

# Franklin County Board of Education

## Extended School Program



Parent Handbook

Summer 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. 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	307-3709 Windy Douma, Interim Site Director
Clark Memorial School	967-2407	968-5089 Dustin Glasner, Site Director
Cowan Elementary	967-7353	Phoebe Cross, Site Director
Decherd Elementary	967-5483	967-1020 Mary Hill, Site Director
North Lake Elementary	455-6239	307-3674 Dana Knight, Site Director
Rock Creek Elementary	361-0244	361-0258 Shauntia Cook, Site Director
Sewanee Elementary	598-5951	598-5231 Position posted, Site Director
Franklin County BOE	967-0626	ext. 2026 Kim Nuckolls, ESP Coordinator

## NONDISCRIMINATION NOTICE

Franklin County Schools in its educational activities with students 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. Know if their child is misbehaving and spend time talking with the staff concerning a solution.
4. Know when the children will be going any place other than where the program is usually held. EXAMPLE: Field Trips.
5. Voice special concerns and considerations not covered in this handbook. Share concerns with staff and the director at any time about anything they do not feel is in the best interest of the children.

## 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 ESP Coordinator.
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. Fees are due on Friday prior to the week of childcare 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

ESP will not be open on the following days:

MEMORIAL DAY

INDEPENDENCE DAY – Closed week of July 4<sup>th</sup> – 11<sup>th</sup>

Closed week of August 1<sup>st</sup> – 7<sup>th</sup> ESP Staff not available - personnel are required at school for PD and Admin.

\*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 of the week that your child will be attending ESP for the summer. 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 summer 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. Prolonged illness may mean withdrawal of the child from the ESP summer 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 (August 2020 – July 2021). 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.

## SUMMER PROGRAM

Students must enroll separately for the summer program. An ESP site must have at least 15 children in the program to be open. Summer registration is usually held during March or April. Operation hours are from 7:00 AM to 6:00 PM each day. 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. COVID may have an impact on field trips usually planned during the summer and field trips may not be possible.

## REGISTRATION FEE

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. Complete all registration forms and paperwork and return by April 16, 2021.

## SUMMER PROGRAM HOURS OF OPERATION

### 7:00 AM TO 6:00 PM

Not all ESP sites will be open for the summer program. The ESP site must register and maintain a minimum of 15 children in attendance daily for the site to be open for the summer program. The ESP sites open for the summer program will be determined following the registration deadline of April 16, 2021. Parents will be notified following registration which ESP sites will be open for the ESP Summer Program.

## 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. 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 (two or more weeks fees are past due) are subject to a \$25 late fee. Checks should be made payable to 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
Full Days – summer <i>Hours for all sites that are open 7:00 AM – 6:00 PM</i>	\$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
Afternoons - Summer School 3:00 PM – 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
Breakfast and lunch are provided by the Franklin County School Nutrition Program during the summer. 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. Information about field trips and the cost for each is given to the parents as soon as plans are finalized.					

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

## 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 will determine 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 may 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

Students 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 – may not be possible due to COVID

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.

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. 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.

## INSURANCE

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

## MATERIALS BROUGHT TO ESP

ESP staff members 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 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 programs are committed to positive reinforcement of good behavior. If a serious discipline problem occurs, the director will contact you. Please encourage your child to cooperate with ESP staff 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. 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 teacher's designated area.
5. Follow teacher directions.

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

### **Guidelines – COVID-19**

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.

The guidance included on the following pages are intended to familiarize parents, children, and staff with the changes in 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.

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).

### **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 as needed**

**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 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. Each child's temperature may be taken with a contactless, infrared thermometer and recorded on the Screening Log/Sign in Sheet.

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 required to pick their child back home based on the screening results.

### **If A Child Becomes Sick While at ESP**

If a child develops COVID-19 symptoms at ESP, the child will be separated from all other children and staff, apart from one staff member to supervise the child. This staff member will 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](#).

## **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
- **Before** and **after** handling food or eating, using the restroom, and wiping your nose.
- **After** handling waste baskets or garbage, cleaning, or playing outdoors
- **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.

## **Face Coverings**

Each child and ESP Staff member must provide their own face covering. School Principals set the policy as to whether face coverings are 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.

*\*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 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.

## **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**

Practice social distancing of 6 feet apart.

## **DROP OFF/PICK UP**

Parents will drop off children in a designated drop-off area. At this time, parents may not escort children to the ESP classroom. 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 the ESP 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.