



Murfreesboro City School System
EXTENDED SCHOOL PROGRAM
and
21st Century Community Learning
Centers Program
PARENT MANUAL

The Extended School Program is a choice program which strives to provide a safe, educationally enriching, fun, and rewarding experience for all students of Murfreesboro City Schools during the hours where there may be no adult supervision in the home. Children will have the opportunity to engage in activities that will benefit them emotionally, physically, and educationally. The program includes crafts, sports and games, snacks, art and music, field trips, and many other creative and cultural activities. A special time each day will be allotted for homework and tutorial assistance, if needed. The program is conducted and planned by staff trained to meet the needs of children and to provide positive adult role models. There is flexibility enough to accommodate children from different age groups. The Extended School Program is a non-discriminating choice program and is totally financed through parent fees.

Parent input concerning the program is important. Feel free to share these comments with the Site Director or the Supervisor of Extended School. All questions concerning policies and procedures of the Extended School Program should be addressed to the Supervisor of the Program at (615) 893-2313.

Nondiscrimination Notice: It is the policy of the Murfreesboro City Board of Education not to discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in its educational programs, activities, or employment policies as required by Title VI and Title VII of the 1964 Civil Rights Acts, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

FEE POLICIES: School Year Weekly Attendance Fees

Registration Fees: \$40 for the first child; \$60 Family Rate for 2 or more children

<u>Option</u>	<u>Description</u>	<u>1 Child</u>	<u>Each Add.</u>
Option #1	K-6 th , Pickup by 6:00 p.m. *Part-time MCS Employees	\$45.00 \$22.50	\$35.00 \$17.50
Option #1P	Pre-K *Part-time MCS Employees	\$50.00 \$25.00	\$40.00 \$20.00
Option #3	Daily Drop-In Rate *Part-time MCS Employees (Drop-in, not registered for regular attendance)	\$16.00/day \$8.00/day	\$16.00/day \$8.00/day
Option #4	A.M. Only (6:00 a.m. until school starts) *Part-time MCS Employees	\$20.00 \$10.00	\$20.00 \$10.00

As with all of our other options, Daily Drop-In Option requires an advance payment of 5 days (\$80 for school year and \$90 for breaks), unless you are on Automatic Draft.

During the school year, in addition to the weekly rate, a fee of \$9.00 per day per child will be added if a full break day falls within the regular school week (i.e., snow day, in-service, etc.) Attendance for abbreviated school days (the first half day of school, the half day before Winter Break, and the last half day of school) are included in your weekly school year charge.

Fall/Winter/Spring/Summer Break Attendance Fees

<u>Option</u>	<u>Description</u>	<u>1 Child</u>	<u>Each Add.</u>
Option #3	Daily Drop In	\$18.00/day	\$12.00/day

DHS, Grant, Scholarship, and Special Rate tuition fees double during Break Weeks

ESP uses Auto Draft to help collect fees. If you choose not to enroll in Auto Draft, you will be required to keep a week's worth of tuition in advance on your account. All tuition payments must be made on the Friday in advance of services OR by Monday the week of services.

CHANGING ATTENDANCE FEE OPTIONS IS ONLY ALLOWED ONE TIME PER SEMESTER. ONE VACATION WEEK PER SEMESTER IS PROVIDED FOR YOUR CONVENIENCE AND YOU ARE ALSO ALLOWED TO OPT OUT OF BREAK WEEKS. ESP STAFFS BASED ON YOUR CONTRACTED ATTENDANCE OPTION, THEREFORE ONLY ONE ATTENDANCE FEE CHANGE PER SEMESTER WILL BE ALLOWED.

PAYMENTS/ TUITION/ FEES

- Checks should be made payable to the Extended School Program. Please write the child's name on the **Memo** line at the bottom of the check. A valid phone number and address **MUST** be printed or written on your check. **ESP DOES NOT accept cash as payment for parent bills. For your convenience, ESP utilizes Auto Draft to collect fees, through our EZ CARE software. To sign up, please see your Site Director. If you choose not to sign up for Auto Draft, you may pay by check, money order, or credit/debit card on-site.**
- IN-SUFFICIENT FUNDS (NSF) CHECKS ARE NOW HANDLED THROUGH A DIFFERENT AGENCY CALLED PayTek Solutions. If you give us an NSF check, you will have to communicate with them concerning it and all associated fees. Please call 1-800-641-9998.
- When a child is enrolled in ESP a space has been reserved for the school year or summer program. **Payment for options chosen on your contract are due and payable regardless of attendance. Auto Draft is a great way to automatically take care of payments. Ask your ESP Site Director about Auto Draft.**
- Tuition payments must be made on the Friday in advance of services or Monday the week of services. If payment is not received by Monday at 6:00 p.m., a \$5.00 late fee will be assessed on Tuesday. If payment in full (including late fee) is not received by Tuesday at 6:00 p.m., the child will not be allowed to attend ESP on Wednesday.
- The enrolling parent is responsible for all fees related to the child's participation. If changes in custody or billing parties occur, notification must be sent to the ESP office immediately. **The enrolling parent will continue to be responsible for payment.** Unless custody papers are on file in the ESP office that specifically state otherwise, both parents will have equal access to the child, and the child's records.
- **During the school year, in addition to the weekly rate, a fee of \$9.00 per day, per child will be added if a full break day falls within the regular school week (i.e. snow day, in-service, etc.). Attendance on abbreviated school days (the First Day of School, the day before Winter Break, and the Last Day of School) are included in your weekly fee.**
- Any account which is one week past due will be considered delinquent. **Immediate payment is expected or the child's reserved space in the Extended School Program will be forfeited.** If payment is not received within 15 days, the account with the entire contracted balance will be turned over to our collection agency. **If this process occurs, the Extended School Program is no longer involved with the account. All communication and payments will go directly to the collection agency.**
- **There is no reduction in the weekly fee for legal holidays. Fees are computed on a full-week basis. ESP closings for holidays, snow days, in-service, child absences (see page 4 for further details on absences), etc. that shorten the week are to be paid for and will not be credited. There will be no prorating of daily/weekly fees.**
- **Account must be current to sign up or attend field trips.**

- There are additional material fees for enrichment classes. Registration for the class is a commitment to pay the extra fee regardless of child’s attendance. If you owe a balance, you will not be allowed to sign up for enrichment classes. Actual fees vary by site – see Site Director for full list of class fees.

Enrichment Class Fees	(If a class has an additional fee above the base class fee, you will be responsible for that additional amount)
MCS Employees	Responsible for 100% of base fee
Drop-In	Responsible for 50% of base fee
Scholarship	Responsible for 50% of base fee
DHS/Grant	Responsible for 0% of base fee

- The Extended School Program closes at 6:00 p.m. If a parent arrives later, they will be charged an additional fee of \$5.00 per child for each 10 minutes, or portion thereof, after the 6:00 p.m. sign-out time (Example: 1-10 minutes late, \$5.00 fee; 11-20 minutes late, \$10.00 fee). Failure to comply with the 6:00 p.m. closing time on 3 occasions may result in losing placement in ESP. **LATE FEES ARE TO BE PAID UPON PICKUP OF THE CHILD NO LATER THAN FRIDAY OF THE WEEK THE FEE IS INCURRED.**
- Although Full-Time MCS employees who have children currently enrolled in the MCS system have child care through ESP, all material fees related to classes, field trips, and registration fees are not included and will be charged. Unless you have custody of your grandchildren, niece/nephew, cousin, etc., you WILL BE charged for ESP services when used.
- **ESP is NOT REQUIRED by the IRS to provide a year-end tax statement.** However, ESP will provide, for your convenience, a year-end tax statement if accounts have been paid in full. There is a \$25 fee to duplicate this information for you if the original is misplaced. The ESP tax identification number is on the front of the Parent Manual and is printed out on your receipts and statements.
- Registration must be completed online and any other requested documents must be turned in on-site to the ESP office for the child to be enrolled and attending. New contracts must be filled out and on file at the beginning of each school year and the beginning of each summer. Non-refundable registration fees are assessed each school year. If you withdraw your child prior to the end of school, you will be required to register and pay a new registration fee if you wish to return. New registrations will only be accepted when the account balance is current at all sites.

BREAKS/HOLIDAYS

- “Breaks” are defined as snow days/vacation days/school holidays (Fall, Spring, and Winter Break), and teacher in-service days. **It is the parent’s responsibility to provide snacks, sack lunches and drinks for children on these days.**
- Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day, New Year’s Eve and New Year’s Day are the only days ESP does not operate. If the holiday falls on a Saturday, the holiday will be observed on a Friday. If the holiday falls on a Sunday, the holiday will be observed on a Monday.
- ESP reserves the right to close/combine sites based on school accessibility and enrollment. In such cases, attendance at an alternate school site may be offered.

DROP OFF AND PICK-UP OF CHILDREN

- State policy requires that Dept. of Human Services (DHS) parents must sign their child(ren) out on paper from the ESP program daily. You will also be responsible for the full ESP rate after your certificate expires or gets terminated. DHS policy requires that children attend ESP at least 4 days per week in order to keep your funding. Failure to comply with the 6:00 p.m. closing time on 3 occasions may result in losing placement in ESP. **LATE FEES ARE TO BE PAID UPON PICKUP OF THE CHILD NO LATER THAN FRIDAY OF THE WEEK THE FEE IS INCURRED.**
- **State childcare laws require that all students be officially registered in ESP in order for service to occur. The Department of Children's Service or Murfreesboro Police Department will be contacted for all students dropped off in ESP by school personnel without proper ESP registration.**
- **NO student is to be left outside the school's main office for ESP personnel to watch. The person who leaves the child unattended will be held responsible and liable for whatever happens to the child. ESP staff cannot, and will not, be responsible for any child who is not officially registered in ESP. Children not enrolled in ESP must wait for parent pick-up in the main school office.**
- **When dropping off a child, please escort them inside the building and sign them in unless curbside is running.** Please check with the Site Director for the specific location. **All children must be personally checked out from the program in the afternoon by means of a sign-out sheet and the computer.** Curbside service is a privilege and will operate as weather permits. If your account balance is not kept current, your curbside privilege will be suspended until balance is paid in full. Children will not be allowed to wait for parents in the parking lot. During the summer program or full-day sessions, each child should be signed in as soon as he/she arrives at the center.
- **ESP opens at 6:00 a.m. -- parents are not allowed to drop children off before 6:00 a.m. Parents must escort ALL children into the building and sign them in personally.** Excessive violation of this policy may result in dismissal from the program with the contract agreement to be paid in full.
- Children WILL NOT be released to any person other than the parent or other persons authorized to call for the child. Identification may be required for pickups. Notify the Site Administration IN WRITING if a person other than those authorized will be picking up a child. They will not be released to commercial transportation personnel (i.e., taxi drivers), nor will they be released to anyone whose behavior may place the child(ren) in immediate risk. In the event that a parent or other authorized person arrives to pick up a child and he or she appears to be under the influence of drugs or alcohol, the Murfreesboro Police Department will be called. A ride home or other appropriate assistance will be offered in order to ensure the safety of the child.

After all emergency numbers are contacted and no communication from the parent has been received by 6:30 p.m., the local authority and/or Department of Children's Services may be called for assistance with the child(ren). Excessive violation of this policy will result in dismissal from the program with the contract agreement to be paid in full.

CREDIT FOR ABSENCES

- The Extended School Program cannot deduct single days missed from the fee. All fees pay for direct operating costs; i.e., Extended School staff, snacks, crafts, and program supplies. All of these things must be available for the number of children attending the program. When enrollment occurs, plans are made for staff, space, time, and provisions for the children regardless of their attendance. **Selection of one week per session/semester as a vacation week may be made. Notification to the site director at least one week in advance of the week must be made to avoid charges for attendance. (Vacation weeks must be consecutive days, M-F.)**
- ESP gives illness credits, however, the absences must be excused by the school attendance office. After 5 days of illness, a child will need a physician's release to return to ESP.
- Full credit will be given for days absent due to a death in the immediate family (father, mother, brother, sister or grandparent). A maximum absence of five (5) days will be allowed.

SICK CHILD POLICY

The Extended School Program cannot provide for sick children. Children must be fever free for 24 hours before they can return to the ESP program. Please do not send a child to the program if they are ill. Policy requires that a child be picked up as soon as possible in the event of illness while in ESP. A child must be present at school in order to attend ESP in the afternoon. **The Department of Human Services may be contacted if a child continues to be dropped off with an illness or symptoms of an illness without medical attention (including lice).** Administrative Directive STU 16 Lice (Pediculosis) for Murfreesboro City Schools also applies to ESP. Parents of students with live or active infestation will be asked to pick up their student as soon as possible to begin the treatment process.

MEDICATION POLICY

If a child has to be given daily medication (such as Ritalin or seizure medicine), a medication form MUST be on file with the Site Director. This form must have clearly stated instructions such as the name of the medication, dosage, and time of day to be administered. The instructions should include the physician's signature. The medication must be given to the Site Director in a prescription bottle. Antibiotics and over the counter medications such as cough syrup, aspirin, or cold medicines CANNOT be administered in ESP. ESP follows the medication policy for Murfreesboro City Schools.

BROKEN/LOST/STOLEN ITEMS

ESP strongly discourages children from bringing toys/personal items from home. **ESP will not be responsible for broken, lost, or stolen items** (including toys, clothing, backpacks, books, food items, eyewear, money, electronic items, cell phones, jewelry or any other personal item brought into the building).

WITHDRAWAL FROM THE PROGRAM

At Parent Request:

- One-week notice of withdrawal is required in writing to the Site Director. Parents are responsible for fees during the one-week notice period.
- One-week notice is required in writing for a schedule change that affects the number of hours the child will attend. **If your child does not attend for 7 days (one week) without written notification, your child will be removed from the program. The parent will also be responsible for fees incurred during the absence. In order to return to the program, a new registration fee must be paid.**
- **Utilizing online registration through EZ Care, a parent's electronic signature on the registration form, contract, and permissions and statement of understanding form verifies an agreement of, understanding, and compliance with all ESP policies.**

At Site Request:

- If the site requests withdrawal, notification period prior to withdrawal is not required.
- ESP has the legal option to withdraw a child for any of the following reasons:
 - 1) Non-payment of fees (including DHS or Special Rate Co-Pays)
 - 2) Repeated failure of parents to pick the child up from the program on time
 - 3) Failure to provide site with current emergency/medical information as stipulated by state licensing
 - 4) Continuous disciplinary problems
 - 5) Inappropriate conduct of parent or guardian
- If a child is dismissed from the program; he/she is not eligible for re-enrollment for duration of the school year.

PARENT INVOLVEMENT

Families are a part of the Extended School Program. Family nights, newsletters about program activities, bulletin boards with announcements, and individual feedback to parents on each child's participation in the program will help in creating the best experiences for the children in the program. Parent suggestions on enrichment offerings are always appreciated. The Site Director will keep parents informed about special happenings in ESP through postings and newsletters. Other forms of communication include Twitter, Facebook, email, texts, and apps such as Class Dojo. Please check daily for any announcements in the site.

It would be most helpful to keep ESP informed of any changes which may occur in a child's environment such as illness in the family, a change in living location or any other stressful situation that may be important to the child. The staff will be able to better meet the needs of the child if they are aware of these situations.

ESP DISCIPLINE POLICY

Children enrolled in the Extended School Program are expected to exhibit behavior which does not disrupt or interfere with the school climate or the learning process and social interaction of other children. ESP staff will enforce school rules throughout ESP hours. Parents will be notified in writing when a major discipline problem occurs. After three (3) write-ups a child may be suspended from the program for a period of 3-5 days. Depending upon the seriousness of the misconduct, ESP reserves the right to immediately suspend or dismiss the child from the program. **NO CREDIT FOR ABSENCES DUE TO SUSPENSIONS WILL BE GIVEN.** **After any additional write-ups, the parent may be asked to withdraw the child from the program with no tuition/registration refund.**

An exception to the above is when a major incident (deemed so by the Site Director or Principal) occurs. This misconduct **will result in immediate suspension.** The Zero Tolerance Policy for Murfreesboro City School System also applies to ESP.

Parents are asked to cooperate with ESP staff in stressing the importance of good behavior patterns for all children. It is imperative that parents work with the Site Director to correct any behavior that is interfering with the child's success in ESP. This helps to keep the Extended School Program fun as well as instructionally sound.

Parents who demonstrate abusive language and/or inappropriate scenes or disturbances to children, staff, or other adults during ESP hours will be required to withdraw their children from the program with no tuition refund. Harassment or bullying will not be tolerated.

RULES OF CONDUCT FOR STUDENTS:

The following behaviors are considered inappropriate and unacceptable in ESP. These behaviors may result in immediate suspension.

1. Possession of weapons, contraband, or other dangerous objects (Zero Tolerance Policy applies)
2. Fighting, Wrestling, Spitting (with or on peers or staff)
3. Destruction of center/school property
4. Destruction of personal property of another person
5. Vulgar language, Cursing
6. Improper display of private body parts
7. Disrespectful behavior to other children or staff
8. Climbing on desks, tables, cabinets, etc.
9. Playing in the bathrooms (crawling under stalls, climbing on sinks, splashing water, turning lights on/off, etc.)
10. Throwing balls, or other outside equipment while inside the building
11. Stealing
12. Physical attacks on staff or other students (Zero Tolerance Policy applies)
13. Tackle football
14. Improper use of ESP & school equipment
15. Throwing objects (rocks, sticks, desks, tables, etc.)
16. Leaving group without permission (i.e., running away, hiding, etc.)
17. **Behavior deemed inappropriate and unacceptable by the Site Director, Principal, or the Program Supervisor**

ESP tuition is required if a student is suspended from the program. If the student is suspended for the semester, the parent contract is canceled.

In Murfreesboro City Schools, IEPs (Individual Education Plans) do not include services for before and after school childcare services in the Extended School Program (ESP).

Murfreesboro City Schools maintains full compliance of 504 plans in ESP.



ADVANCE NOTIFICATION OF ABSENCE OR WITHDRAWAL FROM EXTENDED SCHOOL PROGRAM

If your child will be absent for a week, you will be charged for that week unless you provide a written notice one week in advance.

This advance notice shall apply to full weeks (Monday through Friday) only. **There will be no rate adjustments for partial weeks.**

If you withdraw your child without advance notice, you will be charged for one week of absence, after that time we will not hold your child's spot in the program.

DATE: _____ ESP SITE: _____

PARENT NAME: _____

CHILD(REN) NAMES: _____

My child(ren) will be absent for the full week(s) of:

I am withdrawing my child(ren) from the Extended School Program.

The last day my child(ren) will attend the program will be: _____

Parent Signature

Date

Group/Teacher: _____ **Grade:** _____

Activity: _____

Date of Activity: _____ **Time:** _____

Waiver and Release of Liability & Permission
PLEASE READ CAREFULLY

In consideration for permission to participate in this sport or activity and any related transportation I agree as follows:

1. I have considered and evaluated the risks, dangers and possibility of injury resulting from participation in and related transportation, if any, to the sport or activity in which I, or my child or ward is participating.
2. I know and understand foreseeable and unforeseeable injuries could occur from actions of myself, my child or ward, other participants, Murfreesboro City Schools and the City, their employees or volunteers, contractors with Murfreesboro City Schools and the City and other persons involved in the activity or not.
3. *I deliberately and knowingly assume all costs, risks of injury and/or other damages for myself and/or my child or ward, including but not limited to cost of medical treatment, permanent injury or death, and property damages resulting from this sport or activity. I waive, release and hold harmless Murfreesboro City Schools and the City, their employees, volunteers, and agents from all legal and financial responsibility and from all costs, injuries and/or other damages for myself and/or my child or ward (including but not limited to, cost of medical treatment, permanent injury or death, and property damage) from this sport or activity and related transportation, if any.*
4. If I am not present, or if present, not able to make decisions, I authorize Murfreesboro City Schools and/or the City, their employees, volunteers and/or contractors to obtain or provide any first aid or other medical treatment which they deem necessary for me or my child and/or ward at my expense and this is subject to the waiver, release, assumption of costs, risks, and hold harmless agreement, etc. set forth in preceding paragraph.
5. I give my permission for any photos or video footage of myself and/or my child or ward taken during the course of this sport or activity to be used for educational, promotional, or any other purpose.
6. I represent that I am the parent/legal guardian of the child I am registering and I give permission on behalf of myself and any other parent/legal guardian for this child to participate in the sport or activity. I agree that in the event of any lawsuits arising from this agreement of this sport or activity, jurisdiction in venue must be in the courts for Rutherford County, Tennessee.

Child's Name (please print): _____

Parent/Legal Guardian: _____ **Date:** _____
Signature

Parent/Legal Guardian: _____
Print Name

Parent/Legal Guardian Emergency Contact Telephone Number: _____