

Franklin County Board of Education

Extended School Program



Parent Handbook

2022 - 2023

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, 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 Hannah Lack, Site Director
Clark Memorial School	967-2407	968-5089 Dustin Glasner, Site Director
Cowan Elementary	967-7353	308-0774 Natalie Dearing, 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 Kelsey Bohannon, Site Director
Sewanee Elementary	598-5951	598-5231 Tori McCollough, Site Director
Franklin County BOE	967-0626	361-0123 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.** 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.

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 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 so you will not be charged.
9. Notify the staff of withdrawals at least one week in advance.
10. Pay fees on time one month in advance.
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 Staff Development Days

The Extended School Program will operate only on the days that schools are in session. No holidays, breaks, or staff development days. In addition, the Extended School Program will operate a FULL DAY schedule on the three abbreviated days if there is a need. Abbreviated days (8:00-9:30) are charged the full day fee. Please select if your children will attend the abbreviated days when you complete the registration packet. Children should bring their lunches on these full days. Morning and afternoon snacks will be provided.

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.

Attendance

You must schedule the days that your child will be attending ESP when you complete the registration. Your child should attend the program on the same days each week and pay the daily rate. You will be charged monthly for the days you signed your child to attend when you register. Absolutely no DROP-INS will be accepted. *CHANGES - If you need to make changes in the days of the week that your child attends ESP, this change must be made in writing and at least one week in advance of the next month's payment due date. The changes should be made for a specific, valid reason. These changes must be reviewed and approved by the ESP Site Director. (Note - changes will not be approved for a child that needs to attend basketball practice. You will need to continue to pay child care fees to reserve your spot and maintain enrollment numbers. Or you may complete a Withdrawal Form and re-enroll if a spot is available at the end of the season and ESP maintains the required number to remain open.

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

If your child is sick and does not attend ESP you will not receive credit for any of those days unless you can provide a doctor's excuse the day the child returns to ESP. The credit will be reflected in the May 2023 statement.

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
Abbreviated days, if needed		9:30 AM – 6:00 PM

Insurance

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

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.

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.

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.

Returned Checks

All returned checks are subject to a \$25 returned check 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

Fees are charged for the days a parent signed up for at the time of registration. Fees must be paid in advance of services for the next month.

	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 - abbreviated days 9:30 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
Lunch is not provided on the abbreviated days and parents should send a sack lunch for each of their children. Morning and afternoon snacks are provided by ESP.					

Payment - Fees for ESP child care will be due monthly and must be paid on time. If child care fees are not paid by the due date your child cannot attend ESP until the month's fees are paid in full with a \$10 late fee.

PAYMENT DUE DATES

August	- due by 8.8.2022	January	- due by 12.20.2022
September	- due by 8.31.2022	February	- due by 1.30.2023
October	- due by 9.30.2022	March	- due by 2.28.2023
November	- due by 10.28.2022	April	- due by 3.31.2023
December	- due by 11.30.2022	May	- due by 4.28.2023

*Adjustments - all credits/adjustments will be reflected on the May 2023 statement.

Payment - Your monthly child care fees are calculated based on the days of the week you selected on the registration form and the number of those days in that month. The days of the week you selected are the only days of the week that your child may attend throughout the school year. Your ESP Site Director will provide you with a monthly statement about one week prior to the due date.

*CHANGES - If you need to make changes in the days of the week that your child attends ESP, this change must be made in writing and at least one week in advance of the next month's payment due date. The changes should be made for a specific, valid reason. These changes must be reviewed and approved by the ESP Site Director. (Note - changes will not be approved for a child that needs to attend basketball practice. You will need to continue to pay child care fees to reserve your spot and maintain enrollment numbers. Or you may complete a Withdrawal Form and re-enroll if a spot is available at the end of the season and ESP maintains the required number to remain open.

Payments/Late Fee

All monthly fees **must be paid by the due for each month in advance of services** for the next month. A \$10.00 late fee will be charged for all late payments. A child will not be allowed to attend ESP until the month's fees are paid in full with a \$10 late fee. **Your child will be dropped from the program if fees are not paid.** Monthly Statements will be sent to parents in advance of fee due date.

Pick Up & Drop Off Procedures

PARENTS MUST COME INSIDE THE ESP CLASSROOM TO SIGN OUT YOUR CHILD EACH DAY. At this time please provide all doctor's excuses, written requests for withdrawals/Changes, collect monthly statements, collect receipts, and check for important information. Use this time to address any concerns or issues with the ESP staff. Stay informed and help us keep ESP open at your school.

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/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 after 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.

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! ****