child will be separated from all other children and staff, with the exception of one staff member to supervise the child. This staff member will wear PPE or a cloth face covering and maintain a distance of at least 6 feet from the child at all times, unless there is an emergency. A parent or emergency contact will be immediately notified to pick up the child. We will call 911 if the child appears to be in medical distress.

Require sick children and staff to stay home. Sick children/staff members should not return until they have met the [criteria to discontinue home isolation](#).

Stay Home If You Are Sick	
	<ul style="list-style-type: none"> • fever of 100.4 degrees or higher, or chills • shortness of breath or difficulty breathing • muscle aches • sore throat • headache • fatigue • congestion or runny nose • cough • vomiting • diarrhea • new loss of taste or smell

If your child is exhibiting other signs of illness, he/she may need to stay home. The following are additional guidelines that may help in deciding if a child should come to school:

Colds	Go to School: if mild, but otherwise feeling well
	Stay Home: if heavy, deep, or hacking cough, even without a fever
Sore Throat	Go to School: if there are no other symptoms
	Stay Home/See a Doctor: if white spots in the back of throat or fever
Headache	Go to School
Rash	Stay Home/See a Doctor: if any unexplained rashes

Vulnerable/High Risk Groups

Staff members age 65 or older/children, with serious underlying health conditions, encourage them to talk to their healthcare provider to assess their risk and to determine if they should attend ESP as they would be at higher risk for severe illness from COVID-19. A written note from a healthcare provider will be required.

Hand Washing

All children and ESP Staff will be required to wash their hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol at the following times:

- **Arrival** to the facility and after breaks
- **Upon arrival** - when an adult or child enters the ESP classroom.
- **Before and after** handling food or eating.
- **Before and after** using the restroom.
- **Before and after** administering medication or medical ointment.
- **After** wiping your own or after assisting a child wipe their nose/mouth or tending to a cut/sore.
- **Before and after** working/playing in children's play areas, messy play, play dough, sensory table etc.
- **After** handling waste baskets or garbage.
- **After** cleaning.
- **After** playing outdoors or in sand
- **Before and after** caring for someone who is sick with vomiting or diarrhea.

Alcohol Based Hand Sanitizer (Keep out of reach of young children/monitored by ESP Staff)
Hand sanitizer will be used if soap and water is not available and hands are not visibly dirty. Young children will be supervised when they use hand sanitizer to prevent swallowing.

Materials/Crafts/Toys/Computers

Children will not be permitted to share school supplies with others. If an item/toy must be shared by children, an ESP staff member is required to wipe down the item with disinfectant after use by each child.

Face Coverings

Each child and ESP Staff member must provide their own face covering. School Principals set the policy as to whether or not face coverings were required at their school. ESP will adhere to face covering policy set at each school. ESP Staff and children are advised to wear cloth face coverings in Guidelines from CDC, especially in hallways, common areas, and when social distancing is not feasible, including in classrooms, to the extent it is developmentally appropriate. * ESP Staff and children will have flexibility to decide whether to wear cloth face coverings during physical activities/outdoor play and when social distancing is maintainable. They may voluntarily wear face coverings at any time. **NOTE: Any child who has difficulty breathing or who is incapable of physically removing the face covering on his/her own will not wear cloth face coverings, and alternate methods of protection will be discussed by parents and staff.*

ESP staff and children are encouraged to bring their own cloth face coverings to and from school. ESP will not provide face coverings as they are subject to availability, and ESP will have a small supply of face coverings available for children who do not bring their own. The Franklin County School District recommends parents and staff follow CDC guidelines regarding how to wash face coverings and how often. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>

Cloth face coverings are designed to protect other individuals rather than the individual wearing the covering. Accordingly, the greater number of individuals wearing cloth face coverings, the greater the overall transmission mitigation that will be achieved. Plastic face guards, which provide protection for the wearer, will not be required or provided, but are permitted.

ESP Classrooms

All areas and surfaces will be cleaned and disinfected as often as the class schedule will allow. This process will focus on high touch surfaces and materials such as door handles, light switches, desks, counters, computer keyboards, etc.

Rooms will be set up to allow for recommended CDC social distance guidelines, which will also allow for a consistent cleaning and disinfecting plan and procedure.

ESP Staff are encouraged to limit the materials in a classroom to only what is necessary by eliminating excess and personal items. This will allow for more efficient and timely cleaning and disinfecting of rooms.

Materials/toys that cannot be properly sanitized and disinfected will be removed from the classroom environment.

Machine washable toys will be washed after each individual use or removed from the play environment completely.

Surfaces will be kept clear to allow for easy cleaning and disinfecting.

Playground Equipment

Playground structures and outdoor equipment will not be in use at this time to reduce the exposure potential. Children will be encouraged to use the open areas while outdoors and to engage in no-contact activities, walking, such as shadow tag, running, and dancing. When possible, children will maintain a distance of six feet. Children will wash hands immediately after outdoor play time.

Social Distancing

Avoid large gatherings of 10 or more and practice social distancing of 6 feet apart.

If possible, child care groups should include the same children each day, and the same ESP Staff member should remain with the same group each day. Recommend a separate classroom for the children of healthcare workers and other first responders. *May require at least one additional ESP Staff member.

Visitors will be limited to essential visitors only and nonessential visitors will not be allowed to enter schools.

Digital Devices

Devices will be provided to each child at the beginning of the school year. Devices will be used for both in-person learning and distance learning. Please refer to the Digital Learning Device Handbook for terms of use.

Parents are asked to properly disinfect devices and other supplies before they return to school.

DROP OFF/PICK UP

Parents will drop off children in a designated drop-off area. At this time, parents may not escort children on campus.

When children arrive on campus, an ESP Staff member will sign-in each child with prior parental consent on file. Designated staff members will walk the child to their classroom, and at the end of the day, will walk all children back to the designated pick up area.

Parents will remain in the vehicle and children will be delivered curbside. ESP staff will sign out each child with time and initials.

Direct contact with parents and staff will be limited as much as possible. If possible, the same parent or designated person should drop off and pick up the child every day. Those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness.

Routine Schedule for Cleaning, Sanitizing, & Disinfecting - attachment

ESP will follow the [CDC guidelines for when a confirmed case has entered a school](#), regardless of community transmission.

ESP Personnel will follow CDC guidelines for everyday preventive actions on [how to protect themselves and others](#).

Notice - If Franklin County Schools close ESP will also close but will plan to reopen when school resumes. The closure could be short term 2-5 days or extended long term closure if advised by local health officials. The closure of schools and ESP is a strategy to stop or slow the further spread of COVID-19 in our community. This information about ESP closure will be communicated to families upon registration. ESP will continue to provide communication with families throughout the closure through the district website and Site Directors at each ESP location. Additional steps may be required upon reopening schools and ESP.

No refunds will be given for programs that are cancelled due to weather, facility issues, school closures, school-dictated unavailability of space, COVID-related closures or any other issue beyond ESP's direct control.

In the event of a state-mandated (such as a COVID-closure) school closures related to state-wide mandates; fees will not be charged for closed dates. There will be no need to cancel enrollments.

All ESP Sites will follow the Response Plan and Protocols as set forth by Franklin County Schools for a positive test for COVID-19. Protocols can be found Press Release for the 2020-2021 Reopening Plan.

Protocols - <https://www.fcstn.net/sys/content/newspost/a463d0b82bc24bfe826b78bede402c5a>