

Merry Dawn Szybowski
ESS Supervisor
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TURTLEBACK TALK
AUGUST/SEPTEMBER - 2008

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ESS Assistant
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- We welcome you to our program if you are new to our program or are returning after a summer break. Please be sure to take a copy of the "MONTHLY RATES" sheet for 2008-2009 which includes the "ESS CLOSURE DATES" listed at the bottom to help you plan ahead.
- **ESS WILL BE CLOSED ON SEPTEMBER 1st IN OBSERVANCE OF LABOR DAY.**
- **SCHOOL AND ESS WILL BE CLOSED ON SEPTEMBER 29th (Professional Growth Day).**
- **ESS IS A "CELL PHONE FREE ZONE".** Please complete your call **BEFORE** entering the ESS building. The staff can assist you more efficiently when they have your full attention. We appreciate your courtesy. This also sets a good example for the children.
- **FEES:** We cannot accept payment of fees at the center. Please mail your payment to ESS Finance in the envelope provided with your monthly bill. If you have questions regarding your bill please call the ESS Finance Dept. at the number listed on your bill. We do not have any of your billing information here at ESS.
- **HOMEWORK:** An opportunity is provided for children in grades 1 – 5 to do homework. Students are expected to demonstrate self-management with regard to behavior during study time and in the completion of their classroom assignments. *Parents are responsible for reviewing their child's work for completion and accuracy.* If you **do not** want your child to do their homework at ESS, please write a note telling us that and give it to Merry Dawn or Barbara. The student will stay with their group doing "quiet reading" at homework time.
- **SIGN-IN:** Your child **MUST BE** signed in if he/she comes to ESS before school. **PLEASE DO NOT ALLOW YOUR CHILD TO WRITE IN THE SIGN-IN BOOK.** We will expect your child to come and check-in immediately after school and will notify you if he/she does not check-in. *If your child will not be coming to ESS, please call us at (858) 673-3659 to let us know.* The answering machine is on 24 hours a day. Telling the classroom teacher does not take care of this responsibility.
- **SIGN-OUT:** Anyone signing your child out (including parents) **MUST** be prepared to show a photo I.D. and their name must be on your Emergency Card. If someone will be picking up our child for sports, religious training, etc. we will need that information on file or your child cannot be released. This is for the safety of your child.
- **LATE PICK-UP:** ESS closes promptly at 6:00 p.m. As your ESS contract states, "A late pick up fee of \$1.00 per minute, per child, will be assessed when children remain past closing time. Failure to adhere to program operating hours may lead to program dismissal". This policy is **STRICTLY ENFORCED.** Please be considerate of the ESS closing staff who have families, school and other commitments to attend just as you do. The late pick-up fee is meant as a deterrent **NOT AS AN OPTION.** Please make sure to have people available to sign your child out in case you can't.
- **ILLNESS:** If your child is too ill to attend school, then he/she is too ill to attend ESS. If your child becomes ill while at ESS, he/she will need to be picked up **immediately.** **ESS DOES NOT TAKE CARE OF SICK CHILDREN.** Children need to be fever-free for 24 hrs. before returning to school or ESS. If your child has been vomiting please do not send them to school or ESS until 24 hours after the vomiting has stopped.
- **PHONE CALLS:** Please do not call to talk to your child while at ESS unless it is an emergency as no other calls can be received when they are on the line.
- **PREPAID LUNCH:** If your child will be buying lunch from the cafeteria, we recommend paying for the entire month even if your child does not buy a lunch every day. Please turn in your lunch envelope at the school office or (as a convenience) hand it to an ESS staff member and we can deliver it to the office for you. ESS **cannot be responsible** for any lunch envelope left on the "Parent Table" or elsewhere.

Should you have any questions please do not hesitate to see Merry Dawn or Barbara. For further information visit the Poway Unified School District's website which has a link for ESS. We are looking forward to a wonderful school year ahead with your child.