

Franklin County Board of Education

Extended School Program



Parent Handbook

2025 - 2026

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	ESP room	Site director	Tax ID #
	Broadview	967-0132	307-3709	Kathy Elder	626000593-11
	ClarkMemorial	967-2407	357-1830	Dustin Glasner	626000593-03
	Decherd	967-5483	357-1831	Mary Hill	626000593-01
	North Lake	455-6239	307-3674	Dana Knight	626000593-02
	Rock Creek	361-0244	357-1834	Tonya Henley	626000593-10
	Sewanee	598-5951	357-1829	Sara Hollis	626000593-05
	Board of Edu.	967-0626	580-5210	Patty Priest	Supervisor

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.

New Information Concerning Holidays, Breaks, and Staff Development Days

The Extended School Program will operate, on a trial basis, staff development days, fall, winter, and spring breaks, professional development days, and abbreviated days. Since this is a trial basis all sites may not be open. Parents will be notified of the open sites. Parents must fill out the form for the additional new days so that we can plan for the open sites. If schools are closed due to early dismissal or inclement weather an announcement will be made concerning closings. Students must bring a sack lunch on these new days, but snacks will be provided.

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 of your child, 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.