

# Belle Valley School District #119

## Extended School Program (E.S.P.) Guidelines

Mrs. Claire Weygandt – E.S.P. Director / Phone: 618 – 236 – 5200 ext. 5253 / E-mail: esp@bv119.net

### General Information:

- Students registered with the school district (grades K – 8) are eligible to participate in the program.
- The program's morning hours are from 6:00 a.m. to 8:00 a.m. At 8:00 students will be released to the Morning Supervisors or they will be given the option to eat breakfast in the cafeteria.
- The program's afternoon hours are from the time of dismissal (including early dismissal days) until 6:00 p.m. *If a student is not picked up from E.S.P. by 6:00 p.m., charges will be billed \$1 for each minute they are in attendance until the child is picked up. After 3 late pick-ups, the child may be expelled from the program.*
- The program is available every day **except** for emergency days, emergency dismissals and school holidays.
- The program is also open on early dismissal days. Students will be required to bring a sack lunch on half days, when no school lunch is served. If a student does not bring a lunch, they will be provided an alternative lunch and charged accordingly.
- The E.S.P. rooms are located in room B112 and B114 on the first floor in the "B" wing of the building (kindergarten wing). Parents are to enter through entrance B1 located next to the staff parking lot. This entrance is to be used only during E.S.P. hours or for E.S.P. purposes. Parents will be asked to enter through the main entrance for other purposes.
- **Students must be signed in and out at the time of arrival and departure by a parent or emergency contact.** Students will be turned away if not accompanied by a parent or emergency contact. Our ultimate concern is the safety of every student in the program.
- E.S.P. is a *privilege* to attend ~ the student can be suspended or expelled at any point throughout the year.

### "Primary Parents" and "Emergency Contacts":

- "Primary Parents" are the student's legal guardians. Only the primary parents listed on the registration sheet can have access to billing information.
- "Emergency Contacts" are people who may pick up or drop off the child.
- "Emergency Contacts" do not have access to any billing information.
- You must have at least three "Emergency Contacts" listed.
- *Students will only be released to "Primary Parents" or "Emergency Contacts". A parent may call and grant one-time permission for an individual not listed on the contact sheet to pick up in an emergency.*
- A state or federal I.D. may be requested in order to release the student. If the request of a state or federal I.D. is denied or not fulfilled, the student will not be released.
- **In the event of a medical emergency, the Parent/Guardian must be available for contact and will be responsible for immediate medical and/or hospital attention. If school staff are unable to reach the parent/guardian the Department of Child and Family Services will be contacted.**

**Fee Schedule for the 2018-2019 School Year:**

**Multi-day visits, per week:**

<b>2-3 days Before Only</b>	<b>2-3 days After Only</b>	<b>2-3 days Before &amp; After</b>	<b>4-5 days Before Only</b>	<b>4-5 days After Only</b>	<b>4-5 days Before &amp; After</b>
<b>\$20.00</b>	<b>\$30.00</b>	<b>\$35.00</b>	<b>\$35.00</b>	<b>\$40.00</b>	<b>\$50.00</b>

**Single-day visits, per week:**

<b>1 day visit, Before Only</b>	<b>1 day visit, After Only</b>				
<b>\$10.00</b>	<b>\$15.00</b>				

**Billing and Payment Information:**

- Students will be billed based on a weekly fee as indicated on the fee schedule.
- There is a non-refundable \$25 registration fee per (first) child and \$5 registration fee each additional child, per year. An early registration discounted fee of \$20 for first child is available for those who register on or before August 11<sup>th</sup> 2018. The registration fee must be paid in order for the student to attend.
- **Students cannot be registered if they carry a balance from previous years.**
- If a student attends for any amount of time (1 min. or 2 hrs.) for a particular session they will be marked in attendance for the day and charged accordingly.
- Charges will be entered on the last day of attendance in the week.
- All money (checks) will be deposited on the first day of attendance in a school week.
- E.S.P. only accepts cash, check, or payments made via mySchoolBucks™ (information for mySchoolBucks™ may be found on the district website). Registration fees are not accepted online at this time. Checks should be made payable to E.S.P.
- Online myschoolbucks payments may be made once registration is complete.
- Payments may be sent in with the student, given to the office, or given to the Director.
- Payments should be made on the last day of attendance in the week.
- Payments made in advance, or crediting your account, are acceptable.
- Receipts and billing statements are available upon request to a “Primary Parent.” (See “Primary Parents” and “Emergency Contacts”)
- **There is a \$150 cap in effect. If a student’s balance reaches \$150, the student will not be permitted to attend E.S.P. until the balance is paid.**
- E.S.P. does accept C.H.A.S.I. If you qualify, please speak with the Director.

### **Daily Activities/Schedule:**

- Students will be able to participate in a wide variety of activities ~ arts and crafts, games, jump ropes, movies (Rated G and/or PG), recess, and other fun activities.
- Information will be posted by the Director regarding any special events or important information related to Belle Valley and/or E.S.P.

### **Homework:**

- Students will be offered time to work on homework.
- It is not mandatory that students work on homework, but it may be requested by a parent.
- E.S.P. Supervisors are available for assistance with homework (please note ~ this is a great source of help, but it is not one-on-one tutoring.)

### **Behavior:**

- Students will be provided with a verbal set of rules and expectations for both inside and outside while in attendance in the program.
- These rules will run parallel to the school rules and each student will be expected to follow these rules on a daily basis.
- Students who refuse to follow these rules and expectations will be sent to self-reflection time, where a student will be isolated from the others for a period of time based on the severity of the incident.
- Disobedience will not be tolerated and will result in a written behavior notice. Upon the occurrence of the second written behavior notice, or involvement in a gross act of misconduct, the student will be suspended from the program for a week. If a student receives a third written behavior notice, the student may be removed from the program for the remainder of the school year and all fees paid will be lost.
- All decisions regarding expulsion or suspension from the program rest solely with the Program Director and Principal.
- Behavior of a student must be such that he/she can participate in a group setting. The program is not staffed to accommodate students who require individual supervision.

### **Breakfast and After School Snacks:**

- Children may bring a breakfast with them or they may take part in the School breakfast program.
- A snack and milk will be provided for students in attendance of the afternoon session. Snack is not mandatory. If a student has allergies, or does not care for the snack, it is the responsibility of the parent to provide an alternative snack. ESP provides one choice daily as indicated on calendar available at check in desk. No additional choices will be provided.
- Outside food is permitted if the snack is a healthy option or due to dietary restrictions.
- Students attending the program after snack has already been served will not be eligible to receive a snack.
- Students may eat the remainder of their sack lunches during snack time.
- No soda or candy will be allowed at ESP.

**Toy Policy:**

- Students may not bring toys, electronic devices, or playing/trading cards to E.S.P. If they are brought, they will be confiscated and returned to the parent. No personal items are allowed at ESP.

**Lost and Found:**

- E.S.P. cannot be held accountable for any lost or stolen items, including items brought from home.
- Any items left at E.S.P. will be placed in E.S.P.'s lost and found, located in the E.S.P. classroom.
- At the end of the day, all items not claimed will be placed in the school's lost and found collection.

Parents who have: questions, comments, concerns, or complaints, may contact the program director:

Mrs. Claire Weygandt, E.S.P. Director

Phone: (618) – 236 – 5200 ext. 5253

Fax: (618) – 236 – 4550 attn: E.S.P.

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