

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
Terms & Conditions.....	Page 7-8

**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 Super-visor 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.

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).

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.

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.

POWAY UNIFIED ESS ENROLLMENT
Terms and Conditions

I wish to enroll my child _____ in the ESS program at
_____ School.

By initialing the blank beside each item below, you indicate that you have read, understood the statement and will abide by the 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

_____ **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

Child's Name _____

_____ **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.

Parent/Guardian Signature

Date