



2023-2024

Extended School Day

Parent Handbook



Denton Independent School District

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SECTION 1: PROGRAM INFORMATION

OFFICE INFORMATION

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

Director of District Services: Lesli Guajardo, Ph.D.

Secretary: Teresita Baker
Clerk: Belinda Jimenez

Lead Coordinator: Fred Clarke, Ph.D.

Zone		
Coordinators:	Braswell Zone	Cheryl Estes
	Denton Zone	Emily Bell
	Guyer Zone	Fred Clarke, Ph.D. (Lead)
	Ryan Zone	Megan Dismuke

Extended School Day operates in all elementary schools within the district; however, a program must have at least 15 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, they should call the ESD main office. The office will contact the campus and relay the message. Parents should not contact the school for any reason, as campus employees are no longer on campus during ESD hours.

PROGRAM

The Extended School Day Program provides supervised group care for children after school by trained staff to support parents' schedules. The ESD Program is for school children grades PreK-5 and runs from 3:00pm-6:00pm on the days Denton ISD schools are in session. Activities include active play, educational enrichment, 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.

PROGRAM GOAL

The Extended School Day Program will provide a safe environment that facilitates physical, intellectual, and social experiences to meet the needs of Denton ISD students and families.

REGISTRATION

ESD registration is completed 100% online. If a parent does not have access to the internet or a computer, they can access a computer in the ESD main office for registration purposes.

- Registration should be completed 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 include the child's personal information, emergency information, information for all authorized pick-up persons, medical information, Annual Waiver & Release of Liability, Electronics Release of Liability, Release of Liability to Video or Audio Record a Student, Legal & Binding Tuition Agreement, and Registration Checkout.

Enrolled ESD students who are granted a transfer from one campus to another campus will be able to transfer to that ESD program. Parents will need to call the ESD main office before the transfer happens so that paperwork can be processed.

Students must meet the following requirements to be admitted into the program:

1. Must be 4 years old by the first day of attendance at ESD;
2. Participation in large group activities cannot compromise the health, safety and supervision of other students or staff;
3. Function at a 17:1 student/adult ratio;
4. Must be fully potty trained.

Parents are responsible for informing the ESD office of any special circumstances, 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 staff do not have access to copies of Section 504 plans or IEPs. Parents must notify the Zone Coordinator of any special accommodation needed for their child.** Please keep in mind that ESD instructors are not certified teachers and have limited training to work with high needs students. We will do our best to accommodate each student's needs. Extended School Day is not always appropriate for every child.

WITHDRAWAL

If a parent wishes to withdraw 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. Tuition will only be refunded if it was paid in advance. No refund will be given for the current month. If a parent wishes to re-enroll their child after withdrawing, there will be a \$50 re-enrollment fee. In addition, re-enrollment is not guaranteed and is subject to approval, as many campuses are at capacity.

STUDENT HOLIDAYS

Holiday	Begin	End
Labor Day	9/4/2023	9/4/2023
Holiday	10/9/2023	10/9/2023
Thanksgiving Break	11/20/2023	11/24/2023
Winter Break	12/22/2023	01/05/24
Martin Luther King, Jr. Day	1/15/2024	01/15/2024
Student/Staff Holiday	02/19/2024	02/19/2024
Spring Break	03/11/2024	03/15/2024
Possible Make-Up Days	03/29/2024	04/1/2024

EARLY RELEASE DAYS

ESD will be open for students on all early release days at the time of dismissal. If you are going to pick up your child when school dismisses (11:50 am), please notify the ESD office. There is no additional charge for early release days.

Friday, September 1, 2023
Friday, September 29, 2023
Friday, October 20, 2023
Friday, November 17, 2023
December 20-21, 2023
Friday, January 26, 2024
Friday, February 16, 2024
Friday, March 8, 2024
Friday, April 12, 2024
May 23-24, 2024

SECTION 2: POLICIES & PROCEDURES

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 limit 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. If 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 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 with these documents, the child's registration may be nullified.

ABSENCES

Parents must notify the ESD office if their child is going to be absent, either by email to extendedschoolday@dentonisd.org, or phone call or voicemail at 940-369-0080. The ESD office does not receive messages from the school regarding absences. Telling the campus instructor does not constitute 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 students 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.

ELECTRONICS

ESD will follow campus procedures regarding electronic devices. If a student violates this procedure, the device will be collected by ESD staff and kept until the end of the day or until an authorized pickup arrives to sign out the child.

ESD is not responsible for damage or loss of any electronic devices.

Except as described above, students are not permitted to possess or use personal electronic devices without instructor permission.

BEHAVIOR PROCEDURES/REPORTS

The ESD program follows the Denton ISD Public Schools [Code of Conduct](#). Due to staffing 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 17:1 (child:adult) ratio in all activities. 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 or disrespect,
- Noncompliance,
- Indications of self-harm or suicidal ideation,
- Physical aggression or threats towards 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 your Zone Coordinator. The Zone Coordinator will contact the parent after a serious offense.

An incident report will be communicated to the parent after a behavior issue has been documented by the ESD instructor. The Zone Coordinator will review all incident reports before they are shared with the parent.

If parents have any concerns or questions about an incident report, they are to contact their Zone Coordinator.

ADULT EXPECTATIONS

We strive to provide a safe and healthy learning environment for all students and families. Please remember children are present in our building and some adult language and behavior is not appropriate for young children

We encourage and promote positive interactions and behaviors among individuals while present on our campuses. ESD prohibits swearing and cursing on Denton ISD property. Any harassment, suggestive language, or threatening of staff, children, and

other parents will not be tolerated. ESD has the right to terminate care at our discretion at any time for this violation. ALL individuals who are on your student(s) authorized pick-up list and any person(s) associated with your child will be held to this standard while on school property.

SNACKS

Parents are encouraged to provide a snack for their child. 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 teachers' lounge. **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 snacks due to food allergies. Parents are responsible for supplying 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.

SECTION 3: SAFETY

AUTHORIZED PICKUPS

ESD will not release your student to any individual who is not listed on your account. This information must come from the parent and cannot be given to the staff on campus. Pick up information must be documented on your Parent Portal. 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.

When parents or guardians pick up the student, they are to stay within the designated ESD sign out area. After the student is signed out, they cannot be signed back into ESD. Parents/Guardians cannot not linger or walk through the building. Students may not continue playing or be actively involved once they have been signed out of the program.

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 extendedschoolday@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. Parents 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.

If a student is involved in an accident involving a head injury, regardless of how minor, the parent will be contacted to explain the circumstances and determine if the student needs to be picked up.

CHILD ABUSE

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

MEDICATIONS

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 ESD instructor. Inhalers, EPI-pens, and diabetic supplies should be labeled and are to be given to the lead instructor of the campus. Inform the ESD main office that emergency medication is stored and locked up in an ESD cabinet at your child's campus. If your child has a life-threatening illness, please contact the campus nurse so that procedures may be put in place.

PARENT CONCERNS

If you have a concern regarding the safety of your child while attending Extended School Day, contact the Zone Coordinator for your child's school:

Braswell Zone	Cheryl Estes	cestes@dentonisd.org	940-369-0096
Denton Zone	Emily Bell	ebell@dentonisd.org	940-369-0077
Guyer Zone	Fred Clarke, Ph.D. (Lead)	fclarke@dentonisd.org	940-369-0092
Ryan Zone	Megan Dismuke	mdismuke@dentonisd.org	940-369-0076

PERSONAL ITEMS

Students are discouraged from bringing any personal items not directly related to learning. ESD is not responsible for any lost or damaged personal items. Personal items or snacks brought to ESD should never be shared with other students.

WEATHER

The ESD program will follow the Denton ISD schedule for closing during inclement weather.

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.

Green Zone	Wind chill above 45 degrees and children are appropriately dressed. Heat Index below 95 degrees.
Yellow Zone	Outdoor activities will need to be modified if: Wind chill below 45 degrees. Heat index of 96-100 degrees. This includes restricting and monitoring the amount of time students spend outside and the appropriateness of clothing. Students who are not dressed appropriately should not be outside.
Red Zone	Activities outside will be cancelled in the event of: Extremely low air temperature and moderate winds. Heat advisory and temperatures exceeding 100 degrees.

SECTION 4: FINANCIAL

TUITION

To maintain our low rates, we do not have a registration fee and do not provide drop-in enrollment. 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](#). If your child attends ESD for any number of days in the month, the full tuition of \$215 is due.

The fee for the school year is \$2150 (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 \$215 per month (August 2022-May 2023).

ESD is open when Denton ISD schools are in session. If school is canceled or if a campus is closed for any reason, ESD will also be closed. There are no refunds for unscheduled school closings.

Our staff will be at each site to take care of the children on early release days. You will not be charged extra for early release 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.

ESD does not have autopay.

NO cash payments will be accepted. 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. 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 a 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.

TUITION DUE DATES

Month	Amount Due	Due Date	Late Fee Date
August	\$215	Upon approval of registration	
September	\$215	8/31/2023	09/03/2023
October	\$215	9/30/2023	10/03/2023
November	\$215	10/31/2023	11/03/2023
December	\$215	11/30/2023	12/03/2023
January	\$215	12/31/2023	01/08/2024
February	\$215	01/31/2024	02/03/2024
March	\$215	02/29/2024	03/03/2024
April	\$215	3/31/2024	04/03/2024
May	\$215	4/30/2024	05/03/2024

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.

***Tuition and late fee not received by the 3rd of each month at 11:59 pm will result in a \$30 late fee. After the 5th of the month, we will attempt to contact you about your student being withdrawn from the program. The parent may re-enroll the student by paying the tuition (\$215) and a re-enrollment fee (\$50). To avoid having your child automatically withdrawn from the program, you must contact us before the tuition due date and make a payment arrangement.**

LATE PICK UP & FEES

ESD program hours are from 3:05-6:00 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 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 or the parent fails to communicate with the ESD office regarding a late pick up, emergency contacts will be notified.

Arrangements to authorize individuals to pick up participants by 6:00 pm may be made by contacting the ESD 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 by 6:45 pm, 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.

A child whose parent is habitually late to pick up the child (3 times or more) will be considered for dismissal from the program.

DISMISSAL/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.