

# 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.**



# TABLE OF CONTENTS

Welcome .....	Page 1
Goals.....	Page 1
After School.....	Page 2
Behavior Management.....	Page 2
Voluntary Use Program.....	Page 3
Signing Your Child In/Out.....	Page 4
Late Pick-Ups.....	Page 4
Reasonable and Respectful Accommodations....	Page 4
Field Trips/Assemblies.....	Page 5
Absences.....	Page 6
Illness.....	Page 6
Injuries.....	Page 6
Medications.....	Page 6
Cell Phones.....	Page 6
Fees, Late payments, Vacations.....	Page 7

**POWAY UNIFIED SCHOOL DISTRICT  
EXTENDED STUDENT SERVICES (ESS)  
PARENT HANDBOOK**

**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 a part 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 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.

## **AFTER SCHOOL**

ESS staff will escort TK and kindergarten students as they transition between school and ESS. All other students 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 and emails 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. A nutritional snack is provided when the children arrive from school; parents are welcome to provide an alternate or additional snack 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, Common Core 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 and classroom 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 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 dismissal from the program as needed.

- Level 1: Child may be redirected, verbally warned or removed from an activity.
- Level 2: Child may 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. A conference with the Supervisor and Director is required prior to return to ESS.

\*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.

Parents may not speak directly with another child for resolution to a situation, but should speak with the supervisor or lead. Your confidentiality is protected, as well as the confidentiality of others.

### **VOLUNTARY USE PROGRAM**

All PUSD elementary schools have an Extended Student Services program on their campus. Our organization works diligently to accommodate and serve working families in need of before and after school care.

**A student's enrollment at an elementary school does not guarantee them ESS enrollment.**

As a growing organization, each ESS site may experience limitations that factor into the enrollment capacity and may prohibit the acceptance of additional students at any given time.

In addition, ESS reserves the right to suspend a child/ren or permanently dismiss families for 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
4. Inappropriate language or an uncooperative attitude toward staff
5. Inability to support ESS Behavior Management practices

## **SIGNING YOUR CHILD 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 person, 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 PM.**

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 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). Refer to the Terms and Conditions for details.

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 (August-July).

## **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 will 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 providing 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 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. If a child is not in attendance by designated time, they may not attend the field trip. 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.

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 ups or drop offs during field trips 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 vomit-free for a 24 hour period before returning to ESS.

## **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 containers 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 will not communicate with any parents speaking on cell phones while dropping off or picking up their child. ESS will follow site policies for use of cell phones by children.



## FEES, LATE PAYMENTS, VACATIONS

- All fees are monthly.
- 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 \$50.00 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 cards, Money Orders 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 fiscal year you may request vacation credits for up to two (2) 5-consecutive day vacations with a two week notice (Full and PM program only).