



**Slidell Independent School District
Extended School Day (ESD) Handbook
2023-2024**

Welcome to the Slidell Independent School District's Extended School Day (ESD) Program. Our after-school care has been organized to provide supervision within the school facilities for children in Pre-Kindergarten through 5th grade. The Program's goal is to provide quality care which parents can rely on throughout the school year, as defined by the Slidell ISD calendar. The Program offers a variety of activities including recreation and games, enrichment areas of exploration, arts and crafts, reading, and "free time" for the children to pursue their own interests in a safe, friendly, and familiar environment.

The ESD program will provide age appropriate content exposing students to meaningful academic content that supports mastery of the Texas Essential Knowledge and Skills (TEKS), and provides opportunities for youth to practice skills through engaging and interactive activities. More specifically:

- Provide opportunities for academic enrichment, including tutorial services to help students to improve student achievement in the core academic subjects of mathematics, reading, science, and social studies.
- Offer students a broad array of additional services, programs, and activities, such as youth development activities; drug- and violence-prevention programs; counseling programs; art, music, and recreation programs; technology education programs; and character education programs, all designed to reinforce and complement the regular academic program of enrolled students.

Communication regarding the ESD program should take place in Dojo in the "Slidell ESD" classroom which you will be added to once your application has been processed and approved. For other questions or concerns regarding the program you can contact Juli Howdeshell at jhowdeshell@slidellisd.net

Operation Schedule

Serving PK through 5th grade

Hours: Monday - Thursday 3:30 pm - 5:30 pm (unless listed as a school holiday or early release)

Mailing Address

Slidell ISD ESD
P.O. Box 69
Slidell, TX 76267

Phone: 940-535-5260

The program coincides with the SISD student attendance calendar; therefore, the program is not in operation during school holidays, school in-service days, or early release days. In the event of early dismissal of school due to inclement weather, or

emergency closing, the parent/guardian or other designated person will be expected to pick up the child as soon as possible.

Minimum Requirements to Register:

- 4 years old by the first day of the 2023-2024 school year
- Students must be potty-trained
- Ability to independently participate in large group activities
- Function at a 1:17 adult/student ratio

*Parents are responsible for informing the ESD office of any special circumstances, concerns, or information regarding their child's health and well-being.

If you are interested in enrolling your student(s) into ESD for the 2023-2024 school year, there are a number of limited spaces and we are asking that you complete the form attached. Once the form is completed, your students' name will be placed on a list and Juli Howdeshell will be in contact for additional steps and information.

Snacks

Please send a healthy snack with your child. The snack should be something substantial, like half of a sandwich, fruit, or crackers labeled ESD.

Communication

If your child is going to be absent, please send a message through Dojo to notify staff.

Withdrawal

If a parent wishes to withdraw their child from ESD, they need to fill out the Notice of Withdraw form which can be found on the school website under the Social Work tab in departments and email it to jhowdeshell@slidellisd.net. Telling a staff member is not sufficient and will not be deemed as notification. If your child attends any number of days within a given month, you will be financially responsible for the full tuition amount. Tuition will only be refunded if it was paid in advance. No refund will be given for the current month. If a parent wishes to re-enroll their child after withdrawing, there will be a \$50 re-enrollment fee. In addition, re-enrollment is not guaranteed and is subject to approval, as spots are limited.

Electronics

ESD will follow campus procedures regarding electronic devices. If a student violates this procedure, the device will be collected by ESD staff and kept until the end of the

day or until an authorized pickup arrives to sign out the child. ESD is not responsible for damage or loss of any electronic devices. Except as described above, students are not permitted to possess or use personal electronic devices without instructor permission.

Behavior Procedures/Reports

The ESD program follows the Slidell ISD Student Code of Conduct. Due to staffing restrictions, and because the Extended School Day is not part of the District curriculum or instructional day, certain restrictions apply to student participation. All students must be physically, emotionally, socially and mentally capable of handling a 17:1 (child: adult) ratio in all activities with a maximum of 20:1. Additionally, for the identified reasons, students must maintain appropriate behaviors in order to continue in Extended School Day. If students have persistent behavior problems that interfere with the general welfare of others, they may be temporarily or permanently removed from the program. Persistent inappropriate behaviors may include, but are not limited to:

- Temper tantrums,
- Rudeness or disrespect,
- Noncompliance,
- Indications of self-harm or suicidal ideation,
- Physical aggression or threats towards students or adults.

Parents will be notified at pick-up times if behavioral problems have occurred. Students who continually disrupt or do not follow the Code of Conduct will be suspended or dismissed from the program

Authorized Pick-ups

ESD staff will not release your student to any individual who is not listed on school account without proper communication with ESD staff which is to be made through the Dojo app in the Slidell ESD classroom. Please communicate any changes throughout the school year to ESD in regards to contact info designated pick up person. This communication can be sent to Juli Howdeshell through Dojo or via email. Authorized pick up persons must be 18 years old or older (unless otherwise approved) and have a valid state driver's license, valid state ID, passport, or military ID. Any person designated to pick up your child(ren) must show their ID to ESD staff before a student will be released. After the student is signed out, they cannot be signed back into ESD.

Parents/Guardians cannot not linger or walk through the building. Students may not continue playing or be actively involved once they have been signed out of the program.

Illness/Injury

Parents will be notified by phone if their child becomes ill while at the program. If the parent cannot be reached, the emergency contact will be called. Any child experiencing fever, vomiting, diarrhea, or contagious skin or eye infections will be removed from the common areas and should be picked up within one hour of contact with the parent. The parent must provide a written statement from the doctor stating the child is free from contagion before returning to ESD. Medical information can be emailed to the ESD coordinator at jhowdeshell@slidellisd.net.

In the event of critical illness or injury, proper medical personnel and parents will be notified. At the discretion of the medical personnel, the child may be transported to an emergency room or clinic by ambulance or by the parent. Parents will be responsible for expenses incurred.

Tuition/Fees

Program cost is \$10/day with a minimum commitment of 2 days (no drop ins) and \$5/day for additional children from the same household. Students may be removed from the program for non-payment of fees. The assessment of tuition is based on the total number of applicable school days in the month. Tuition is due the first school day of the month for the upcoming month. A \$10 late fee will be applied if paid after the due date.

Discounted rates available for those on free/reduced lunch program, please contact Juli Howdeshell for more information.

*****ESD will not operate on school holidays or early dismissal days*****

August \$80 Due upon approval of registration

September \$150

October \$150

November \$100

December \$80

January \$160

February \$160

March \$110

April \$180

May \$120

Late Pick-Up Fees

ESD program hours are from 3:30-5:30 pm Monday-Thursday following the district calendar (excluding school holidays and early release days). A late pick-up charge of \$5.00 will be applied for the first fifteen minutes or any part of the fifteen minutes (i.e. 5:31 pm – 5:45 pm). There is an additional \$1.00 charge for each additional minute after 5:45 pm. Failure to pay late pick-up fees may result in suspension or dismissal from the program which will be added and due the beginning of the following month.

Suspension/Refund Policy

In the event a child is suspended from ESD, tuition will not be refunded or pro-rated. If a parent chooses to withdraw their child in the middle of the month after tuition has been paid, there will be no refund.

Program Contact

Juli Howdeshell, Program Coordinator

jhowdeshel@slidellisd.net

(940) 535-5260 ext 241