

Thank you for being a part of our ESS family and respecting and following the practices we have in place!



# ESS Parent Handbook



ESS is a bridge between school and home where children are encouraged to learn, create, and explore within their school, community and world.



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### FEES, LATE PAYMENTS, VACATIONS

- All fees are monthly and based on the number of ESS open days in a given month regardless of the number of days your child attends.
  - Fees are due and payable on the FIRST (1<sup>st</sup>) of each month, whether or not you receive a statement.
  - A late fee will be posted to accounts with unpaid balances on the 15<sup>th</sup> of each month.
  - An annual family fee will be assessed; the fiscal year runs from July 1 through June 30 of each year.
  - A fee of \$25.00 will be assessed each time your child is dropped and re-enrolled in the program within current school year
  - Changes to contracts will be billed as follows: there will be no charge for the first change; a fee of \$25.00 will be charged for each ensuing change you make to your contract
  - Returned checks will be assessed a returned check fee.
  - After two (2) returned checks, only credit card, Money Order or cash payments will be accepted
  - Overdue balances must be paid in full within sixty (60) days or the account will be sent to collections and the student will be dropped from the program; child may be reenrolled only when account is paid in full. At that time a new contract will be required and a re-enrollment fee will be charged.
  - A Fee Adjustment Form (FAR) must be submitted to the site supervisor two weeks in advance of dropping a child from the program.
- Each school year you may request vacation credits for up to two (2) 5-consecutive day vacations with a two week notice. (Full program only.)

### INJURIES

If a child experiences a minor or non-emergency injury, parents will be informed at pick-up time. In the case of a serious injury or illness, every effort will be made to contact a parent or authorized person. If a parent is not available, the designated emergency person will be notified. If no contact is available, in severe cases or in the best interest of the child, emergency medical services, or 911, will be contacted to administer first aid and/or emergency medical treatment. The parent is responsible for payment of emergency medical treatment.

### MEDICATIONS

Whenever possible, medications should be given to children at home. Sunscreen, lip balm, cough drops and contact lens solution may be used with written parent permission; doctor authorization is not required. Over the counter medications such as Tylenol, Benadryl, Neosporin ointment, Visine eye drops, etc. must have physician and parent authorization. ALL medications must be in pharmacy labeled container with student name, medication name and dose. It is the law, as well as an Ed Code requirement.

### CELL PHONES:

ESS is a cell phone free zone. Please make sure all phone conversations are completed outside the ESS building. Staff cannot communicate with parents during cell phone usage.

## *Welcome to Extended Student Services (ESS)!*

We look forward to serving you and your children in a safe and supervised setting that will provide them with a wide range of creative, educational and recreational activities.

This Handbook will serve as your reference guide for our program. In order to operate a high quality program focusing on the needs of all of our children it is important that we adhere to certain procedures. While we are a fee based self-supporting program, we are also under the umbrella of Poway Unified School District.

The contents of this Handbook and our ESS practices may be changed at any time to meet the safety and needs of your children or the ESS program.

### GOALS

The Extended Student Services (ESS) Program extends Poway Unified School District's educational program to the hours before and after school and during certain school vacations. ESS is staffed by qualified professionals and trained program aides who provide a comprehensive program of developmentally appropriate curriculum and activities. Time, space, and support are provided to encourage good study habits. ESS also reinforces the social, motor, and academic skills children learn in the classroom.

## MISSION

ESS is a bridge between school and home where children are encouraged to learn, create and explore within their school, community and world.

## AFTER SCHOOL

ESS staff will escort kindergarten students as they transition between school and ESS. Students in grades 1-5 are responsible for walking to ESS in a timely manner. If a child does not arrive at ESS in a timely manner, staff will verify phone messages to see if the parent has called the absence in to ESS. All efforts to locate your child will be made prior to notifying parents. Nutritious snacks are provided when the children arrive from school; children attending ESS late in the day may need an additional nutritious snack provided from home. A quiet homework time is provided for children to work on homework or school assignments. Children have many activities to choose from, including SPARK (PE) activities, games, books, computer, music, and arts and crafts.

## BEHAVIOR MANAGEMENT

The goal of the ESS staff is to provide a safe, fun and educational environment for all of its students. We expect all children to show respect for one another and all adults. We seek to prevent behavior challenges through a well organized schedule and engaging activities. Clear expectations are set forth for appropriate behavior and provide positive reinforcement for following the six pillars of Character Counts. We work in unison with your child's school classroom and site to ensure consistency of rules and avoid injury to others or property while fostering fairness.

We utilize positive behavior techniques to guide students in making informed choices; these techniques may include

Emergency forms and the daily roster will accompany the group on all field trips. The ESS Supervisor and/or Lead Assistant will always have an accurate field trip schedule, including names of students, emergency contact persons identified with phone numbers, and parents' names and work phone numbers. **No pick up or drop offs during field trip are allowed.**

## ABSENCES

Please call the ESS site if you know your child will not be attending our program or to inform the site of your child's absence. If a child is absent without parent notification, ESS will check school attendance records, call the home, or parent's place of employment for verification purposes. If your child does not attend school during the school day, they may not attend ESS that day.

## ILLNESS

Children absent or sent home from school due to illness are not permitted to attend ESS on the day of their absence. If your child has any signs of illness including, but not limited to, cold, cough, runny nose or eye discharge, please do not bring your child to ESS. You will receive a phone call for immediate pick up if your child exhibits symptoms including but not limited to: 1) a temperature of 100° or higher; 2) vomiting; 3) diarrhea, headache, discharge/drainage from eyes, nose, ears or open sores. Your child must be fever free and free of medication for a 24 hour period before returning to ESS.

year, it is determined that your child cannot be cared for in a large group setting, requires medical supervision/treatment beyond the limitations of our program, or poses a risk to the health and safety of others, Poway Unified School District Extended Student Services reserves the right to discontinue enrollment.

### FIELD TRIPS/ASSEMBLIES

ESS believes strongly that children should have an opportunity to visit a variety of places and participate in various activities throughout San Diego County, including assemblies held at different ESS sites. The cost is included in the program fees. Transportation is provided in District vehicles. Before each trip, children will be instructed on safety procedures. On walking field trips children will be instructed on additional safety procedures, such as crossing at traffic lights and remaining on the sidewalks.

Field trips may be canceled or changed due to inclement weather.

Parents will be informed in advance of all field trips. Permission slips for each event are required.

Permission slips for one trip do not qualify a child to participate on another trip. On field trip days, care is not provided at the site during the actual time students are on the field trip. Therefore, parents will need to make alternate arrangements for childcare if your child is not attending a trip. It is also important to note that a child's behavior in the program and on field trips determines the allowance of attending these special trips.

problem solving, redirection and conflict resolution strategies. While our behavior procedures are designed to be consistent, fair and effective, if a child chooses an inappropriate behavior, the consequences may include suspension of privileges, separation from the group, notices to parents and suspension or termination from the program as needed.

\*Level 1: Child may be redirected, verbally warned or removed from an activity.

\*Level 2: Child will be placed on a behavior plan/chart for 3-4 weeks with parent communication.

\*Level 3: Will result in a 1 day suspension on the next scheduled day of attendance and requires a parent/supervisor conference.

\*Level 4: Any further occurrences of inappropriate behavior will result in a 3 day suspension and conference with the Supervisor and Director.

\*Level 5: Continued inappropriate behavior will lead to a 5 day suspension with any additional behavior leading to termination from the program.

\*Any behavior resulting in aggression toward staff and/or participants will immediately proceed to Level 4; severe behavior will proceed directly to Level 5.

The goal of our program is to maintain a safe secure environment for all. Please support staff in this endeavor.

### VOLUNTARY USE PROGRAM:

ESS is a voluntary use program and therefore reserves the right to suspend parents either temporarily or permanently based on the following reasons:

1. Continuous late pick up of child
2. Continuous late payment or non-payment of fees
3. Verbal threats, physical aggression, bullying, inappropriate language or an uncooperative attitude toward staff.

Inability to support ESS Behavior Management practices

### LOGGING IN/OUT

Authorized persons may pick up your child. Expect staff to ask for proper identification until they become familiar with those authorized to pick up your child. The staff must be notified in writing in advance, if an adult other than those on the emergency release card will be picking up your child. Please update emergency and contact information regularly so staff can always contact the appropriate persons immediately in case of an emergency. Attendance for ESS will be taken promptly after children are released from school.

### LATE PICK UPS

ESS hours of operation are 6:30 AM to 6:00 PM.

We understand that there are situations that may cause you to be delayed; however it is critical that you are conscientious about being on time. If you are aware you will be delayed contact ESS and **please arrange for an authorized person to pick up your child before 6:00.**

If an authorized person cannot be contacted by phone, the appropriate authorities will be notified 30 minutes past the program's closing time.

If you are delayed past 6 PM, a late fee of \$1.00 per minute per child will be charged to your account and will be

due with your next regular fee. (This late fee will be used to help pay for staff who must remain after their regular work hours to supervise your child).

4 (Four) late pick up occurrences will result in suspension of your child for two days. You will be dropped from the ESS program on the 8<sup>th</sup> (Eighth) late pick up per year.

### REASONABLE AND RESPECTFUL ACCOMMODATIONS

With the support of our families, we strive to assist children with special needs to become successful. ESS provides care for all children whose needs can be reasonably accommodated in our ESS program. Before the child attends, the Director and/or Supervisor may do an observation of your child, followed by a meeting with the parents and site Supervisor of the child's home school. The purpose of the meeting is to focus on specifics about the child's needs and any additional information that parents consider important. Further meetings may be necessary if staff has difficulty addressing the needs of the child due to behavior or physical issues. Children need to attend their home school ESS in order to provide consistency throughout their elementary schooling and also enable each site to provide a quality program for all children.

It is important to recognize that the ESS program is not part of the child's instructional day, and is a fee based program offering a service to help meet the needs of working families. Staff will use agreed upon strategies until we have succeeded in helping the child access the program that we offer or determine that the ESS setting is not an appropriate placement for the child. We strive to serve all students, however needs such as toileting or specifically trained one to one aides cannot be accommodated as they would change the nature of our program. If, at any time during the school