

Franklin County Board of Education

Extended School Program



Parent Handbook

2024 - 2025

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 of 3:00-6:00 PM for parents who are working and would need childcare. 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 provided by the school system and not a right. The program is self-sufficient and receives no federal, state, or local tax dollars. The Extended School Program is a non-discriminating program and is totally financed through parent fees.

When a child is enrolled in ESP a space has been reserved for the child for the school year. Payment options chosen on your registration contract are due and payable regardless of attendance. The number of ESP staff is based on your contracted registration and attendance days selected. The enrolling parent is responsible for all fees related to the child's participation in ESP. If changes in custody or billing parties occur, notification must be sent to the ESP Site Director immediately. The enrolling parent will continue to be responsible for payment unless custody papers are on file in the ESP office that specifically states otherwise. Both parents will have equal access to the child and the child's records, unless documentation on file in the ESP office states otherwise.

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, Patty Priest. 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 Cell	Site Director	Tax ID #
Broadview Elementary	967-0132	307-3709	Hannah Lack	626000593-11
Clark Memorial School	967-2407	357-1830	Dustin Glasner	626000593-03
Decherd Elementary	967-5483	357-1831	Mary Hill	626000593-01
North Lake Elementary	455-6239	307-3674	Dana Knight	626000593-02
Rock Creek Elementary	361-0244	357-1834	Tonya Henley	626000593-10
Sewanee Elementary	598-5951	357-1829		626000593-05
Franklin County BOE	967-0626	580-5210	Patty Priest, 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 staffs' 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.
6. 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

A parent signature on the registration contract verifies an agreement of, understanding and compliance with all ESP policies.

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. 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.
4. Address major concerns with the site director or coordinator.
5. Know about any change in policy and procedure.
6. Replace any equipment that their child is responsible for misusing or damaging.

7. Keep the child's record up to date with changes in phone numbers and addresses.

Families are a part of the Extended School Program. Parents can be informed by speaking with the ESP Site Director or staff, receive new information through reminders, written announcements, bulletin boards, and individual feedback to help create the best experiences for the children in the program. Parent suggestions and enrichment offerings are always appreciated. The Site Director will keep parents informed about special happenings and changes in ESP through postings and reminders. Please check daily when you pick up your child.

It is most helpful to keep ESP informed of any changes which may occur in a child's environment such as illness in the family, a change in living location or any other stressful situation that may be important to the child. The ESP staff will be able to better meet the needs of the child if they are aware of these situations.

Holidays, Breaks, and Staff Development Days

The Extended School Program will operate only on the days that schools are in session. ESP will not be open any day that school is not in session, holidays, professional development days, fall, winter, spring breaks, abbreviated day, and closure or early dismissal for inclement weather.

Vacation

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.** 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 weekly/monthly for the days you registered your child. 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 week's/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. Changing attendance options is only allowed, pending availability, **ONE** time per semester. ESP staffs are based on your contracted attendance option. (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. 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

At Parent Request: a **one-week notice of withdrawal in advance** is required in writing to the Site Director before withdrawing your child from the program due to the impact on staffing. **Parents are responsible for fees during the one-week notice period. If your child does not attend for 5 days (one week) without written notification, your child will be removed from the program.** The parent will be responsible for fees incurred during the absence. The available slot may be filled with the next child if there is a waiting list for enrollment. In order to return to the program, a new contract must be signed.

If the site requests withdrawal, a notification period prior to withdrawal is not required. ESP has the legal option to withdraw a child for any of the following reasons: non-payment of fees, repeated failure of parents to pick up their child on time, failure to provide the ESP site with current emergency/medical information as stipulated by state licensing, continuous disciplinary problems, or inappropriate conduct of parent or guardian. If a child is dismissed from ESP, he/she will not be eligible for re-enrollment for the duration of the school year.

Illness/Absence

The Extended School Program cannot deduct single days missed for illness from the ESP fee. All fees paid are used for direct operating costs, such as ESP Staff, snacks, crafts, and program supplies. All of these things must be available for the number of children attending the program. When registration/enrollment occurs, plans are made for staff, space, time, and provisions for the children regardless of their attendance. ESP will give illness credits only if your child is sick, does not attend ESP for 3 or more days, and you provide a doctor's excuse, covering all days missed. A credit for the illness will be issued in the next date a payment is due. A request for illness credit can only be done two times per semester along with a physician's note. 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. Policy requires that a child is to be picked up as soon as possible in the event of illness while in ESP. A child must be present in school at least half of the school day in order to attend ESP in the afternoon. The Department of Human Services may be contacted if a child continues to be sent to ESP with an illness or symptoms of an illness without medical attention (including lice). Parents of students with live or active lice infestation will be asked to pick up their child immediately to begin the treatment process. 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. Credit for an absence due to a death in the immediate family (father, mother, brother, sister, or grandparent) will be given and reflected in the next date a payment is due to the Extended School Program. A maximum absence of 3 days will be allowed.

Medication Policy

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. The medication must be given to the Site Director in a prescription bottle. Antibiotics and over the counter medications such as cough syrup, aspirin, or cold medicines CANNOT be administered in ESP. 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
	Early Release	2:45 PM – 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

ESP strongly discourages children from bringing toys/personal items from home. ESP will not be responsible for stolen, lost or damaged items (including toys, clothing, backpacks, books, food items, eyewear, money, electronic items, cell phones, jewelry or any other personal item) that children bring to ESP. Anything not allowed during the school day is not allowed during 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 to include coats, backpacks, etc.

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, lasting the full school year.

Registration Contract

The Registration Contract must be completed, signed, and on file with the ESP office for the child to be enrolled and attending. When a child is enrolled in ESP, a space has been reserved for the school year. Payment for the enrollment is due regardless of attendance. New registration forms and contracts must be filled out and on file at the beginning of each school year and the beginning of each summer.

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 completing the Registration Contract. Fees must be paid in advance of services for the next week/month and must be paid on time.

	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
Late Payment Fee	\$10.00 – due if fee is paid later than the Friday prior to service				
Late Pick Up Fee	\$1.00 - per minute after 6:00 PM due the day of late pick up				
Returned Check Fee	\$25.00 – due for all returned checks when new payment is made				
Duplicate Year End Tax Statement	\$10.00 – due upon request to duplicate the Year End Tax Statement				
An afternoon snack is provided by ESP.					

Tuition payments must be made on Friday in advance of child care services. If payment is not received by Monday @ 6:00 pm, a \$10 late fee will be assessed on Tuesday. If payment in full (including late fee) is not received by 6:00 pm on Tuesday, the child will not be allowed to attend ESP on Wednesday and from this point on unless tuition fees are paid in full for the remainder of the week.

Any account which is one week past due will be considered delinquent. Immediate payment is expected or the child's reserved space in the Extended School Program will be forfeited.

Payment - Your weekly/monthly child care fees are calculated based on the days of the week you selected on the registration contract 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.

ESP is NOT REQUIRED by the IRS to provide a year-end tax statement. However, ESP will provide upon request, for your convenience, a year-end tax statement if the account has been paid in full. (There is a \$10 fee to duplicate this information for you if the original is misplaced.) The ESP tax identification number is on page 2 of this Parent Handbook.

Payments/Late Fee

All monthly fees **must be paid by the due date 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

State policy requires that parents must sign their child(ren) out on paper from the ESP program daily. 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 18 YEARS OLD AND AUTHORIZED TO PROVIDE TRANSPORTATION FOR YOUR CHILD.

When the program is operating on a full day basis in the summer, 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 summer program.

Children will not be released to any person other than the parents or other persons authorized on the registration form. Identification may be required for pickups.

You must notify the ESP Site Director in writing if a person other than those authorized will be picking up your child. Your child(ren) will not be released to anyone whose behavior may place the child(ren) in immediate risk.

Late Pick Up

The Extended School Program closes at 6:00 PM. If a parent arrives later, they will be charged an addition of \$1 per minute. Failure to comply with the 6:00 PM closing time on 3 occasions may result in losing placement in ESP. **LATE FEES ARE DUE AND ARE TO BE PAID THE DAY THE CHILD IS PICKED UP LATE.**

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. After all emergency numbers are contacted and no communication from the parent has been received by 6:30 PM, the local authorities/Department of Children's Services will be contacted for assistance. 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 enrolled in ESP are expected to exhibit behavior which does not disrupt or interfere with the school climate or the learning process and social interaction of other children. ESP staff will enforce school rules throughout ESP hours. The site director will contact the parents and will be given a written notification when a major discipline problem occurs. 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. After three (3) written notifications a child may be suspended from the program for a period of 3-5 days. Depending on the seriousness of the misconduct, ESP reserves the right to immediately suspend or dismiss the child from the program. **NO CREDIT FOR ABSENCES DUE TO SUSPENSIONS WILL BE GIVEN. After any additional written notifications, the parent may be asked to withdraw the child from the program with no tuition/registration refund.** 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.

An exception to the above is when a major incident (deemed so by the Site Director or Principal) occurs. This misconduct **will result in immediate suspension.** The Zero Tolerance Policy for Franklin County Schools also applies to ESP.

Parents are asked to cooperate with ESP staff in stressing the importance of good behavior patterns for all children. It is imperative that parents work with the ESP Site Director and staff to correct any behavior that is interfering with the child's success in ESP. This helps to keep the ESP fun as well as instructionally sound.

RULES OF CONDUCT FOR ESP STUDENTS

The following behaviors are considered inappropriate and unacceptable in ESP. These behaviors may result in immediate suspension.

1. Possession of weapons, contraband, or other dangerous objects. (Zero Tolerance Policy applies)
2. Fighting, Wrestling, Spitting (with or on peers or staff).
3. Destruction of school property.
4. Destruction of personal property of another person.
5. Vulgar language, cursing.
6. Improper display of private body parts.
7. Disrespectful behavior to other children or staff.
8. Climbing on desks, tables, chairs, cabinets, etc.
9. Playing in the bathroom (crawling under stalls, climbing on sinks, splashing water, turning lights on/off, etc.
10. Throwing balls, and other outside equipment while inside the building.
11. Stealing.
12. Physical attacks on staff or other students (Zero Tolerance Policy applies).
13. Playing any hard contact sport.
14. Improper use of ESP and school equipment.
15. Throwing objects (rocks, sticks, desks, chairs, tables, etc.).
16. Leaving the ESP group without permission (running away, hiding, etc.).
17. **Behavior deemed inappropriate and unacceptable by the Site Director, Principal, or the Program Coordinator.**

ESP tuition is required if a student is suspended from the program. If the student is suspended for the semester, the parent contract will be canceled once tuition is paid in full.

In Franklin County Schools, IEPs (Individual Education Plans) do not include services for after school child care services in the Extended School Program (ESP). ESP will try to follow IEPs where applicable, but cannot provide one to one childcare.

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 and remember to clean up after yourselves.
11. Use bathroom facilities appropriately and 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 which include one person on a slide, feet first.
4. Students will sit only on the swings – one person at a time
5. Students will share equipment and play together. Return equipment as directed. *(Be a good sport).*
6. Students will play nicely, hands and feet to yourself, and keep sand, dirt, grass, rocks, etc., on the ground.
7. Students must stay under ESP staff supervision. Students may not leave any area with permission.
8. Students must follow all directions issued by ESP staff.

**** Being too loud can result in no talking! ****

NO student is to be sent to ESP that is not registered and enrolled in the ESP program with the expectation for ESP personnel to watch. The person who sends the child unattended will be held responsible and liable for whatever happens to the child. ESP Staff cannot, and will not, be responsible for any child who is not officially registered in ESP. Children not enrolled in ESP will be sent to the main office to wait for parent pick-up.

Excessive violations of the policies in this Parent Handbook or the signed contract may result in dismissal from the ESP program with the contract agreement to be paid in full.

Franklin County School System 2024-2025 Extended School Program Registration Contract Form

1.8012.4 – Administrative Procedure

Fee Paid: _____ Date Paid: _____ Received By: _____ Check #: _____
(Registration fee of \$15 each child due at the time of registration – nonrefundable.)
 PLEASE PRINT LEGIBLY WITH DARK INK – THANK YOU

Child's Information (please complete 1 form per child)			
Date:		School:	
Child's Full Name:		Grade:	Age: Gender:
Name Child Prefers to be Called:		Date of Birth:	
Parent Information			
Mother's Name:		Father's Name:	
Mother's Address:		Father's Address:	
Phone: Home:	Cell:	Phone: Home:	Cell:
Place of Employment:		Place of Employment:	
Work Address:		Work Address:	
Work Phone:		Work Phone:	
Email: <small>(May we use your email to correspond with you? Yes ___ No ___)</small>		Email: <small>(May we use your email to correspond with you? Yes ___ No ___)</small>	
If parents are divorced, who is Custodial Parent? _____ <small>If there are special circumstances involving visitation and pick up rights, you must provide the Site Director with legal documentation for these arrangements.</small>			
Emergency Contact & Transportation Information:			
<small>In case of emergency and to ensure the safety of your child, after attempting the above phone number(s), please list names of a responsible person who is authorized to act for the parent in an emergency and to whom your child may be released to provide transportation for your child.</small>			
Name: _____ Cell: _____ Relationship: _____ Home Address: _____ Home Phone: _____ Work Address: _____ Work Phone: _____			
Other than those listed above, who may pick up your child? (must be 18 or older)			
Name	Relationship	Phone	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
Please list any adult who is NOT AUTHORIZED to pick up your child. Court documents must be provided if this person is a parent.			
_____ _____ _____			

Franklin County School System
2024-2025 Extended School Program Registration Contract Form

1.8012.4 – Administrative Procedure

Emergency Medical Permissions

Child's name: _____ Age: _____ DOB: _____
 Parent/Legal Guardian: _____
 Name of insured: _____
 Health Insurance/Coverage Provider: _____ Phone: _____
 ID number: _____ Group number: _____

Child's Medical Information

Physician's Name: _____ Phone: _____ (required)
 Physician's Address: _____

Child's Health History

Are your child's immunizations current? Yes ___ No ___
 Does your child have any ALLERGIES or MEDICAL CONDITIONS that should be considered? Yes ___ No ___
 If yes, please specify: _____
 Are there any special instructions from you or the child's doctor as to treatment at the ESP site? Yes ___ No ___
 DOES YOUR CHILD HAVE A PEANUT ALLERGY? Yes ___ No ___

History of Illness (Please Check)

Allergies or reaction to medicine, DPT, or insects	Hemophiliac (free bleeder)
Problems with skin rash	Frequent headaches
Trouble with eyes or sight	Fainting spells
wears glasses, contacts or protective eye wear	Frequent urinary tract infections (bladder or kidney)
Frequent ear infections/tubes in ears	Seizures
Diabetes	Asthma/breathing problems
Abdominal (stomach) pain	Lung disease/shortness of breath
Problems with diarrhea/constipation	Frequent colds/upper respiratory infections
Eating disorder	Heart disease/heart murmur

Please provide special instructions concerning any of the above:

Does your child have any special problems not indicated above?

In the event of an emergency, I give the staff of ESP permission to seek appropriate medical attention in the event of an emergency and grant treatment of my child by medical personnel if I am unable to be notified within a reasonable amount of time.

Signature of responsible party:

Date: _____

Franklin County School System
2024-2025 Extended School Program Registration Contract Form

1.8012.4 – Administrative Procedure

Fall 2024

ESP is offering after school child care only on days that Franklin County Schools are open. On these days' ESP will operate Monday through Friday from 3:00 - 6:00 pm. ESP will not be open the three abbreviated days due decrease in the need.

ESP will not be open any day that school is not in session, holidays, professional development days, fall, winter, spring breaks, and closure or early dismissal for inclement weather.

*Any closure due to inclement weather will roll over as a credit for the next week/month if you had paid for your child to attend on a day that FC schools close due to weather conditions.

Please select the days your child will be attending the ESP Program. The days must be the same each week. We must know the days you will need services in order to meet guidelines on 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 childcare service. And for the days your child is enrolled you must make payment even if your child does not att

end. Hours of operation: 3:00 PM – 6:00 PM afternoon sessions.

Please select the days [specific days weekly or all 5 days weekly] for each child. Days must be the same for each week. No exceptions.

Afternoon session	Child's name	ESP Afternoon Session	Daily Fee	Select days your child/children will attend weekly by placing a ✓ checkmark. Select specific days or all 5 days.					
	1		3:00 PM – 6:00 PM Regular school days	\$10	Monday	Tuesday	Wednesday	Thursday	Friday
2		3:00 PM – 6:00 PM Regular school days	\$8 each additional child	Monday	Tuesday	Wednesday	Thursday	Friday	ALL 5 DAYS
3		3:00 PM – 6:00 PM Regular school days	\$8 each additional child	Monday	Tuesday	Wednesday	Thursday	Friday	ALL 5 DAYS

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 week's/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. Changing attendance options is only allowed, pending availability, **ONE** time per semester. ESP staffs based on your contracted attendance option. (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.

Factors that determine if ESP can open and remain open:

- A site has met the required number of registrations/enrollments. (12)
- The site can maintain the required number of registrations/enrollments. (12)
- Child care fees must be paid on time prior to the week/month of service. Enrollment numbers drop when fees are not paid as children are not allowed to attend until the fees are paid for the week/month.
- A site must have enough qualified , trained staff available to work to mee3+ the adult to :child ratio mandated by the TN Department of Education.

Franklin County Schools
Extended School Program Statement of Understanding

1.8012.5 - Administrative Procedure

Please read and initial:

1. ___ My child has permission to participate in all ESP activities.
2. ___ I give permission for my child(ren) to be used in media releases that benefit the school or the school system. A signed Franklin County Schools Consent Form 40407.2 is on file at the school.
3. ___ I understand that all children are expected to follow the rules of the ESP center.
4. ___ I understand that all payments to the ESP must be made on the Friday prior to the week of service for a week/month in advance. If payment is not made children will not be allowed to attend ESP until the fees are paid in full with a \$10 late fee.
5. ___ I understand to receive vacation credit I must notify the site director one week in advance by completing the "Advance Notification of Absence/Withdrawal" form.
6. ___ I understand that I will assume all costs of injury to my child and property damages resulting from my child's actions. I waive, release and hold harmless the Franklin County School System from all legal and financial responsibilities.
7. ___ I will allow the use of my email to quickly receive updates when things change and to receive financial statements.
Email: _____
___ I do not have an email account that can be used.
8. ___ I will allow the use of my cell phone number's text messaging to quickly receive updates when things change.
Cell phone number: _____
___ I do not have a cell phone please call my home phone: _____
9. ___ I understand that it is my responsibility to update any information provided to the ESP staff.
10. ___ I was given the opportunity for an on-site visit* (limited to essential visitors only) prior to my child enrolling.
11. ___ I give permission for my child to participate in the personal safety curriculum.
12. ___ I have received the following: Parent Handbook with policies, procedures, and requirements of the Franklin County Schools Extended School Program.
13. ___ I received the following documentation: Child Abuse Awareness information and the Tennessee Department of Education Summary of Child Care Approval Requirements.
14. ___ I understand that I must come inside the ESP classroom to sign out my child upon pickup.

Child's name: _____

Date: _____

Signature of parent/guardian: _____

Franklin County Schools

Consent Form

4.407.2

1 Name of Student: _____
2 Name of Parent/Guardian (if applicable): _____
3 Grade: _____ Name of Teacher: _____

4 I understand that my child's* work (writings, drawings, etc.) may occasionally be published on the
5 internet and newspaper. I give my permission to publish my child's* work with identification as
6 specified below.

7 Please circle "yes" or "no" for each of the following:

- 8 1. My child's* work (writings, drawings, etc.) may be published on the internet and newspaper.
9 Yes No
10 2. My child's* first name (may include last name) may be used to identify his/her work.
11 Yes No
12 3. My child's* class (teacher/grade level/school) may be used to identify the work.
13 Yes No

14 Additionally, photographs, videos or audio recordings, and/or webcasts are sometimes taken, or
15 recorded at school or school related activities and may be included on the school and school system's
16 web-site and other social media as well as newspaper.

17 Please circle "yes" or "no" for the following:

- 18 • My child's likeness and/or voice may be recorded and exhibited as still photographs, videos,
19 webcasts, or other similar media, including other internet applications.
20 Yes No

21 Please list any other restrictions you wish to include. _____
22 _____
23 _____

Parent/Guardian Signature

Date

* Student Signature (if applicable)

Date

* The student becomes an 'eligible student' when he/she reaches the age of eighteen (18), at which time all of the above rights become the student's right.

Advance Notification of Absence/Withdrawal/Change

DATE: _____ ESP SITE: _____

PARENT NAME: _____

CHILD(REN) NAMES: _____

Advance Notification of Absence: If your child will be absent for a week for vacation, please provide written notice one week in advance with the dates of the vacation. If you do not provide written notice at least one week in advance you will be charged for the week of vacation. Two weeks' vacation per year may be used without fees with the required Advance Notification. This advance notice shall apply to full weeks (Monday through Friday) only. The vacation week must be consecutive days and may not be broken into individual days.

My child(ren) will be absent for the full week(s) of:

Withdrawal from ESP: If you withdraw your child from the ESP program without advance notice of one week in advance, you will be charged for one week of absence, after that time we will not hold your child's spot in the program.

I am withdrawing my child(ren) from the Extended School Program.
The last day my child(ren) will attend the program will be:

Last day attending ESP: _____

Change in schedule

Please provide written notice one week in advance of the next week's/month's payment due date.
Current days _____

Change to the following days of the week schedule

Reason for the change in days _____
Effective - beginning the week/month of _____

Parent Signature:

Date:

Date received: _____ Approved by ESP Site Director _____

ESP Emergency Medical Form

This information is required from the parent/guardian of a child/children enrolled in ESP should your child become ill and require medical attention by the ESP staff or EMT personnel and/or transportation to a local health care facility. The following information will be very helpful to the medical personnel:

Child's Name: _____ Age: _____ DOB: _____

Parent/Legal Guardian: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Child's physician: name, address, phone _____

Is your child allergic to any medication or other item? _____ If so, please explain:

Explain other health conditions, which would be valuable, helpful information to medical personnel:

In the event your child becomes ill or injured, every effort will be made to notify the parents. In case the parents cannot be reached, please provide the following information.

Name, relationship, and phone number of relatives or another person to contact in an emergency:

Insurance information:

Name of insured: _____ Carrier Name: _____

ID number: _____ Group number: _____

I understand by signing this, the ESP staff is granted permission to provide emergency treatment to my child. Additionally, EMTs or other medical personnel are granted permission to provide medical treatment as well.

Parent/Guardian's Signature Required: _____

Date: _____

ESP Registration Packet 2024-2025

:

<u>Update status</u>	<u>Forms to be completed and returned by August 6, 2024</u>	<u>Update status</u>	<u>Documents to be issued Parents do not return</u>
Updated 7-18-24	2 – Registration Contract Form 1.8012.4	Updated 7-18-24	1 - Extended School Program Parent Handbook 2024-2025
7-18-24	3 - 4.407.2 Consent Form	7-18-24	4 - Child Abuse Document
7-18-24	6 - Advance Notification of Absence/Withdrawal/Change 1.8012.2	7-18-24	5 - Summary of Child Care Approval Requirements July 2024 - TN Dept. of Education
7-18-24	ESP Emergency medical form 8012.3		
7-18-24	Statement of Understanding form 1.8012.5		

Child Abuse

1.8012.7 - Administrative Procedure

The physical, sexual, or emotional maltreatment or neglect of children by parents, guardians, or others responsible for a child's welfare. Physical abuse is characterized by physical injury, usually inflicted as a result of a beating or inappropriately harsh discipline. Sexual abuse includes molestation, incest, rape, prostitution, or use of a child for pornographic purposes. Neglect can be physical in nature (abandonment, failure to seek needed health care), educational (failure to see that a child is attending school), or emotional (abuse of a spouse or another child in the child's presence, allowing a child to witness adult substance abuse). Inappropriate punishment and verbal abuse are also forms of emotional or psychological child abuse.

Listed below are some common myths and facts about child abuse and neglect.

MYTH #1: It's only abuse if it's violent.

Fact: Physical abuse is just one type of child abuse. Neglect and emotional abuse can be just as damaging, and since they are more subtle, others are less likely to intervene.

MYTH #2: Only bad people abuse their children.

Fact: While it's easy to say that only "bad people" abuse their children, it's not always so black and white. Not all abusers are intentionally harming their children. Many have been victims of abuse themselves, and do not know any other way to parent. Others may be struggling with mental health issues or a substance abuse problem.

MYTH #3: Child abuse doesn't happen in "good" families.

Fact: Child abuse doesn't only happen in poor families or bad neighborhoods. It crosses all racial, economic, and cultural lines. Sometimes, families who seem to have it all from the outside are hiding a different story behind closed doors.

MYTH #4: Most child abusers are strangers.

Fact: While abuse by strangers does happen, most abusers are family members or others close to the family.

MYTH #5: Abused children always grow up to be abusers.

Fact: It is true that abused children are more likely to repeat the cycle as adults, unconsciously repeating what they experienced as children. On the other hand, many adult survivors of child abuse have a strong motivation to protect their children against what they went through and become excellent parents.

Effects of child abuse and neglect

All types of child abuse and neglect leave lasting scars. Some of these scars might be physical, but emotional scarring has long lasting effects throughout life, damaging a child's sense of self, ability to have healthy relationships, and ability to function at home, at work and at school. Some effects include:

- Lack of trust and relationship difficulties.
- Core feelings of being "worthless" or "damaged".
- Trouble regulating emotions.

Types of child abuse

There are several types of child abuse, but the core element that ties them together is the emotional effect on the child. Children need predictability, structure, clear boundaries, and the knowledge that their parents are looking out for their safety. Abused children cannot predict how their parents will act. Their world is an unpredictable, frightening place with no rules. Whether the abuse is a slap, a harsh comment, stony silence, or not knowing if there will be dinner on the table tonight, the end result is a child that feels unsafe, uncared for, and alone. This is abuse.

Emotional child abuse

Sticks and stones may break my bones but words will never hurt me? Contrary to this old saying, emotional abuse can severely damage a child's mental health or social development, leaving lifelong psychological scars. Examples of emotional child abuse include:

- Constant belittling, shaming, and humiliating a child.
- Calling names and making negative comparisons to others.
- Telling a child he or she is "no good," "worthless," "bad," or "a mistake."
- Frequent yelling, threatening, or bullying.
- Ignoring or rejecting a child as punishment, giving him or her the silent treatment.
- Limited physical contact with the child – no hugs, kisses, or other signs of affection.
- Exposing the child to violence or the abuse of others, whether it is the abuse of a parent, a sibling, or even a pet.

Child neglect

Child neglect – a very common type of child abuse – is a pattern of failing to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, or supervision. Child neglect is not always easy to spot. Sometimes, a parent might become physically or mentally unable to care for a child, such as with a serious injury, untreated depression, or anxiety. Other times, alcohol or drug abuse may seriously impair judgement and the ability to keep a child safe.

Older children might not show outward signs of neglect, becoming used to presenting a competent face to the outside world, and even taking on the role of the parent. But at the end of the day, neglected children are not getting their physical and emotional needs met.

Physical child abuse

Physical abuse involves physical harm or injury to the child. It may be the result of a deliberate attempt to hurt the child, but not always. It can also result from severe discipline, such as using a belt on a child, or physical punishment that is inappropriate to the child's age or physical condition.

Many physically abusive parents and caregivers insist that their actions are simply forms of discipline – ways to make children learn to behave. But there is a big difference between using physical punishment to discipline and physical abuse. The point of disciplining children is to teach them right from wrong, not to make them live in fear.

Physical abuse vs Discipline

In physical abuse, unlike physical forms of discipline, the following elements are present:

- **Unpredictability.** The child never knows what is going to set the parent off. There are no clear boundaries or rules. The child is constantly walking on eggshells, never sure what behavior will trigger a physical assault.
- **Lashing out in anger.** Physically abusive parents act out of anger and the desire to assert control, not the motivation to lovingly teach the child. The angrier the parent, the more intense the abuse.
- **Using fear to control behavior.** Parents who are physically abusive may believe that their children need to fear them in order to behave, so they use physical abuse to “keep their child in line.” However, what children are really learning is how to avoid being hit, not how to behave or grow as individuals.

Child sexual abuse: A hidden type of abuse

Child sexual abuse is an especially complicated form of abuse because of its layers of guilt and shame. It's important to recognize that sexual abuse doesn't always involve body contact. Exposing a child to sexual situations or material is sexually abusive, whether or not touching is involved.

While news stories of sexual predators are scary, what is even more frightening is that sexual abuse usually occurs at the hands of someone the child knows and should be able to trust – most often close relatives. And contrary to what may believe, it's not just girls who are at risk. Boys and girls both suffer from sexual abuse. In fact, sexual abuse of boys may be underreported due to shame and stigma.

Help for child sexual abuse:

1-888-PREVENT (1-888-773-8368) Stop It Now

1-800-656-HOPE Rape, Abuse & Incest National Network (RAINN)

Warning signs of child abuse and neglect

The earlier child abuse is caught, the better the chance of recovery and appropriate treatment for the child. Child abuse is not always obvious. By learning some of the common warning signs of child abuse and neglect, you can catch the problem as early as possible and get both the child and the abuser the help that they need.

Of course, just because you see a warning sign doesn't automatically mean a child is being abused. It's important to dig deeper, looking for a pattern of abusive behavior and warning signs, if you notice something off.

Recognizing abusive behavior in yourself - Do you need professional help?

Do you feel angry and frustrated and don't know where to turn? Call **1-800-4-A-CHILD** to find support and resources in your community that can help you break the cycle of abuse.

Do you see yourself in some of these descriptions, painful as it may be? Do you feel angry and frustrated and don't know where to turn? Raising children is one of life's greatest challenges and can trigger anger and frustration in the most even tempered. If you grew up in a household where screaming and shouting or violence was the norm, you may not know any other way to raise your kids.

Recognizing that you have a problem is the biggest step to getting help. If you yourself were raised in an abusive situation, that can be extremely difficult. Children experience their world as normal. It may have been normal for your parents to call you stupid, clumsy, or worthless. Or it may have been normal to watch your mother get beaten up by your father.

It is only as adults that we have the perspective to step back and take a hard look at what is normal and what is abusive. Read the above sections on the types of abuse and warning signs. Do any of those ring a bell for you now? Or from when you were a child? The following is a list of warning signs that you may be crossing the line into abuse:

CHILD ABUSE HOTLINE:

To get help or report abuse, call the Childhelp National Child Abuse Hotline at **1-800-4-A-CHILD (1-800-422-4453)**.

ESP - 2024



Standards for School-administered Child Care, Chapter 0520-12-01 SUMMARY

Program Approval, 0520-12-01-.03

- All persons or entities must be certified by the Tennessee Department of Education.
- At least five school-aged children enrolled in kindergarten or above must be documented to be considered for approval by department jurisdiction. If documentation is not proven, the program will then be referred to the Department of Human Services for licensing.
- A least two visits will be made to the program under the temporary license to ensure health and safety regulations are followed. Once the annual license is issued, visits will include one announced and one unannounced each program year. Supplemental visits may include a summer visit, complaint investigations, and follow-ups for violations noted at the regular visits.
- A certificate is not transferable to another location.
- The program must submit an annual report to the department prior to Oct. 1. The certificate may be suspended if the report is incomplete.
- Programs are subject to being issued a safety plan if the department finds major health and safety violations during any on-site visit.

Program Organization and Administration, 0520-12-01-.05

- A Child Care Center must have an adequate budget. General liability, automobile liability, and medical payment insurances must be maintained on all properties and vehicles owned or operated by the program.
- Children's files must include a complete application, an official immunization record (exceptions do apply), and health history before the child is allowed in the classroom.
- On-going parent communication is expected. Programs must provide a parent handbook with the policies, procedures, and the department requirements, chapter 0520-12-01. It is expected that parents sign for receipt of the policies and requirements, and this would be kept in the child's file. All parents shall be given a pre-placement visit opportunity.
- Parents must have access to all areas of the center when their child is present.
- The parents must receive an educational program regarding child abuse detection, reporting, and prevention.
- A written plan must be in place for the release of each child and should include individuals who are allowed to pick up the child at the end of the day, or any given time, by the parent.
- Children must be signed out of the program by the legal guardian. Staff may require to see a person's identification when releasing a child from the program.
- Injuries and incidences will be reported to the parent as soon as possible or at the end of the school day. This shall be documented in the child's file.
- Staff records must be kept on each employee that includes educational background, reference checks, TBI check, in-service training, physical exams, and performance reviews.

- If the center provides transportation, the driver should be appropriately licensed, have a drug screening on file, and certificate of CPR/First Aid, there must be liability insurance and the children must have adequate space and supervision. Transportation provided by the center, or under center authorization, shall comply with state law.
- Programs must have the current Certificate of Approval posted where parents and visitors can easily see it, along with the Department of Human Services (DHS) childcare complaint number and the Department of Children’s Services (DCS) Child Abuse Hotline number.
- No smoking must also be posted in a conspicuous manner.
- A copy of the state board rules (chapter 0520-12-01) must be maintained in a central space and available to all staff and parents.

Program Operation (Supervision), 0520-12-01-.06

- Careful supervision of each group is expected at all times and suited appropriately for each age grouping.
- Adult:child ratios and group sizes must be followed.

Single-age grouping chart:

AGE	GROUP SIZE	ADULT:CHILD RATIO
Infant (6wks-12 m)	8	1:4
Toddler (11m-23m)	12	1:6
Two (2) years old	14	1:7
Three (3) years old	18	1:9
Four (4) years old	20	1:13
VPK, 619, PDG	20	1:10

Multi-age grouping chart:

AGE	GROUP SIZE	ADULT:CHILD RATIO
Infant – 18 months	8	1:4
18 – 36 months	16	1:8
3 – 4 years old only	20	1:10
3 – 6 years old*	24	1:13

*Not including first grade children

- Group sizes must be maintained in the classroom, but classes may combine while outdoors, in common dining areas, or common napping areas.
- Each group must have their own space. Infants cannot be grouped with children older than 30 months; a separate area must be provided for infants and toddlers.
- At naptime, ratios may be relaxed for groups (except for infants and toddlers).
- A written playground supervision plan is required.
- Field trips require adult:child ratios to be doubled. Swimming has a separate ratio chart (page 17) and the lifeguard is not included in the ratio.

Staff, 0520-12-01-.07

- All programs must have a director and enough teachers and staff to meet the required ratios for adequate supervision.
- Staff must be physically, mentally, and emotionally stable to work with children and have knowledge of early childhood behaviors and development.
- Preschool directors, teachers, and assistant teachers must be 21 years of age.
- All new staff must complete two hours of orientation before assuming duties and receive annual instruction in early childhood topics that are required in this chapter section.

- Documentation of training hours is to be maintained for each staff member and available for the department at any time during the program year.
- The program must maintain written documentation that each employee has read the full set of all applicable rules.
- A copy of the entire rules must be maintained and readily accessible to all employees.
- All staff must have a criminal background check upon hiring and must be cleared before assuming duties. A new fingerprint sample is required every five years for all employees.
- All teachers and assistant teachers must be at least 21 years of age.
- A director shall be responsible for the day-to-day operations, shall be physically present in the facility for at least half the hours of operation, be at least 21 years of age, and follow the qualification guidelines listed in this chapter section.
- An assistant director may be designated in charge when the director is absent.
- All directors, assistant directors, teachers, assistant teachers, and other staff working directly with the children must have 30 hours of professional development training. At least six hours of this professional development must be in developmentally appropriate literacy practices.

Program, 0520-12-01-.09

- Educational activity must be developmentally appropriate for the age and ability of the children enrolled. (See TN-ELDS for Birth-48 Months and TN-ELDS for 48 month-Kindergarten)
- Any technology used by the children must be reviewed by staff, approved by parents, and shall not exceed two hours per day.
- Children shall not be left in restraining devices (swings, car seats, high chairs, etc.) for periods longer than 30 minutes.
- Children should have opportunities to play together, and also alone, when they choose to do so.
- Personal safety must be taught each year for children ages three years through school age. Parents must be made aware of the curriculum and written approval from the parent/guardian must be maintained for each child.
- Outdoor play must be provided for all ages who are in care for more than three daylight hours, weather permitting (temp ranges 32-95 degrees).
- Behavior management and discipline must be reasonable and age appropriate. Spanking or other corporal punishment is not allowed. Timeout must be based on the age of the child and take place in an appropriate location.
- Children shall not be in care for longer than 12 hours in a day.
- Routines such as snack, meals, and rest shall occur at approximately the same time each day.

Health and Safety, 0520-12-01-.10

- A first aid kit must be on the premises and a comprehensive first aid chart or list must be available.
- There must be a staff member present at all times who has a current certification in CPR and first aid training.
- A written plan to protect children during disasters is required. Drills must be practiced and documented each month. At least one drill must be practiced during extended care hours.
- Smoking and the consumption of alcohol are not allowed on the premises of a child care program.
- Firearms are not allowed on the premises, or in a vehicle, used to transport children.
- Kitchen knives, or other potentially hazardous tools, must be kept inaccessible to children.
- Staff's personal belongings must be kept inaccessible to children.
- Emergency contact numbers must be listed and posted near all telephones.
- Conduct regular morning health checks of each child and notify parents immediately when a child is sick or injured.
- Medication may not be given to any child without the written consent of the parent/guardian.
- Safe sleep practices for infants must be followed:
 - Infants placed on their back to sleep or in a crib or pack 'n play with only the sheet. Soft bedding for infants is not allowed.

- No swaddling or wrapping in a blanket.
- Infants must be touched by a teacher every 15 minutes to check breathing and body temperature.
- Infant room teachers must have SIDS and safe sleep training before reporting for duty.
- Hand washing and diapering procedures must be followed to minimize the spread of germs in the classrooms.
- Proper diapering procedures must be followed (CDC.gov).
- Developmentally appropriate equipment that is in good repair, and easily cleaned, is required. All manufacturer's safety instructions must be followed.
- Electrical cords and outlets should be inaccessible to the children.
- Children must have a place to store their belongings that minimizes the spread of germs.
- Each child must have their own napping equipment (2" thick mat or cot; sheet or cover for the mat; and a coverlet for their body)
- All staff must report reasonable suspicions of child abuse to DCS hotline number or local law enforcement immediately upon knowledge of the event. Annual training for this is required.
- A child abuse coordinator must be designated by the program. This person must be trained in child abuse reporting, be available for the program staff if they have questions about reporting, and serve as a liaison to the program staff, DCS, and law enforcement agencies.
- All staff and volunteers will cooperate with investigation personnel in the event of suspected child abuse or neglect.

Food, 0520-12-01-11

- Children will receive meals based on the amount of hours spent in the program.
- Food should not be forced or withheld from children.
- Infants must be held while bottle feeding and bottles may not be heated in the microwave.
- Special diets and instructions must be provided in writing.
- A menu must be posted each week. Changes to the meal must be documented before the meal occurs.
- Teachers and children must wash hand when handling and eating food.
- All eating surfaces must be washed with soapy water and sanitized before eating and after eating.
- Children must be seated at appropriately sized tables.
- Staff must closely supervise them while eating.
- Milk must be placed in the refrigerator immediately after it is served. All formulas remaining in bottles after feeding must be discarded.
- Highchair manufacturer's restraints must be used.
- Food must be properly handled and stored to protect from it contamination.
- Milk and perishable food must not sit on the table longer than 15 minutes before being served.

Physical Facilities, 0520-12-01-12

- All facilities must pass an annual fire inspection and health inspection.
- A working telephone is required.
- A minimum of 30 square feet of usable indoor play space for each child is required.
- The area must be clean and safe for the children to use.
- A minimum of 50 square feet per child is required outdoors.
- The outdoor area must be fenced.
- Outdoor play equipment must be age appropriate for the group of children.
- Outdoor equipment must be placed to avoid injury and have a proper amount of resilient surfacing material to cushion a fall.
- The outdoor playground must be properly maintained with a written playground maintenance plan. A pre-play inspection is required before children play outdoors.
- Drinking water shall be provided in all occupied rooms.
- Adequate temperature must be maintained in all classrooms.

- Classroom pets must be kept in a clean cage and kept away from food storage or food preparation areas.

Transportation, 0520-12-01-.13

- All transportation laws must be followed at all times and are defined in State Board of Education Pupil Transportation Rule 0520-01-05-.01 (2).
- Liability insurance coverage is required on all vehicles.
- Fifteen passenger vans are strictly prohibited.
- Proper child passenger restraints are to be used when transporting children in passenger vehicles.
- All school bus drivers must be properly licensed, have received a background check through the department, complete an annual physical and mental exam, complete annual school bus driving training, and complete CPR certification.
- Adult monitors, in addition to the driver, may be needed to properly supervise children while in route.
- Passenger logs must be kept and inspection of vehicles at the end of the route is required to insure no child is left inside the vehicle.

Care of Children with Special Needs, 0520-12-01-.14

- When children with special needs are enrolled, all reasonable and appropriate efforts shall be made to provide those children equal opportunity to participate in the same program activities as their peers.
- Adaptations to the environment shall be directed toward normalizing the lifestyle of the child with a disability by helping him/her become independent and develop self-help skills.
- The program shall inform parents of any specialized services available from the program and, if the program is aware of any specialized services available through third parties, shall additionally inform the parent of such services.
- The governing agency shall develop policies and procedures, in accordance with 0520-01-09-.23, governing personnel authorized to use isolation and restraint, training requirements, and incident reporting procedures.

School-Age Before and after School Programs 0520-12-01-.15

- All staff shall be 18 years of age.
- Professional development training hours are required: 18 hours for directors and 12 hours for staff.
- The ratio for Kindergarten-12 years old is 1:20 and for 13 years and older is 1:30.
- The ratio and group size requirements, when pre-K is enrolled in the program, are:

AGE	Group Size	Adult: Child Ratio
Including 3 year olds	15	1:10
Including 4 year olds	20	1:12

**COMPLAINT HOTLINE: (LONG DISTANCE) 1-800-462-8261
(NASHVILLE AREA) 615-313-4820**