

Franklin County School System
Extended School Program Registration Form

1.802.1 – Administrative Procedure

Fee Paid: _____ Date Paid: _____ Received By: _____ Check #: _____

Date of Admission:	School:
Child's Full Name:	
Name Child Prefers to be Called:	Date of Birth:
Mother's Name:	Father's Name:
Mother's Address:	Father's Address:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Cell Phone:	Cell Phone:
Place of Employment and address:	Place of Employment and address:

Transportation Information:

To ensure the safety of your child, please list other adults to whom your child may be released or adults authorized to provide transportation for your child.

Name	Relationship	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list any adult who is NOT AUTHORIZED to pick up your child

Other Information:

Are immunizations current? Yes ___ No ___

Please list any allergies or medical conditions of which the ESP staff should be aware:

Does your child have any behavior issues or disabilities that the ESP staff should be made aware?
 Is there any information that you need to share with the ESP program about your child/children?
 Please provide an Explanation on the back of the Registration Form.

Name of Physician:

Phone Number:

Address:

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It is possible that not all ESP sites will be open for the Fall program. The ESP site must register and maintain a minimum of 12 children in attendance daily. The ESP sites open for the Fall program will be determined following the initial registration deadline of August 21, 2020. Parents will be notified if their ESP site will be open or closed based on the number registered for their site.

ESP SIGN UP FOR THE FALL PROGRAM

Please select the days your child will be attending the ESP Fall Program. We must know which days of the week you will need child care services in order to meet guidelines for the number of ESP staff required. Please note that payment will be due for the days you select on the Friday prior to the week of child care service. A **\$10 late fee** will be charged for all payments made later than the Monday or first day scheduled for the week of service. If your child is scheduled to attend only one, two, or three days a week, payment will be due on the Friday prior to the days of service or the first day of the week in which your child is scheduled. Please remember for the days you select to enroll your child; payment must be made even if your child does not attend any of the scheduled days. ESP staff is scheduled each week for the number of children that are enrolled for each day. Morning sessions are only available at North Lake Elementary. Thank you for your cooperation.

Please circle all the days that your child will attend the ESP Fall Program and AM for morning and PM for afternoon sessions:

MONDAY
AM PM

TUESDAY
AM PM

WEDNESDAY
AM PM

THURSDAY
AM PM

FRIDAY
AM PM

Hours of operation Monday – Friday:

6:00 AM – 7:15 AM Morning sessions (only at North Lake)

3:00 PM – 6:00 PM Afternoon sessions

Breakfast is provided at North Lake for the morning session and snacks are provided for all afternoon sessions.

Full Days

ESP is also available from 7:00 AM – 6:00 PM for Full Days (Inclement weather, Teacher Inservice, Holidays, or Summer). ESP sites open for full days are determined by the weather conditions and the number registered for these days (15). If your site is not open your child is eligible to attend another site that is open.

Breakfast and lunch are provided by the Franklin County School Nutrition Program with morning and afternoon snacks provided by ESP for the Summer ESP Program. But neither Breakfast or Lunch will be provided on Inclement Weather/Teacher Inservice/Holidays so all children should bring a sack lunch.

All fees must be paid weekly on the Friday in advance of services for the next week or on Monday of the week of service for the days you have selected at the rate of:

Morning – North Lake - \$5 per day for one child – each additional child adds \$4 per day

Afternoon - \$10 per day for one child – each additional child adds \$8 per day

Full Day - \$20 per day for one child - each additional child adds \$18 per day

A **\$10 late fee** will be charged for all payments made later than the Monday of the week of service.

Please see the attached: **ESP FEES & MINIMUM REGISTRATION REQUIREMENTS** for more detailed information.

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ESP INCLEMENT WEATHER REGISTRATION

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.

ESP SITE YOUR CHILD/CHILDREN ATTENDS _____

CHILD/CHILDREN'S NAME _____ GRADE _____

_____ GRADE _____ GRADE _____

PARENT'S NAME _____ CELL NUMBER _____

ESP INCLEMENT WEATHER SITE: CURRENT ESP SITE (If open) **OR** (If closed) CLARK ESP ROCK CREEK ESP

*If you register your child/children for inclement weather days and your child/children do not attend you will be billed for the full days as ESP staff were scheduled based on the number signed up to attend the ESP site.

Registration

Holiday/Teacher Inservice Day/Breaks (Fall or Spring) an ESP site is open:

Each ESP site will have a sign-up sheet at least a week in advance for any Holiday/Teacher Inservice Day/School Break. If you are in need of child care please write in your child's name and check the days he/she will be attending ESP on the sign-up sheet.

Please indicate which ESP site your child/children will attend. Not all ESP sites may be open as OPEN or CLOSED is based on the number signed up for each site. An ESP site must have at least 15 signed up and paid in advance to be open. **ALL MUST PAY IN ADVANCE - ON THE FRIDAY BEFORE.** The ESP Site Director uses the number of children signed up to determine if they can be open and how many ESP staff are needed to work the specified holiday/Inservice/Break. Open ESP sites will take any child who is currently enrolled in the ESP program in Franklin County and has signed up for child care for the dates indicated on the sign-up sheet.

The rate is \$20 per day for one child, add \$18 for each additional child.

If you mark that your child will attend then you must pay for those days marked in advance even if your child does not attend. NO REFUNDS WILL BE ISSUED AND NO ACCOUNTS WILL BE CREDITED.

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.

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	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, summer - Hours for sites that are open 7:00 AM - 6:00 PM 6:15 AM - 6:00 PM (North Lake) Full Days - summer 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) Breakfast and lunch are provided by the Franklin County School Nutrition Program. 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.					
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.					

\$15 annual registration fee due upon enrollment in August or upon enrollment in June for the summer program. The registration is charged at the time of enrollment. This registration fee is NON-REFUNDABLE. Annual registration fees run from August through July.

All fees must be paid on Friday in advance of services for the next week or on Monday the week of service. A \$10 late fee will be charged for all payments made later than the Monday of the week of service.

\$25 fee for returned checks. \$25 late fee may also be charged for delinquent accounts.

Late pick up - Children must be picked up by 6:00 pm. A \$1 late pick up fee will be charged for every minute late after 6:00 pm. The clock located in the school/clock/cellular phone will determine the correct time. The late pick up fee is due on the day the child is late being picked up.

15 in attendance daily is the minimum number of children required for an ESP site to be open for full days.

Regular school year morning session - Minimum of 5 (1 hour of childcare)

Regular school year afternoon session - Minimum of 12 (3 hours of childcare)

(These enrollment numbers change throughout the school year as some students withdraw, but new registrations are always accepted as long as an ESP site does not exceed the maximum limits set by the Department of Education.)

(Approved by Franklin County Board of Education – February 10, 2020)