



2017-2018
Extended School
Day Program
Parent Handbook



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OFFICE AND STAFF

Main Office **1400 Malone St., Portable 940-369-0080**
53
Denton, TX 76201
www.dentonisd.org/esd

Robert Gonzalez **Director**

Sharron Rexroat **Secretary**

Kay Peters, Parrish Butler, Cheryl Estes **Campus Coordinator**

Extended School Day operates in all elementary schools within the district, however, a program must have at least 7 students registered to start a program at the beginning of the year.

If a parent needs to contact their child while at the program for an emergency, the parent must call the ESD main office. The office will then contact the campus and relay the message. Parents are not to contact the school.

PHILOSOPHY

The Extended School Day Program provides a safe and nurturing environment that promotes the physical, social, and cognitive development of children grades K-5 while responding to their needs and the needs of their families. Children learn through concrete experiences, social interaction with peers and adults, and active participation. Children also need chances to make decisions and time to relax and think. Interactive play and experiences encourage social interactions and cooperation.

PURPOSE

The Extended School Day Program provides supervised group care for children after school by experienced staff to support parents' schedules. The ESD Program is for school children grades K-5 and runs from 3:00pm-6:00pm on the days Denton Public Schools are in session.

PROGRAM

The Extended School Day Program provides a balance of physical, intellectual, and social experiences to meet the needs of the children. Activities include active play, homework time, indoor and outdoor play, and project making. Age and developmentally appropriate materials include projects, books and games, teacher-prepared and approved thematic units, and computer time.

In compliance with Board Policies FB (LEGAL) and FB (LOCAL), no qualified student shall, on the basis of disability, race, religion, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under Extended School Day.

Title IX & Section 504 Coordinator

Amy Lawrence, Director of Counseling Services

Title II and Title IX Coordinator

Dr. Richard Valenta, Deputy Superintendent

1307 N. Locust Street, Denton, TX 76201
(940) 369-0000

REGISTRATION

ESD Registration is completed 100% online. If you do not have access to the internet or a computer, parents can access a computer in the ESD main office for registration purposes. Registration must be done by the child's legal parent or guardian. Parents/legal guardians will be blocked from enrolling any child in future ESD programs until all past due payments are paid in full. Parents/legal guardians must complete the online registration form for each child in our program. The registration forms must include the child's personal information, emergency information, information for all authorized pick up persons, medical information, media release, and liability waiver. Parents must also sign a tuition agreement.

ESD students who are granted permission from an administrator for a transfer to another school will be able to transfer to that ESD program. Parent will need to call the main office before the transfer happens so that paperwork can be processed.

DE-ENROLLMENT

If a parent wishes to de-enroll their child from ESD, they need to fill out the [Notice of De-enrollment form](#) and email it to extendedschoolday@dentonisd.org. Telling a campus instructor or coordinator is not sufficient and will not be deemed as notification. If your child attends any number of days within a given month, you will be financially responsible for the full tuition amount. If a parent wishes to re-enroll their child after withdrawing, there will be a \$50 re-enrollment fee. Tuition will only be refunded if it was paid in advance. No refund will be given for the current month.

STUDENT INFORMATION

Parents are required to and are responsible for providing the ESD office with current information. Parents can update information by calling the main ESD office, emailing extendedschoolday@dentonisd.org, or by logging in to the Parent Portal.

Divorce/custody documents that prohibit or limits a parent or other individual from picking up a child from the ESD program must be on file in the main ESD office. These documents must have a judge's signature and seal. In the event that a child spends time with each parent during the week, it is the parent/guardian's responsibility to furnish a schedule to the ESD office. Simply stating "my child is with her/his mom/dad every other week" is not acceptable. The child's schedule can be faxed, emailed, or brought into the main ESD office. Please note: These documents may be reviewed by the DISD attorney for clarification if necessary. If ESD is not provided these documents, the child's registration may be nullified.

AUTHORIZED PICKUPS

ESD cannot release your student to any individual if we do not have their driver's license number on file. This information must come from the parent and cannot be given to the staff on campus. Pick up information must be documented in the main ESD office initially and the ESD staff will relay this information to the staff on the campus.

Authorized pick up persons must be 18 years old or older and have a valid state driver's license, valid state ID, passport, or military ID. Any person designated to pick up your child(ren) must show their ID to ESD staff before a student will be released.

The ESD main office and the child's school do not share children's file information. It is important to contact the main ESD office of any changes throughout the school year.

ABSENCE

Parents must notify the ESD office if their child is going to be absent, either by email to extendedshoolday@dentonisd.org, or phone call or voicemail at 940-369-0080. The main office does not receive messages from the school regarding absences. Telling the campus instructor does not constitute as notice and will count as a "Non-call in" for that day. No adjustments are made in tuition for absences.

Due to the time staff must spend searching for a missing child and/or phoning parents to confirm absences, repeated failure to call in absences will result in an administration fee. After the 3rd non-call in during one calendar month, a \$5.00 fee will be assessed. Each non-call in after that will result in an additional \$5.00 fee.

EXTRACURRICULAR ACTIVITIES

Student safety is our top priority and parents must keep us informed of where their student will be after school. If a student attends an after-school activity, a [Teacher Time/Activity form](#) must be filled out and the student must check in with the instructor before the activity to avoid being counted absent. This form can be found on our website and downloaded under the “Forms” tab. Students are not allowed to leave the ESD program on their own and are required to be escorted back to ESD by the teacher/activity sponsor.

SNACKS

Please be sure to provide a nutritional snack every day for after school consumption. We do not have access to microwaves at any of the sites, so any food that requires heating will not be served to the children. Students will not be allowed to access the vending machines in the teacher’s lounge. Students are not allowed to drink sodas or eat potato chips at any elementary campuses. Please be sure to supply a “hefty” snack for your student as Denton ISD lunches begin as early as 10:30 am. (Example: sandwich, fresh fruit, bottle of juice, water bottle, etc.)

⊕ **Please make sure that all food allergies are brought to the attention of your ESD instructors and that all allergies are properly documented in the main ESD office.** Please help us to remind students not to share snack due to food allergies. Please supply ESD with an Epi-Pen or inhaler if required for allergies or medical allergic reactions. ESD does not have access to the campus nursing office.

SPECIAL NEEDS/HEALTH CONCERNS

Parents are responsible for informing the ESD office of any special needs, concerns, or information regarding their child’s health and well-being. ESD will adhere to as many accommodations as possible so that the student can be successful. ESD is not given copies of 504 plans or IEPs. 504 plans and IEPs will require a meeting with an ESD coordinator and/or director to determine which accommodations ESD will be able to provide.

All students must be able to participate in the full range of activities offered by ESD. All students are expected to participate in all rotations unless there is a health concern accompanied by a doctor’s restriction. Any child meeting any of the following criteria will not be admitted to the program:

1. The needs of the child prevent him/her from participating comfortably in the program activities.
2. The needs of the child results in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children or staff.
3. Children must be able to go outside with their group. They will not be allowed to stay inside or by themselves or with another age group.

ILLNESS/INJURY

Parents will be notified by phone if their child becomes ill while at the program. If the parent cannot be reached, the emergency contact will be called. Any child experiencing fever, vomiting, diarrhea, or contagious skin or eye infections will be removed from the common areas and should be picked up within one hour of contact with the parent. The parent must provide a written statement from the doctor stating the child is free from contagion before returning to ESD. Medical information can be emailed to the ESD office at extendschoolday@dentonisd.org.

In the event of critical illness or injury, proper medical personnel and parents will be notified. At the discretion of the medical personnel, the child may be transported to an emergency room or clinic by ambulance or by the parent. Parent will be responsible for expenses incurred.

The ESD program follows the health guidelines set forth by the Denton ISD Health Services when applicable to the program.

MEDICATION

ESD adheres to the medication policy set forth by the [Denton ISD Health Services](#). The ESD program staff does not dispense medication. If your child requires medication during program hours, arrangements must be made with the campus nurse so medication can be given prior to arrival. Emergency medication can be kept on campus and will be locked up by the lead instructor. Inhalers, EPI-pens, and diabetic supplies should be labeled and are to be given to the lead instructor of the campus. If your child has a life-threatening illness, please contact the campus nurse so that procedures may be put in place.

HOMEWORK

ESD schedules 30 minutes to 1 hour only for students to work on their daily homework. ESD staff will be present to assist or answer questions that the students have about their homework but do not provide one on one tutoring. It is the child's responsibility to do their homework during the scheduled time. If the child does not have homework to do, there will be books available for them to read.

ELECTRONICS/PERSONAL ITEMS/TOYS

ESD adheres to the electronics and technology policy set forth by the District. Except when being used for teacher-approved purposes, telecommunications and electronic devices shall not be visible, audible, or used during ESD hours as determined by the instructor. If a student violates this policy, the device will be collected by ESD staff and kept until the end of the day or until an authorized pickup arrives to sign the child out. ESD is not liable for damage or loss of any electronic devices. Except as described above, students are not permitted to possess or use personal electronic devices such as but not limited to MP3 players, DVD players, or tablets without instructor permission. If electronics are in use for instructional purposes, they are not to be shared with other students.

Toys are prohibited at ESD. This includes any personal item deemed to be a distraction by ESD staff.

CHILD ABUSE

It is the obligation of any ESD staff to report any suspected child abuse to Child Protective Services.

BEHAVIOR POLICY

The ESD program follows the Denton ISD Public Schools [Code of Conduct](#). Due to staffing and budgetary restrictions, and because the Extended School Day is not part of the District curriculum or instructional day, certain restrictions apply to student participation. All students must be physically, emotionally, socially and mentally capable of handling a 1:15 (adult: child) ratio in all activities with the maximum of 1:20. Additionally, for the identified reasons, students must maintain appropriate behaviors in order to continue in Extended School Day. If students have persistent behavior problems that interfere with the general welfare of others, they may be temporarily or permanently removed from the program. Persistent inappropriate behaviors may include, but are not limited to, temper tantrums, rudeness, disrespect, noncompliance, and physical aggression with students or adults. Parents will be notified at pick-up times if behavioral problems have occurred. Students who continually disrupt or do not follow the Code of Conduct will be suspended or dismissed from the program. If you have questions regarding the behavior policies, please feel free to contact the campus coordinator.

The campus coordinator will contact the parent after a student receives three (3) discipline reports. If there is a serious offense, parents will receive an immediate phone call.

REPORTS

All reports will be signed by the parent or authorized pick-up at the end of the day.

If a student is involved in an accident involving a head injury, regardless of how minor, the parent will be contacted for immediate pick up. A Care and Concern report will be written if a student has expressed an emotional concern with an instructor. Depending on the severity of the concern, ESD staff will contact the school counselors for follow-up support for the child and family.

TUITION

To maintain our low rates, we do not have a registration fee and do not provide drop-in enrollment. If your child attends ESD for any amount of days in the month, the full tuition of \$190 is due. The fee for the school year is \$1,900 (school closings are not included; therefore, you are not paying for ESD during the weeks that schools are closed.) Tuition payments have been divided equally for ten (10) months at \$190 per month (August 2017-May 2018). Our staff will be at each site to take care of the children on early release days. There will be no refunds or credits given for bad weather days. Instead of being charged for the early release school days, these days will be used to cover inclement weather days or other unscheduled district school closings days.

Tuition and fees not received by the 3rd of the month will result in a \$30 late fee per account. After the 5th, the main office will contact you about withdrawing your student from the program.

Tuition is due on the last day of the previous month. (i.e. November tuition due on Oct. 31). You can pay tuition online through your [parent portal](#) or by dropping off cash or check at the main office. **ESD does not have autopay.**

If a parent wishes to pay for the entire year upon registration in August, there will be a discount of \$100. **This will only apply if it is for the full year, August-May.**

If cash payment is made, it must be in the exact amount. The ESD office does not keep cash on site to make change.

Mail-in payments must be received by the 3rd of the month to avoid any late fees.

Students may be withdrawn from the program for non-payment of fees.

NON-SUFFICIENT FUNDS

NSF checks will automatically be processed through our check recovery service Envision Payment Solutions. If your bank returns your check unpaid, Envision Payment Solutions may redeposit your check electronically. The use of check for payment of our program fees is your acknowledgement and acceptance of this policy and the terms of Envision Payment Solutions. After 2 NSF checks, tuition can only be paid by cash or money order.

Contact 1-877-290-5460 or 940-369-0080 if you have questions.

LATE PICKUP FEE

ESD program hours are from 3:00-6:00 pm every day that school is in session. A late pick-up charge of \$20.00 is assessed for the first fifteen minutes or any part of the fifteen minutes (i.e. 6:01 pm – 6:15 pm = \$20). There is an additional \$1.00 charge for each additional minute after 6:15 pm (i.e. 6:01 pm – 6:15 pm = \$20; 6:16 pm = \$20 + \$1 = \$21).

Late pick-up fees must be paid online through the ESD Parent Portal or by cash or check at the main ESD office. Late pick-up fee payments cannot be paid at the ESD campus. Failure to pay late pick-up fees may result in suspension or dismissal from the program.

At 6:15 pm, if the parents have not picked up the student, emergency contacts will be notified. Arrangements to authorize individuals to pick up participants by 6:00 pm may be made by contacting the main office. Do not give this information to the ESD staff at your student's campus. Major traffic or weather incidents will be considered on a case by case basis. If a child has not been picked-up one hour after the program has ended and there has not been any contact from the parent, the child will be considered abandoned. Staff will contact the Police or Sheriff's Department to pick up the child.

REFUND POLICY

In the event a child is suspended from ESD, tuition will not be refunded or pro-rated. If a parent chooses to withdraw their child in the middle of the month after tuition has been paid, there will be no refund.

PARENT COMMUNICATION

If parents have any concerns or questions, they are to call the main office and speak to the coordinator of their campus. Parents are not to discuss discipline actions or other issues with campus instructors.

ESD allows program observations by parents or legal guardians for periods up to 30 minutes, once a week. These observations must be pre-arranged and will be stopped if the instructor or coordinator thinks that they are disruptive to the program. These visits are observational only and parents will not be allowed to interact with the child. ESD will comply with any court documentation and timelines therein. For example, if a parent is allowed to pick up their child on Mondays and Thursdays, these are the only days they can schedule an observation.

WEATHER POLICY

The ESD program will follow the Denton ISD schedule for closing during bad weather. Cable TV channel 25, radio stations WBAP 820 AM, KRLD 1080 AM, KNTU 88.1 FM, or TV channels 4, 5, 8, and 11 will carry news about school closing in case of bad weather or some disaster. If bad weather develops during the school day and schools are closing early or if bad weather develops during ESD program hours, please make arrangements for your student(s) to be picked up immediately.

ESD follows the same temperature limits as Denton ISD. Children will go outside to play unless the temperature is below 45 degrees or above 100 or if the air quality is not acceptable.

EXTENDED SCHOOL DAY PROGRAM

CALENDAR FOR THE 2017 – 2018 SCHOOL YEAR

Holidays/Closures	Dates
Staff Development/Bad Weather Makeup	Friday, October 13, 2017 Monday, October 16, 2017 Monday, March 19, 2017 Friday, April 13, 2017
ESD will remain open on Early Release Days	Early Release Dates October 12, 2017, December 19-20, 2017 May 23-24, 2018
Labor Day	Monday September 4, 2017
Thanksgiving	Monday-Friday, November 20-24, 2017
Winter Break	Thursday-Wednesday, December 21-January 3, 2018
Martin Luther King Day	Monday, January 15, 2018
Spring Break	March 12-16, 2018

Tuition Calendar 2017-2018

Month	Amount Due	Due Date	\$30 Late Fee Assessed On
August	\$190	07/31/17	08/07/17
September	\$190	08/31/17	09/03/17
October	\$190	09/30/17	10/03/17
November	\$190	10/31/17	11/03/17
December	\$190	11/30/17	12/03/17
January	\$190	12/31/17	01/05/18
February	\$190	01/31/18	02/03/18
March	\$190	02/28/18	03/03/18
April	\$190	03/31/18	04/03/18
May	\$190	04/30/18	05/03/18

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