

Franklin County Board of Education

# Extended School Program



Parent Handbook

2021 - 2022

## 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 can 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 ESP Coordinator, Kim Nuckolls at the Board of Education.

ESP is located at the following school sites:

School	School Phone	ESP Room	Site Director
Broadview Elementary	931-967-0132	931-307-3709	Lindsay Vanzant
Clark Memorial School	931-967-2407	931-968-5089	Dustin Glasner
Cowan Elementary	931-967-7353		Phoebe Cross
Decherd Elementary	931-967-5483	931-967-1020	Mary Hill
North Lake Elementary	931-455-6239	931-307-3674	Dana Knight
Rock Creek Elementary	931-361-0244	931-361-0258	Shauntia Cook
Sewanee Elementary	931-598-5951	931-598-5231	Kayla Rose

*Franklin County BOE - 931-967-0626 [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.

## Parent's 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.

## Parent's 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 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, 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, Breaks, 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 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 12 children must sign up in advance and make payment for the program to open on holidays, breaks, and snow 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 was provided to supervise the number of children that were signed up. Not all ESP sites will be open as sites will consolidate on these days. ESP sites open will be determined by the ESP coordinator and site directors.

All ESP sites will open at 7:00 AM on breaks, holidays, and in-service days. ESP sites 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.

### 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 - week of July 4<sup>th</sup>

*Week of Staff Development prior to the start of the new school year - ESP staff is not available as many are employed by the school system in other positions.*

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 12 children attending on holidays/breaks ESP will not be in operation.**

### 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 possible, at least two ESP sites will be open, usually Clark Memorial and Rock Creek. The hours open are from 7:30 AM to 6:00 PM unless otherwise announced. If Franklin County schools are on a delayed opening schedule, ESP sites are not open prior to the start of school in the morning. If your child is currently enrolled in the Franklin County ESP program and registered for Inclement Weather Days, they may attend any of the ESP sites announced as open. If the weather is so bad that all County Offices are closed, then all ESP sites will be closed. 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.

### 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.

### 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. ESP sites that open for the Summer Program are based on enrollment. If your child has not been enrolled in ESP during the school year, you will be required to pay the annual \$15.00 registration fee at the time of summer registration.

### 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. You will be charged weekly for the days you signed your child to attend when your child was registered. Absolutely no DROP-INS will be accepted.

### Withdrawal From ESP

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. Written instructions signed by the parent/guardian will be required and must include:

1. Child's name
2. Name of medication
3. Name of physician
4. Time to be self-administered
5. Dosage and directions for self-administration (non-prescription medicines must have label directions)
6. Possible side effects, if known, and
7. Termination date for self-administration of the medication.

All medication will be kept in a locked container by the staff. A record of any medication given will be maintained and kept in the child's file by the ESP Staff/Site Director:

1. Times medications administered
2. Noticeable side effects, and
3. Name of the ESP staff person administering medication to the child.

ESP follows the medication policy 6.405 of the Franklin County School Board and the Standards for School Administered Child Care Programs Rule 0520-12-01-.14.

## Hours of Operation

School Days	Afternoon session	3:00 PM – 6:00 PM
Summer Program*		7:00 AM - 6:00 PM
Snow/Inclement weather days*		7:30 AM – 6:00 PM
Multiple, Consecutive Snow/Inclement weather Days*		Possibly 7:00 AM – Contact Site Director
Breaks, Holidays, In-service days*		7:00 AM – 6:00 PM

\*Based on enrollment it is possible that not all ESP sites will be open.

## 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/Late Fee/Past Due Fees

All weekly fees **must be paid on Friday in advance of services** for the next week. 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 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

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.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
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 ESP.					
Full Days - breaks, holidays, staff development, summer, abbreviated days Hours for sites that are open 7:00 AM - 6:00 PM [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
<p>School dismissal before 2:30 PM is considered a full day. (Abbreviated days &amp; early release due to weather conditions)            Breakfast and lunch are not provided on snow days, holiday, breaks, etc. Parents should send a sack lunch for each of their children. 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.</p>					

## Pick Up & Drop Off Procedures

COVID Drop Off/Pick Up Procedures will continue as follows - Parents will drop off children in a designated drop-off area. At this time, parents may not escort children on campus. When children arrive, 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, ESP staff 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. Please check with your school's site director for the specific location to pick up your child.

If ESP returns to normal Pick Up and Drop Off Procedures - Children must be personally checked in by ESP staff/parent and signed out from the program in the afternoon by a parent/guardian. **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. Procedures currently in place due to COVID will continue.

## 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.

Examples: 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.

## Dress Code/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.

## Insurance

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

## Items/Materials Brought to ESP

We are not responsible for lost or damaged items that children bring to ESP. Please do not send hand held video games/cell phones. Anything not allowed during the school day is not allowed at ESP. Parents are encouraged to limit the items/materials a child brings to ESP to only what is necessary and eliminate any personal items. Do not allow children to bring personal property from home which will be a distraction or safety concern. Please label everything with your child's name, coats, backpacks, etc. Children may not be permitted to share school supplies with others.

## ESP Classrooms

All areas and surfaces will be cleaned and disinfected as often as the 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.

## Discipline

All children enrolled in an Extended School Program will be expected to follow rules established by the staff for safety and program operation. 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 Rules

1. Obey all school rules.
2. Respect your school by keeping it clean and safe.
3. Keep hands, feet, and objects to yourself.
4. Use indoor voices.
5. Walk quietly in the hallways, running is not permitted.
6. Follow directions the first time given.
7. Always stay with the ESP staff.
8. Teasing, name calling, and foul language are not acceptable.
9. Be courteous and respectful always toward each other and staff.
10. Take care of supplies & remember to clean up after yourselves.
11. Use bathroom facilities appropriately & wash your hands.
12. Treat others in a respectful manner. Be a good sport.
13. To ensure a safe environment, conflicts will be settled peacefully. Students who feel they are unable to solve conflicts need to seek an adult for assistance. Students are responsible for their actions and need to avoid physical or verbal aggression.

## ESP Outside Rules

1. Students will walk outside in a quiet, single file line.
  2. Students will play only in designated areas.
  3. Students will follow playground safety rules.
  4. One person on a slide, feet first.
  5. Sit only on the swings – one person at a time.
  6. Share equipment and play together. Return equipment as directed. *(Be a good sport).*
  7. Play nicely, hands and feet to yourself, and keep sand, dirt, grass, rocks, etc., on the ground.
  8. Students must stay under ESP staff supervision. Students may not leave any area with permission.
  9. Follow all directions issued by ESP staff.
- \*\* Being too loud can result in no talking! \*\***

## 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. 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

This guidance is intended to familiarize parents, children, and staff with the changes 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 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/> The Extended School Program's web page <https://www.fcstn.net/extendedschoolprogram> or District News posts/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.

## 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, except for one staff member to supervise the child. 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.

**Notice** - If Franklin County Schools close due to COVID, ESP will also close. 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.