

# ESP Fall 2022 - Information

Factors that determine if ESP can open and remain open:

- ★ A site has met the required number of registrations/enrollments. (15)
- ★ The site can maintain the required number of registrations/enrollments. (15)
- ★ Child care fees must be paid on time prior to the 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 month.
- ★ A site must have enough qualified, trained staff available to work to meet the adult:child ratio mandated by the TN Department of Education.

Fall 2022

- 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 be open the three abbreviated days, September 30, December 20, and May 24 from 9:30 am - 6:00 pm if there is a 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 be reflected on the May statement as a credit if you had paid for your child to attend on a day that FC school closed due to weather conditions.

**ESP FALL 2022 REGISTRATION PACKETS MAY BE PICKED UP AT YOUR SCHOOL'S OPEN HOUSE OR ORIENTATION.** Packets are also available from the ESP Site Director, school office, or may be downloaded on the district website.

Broadview	<a href="#">Parent Orientation</a> , Mon., Aug. 8 from 8:00 - 9:00 am
Clark Memorial	Tues., Aug. 2 @ 6:00 pm K-2
Cowan	<a href="#">Open House &amp; Orientation</a> , varies by grade
Decherd	Tues., Aug. 2 from 6:00 - 7:30 pm
North Lake	Back to School Tailgate - Aug. 2, from 4:30 - 6:30 pm
Rock Creek	Fri., Aug. 5, from 4:00 - 6:00 pm
Sewanee	Wed., Aug. 3 @ 5:00 pm

Registration packets must be completed and returned by Monday, August 8, the first full day of school and the first day ESP is open. Registrations will not be accepted unless all required information has been provided. A \$15 registration fee and the child care fees for the month of August must be paid to complete the registration. Once the registration is complete your child will be enrolled in the program and may begin attending ESP only on the days of the week that you selected on the Registration Form.

All ESP sites will remain open the month of August to determine if the required registration/enrollment numbers can be met and maintained. The required registration/enrollment number is 15 for each ESP site. If an ESP site does not have 15 the site will close at the end of August. If at any time during the school year withdrawals/non payments cause the number to drop below 15 the site will be subject to close at the end of that month. New registrations will be accepted throughout the school year as long as a site does not exceed the capacity set by the TN Department of Education.

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.

*\*NOTE: Late pick up fees of \$1 per minute are due on the day that the late pick up is made. No exceptions.*

#### 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.*

*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.*

*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.*

*We are trying very hard to keep all of our ESP sites open. We are making changes in that effort and may need to make adjustments as we move forward but we will make every effort to keep everyone informed and provide you with information as soon as possible. We will try to inform you in writing or posting in the ESP classroom. Please have a backup plan in case your ESP site is unable to maintain the required enrollment number and needs to close at the end of a month.*