

Franklin County Board of Education

Extended School Program



Parent Handbook

2017-2018

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 a 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 for the program.

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 supervisor, Patty Priest. Should you have questions, or concerns about the program please feel free to call the school or the ESP Supervisor at the Board of Education.

The program is located in the following school sites:

Broadview Elementary	967-0132	Sandy Schultz, Director
Clark Memorial School	968-5089	Kim Arnold, Director
Cowan Elementary	967-1238 after 3:00pm	967-4085 Michelle Huffer, Director
Decherd Elementary	967-1020	Charolette Daubs, Director
North Lake Elementary	455-7320	Dana Knight, Director
Rock Creek Elementary	649-5002	Shelby Steele, Director
Sewanee Elementary	598-5231	Michelle Whaley, Director

(These phone numbers may change during the school year. A new list will be sent to each parent when it becomes available.)

Patty Priest, Supervisor, Franklin County Board of Education 931-580-5210

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 E.S. P. 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 E.S.P. 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 will be paid for that period if notification is not given.
9. Notify the staff of withdrawals at least one week in advance.
10. Pay fees on time.
11. To keep the child's record up to date with changes in phone number and address.
12. Pick up children on time.
13. The 2 weeks of vacation time will not be split into days. If you need more time, please drop your child from the program or you will be charged.

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, and school breaks. There will be an additional charge per child if you want your child to attend these full days during the school year. Full time students, those attending at least three days a week, and part time students, those attending one or two days a week, will be charged their respective full day rate. 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. In case of low enrollment, sites may consolidate to open during in-service, spring break, snow days or summer. 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. The rate of pay will be for a full day on abbreviated days.

Parents need to come in to sign up at individual locations in advance if childcare is desired on snow days, breaks, or holidays. The ESP program will not be open if the number of children is not adequate. A minimum number of children must sign up for the program to open on holidays, breaks, and snow days. The number will be determined by the supervisor. 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 the days you have allotted for your child because staff must be provided to supervise the children who have 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 supervisor and site directors.

Those schools which do not provide regular early morning sessions will open at 7:00 a.m. on breaks, holidays, and in-service days. Those schools which provide early morning sessions will open at regular hours (6:00 a.m.).

Those schools which do not provide early morning sessions on regular school days will open at 7:30 a.m. on snow days due to the lateness of school cancellation on occasions. In cases of multiple, consecutive snow days, programs may open at 7:00 a.m. Contact the program director for the hours. Those schools which provide early morning sessions may open at an earlier on snow days.

HOLIDAYS

ESP will **not** be open on the following days:

LABOR DAY

THANKSGIVING DAY

THE DAY AFTER THANKSGIVING

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 children attending on the other holidays, ESP will not be in operation for those days. The minimum will be set by the supervisor.**

ATTENDANCE

You must schedule the days that your child will be attending the E.S.P. program. If your child is part-time (attending 1 or 2 days per week) they 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.

ILLNESSES

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.

If your child is required to take prescribed oral medications during the program hours, E.S.P. must have written directions on the container, in which the medication is issued by the pharmacy. Medication must be brought to the E.S.P. staff by the parent. All medication will be kept in a locked container by the staff. A record of any medication 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.

ILLNESS AND VACATION

1. **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.
2. **Illness** – You must notify the director as soon as the illness occurs. (A doctor's excuse will be required for more than 2 days of absences). A child will be granted two days of absence without cost. Prolonged illness may mean withdrawal of the child from the E.S.P. program.

HOURS OF OPERATION

Hours may vary among school programs. Not all schools have a morning program due to lack of enrollment

School Days:	6:00 a.m. – 7:15 a.m. (North Lake only) 3:00 p.m. – 6:00 p.m.
Summer Program	Hours will vary by site Most open at 7:00am
Snow days (for Programs without Morning Services)	7:30 a.m. – 6:00 p.m.
Multiple, Consecutive Snow Days	Possibly 7:00 a.m. Contact the program Director for hours.

Breaks, Holidays, and In-service days for programs without morning services 7:00 a.m.

COSTS

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

FULL-TIME / PART-TIME STUDENTS

Full – time Students 3 or more days per week must pay at the weekly rate.

Part –time Students

1 or 2 days per week must pay at the daily rate.

SUMMER PROGRAM

Students must enroll separately for the summer program. During the summer, we participate in an extensive program filled with field trips, games, arts and craft activities, and much more. Individual fees will be charged for each field trip. A list of fees and field trips will be given to parents as soon as plans are finalized. If your child has not been enrolled during the school year, you will be responsible for the \$15.00 registration fee at summer registration.

FEE SCHEDULE

	Afternoons only		Mornings only		Morning and Afternoon		Full Day Week	
	1 child	Each additional child	1 child	Each additional child	1 child	Each additional child	1 child	Each additional child
Weekly Rate for Full Time Students	\$35 (\$7.00 Per day)	\$31 (\$6.20 Per day)	\$20 (\$4.00 Per day)	\$18 (\$3.60 Per day)	\$45 (\$9.00 Per day)	\$40 (\$8.00 Per day)	* \$80 (\$16.00 Per day)	* \$70 (\$14.00 Per day)
Per Day Rate for Part-time Students	\$15	\$14	\$10	\$9	\$19	\$17	\$35 (full summer day)	\$30 (full summer day)

***Three or more days warrants a full week: therefore, this would be \$80.00 for a full day week.** Abbreviated days (8:00-9:30) are charged as a full day (anything before 3 p.m. is considered a full day). Weather-related cancellations during the school day will be considered a full day.

PAYMENTS

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

If your child attends one or two days, 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.

RETURNED CHECKS

All returned checks or delinquent accounts are subject to a \$25 late fee. Checks should be made payable to the E.S.P. 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.

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 means of 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.** When the program is operating on a full day basis, children should be brought into the building, signed in by the parent, and an E.S.P. 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 p.m. A \$5.00 late fee will be charged for every 5 minutes after 6:00 p.m. The clock located in the school will determine time. 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 p.m. – 6:05 p.m.	\$ 5.00
	6:00 p.m. – 6:10 p.m.	\$10.00

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 sheets 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 E.S.P. The school dress code applies to E.S.P. 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. 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.

INSURANCE

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

MATERIALS BROUGHT TO E.S.P.

We are not responsible for lost or damaged items that children bring to E.S.P. 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 E.S.P.

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 E.S.P. Our programs are committed to positive reinforcement of good behavior. If a serious discipline problem occurs, the director will contact you. Please cooperate with E.S.P. 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****

