2014-2015
Extended School Day Program
Pre-Kindergarten Afterschool
Parent Manual

Denton ISD Extended School Day Program
1215 North Elm St. · Denton, TX 76201
Telephone: (940) 369-0080 · (940) 369-0091
Fax: (940) 369-4988
www.dentonisd.org

ESD Site Program Hours: 3:00-6:00 pm school days
Denton Independent School District
Extended School Day Program

2014-15 Tuition Due Dates

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount Due:</th>
<th>Due Date:</th>
<th>$30 Late Fee Assessed at 7:00 pm on:</th>
<th>Student Withdrawn from the Program if Tuition Late Fee Not Received by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>$180</td>
<td>September 30, 2014</td>
<td>October 3, 2014</td>
<td>October 5, 2014</td>
</tr>
<tr>
<td>December</td>
<td>$180</td>
<td>November 30, 2014</td>
<td>December 3, 2014</td>
<td>December 5, 2014</td>
</tr>
<tr>
<td>March</td>
<td>$180</td>
<td>February 28, 2015</td>
<td>March 3, 2015</td>
<td>March 5, 2015</td>
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<tr>
<td>April</td>
<td>$180</td>
<td>March 31, 2015</td>
<td>April 3, 2015</td>
<td>April 5, 2015</td>
</tr>
</tbody>
</table>

*August/September 2014 and May/June 2015 tuition payments are prorated.
**Late Fee assessed on a later date due to the holiday.
**** Tuition and late fees not received by the 3rd of the month at 7:00 pm will result in a $30 late fee. After the 5th of the month, student will be withdrawn from the program. The parent may re-enroll student by paying the tuition ($180), late fee ($30) and a re-enrollment fee ($25) to remain in the program. If the child is enrolled in a school with a waiting list, they will be placed on the waiting list for re-enrollment at a later time. Must contact program director before the end of the month to avoid your child(ren) being automatically released from the Extended School Day Program.

2014-2015 Tuition Formula

The fee for the school year is $1,740 (school closings are not included; therefore, you are not paying for ESD during the weeks schools are closed). Tuition payments have been divided equally for seven (7) months at $180 per month (October 2014-April 2015) and $240 for the August/September 2014 and May/June 2015 payments. 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 schools days, these days will be used to cover inclement weather days or other unscheduled district school closing days.

Tuition Exception: August and June tuition will be pro-rated and combined into payments as follows: August/September 2014 and May/June 2015: $240.

Parents please note:
Please note paying only the $50 registration fee will hold your child’s place until August 9th per 2014-2015 Tuition payment due date/withdrawal chart. Tuition for August/September 2014 is due July 31, 2014($240).
MISSION STATEMENT

The Denton ISD Pre-School Extended School Day Program’s mission is to ensure our students have the opportunity for educational, recreational and enrichment programs. This program will provide a supervised environment that promotes educational competence, physical and social development, and community involvement.

PROGRAM GOALS

• To provide educational, enrichment and recreational activities that develop each child’s educational competence, physical and social development, and community involvement.
• To provide a Pre-School Extended School Day program to address the immediate safety needs of DISD students.
• To provide a flexible program that can fit the needs of the students and those of today’s busy parents.
• To help students better relate to others and recognize the differences that make a person unique by working and playing together.

Denton ISD reserves the right to update this Parent Manual as necessary. The information and guidelines supplied in this Parent Manual are based upon conditions at the time of printing and are subject to change in order to better operate our program.

All participants will be notified in writing of any changes made and the date any change will go into effect.

Please keep this Manual in a safe place so that you may refer to it during your child’s enrollment with our Pre-School Extended Day Program.

Thank you for your cooperation,
Pre-School Extended School Day Staff
Parents, if your child will be absent from Extended School Day please contact our ESD main office before 2:00 p.m. Our phone number is 940-369-0080.

PARENTS:
Due to district security procedures, please have your Driver’s License available for review at all times.
Parents, if your child will be absent from Extended School Day please contact our ESD main office before 2:00 p.m. Our phone number is 940-369-0080.

**PARENTS:**

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Section I: Program Information

Denton ISD Pre-School Extended School Day Program
1215 North Elm St. · Denton, TX 76201
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SECTION I: Program Information

The Pre-School Extended School Day (ESD) programs at Denton ISD elementary schools are funded through program fees to provide one of the best after-school programs in the area. Our program is an academic enrichment program that helps our students in grades K-5 to discover and cultivate their aspirations.

We realize that parent’s schedules are rarely the same as a school’s schedule. We also realize that many students leave school each day and return home to spend hours of unsupervised time in front of the television. In our Pre-School Extended School Day program, students participate in academic enrichment, recreational activities and homework study/tutoring time.

Extended School Day Office:

Location: 1215 N. Elm Street, Denton, TX 76201
Telephone: 940-369-0080, 940-369-0091
Fax: 940-369-4988
Office Hours: Monday-Thursday: 10:00 a.m. – 7:00 p.m.  
Friday: 9:30 a.m. – 6:30 p.m.
Web Site: www.dentonisd.org

ESD Staff:  
Steve Johnson
Extended School Day Director
Kay Peters
Extended School Day Coordinator
Parrish Taylor
Extended School Day Coordinator
Cheryl Estes
Extended School Day Coordinator

Pre-School Extended School Day Program Hours and Days of Operation:  
(Refer to District Calendar and Denton ISD Web Site click on ESD)

- **Monday thru Friday:** 3:00 p.m. - 6:00 p.m. on school days
- **School holidays, winter break, and spring break:**
The ESD program is not open
- **Early Release Days:** Staff will be at the sites on early release days to take care of the children

ESD offers extended hours on early release days.
ESD will operate from 1:00 p.m. – 6:00 p.m.

- **Early Release Days for the 2014-2015 school year are:**
  October 6-10, 2014

There is no additional charge on early release days.

- **Teacher In-Service Days:**
The ESD program does not operate on Teacher In-Service Days.
Daily Schedule of Activities
The Extended School Day Pre-K daily schedule of activities is structured so that the child/children attending the P-K ESD program may learn in a safe, academic, and enriching environment. The ESD Pre-K program offers an environment that is based on successful experiences. The ESD P-K participants are offered an environment that promotes learning by doing, moving, and concrete hands-on experiences.

Community Involvement – Programs and Presentations
The ESD curriculum is enhanced with additional programs and presentations provided by various community organizations. The following are just some of the agencies that visit the campuses to educate the children about their community: The Denton Police Department, The Denton Fire Department, Texas State Troopers, Denton Courthouse Museum, Humane Society, and the City of Denton Recycling Center. In addition, the University of North Texas and Texas Woman’s University conduct various teacher education programs at our ESD sites.

Snacks/Food Allergies:
Every day after school, the program starts with roll call and snack time. Snack time is an important time for children to learn the importance of good nutrition and good manners.

ESD Pre-K Program will provide snacks. The children may bring additional nutritional snacks. (Ex: sandwich, fresh fruit, bottled water, etc.)

*ATTENTION PARENTS: Please be sure to make the main office aware of food allergies.

Restroom Procedures:
Every 45 minutes, children will rotate to restroom. Child must be in underwear (not pull-ups or diapers unless discussed with coordinator). Please send two additional sets of labeled clothing to be kept at the ESD program.

ESD Participants / Clothing
When the P-K children are participating in the ESD program, we need to make sure that all participants are dressed in clothing that they will be able to explore their surroundings and be safe. Please be sure to send your child/children dressed with the following guidelines in mind:

• No Pull-ups. ESD participants must be potty trained.
• Weather appropriate clothing
• Please make sure that ESD P-K participants are not wearing any necklaces, dangling jewelry, string cords, etc. These could be dangerous on a playground structure.
• Please make sure all ESD P-K participants have an extra set of clothing in their backpacks or lockers.
• ESD P-K participants must wear tennis shoes while attending the ESD program. Boots, sandals, and dress shoes can be slick on the bottom and can create a safety problem. (If you have questions about this policy, please feel free to call the main ESD office and speak to a program coordinator.)

Staff/Training:
Everyone knows that great instructors are the key to our great Pre-School Extended School Day program. Therefore, we look for the very best when we hire. Characteristics that we look for in an instructor are:

• Education major or equivalent experience working with children
• Good role model
• High moral values
• An outgoing personality
• Leadership abilities
• Desire to work with children
• CPR/First Aid Certified

The ESD coordinators make every effort to make sure that our instructors are willing to make a commitment for the entire school year, but from time to time due to personal and school schedules an instructor will resign. Please be assured that we will make every effort to make this transition a positive and smooth one.

Movies
We will periodically show movies at the ESD sites related to our weekly themes. Only “G” rated movies will be shown.
ESDPayment Dates:

Extended School Day Program Tuition Payments are due on the last day of each month.

All payments received after on the 3rd after 7:00 pm will be assessed a $30.00 late fee.
Extended School Day Site
Pre-K Academy Locations

Cross Oaks Elementary
600 Liberty Rd.
Crossroads, TX 76227
(972) 347-7100

Gonzalez School
for Young Children
1212 Long Rd.
Denton, TX 76207
(940) 369-4360

Parents, if your child will be absent from Extended School Day please contact our ESD main office before 2:00 p.m. Our phone number is 940-369-0080.

PARENTS:

Due to district security procedures, please have your Driver’s License available for review at all times.
Section II: Registration & Enrollment Requirements
Parents, if your child will be absent from Extended School Day please contact our ESD main office before 2:00 p.m. Our phone number is 940-369-0080.

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SECTION II: Registration & Enrollment - Requirements

Registration:

- Registration must be done by the child(ren)'s legal parent or guardian. The legal guardian must provide a legal document showing they are the legal guardian.

- Registration is on a first-come, first-served basis with limited enrollment.

- Registration hours are Monday–Friday 10:00 a.m.–6:00 p.m. at the ESD office. There will be a 24-hour turn around time for children starting in the Extended School Day program.

- Please note: Parents/legal guardians will be blocked from enrolling any child(ren) in future ESD programs until all past due payments are made.

Enrollment Form Requirements:

- Parents or legal guardians must complete a registration and health form for each child in our program. The registration forms must include the child's personal information, emergency information, authorized persons to release the child(ren) to, a medical release, photo release, and a liability waiver.

  Note: We cannot release your child to individuals if we do not have their driver license numbers on file. This information must come from you. You may not give this information directly to ESD staff at the campus. This information must be documented in the main ESD office initially and the ESD office will relay this information to the staff on the campus.

- Authorized individuals 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 child(ren) must show ID to our staff before student's are released. If the individual picking up student is under the age of 18 years old, then a waiver must be on file at the main ESD office before pick-up can occur.

- A copy of the enrollment form will be kept on file at the ESD office and a copy will be kept in the child’s group binder at their designated campus.

- The ESD main office and your child’s campus office do not share children’s file information, so please be sure throughout the year to update information on the campus and main ESD office.

Participant’s Information Files:

- Current Information: Parents are required and responsible for providing the ESD office with updated information in writing. Failure to supply the ESD office with updated information may lead to dismissal of your child(ren) from the program.

- Driver's license numbers: Must be supplied for each authorized person, including the parent or guardian.

- Divorce/Custody Documents: Divorce/Custody documents that prohibits or limits a parent or individual from picking up a child(ren) from the ESD program must be on file in the ESD main office.

- 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 his/her mom/dad every other week” is not acceptable. The child’s schedule can be faxed, emailed or walked into the ESD office.

  Please note: These documents may be reviewed by the DISD attorney for clarification if necessary.
Parents, if your child will be absent from Extended School Day please contact our ESD main office before 2:00 p.m.
Our phone number is 940-369-0080.

**PARENTS:**

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Section III: Payment Information

Denton ISD Pre-School Extended School Day Program
1215 North Elm St. · Denton, TX 76201
Telephone: (940) 369-0080 · (940) 369-0091
Fax: (940) 369-4988
www.dentonisd.org

ESD Site Program Hours: 3:00-6:00 pm school days
Parents, if your child will be absent from Extended School Day please contact our ESD main office before 2:00 p.m. Our phone number is 940-369-0080.

PARENTS:

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SECTIon III: Payment Information - Pre-K Program

Tuition Fees: $180.00 per month (October thru May) = Tuition for 2014-2015 School Year
$240.00 for August/September 2014; $240.00 for May/June 2015
$55.00 = One time Registration Fee, non-refundable

Parents: Please remember that all tuition payments must be received in our office by the last day of the month (example: October payment would be due in the main ESD office by September 30.)

The Pre-School ESD program operates for 37 weeks. The fee for the school year is $1,740. You are not paying for ESD during the weeks schools are closed. (August/September 2014: $240; October-April $180; May/June 2015: $240.) This eliminates a fluctuation in tuition rates each month.

Tuition Payment Methods: Convenient Ways to Pay

• Drop off payment at our office:
  Check, Money Order, Cashier Check, Credit Card/Debit Card (MasterCard or Visa only), or Cash
• Mail-In Payments (must be received by the 3rd of the month by 7:00 pm):
  Check, Money Order, Cashier Check
• Walk-in Credit Card/Debit Card Payment:
  Credit Card/Debit Card (MasterCard or Visa only) at DISD Community Ed office located at 1215 N. Elm St. 76201
• DISD Webstore:
  Tuition payments may be made on-line at: www.dentonisd.org or http://denton.revtrak.net
  Please follow links to ESD Webstore.
• Payments may only be made on campus for field trips and late pick-up fees.

All tuition payments to be made at: DISD Community Education Office:
• 1215 N. Elm Street, Denton (across the street from the Denton ISD Central Services Building)
• Monday through Friday, between 10:00 a.m. and 6:00 p.m.
• Payment box available 24/7. (Box is located next to the ESD main office door)

DISD WebStore: http://denton.revtrak.net (do not type “www”)
• DISD Webstore information may also be found on the internet at www.dentonisd.org
  (follow links to ESD Webstore)
• Credit Card/Debit Card payments may be made through the DISD Webstore.
• Repeated credit card declines will result in tuition payments being accepted by cash or money order only
• See page 403 for “how-to” instructions on using the DISD Webstore Option 1 or Option 2.
• Office staff does not have access to passwords. Please keep track of them.

Tuition Payment Due Dates: “Tuition Due” Reminder Notices are sent each month.
• Tuition is due on the last day of the month. If I have not paid my tuition payment by 7:00 pm by the 3rd of the month, I will owe tuition plus a $30 late fee ($180 tuition + $30 late fee = $210). If by the 5th of the month at 7:00 pm Extended School Day has not received my tuition and late fee ($180 + $30 late fee = $210), my child will be dismissed from the ESD program. It will be my responsibility as the parent/guardian to make other after-school arrangements. Should I want to re-enroll my child, a $25 re-enrollment fee will apply ($25 re-enrollment fee + $180 tuition + $30 late fee = $235.) If an emergency or financial issue arises, I must contact Steve Johnson, ESD Director at (940) 369-0080 to make payment arrangements by the end of the month.

• Mail-in payments must be in our office by the last day of each month to be considered “on-time.” (It is suggested that mail-in payments be made at the end of the month to allow for mailing time. EX: Mail on the 21st or 22nd of the month to insure it will not be late). Mail-in payments received after due date will be assessed a $30 late fee.

Late Tuition Payment Fees:
• A $30.00 late fee per child will be assessed for all tuition payments made after the 3rd of each month.
• Non-Sufficient Funds (NSF) checks are charged a late tuition fee of $25.

Non-Sufficient Funds (NSF) Checks:
• 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 returned check fee for the district is $32.50 plus an additional charge for Envision Payment Solutions.
• The use of check for payment of our program fees is your acknowledgment and acceptance of this policy and the terms of “Envision Payment Solutions.”
• Contact 1-877-290-5460 or 940-369-0080 if you have questions.
• After 2 NSF checks, tuition can only be paid by cash or money order.
• Once contacted, parents will have two (2) days to make cash payment or child(ren) will be automatically dropped from the program.

Refund Policy:
• Withdrawal from Program:
  Full tuition reimbursement will be given prior to the beginning of a new month, provided written notice has been given if you have paid tuition in advance. (by the 25th of the month)
• You will not be responsible for the monthly tuition if proper notice is given prior to the beginning of a new month. (by the 25th of the month)
• Suspension:
  In the event your child is suspended from the their home campus or the Extended School Day Program, no refunds or pro-rated tuition will be given.
• Teacher In-Service Days:
  If a child misses this day, there will be no make-ups or credits given. Refunds will not be given after the deadline registration/payment date.

Delinquent Accounts:
• Tuition is due on the last day of each month. If you have not paid your tuition payment by 7:00 pm by the 3rd of the month, you will owe tuition plus a $30 late fee ($180 tuition + $30 late fee = $210). If by the 5th of the month at 7:00 pm Extended School Day has not received your tuition and late fee ($180 tuition + $30 late fee = $210), your child will be withdrawn from the ESD program. It will be your responsibility as the parent/guardian to make other after-school arrangements. Should you want to re-enroll your child, a $25 re-enrollment fee will apply ($25 re-enrollment fee + $180 tuition + $30 late fee = $235).

• If you are having difficulty making your payment on time, you must call the Steve Johnson, ESD Program Director at (940) 369-0080 by the last day of the month to make arrangements and avoid your child be automatically withdrawn.
Late Pick-Up Fees:
ESD program hours are from the time school lets out until 6:00 pm every day that school is in session. The following late fee policy is in effect each month:

ESD official closing time is 6:00 p.m. per school clock.

- A late charge of $10.00 is assessed for the first fifteen minutes or any part of the fifteen minutes (i.e., 6:00 p.m.-6:15 p.m. = $10.00).
  There is an additional $1.00 charged for each additional minute after 6:15 p.m. (i.e., 6:01 p.m.-6:15 p.m. = $10.00; 6:16 = $10.00 + $1.00 = $11.00).
  Note: Late pick-up fees are assessed for each child.

- Late pick-up fees will need to be paid to the ESD Staff immediately, but no later than Friday of that week.

- Failure to pay late pick-up fees will result in suspension or dismissal from the program.

- At 6:15 pm, if the parents have not picked up the child, emergency contacts will be notified.

- Arrangements to authorize additional individuals to pick up participants by 6:00 p.m. may be made by contacting the ESD office. **Do not give this information to the ESD Staff at your child's campus.**

- In the event of a major traffic or weather incident that causes multiple parents to be late, the director may waive the charges over the initial $10 fee. The base fee will not be waived. To prevent a charge, please provide additional authorized pick-ups.

**Please note:**
If a child has not been picked-up one hour after the program ends for the day and there has been no contact from the parent, the child will be considered abandoned. Staff will contact the Police or Sheriff's Dept. to pick the child up.

Withdrawal Procedures:
Any parent requesting to withdraw their child(ren) from the ESD program

- Must notify the main ESD office in writing by email, fax, or letter by the 25th of the month.
- Notifying the Leaders at the sites is not acceptable for withdrawal.
- Parents are responsible for tuition until proper written notification is received in the main ESD office.
- Parents can come by the ESD office at 1215 N. Elm in person to give notification.
- Any child(ren) withdrawn from the program may be readmitted only as space allows. (We do not hold spaces) A $25 non-refundable registration fee will be assessed at that time.
- **Full tuition reimbursement will be given prior to the beginning of a new month, provided written notice has been given. (Example: If you have paid in April for May and you withdraw on April 25th, you will be reimbursed).**
- **Please note:** Parents/legal guardians will be blocked from enrolling any child(ren) in future ESD programs until all past due payments are made.
Denton ISD Webstore
Instructions for Use

1) Webstore address: www.dentonisd.org
2) Click “After School Programs” (Link to your left)
3) Scroll down to Pay Tuition Here, Click on it
4) Click on Pre-School Extended School Day Program link (under “Browse”)
5) You will see a list of schools, click on your child’s school
6) Double click on book icon as needed (tuition or late fee or both)
7) Enter information requested
8) Click “Buy now+” at bottom of screen
9) Follow prompts

• You will receive a confirmation by email. This is your receipt.
• Please print and keep for your records.
• Please call the office if you do not receive a confirmation number. If you pay twice, refunds take approximately one week to process.
• If you prefer not to use the link on the Denton ISD webpage or the DISD webpage is down, please use the revtrak webstore (Option II) on the next page.

If you have any questions or problems, please contact
Pre-School Extended School Day office at 940-369-0080
Revtrak Webstore Instructions

1) Webstore address: http://denton.revtrak.net (make sure you type http://)
2) Click “Pre-School Extended School Day Program” on the left side of the screen
3) You will see a list of schools, click on your child’s school
4) Double click on book icon as needed: tuition OR late fee OR both.
5) Enter info requested (student’s information)
6) Click “Buy now+” at bottom of screen
7) Follow prompts for EITHER new customer or returning customer.
   If a new customer, will need to set up account info with email and password. If returning customer, log in email and password.
8) You will receive a confirmation by email. This is your receipt.
   Please print and keep for your records.

If you have any questions or problems, please contact
Pre-School Extended School Day office at 940-369-0080
Parents, if your child will be absent from Extended School Day please contact our ESD main office before 2:00 p.m. Our phone number is 940-369-0080.

**PARENTS:**

Due to district security procedures, please have your Driver’s License available for review at all times.
Section IV: Extended School Day Policies & Procedures

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**PARENTS:**

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SECTION IV: Pre-School Extended School Day Policies & Procedures

Attendance and Absences:
The Instructors, upon arrival to the program, will take attendance of the children who are enrolled in the ESD Program. The ESD program is not responsible for a child(ren) until the child(ren) have entered the ESD program.

• **ABSENCES:**
  YOU MUST CALL THE ESD OFFICE WHEN YOUR CHILD IS GOING TO BE ABSENT

When your child is going to be absent: Call 940-369-0080

When a child is going to be absent from the ESD program, the parent must call and leave a message at the ESD office to inform the staff of the child(ren)’s absence. Voice messaging is available 24 hours a day.

When you call, please speak clearly and slowly and state the following information:
• Child’s name, school child attends, and grade
• Your name and call back number

If the parent/legal guardian does not notify the office, an ESD staff member will be contacting the parent/legal guardian to verify where the child is for that day.

**Please note:** Repeated failure to call in absences will result in an administrative fee or possible dismissal of the child from the program. After the 3rd non-call-in during one calendar month, you will be assessed a $5.00 administrative fee. Each non-call-in after that will result in an additional $5.00 administrative fee. This fee is on a month-to-month basis.

Emergency Contact:
• **Parent/Child Communication:**
  When a parent needs to contact their child at the program, for emergency reasons only, the parent must call the ESD office at 369-0080, and they will contact the child’s leader to relay the message. Please do not contact the school.

Child Abuse:
It is our obligation as an after-school program provider to report any suspected child abuse to the Child Protective Services.

Code of Conduct - ESD P-K Rules:
Due to the nature of our program, parents please be aware the Denton ISD Extended School Day P-K Program is not a behavior modification program. Children who continually disrupt, engage in unsafe behavior toward instructors, equipment or other ESD participants will be subjected to suspension or dismissed depending on the behavioral infraction.
**Parent/Legal Guardian Conduct/Communication:**

Parents/legal guardians need to address issues and concerns in an appropriate manner to the staff and at no time are the parents/legal guardians allowed to address a discipline issue with another ESD participant at the ESD program.

- All discipline issues are to be handled by the ESD Leader. If you do not feel that the ESD Leader has resolved your concerns, please feel free to call the ESD Coordinator at 369-0080.
- If you would like to discuss discipline issues at length with your child’s Leader, please schedule your meeting at 6:00 p.m. when the Leader’s children have gone home for the day.
- **It is unacceptable for a parent/legal guardian to express hostility in any manner toward an ESD staff member or ESD participants.** This will result in immediate suspension or dismissal of your child from the program and possibly contacting the local police department (i.e., use of foul language, physically touching a leader, expressing anger in front of the children in the ESD program, expressing anger toward children in the ESD program).
- Parents: Please be aware that communication is a vital part of the ESD program. Please be respectful when addressing the ESD staff as they are in a teaching environment. Any lengthy communication should be scheduled after the ESD program ends after 6:00 pm. If parents or guardians chose to not communicate with the ESD staff concerning any of the above conduct rules, then your child may be suspended until a meeting between parent/guardian and ESD director can occur. There will be no refunds or pro-rated tuition given.

**Accidents:**

If an ESD participant is involved in an accident involving a head injury (i.e., collision in a tag game, etc.), the parent will be contacted for immediate child pick-up.
Discipline:
The Pre-School Extended School Day Program takes a positive and preventative approach to discipline. We cultivate an environment where all students/parents/staff are encouraged and empowered, communication is open, and expectations are known. This ensures a positive environment which minimizes behavioral issues.

Although we understand that at times children may still struggle with their behavior, the following guidelines are in place to address such issues.

- Verbal reminder from instructor
- Time out based on age
- Discipline/Incident report
- Suspension
- Dismissal from Extended School Day Program

Please be aware that depending on the behavioral infraction these guidelines may be altered as deemed appropriate by the Extended School Day administration.

Extended School Day is not a behavior modification program. Students consistently noncompliant will be released from the program.

Care and Concern Reports:
Care and Concern Reports are written about children who have expressed an emotional concern to the ESD staff. Depending on the severity of concern, we will contact the school counselors for follow-up support for the child and family.

Health/Illness of Participants:
Parents are responsible for informing the ESD office of any special needs, concerns, or information regarding their child’s health.

All students must be able to participate in the full range of activities offered. Any child meeting any of the following criteria will not be admitted to the program:

1. The illness prevents the child from participating comfortably in the program activities.
2. The illness 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.

Parents will be notified by phone if the participant becomes ill while at the program. If the parent cannot be reached, the emergency contact will be called. Any child experiencing a fever, vomiting, diarrhea, or contagious skin or eye infections, will be removed from common areas and should be picked up within one hour of contact with the parent.

Parents must provide written statement from the doctor stating the child is free from contagious disease before returning after a contagious illness. Medical information may be faxed to the ESD office at 940-369-4988.

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 any expenses incurred.

The ESD program follows the health guidelines set forth by Denton ISD Health Services when applicable to the program.
Denton ISD Health Services
Standard of Practice: Signs and Symptoms for Exclusion from School

The major (but not only) criteria for exclusion from attendance is the probability of spread from person to person. A child may have a non-excludable condition, but is still unable to participate in the educational process until the interfering symptoms have been resolved.

Students who exhibit the following signs and symptoms will be excluded from school until the symptoms are gone for 24 hours or a physician provides written information that the condition is not contagious or that the student is under treatment and may return to school.

1. fever (oral equivalent) of 100° or more
2. persistent vomiting (two or more episodes)
3. diarrhea – two or more watery or loose stools, whether or not associated with fever
4. skin rashes if purulent, weeping, or associated with fever
5. purulent or crusting discharge from eyes with reddened conjunctiva
6. evidence of active pediculosis (head lice)
7. persistent cough with bloody sputum

These signs and symptoms below require school RN consultation and assessment, and may result in exclusion:

- inflamed or watery eyes
- green/yellow nasal discharge
- skin rashes not already defined above
- itching or lesions of scalp, nits
- incontinence of feces or urine

The school RN will make the decision to send a student home based on her assessment of the potential risks to that student and others at school, her knowledge of the student’s medical history, and information from other school personnel regarding the student’s ability to participate in the classroom.

If there are any questions about health concerns, the school nurse is available for assistance. If the school nurse is not available, the director of health services may be contacted.

Please note: The ESD program staff does not dispense medication. If your child requires medication during ESD program hours, please make arrangements with the campus nurse so medication may be given prior to arrival at ESD. Inhalers for asthma treatments are to be given to ESD Leaders for use by the child, as needed. Please make sure all inhalers are labeled. If you child/children have any life-threatening illnesses, please contact the nurse at your child’s campus so that procedures may be put in place at the ESD program.
Late Pick Up Policy and Fees:
ESD program hours are from the time school lets out until 6:00 pm every day that school is in session. The following late fee policy is in effect each day:

ESD official closing time is 6:00 p.m. per school clock.

- A late charge of $10.00 is assessed for the first fifteen minutes or any part of the fifteen minutes (i.e., 6:00 p.m.-6:15 p.m. = $10.00).
  There is an additional $1.00 charged for each additional minute after 6:15 p.m. (i.e., 6:01 p.m.-6:15 p.m. = $10.00; 6:16 = $10.00 + $1.00 = $11.00).
  Note: Late pick-up fees are assessed for each child.

- Late fees are due at the time of pick-up or no later than Friday of that week.

- Failure to pay late pick-up fees will result in suspension or possible dismissal from the program.

- At 6:15 pm, if the parents have not picked up the child, and the parent cannot be reached, we will attempt to reach emergency contacts.

- Arrangements for other individuals to pick up participants by 6:00 p.m. may be made by contacting the ESD office and adding these individual names to your file. You may not give this information directly to ESD staff at the campus. This information must be documented in the main ESD office initially and the ESD office will relay this information to the staff on the campus.

- In the event of a major traffic or weather incident that causes multiple parents to be late, the director may waive the charges over the initial $10 fee. The base fee will not be waived (base late fee is $10.00). To prevent a charge, please provide additional authorized pick-ups.

*Please note:*
Any child not picked-up one hour after the program ends for the day and there has been no contact from the parent, the child will be considered abandoned. Staff will contact the Police or Sheriff's Dept. to pick the child up.

Release Policy:

**Parent/Authorized Person/Legal Guardian Release Policy**

- Children are not allowed to leave the ESD program on their own.

- The registration form includes a section for the parent or legal guardian to provide the names of those persons allowed to pick up their child(ren) from the ESD program. You may not give this information directly to ESD staff at the campus. This information must be documented in the main ESD office initially and the ESD office will relay this information to the staff on the campus.

- **Driver’s license numbers:** Must to be supplied for each authorized person, including the parent or guardian.

- **Divorce/Custody Documents:** Divorce/Custody documents that prohibits or limits a parent or individual from picking up a child(ren) from the ESD program must be on file in the ESD office.

- **Must be 18 years old or older:** Authorized individuals must be 18 years old or older and have a valid State Driver’s License, valid State ID, Passport, or Military ID. If individuals are under 18 years old, a waiver must be signed and on file at the main ESD office before the child/children can be picked up. If the individual picking up student is under the age of 18 years old, then a waiver must be on file the main ESD office before pick-up can occur.
The following procedures will be followed at all times:

(1) When a parent/legal guardian or authorized person comes to pick up the child(ren), they are to sign the child(ren) out. Honking or waving for the child(ren) to come to the car is not acceptable.

(2) Children are not allowed to sign themselves out of the program nor are they allowed to leave the site without being accompanied by an adult, parent, or guardian. Children are not allowed to walk home from the ESD Program.

(3) Until familiarity is established, identification will be requested. This does include parent(s)/legal guardian until staff becomes familiar with you. (Please be patient with staff or substitute staff when they ask to see your Driver’s License.)

(4) Children who plan to walk home are not allowed to leave our program if they come and check in. Please remind your child(ren) to walk directly home.

When an unauthorized person comes to pick up a child, the following procedures will be followed:

(1) Leaders will ask for identification (Driver’s License) on anyone they are not familiar with and refer to the information they have at the site. If they do not have information about this individual they will contact the ESD office.

(2) The sign-out policy and the reason for it will be explained to the person desiring to take the child(ren).

(3) Staff in the main ESD office will contact the parent/legal guardian at work or at home to inform them of the person on site asking to pick up their child(ren). The parent or guardian will be asked for their driver’s license number also, to verify that staff is talking to the parent or guardian.

(4) The parent or guardian will be asked to grant permission for their child(ren) to be released to the person on site. The parent or guardian will be asked to call the ESD office and give the name, phone number, and driver’s license number for the person picking up child.

(5) Once permission is granted, the child will be released to the person on site.

(6) If the parent or guardian cannot be reached or does not grant permission, the child will not be released to the unauthorized person.

(7) If the unauthorized person takes the child(ren) without permission, the police will be notified and the situation will be handled as a criminal incident.

Staff:
- Participants may not be transported to and from activities or home by staff’s personal vehicles.
- ESD staff are prohibited from babysitting ESD participants during the school year.

Transportation:
- The participant to staff ratio will be adhered to at all times when transporting participants.
- Participants may be transported by Denton ISD vehicles only.
- Participants may not be transported to and from activities or home in staff’s personal vehicles.
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 child(ren) to be picked up immediately.
- This information can also be found on the district’s Web Site at: www.dentonisd.org

Inclement Weather

- Please make sure that all parents have an alternative pickup person that is within 20 minutes of the campus in case of inclement weather/school closings.
- Temperature limits:
  - Children will go outside daily with their group unless the temperatures are below 45 degrees
  - Children will go outside daily with their group unless the temperature/THI (temperature heat index) is above 100 degrees and/or the air quality is not acceptable
- Field Trips: If there is bad weather or dangerous road conditions, we will cancel all field trips and reschedule the activity at a different time. You may call the ESD office at 369-0080 to see if we have canceled the field trip. You will be given at least a 24-hour reschedule notice for all new trip dates.

Withdrawal Procedures:

Any parent requesting to withdraw their child(ren) from the ESD program

- Must notify the main ESD office in writing by email, fax, or letter by the 25th of the month.
- Notifying the Leaders at the sites is not acceptable for withdrawal.
- Parents are responsible for tuition until proper written notification is received in the main ESD office.
- Parents can come by the ESD office at 1215 N. Elm in person to give notification.
- Any child(ren) withdrawn from the program may be readmitted only as space allows. (We do not hold spaces) A $25 non-refundable registration fee will be assessed at that time.
- Full tuition reimbursement will be given prior to the beginning of a new month, provided written notice has been given. (Example: If you have paid in April for May and you withdraw on April 25th, you will be reimbursed).
- Please note: Parents/legal guardians will be blocked from enrolling any child(ren) in future ESD programs until all past due payments are made.
Denton Independent School District
Pre-School Extended School Day Program

2014-2015 Tuition Due Dates

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount Due</th>
<th>Due Date:</th>
<th>$30 Late Fee Assessed at 7:00 pm on:</th>
<th>Student Withdrawn from the Program if Tuition Late Fee Not Received by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>$180</td>
<td>September 30, 2014</td>
<td>October 3, 2014</td>
<td>October 5, 2014</td>
</tr>
<tr>
<td>December</td>
<td>$180</td>
<td>November 30, 2014</td>
<td>December 3, 2014</td>
<td>December 6, 2014</td>
</tr>
<tr>
<td>March</td>
<td>$180</td>
<td>February 28, 2015</td>
<td>March 3, 2015</td>
<td>March 5, 2015</td>
</tr>
<tr>
<td>April</td>
<td>$180</td>
<td>March 31, 2015</td>
<td>April 3, 2015</td>
<td>April 5, 2015</td>
</tr>
</tbody>
</table>

*August/September and May/June Tuition due at the same time.

**Late Fee assessed on a later date due to the holiday.

**** Tuition and late fees not received by the 5th of the month will result in the withdrawal of the student from the ESD program. The parent may opt to pay the tuition, late fee and a re-enrollment fee to remain in the program. If the child is enrolled in a school with a waiting list, they will be placed on the waiting list for re-enrollment at a later time. Must contact program director before the 5th to avoid your child(ren) being automatically released from the Pre-School Extended School Day Program.

Attention Parents:

For the 2014 school year, your tax statement will be mailed on January 31, 2015.
These guidelines are subject to change throughout the school year in order to better operate the program. All participants will be notified in writing of any changes made and the date the changes will be in effect.

Steve Johnson  
Director of Community Education  
1215 North Elm St.  
Denton, TX 76201  
940-369-0080  
Fax 940-369-4991

Extended School Day  
Pre-K Site Locations

Cross Oaks Elementary  
600 Liberty Rd.  
Crossroads, TX 76227  
(972) 347-7100

Gonzalez School for Young Children  
1212 Long Rd.  
Denton, TX 76207  
(940) 369-4360