



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

OVERVIEW

We look forward to serving you and your children in a safe and supervised setting located on your child's elementary school campus. The Extended Student Services (ESS) Program extends the hours of supervision on the school campus for your child to the hours before and after school and during certain school vacations.

ESS is a voluntary use program. 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. Separate enrollment is required to participate in the ESS program. 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.

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 guidelines, policies and procedures. 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. The most recent edition of this handbook, enrollment information and fee schedules will also be available on our website:

<https://www.powayusd.com/en-US/Departments/Learning-Support/Extended-Student-Services/Extended-Student-Services>

GOAL

The Extended Student Services (ESS) Program provides safe, engaging and fun environments and experiences to help children develop their social, emotional and physical skills. ESS is staffed by qualified leadership and trained program aides who provide a comprehensive program of developmentally appropriate activities.

AFTER SCHOOL

ESS staff will escort TK and Kindergarten aged students as they transition between school and ESS. All other students are responsible for walking to and from ESS in a timely manner.

Please call the ESS site if you know your child will not be attending our program. If a child is absent without parent notification, ESS staff will check with school staff and if we are still unable to locate the child will contact the parent or guardian.

A snack is provided 30 minutes after school dismissal; 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 or participate in an educational activity. ESS provides a dedicated time and space for homework and encourages the completion of homework, but the ultimate responsibility for homework completion lies with the student and their parents. After homework is completed, children have many activities to choose from, including Social Emotional Learning activities, group games, books, music and arts & crafts.

SAMPLE AFTER SCHOOL ESS SCHEDULE

3:15- School is dismissed

3:15-3:30- Check in

3:30-4:15- Outdoor Playground & Snack

4:15-5:15- Homework or Educational Activities

5:15-5:45- Planned activities indoors and outdoors

5:45-6:00- Clean up and Closing

*While ESS strives to keep students in grade level groups, multiple grade levels may be included in one setting (i.e. grades 1 and 2 in a group) depending on ESS staffing and space available on campus.

SIGNING YOUR CHILD IN/OUT

Parents/Guardians or other authorized persons must sign children in and out of the program daily. Children will be released to people listed on the emergency contact card. Parents are responsible for making any changes to the emergency card in person. 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 and 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. Staff will not release students without proper identification or to a person not listed on the emergency card.

LATE PICK UPS

ESS hours of operation are 6:30 AM to 6:00 PM. Summer and Non-School days hours of operation are 7:30-5:30.

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 closing each day.**

If an authorized person cannot be contacted by phone, the appropriate authorities will be notified 60 minutes past the program's closing time. If you are delayed past closing time, 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.

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

PARENT CODE OF CONDUCT

All PUSD ESS sites are voluntary use programs committed to creating a child-friendly environment. These guidelines specifically require mutual respect, professionalism, and orderly conduct among members of the PUSD ESS community including all employees, parents/guardians, students, and the public. These guidelines are not intended to deprive any person of his/her right to freedom of expression or limit one's access to the ESS Program. They are intended to avoid conduct that may disrupt the ESS program while providing a safe, productive, and nurturing environment for staff and students without fear or intimidation. It is the intent of the ESS program and administration to provide an orderly and safe environment for students and adults.

For the purpose of the ESS program, disorderly conduct includes the following but is not limited to:

- Directing vulgar, obscene, threatening, or profane gestures and/or language through verbal, electronic and/or written communications towards another person
- Yelling or raising your voice at another person whether in person, on the telephone or during a conference
- Using racial/ethnic, religious, religion, gender, color, sexual, sexuality, or disability epithets
- Any behavior that would put a person in fear for his/her personal safety
- Remaining in a classroom or school area after a staff has directed one to leave

All manner of negative conduct outlined above may be grounds for permanent exclusion from the program and will be referred to the ESS administration team at the District office. A meeting will be scheduled to address any concerns related to the conduct and identify remedies to those concerns.

CUSTODY AGREEMENTS

The parent/guardian must provide both the school and ESS with any court orders that might affect the check in/check out of an ESS child. As court orders are updated and/or changed, the school and ESS must be given the updated copies. ESS Supervisors need to be provided with a copy of the schedule regarding which parent will be picking up or dropping off students.

COMMUNICATION

ESS truly believes the key to success is the collaboration between staff and parents. The staff appreciates feedback, ideas and concerns regarding the program. It is essential that parents read all emails and signs located at the parent area. Parents are responsible for reading all the information and noting important dates and deadlines. ESS depends on email to communicate the most important information with the parents.

ESS is a cell phone free zone. Please make sure all phone conversations are completed outside the ESS building. It is important that parents are available during this time so staff can communicate any celebrations, concerns or incidents that occurred during the day. In addition ESS follows the same student rules for cell phone usage as the school site, therefore students should not be using cell phones while at ESS.

ESS staff are considered Mandated Reporters and are required by law to report any known or suspected incidents of child abuse to the Child Protective Services Agency.

BEHAVIOR MANAGEMENT

The goal of the ESS staff is to provide a safe, fun and educational environment for all of its students. Clear expectations are set forth for appropriate behavior and provide positive reinforcement for following the six pillars of Character Counts. We work in partnership with the school site to ensure consistency of rules and provide a safe environment to avoid injury to others or property while fostering fairness. We seek to prevent behavior challenges by providing a routine schedule and engaging activities for the students.

We utilize positive behavior techniques to guide students in making informed choices; these techniques may include problem solving, redirection and conflict resolution strategies. We ask parents to partner with our staff when children demonstrate inappropriate behavior. Parents will be informed of behavior issues as they arise, either in writing or in verbal conferences at drop off or pick up time. While our behavior procedures are designed to be consistent, fair and effective, if a child begins to exhibit a pattern of inappropriate behavior, the consequences may become progressive as outlined below:

- Level 1: Child may be redirected, verbally warned, removed from an activity or parents may be called to pick the child up early from the program. Parents would be informed in writing of the behavior and the consequences at ESS. If a pattern of behavior begins to emerge, the ESS Supervisor will alert the District Office ESS Leadership Team so support can be provided and an initial parent conference scheduled.
- Level 2: The District Office ESS Leadership Team and the ESS Supervisor will work together to create a plan of support for the child that considers the child's age, behavior concerns and including input from the parents, classroom teacher or other school staff.
- Level 3: After the plan of support that was developed at Level 2 has been fully implemented, if the child exhibits the behavior outlined in the plan of support, it will result in a 1 day exclusion from the ESS Program and requires a parent/ guardian/supervisor conference to return. The plan of support will be reviewed and possibly revised if necessary. Additional input from school personnel will be explored as well.
- Level 4: Any further occurrences of inappropriate behavior will result in a 3 day exclusion from the ESS program and conference with the parent/guardian, Supervisor and Director.
- Level 5: Continued inappropriate behavior will lead to a 5 day exclusion from the ESS program, with any additional behavior leading to disenrollment from the program. A conference with the parent/guardian, Supervisor and Director is required prior to return to ESS.

*Any behavior resulting in extreme verbal or physical aggression toward staff and/or participants in the program will immediately proceed to Level 4; severe behavior will proceed directly to Level 5.

**If at any time a parent is called to come pick up their child due to behavior it is expected that parents will be able to do that in under one hour. If the parent is not able to do that, an emergency contact should be identified who can be there within that time frame.

***There is no refund or credit due to exclusion of the program.

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 ESS Supervisor or Lead. Your confidentiality is protected, as well as the confidentiality of others.

REASONABLE AND RESPECTFUL ACCOMMODATIONS

With the partnership of our families, we strive to assist students to be successful in our ESS program. 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 families. ESS provides care for all children whose needs can be reasonably accommodated within our ESS program. Should a parent have questions regarding the accommodations required for their child's full participation in ESS, they are encouraged to reach out to the Director of ESS at 858-521-2855.

If any child is not having success in the program, parents/guardians and staff will meet early and often to try and remedy the circumstances causing the lack of success. If, at any time during the school year, it is determined that your child cannot be cared for in a large group setting, poses a risk to the health and safety of others, or poses a direct threat (a substantial risk of serious harm) to self or 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, during school vacation sessions and summer camp sessions, 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. Please know that participation in a Field Trip is optional and a child's behavior in the program and on field trips determines whether the child can attend 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.***

EMERGENCY PREPAREDNESS

The Poway Unified School District and ESS have a comprehensive Disaster Plan. There are emergency supplies including food, water and first aid supplies on campus. There are staff on campus that are trained in CPR, AED and first aid. In the event of a major disaster requiring evacuation after school hours, ESS will follow the same guidelines for evacuation locations which are found on the PUSD website at:

<https://www.powayusd.com/en-US/Departments/Business-Support/Planning/District-Map-and-School-Zones-May-2014.aspx>

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. If you are contacted to pick up your child for illness, they must be picked up within 30 minutes. Your child must be fever-free and vomit-free for a 24 hour period before returning to ESS. If they did not attend school for another reason, they would need to be checked in directly with the ESS staff. In addition, we are following all district COVID policies and guidelines.

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. Please know that due to ESS hours, staff do not have access to medications or other supplies you have provided to the Health Office for your child's use during the school day. It is important that ESS is provided with their own set of medications or supplies.

Financial Assistance

Financial assistance is available to those who qualify through San Diego County programs. In order to apply for these programs (YMCA and CDA only) you need to do the following: Go to the website at www.childcaresandiego.com or call (800) 521-0560 and let them know you need financial assistance. Since these programs are not through the district, we are unable to give status information on your application. You will be contacted by phone and/or mail if they can assist you with your childcare.

Families experiencing housing instability or children that are unaccompanied or foster youth may be eligible for a scholarship to ESS through a direct referral from PUSD's Youth in Transition (YIT) program. To determine if you are eligible for this referral and scholarship to ESS, please contact Laura Upson, YIT Coordinator, by email at lupson@powayusd.com or call the YIT office at (858) 748-0010 ext. 4086.

Thank you for being a part of our ESS family and respecting and following the practices outlined in the ESS Handbook.

POWAY UNIFIED ESS ENROLLMENT
Terms and Conditions

AT-WILL/OPTIONAL USE: *PUSD ESS* programs are subject to availability. *PUSD ESS* has the right to discontinue or change these services, including staff, at its discretion. If the services are not available or are discontinued at a particular school, the program may be available at another site. Enrollment in *PUSD ESS* is voluntary and may be terminated by either party at any time for any reason subject to these ***Terms & Conditions*** and the ***PUSD ESS Parent Handbook***.

PARENT HANDBOOK: Parents are responsible for reading the entire *PUSD ESS Parent Handbook* prior to enrolling their child as a student in the program. A digital copy of the handbook is available on the *PUSD ESS* website www.powayusd.com/ess. A hard copy is also available by request and can be picked up at the PUSD main district office by calling the *PUSD ESS* office at (858) 521-2800 ext. 2848.

TWO-DAY WAIT PERIOD: There is a two (2) day wait period after all paperwork is submitted to the ESS site before your child can attend.

ANNUAL REGISTRATION FEE: The nonrefundable annual registration fee is \$125.00 and is due at time of registration. If a child is withdrawn from the program for any length of time during the year and subsequently reenrolls, a new registration fee of \$75.00 is due at that time.

FEES: Fee payments are due in full on the 1st day of each month. Fees will not be prorated for illness, holidays or emergency closure of the program. If fees are not paid by the 15th of the month, a late fee of \$20.00 will be charged.

Payments can be made by choosing one of these options:

- Online payments using electronic checks, debit and credit cards can be made using this web link: www.PowayESSpay.com. A \$2.95 convenience fee is applied when using this online payment method.
- Checks or money orders may be mailed to:
PUSD ESS Department, P.O. Box 500527, San Diego, CA 92150-0527
- Checks can be dropped off at Poway Unified District Office
at: 15250 Avenue of Science, San Diego, CA 92128
- **CHANGE IN CONTRACT FEE:** Families are allowed to change their contract one time in a calendar year at no additional cost. Beyond that there will be a \$25.00 fee to change your contract. (for example switching from an am contract only to a full contract)

RETURNED CHECK FEE: There is a returned check fee of \$20.00 for each occurrence. After two returned checks, all future payments must be made using e-check, debit/credit card, money order, or cashier's check. Returned check activity may result in immediate termination of ESS enrollment.

LATE PICK-UPS: A late pick-up fee will be assessed when a child is left beyond ESS operating hours. The late pick-up fee does not constitute an agreement for ESS to provide after-hours service, nor will the late fee be applied toward monthly fees. Chronic lateness at closing time may be grounds for termination of enrollment, per the Parent Handbook. Late pick-up fees will be charged as follows:

- 00 to 10 minutes late – the late pick up fee is \$1.00 per minute per child
- 11 to 30 minutes late – the late pick up fee is \$30.00 per child
- 31 to 60 minutes late – the late pick up fee is \$60.00 per child

POWAY UNIFIED ESS ENROLLMENT
Terms and Conditions

_____ **LATE PICK UP BEYOND ONE HOUR:** If the parent or other authorized person fails to pick up the child and/or contact ESS, and if no one can be reached within sixty minutes after closing time, ESS and/or school personnel may release the child to the custody of Child Protective Services or other legal authorities.

_____ **ABSENCES:** I agree to inform the school as soon as possible if my child will be absent on any day. Payment of full fees is required even if my child is absent for one or more days. There are no allowances, credits, refunds, or make-up days for occasional absences (i.e., sickness).

_____ **EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION:** Circumstances that may require ESS to close or that may disrupt service include but are not limited to inclement weather, natural or national disaster, imminent major health or safety hazard as determined by the County Health Department or law enforcement agencies. Parents will be notified should severe weather or any other conditions prevent ESS from opening. Fees will continue if ESS is closed up to five consecutive days due to an emergency. If ESS is closed more than 5 days, a credit may apply starting on the sixth day until ESS re-opens. If it becomes necessary to close early on any day, parents will be responsible for arranging their child's early pick-up.

_____ **HOLIDAYS:** ESS is closed on Federal and State holidays, some district breaks, employee professional development and training days. The schedule may be changed if necessary at any time. Calendars will be posted and distributed each year.

_____ **VACATION CREDITS:** Parents must provide a two-week written notice in order to receive vacation credit, applicable to full and P.M. contracts only. Vacation credits are given in 5 consecutive day increments only and are limited to ten days per year. **A Fee Adjustment Form (FAR) must be submitted to the site supervisor.**

_____ **WITHDRAWAL FROM PROGRAM:** Parents must provide a two-week written notice of withdrawal from the program. If this written notification is not provided, fees will be charged for two weeks, whether or not the child attends ESS. All account balances must be paid in full on withdrawal. Any prepaid balance of \$10.00 or less which remains at the time of withdrawal from ESS will not be refunded unless requested in writing within 30 days. **A Fee Adjustment Form (FAR) must be submitted to the site supervisor.**

_____ **RE-ENTRY ADMISSION:** When my child is withdrawn, s/he will be eligible for re-admission based upon space availability and all other enrollment criteria. If selected for re-enrollment, a new Enrollment Agreement and payment of a new non-refundable registration fee of \$75.00 is required.

_____ **TERMINATION OF ENROLLMENT:** Accounts two weeks in arrears may result in immediate termination of enrollment. Upon payment, enrollment may be reinstated with applicable paid tuition and \$75.00 registration fee. *Past due accounts may be referred to collections for past due balances.* ESS contracts with a Collections Agency. If the account is sent to collections, parents will be responsible for the balance due plus fees associated with the collection of the account.