

PLEASE RETURN THE FOLLOWING TO ESP STAFF

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

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

I HAVE RECEIVED A COPY OF THE SUMMARY OF THE DEPARTMENT OF EDUCATION REGULATIONS.

PARENT SIGNATURE

DATE

CHILD'S SIGNATURE

DATE

CHILD'S SIGNATURE

DATE

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

Please check the sessions below that your child will be attending. We must know the days you will need services in order to meet guidelines on the number of staff present. Thanks for your cooperation in this matter.

School Session:

Part time: _____(Your child will attend E.S.P. no more than two days in a week.)

Full time: _____(Your child will attend E.S.P. for three or more days in a week.)

Only designated sites will be open during breaks, holidays, in-service days, or abbreviated days. If you sign up then you will be charged regardless of attendance. Anytime school is out for scheduled breaks, holidays, in-service days or abbreviated days, parents must sign up at least TWO WEEKS in advance with the site director.

Parent Signature

Date