

EXTENDED STUDENT SERVICES PROGRAM

Recognizing the need for supervised afterschool care for elementary school-age children, the district authorizes the establishment of a self-supporting Extended Student Services (ESS) Program on a space available basis. This program is designed to provide for student care prior to and following the core school day for students of TK through fifth grade or TK through 8th grade and will be self-supporting on a fee basis. In order to provide support for maximizing youth development, this policy is also enacted to capitalize upon the available room space within the district.

ESS will provide supervision of students of grades TK through 5th grade prior to and after school, from the hours 6:30 a.m. until the time school starts and after school until 6:00 p.m. The program will operate during regular and minimum school days as well as during some school holiday/recesses, such as spring recess. ESS provides a full-day program during the summer vacation period, 6:30 a.m. to 6:00 p.m. Services will not be available on some designated state and/or federal holidays. Availability of services on local and district holidays is at the determination of the district. ESS will be closed for a minimum of five (5) days for comprehensive cleaning of facilities, as well as for professional development for staff. A calendar will be provided to families on an annual basis.

Facilities

The program may be established in a permanent or relocatable building/room available on the site. Classrooms, multipurpose room, and library spaces on the school site should be made available as necessary to ESS as homework/activity rooms.

Participants

Any student enrolled in a school is eligible to participate in the Extended Student Services Program, subject to the school rules and regulations. Excessive violation of these rules constitutes cause for exclusion from this program. All students are welcome to attend. Pre-registration will be opened in the spring of each year concurrent with the kindergarten pre-registration period. This will enable adequate assessment of the numbers of participants, numbers of rooms available, and other logistical details.

Facility Furnishing and Equipment

The Extended Student Services Program classrooms should be equipped with conventional furniture of appropriate size. The classrooms should offer an array of appropriately developmental materials, including language arts and mathematics which can be used for reinforcing skills. Physical education equipment used for play or recreational/leisure time should be available.

EXTENDED STUDENT SERVICES PROGRAM (continued)**Transportation/Field Trips**

Transportation to and from school will be provided by parents. Students enrolled in the afternoon Extended Student Services Program may utilize the usual bus transportation to which they are entitled for the purposes of getting to and from school. Transportation for ESS field trips will be provided by the district's Transportation Department or as walking field trips. A Trip Permit Authorization Form must be signed by parent/guardian.

Program Development Schedule and Activities

The Extended Student Services Program supervisor, assisted by a lead assistant at each program site, will be responsible for the development of a schedule and activities which will incorporate some provision for a homework period. This period will provide students an opportunity to do their homework, assisted by the Extended Student Services Program staff. The ESS Program activities will enrich the students' learning opportunities beyond the core school day.

Staffing

Staffing will normally consist of one Extended Student Service Program Supervisor, one or two lead assistants (dependent on student enrollment), program aides, and high school aides. The ratio for ESS staff will be approximately fifteen (15) students to one staff member. High school aides may assist program aides with groups.

Collection of Funds and Accounting Procedures

The Board approves establishment of fees. Since the program is designed to be self-supporting, the fees may vary. All program expenses are to be covered, including salaries, benefits, supplies, materials, and indirect costs. Parents will be invoiced monthly by the ESS Finance Office with payments being made to the ESS Finance Office. The ESS

Finance Office will be charged with following the district procedure for the collection and safekeeping of funds until they can be deposited in a designated bank account in accordance with district procedures.

(cf. 3260 - Fees and Charges)

EXTENDED STUDENT SERVICES PROGRAM (continued)

School Site Responsibilities

ESS director will provide primary responsibility for ESS program and staff. Collaboration with school staff is encouraged to provide optimal opportunities for extended student learning beyond the core day. The school principal will ensure adequate MPR/classroom space to accommodate afternoon ESS groups that exceed the space provided in the ESS facilities.