



**Murfreesboro City School System**  
**EXTENDED SCHOOL PROGRAM**  
**and**  
**21<sup>st</sup> 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 1 child; \$60 for Family of 2 or more children

There will no longer be quarterly enrichment fees

<b><u>Option</u></b>	<b><u>Description</u></b>	<b><u>1 Child</u></b>	<b><u>Each Add.</u></b>
Full Time Weekly	K-6 <sup>th</sup> , Pickup by 6:00 p.m.	\$52.00	\$42.00
Full Time Weekly Pre-K	Pre-K, pickup by 6:00 p.m.	\$57.00	\$57.00
School Day Drop-In	Daily Drop-In Rate	\$17.00/day	\$17.00/day
AM Only	A.M. Only (6:00 a.m. until school starts)	\$20.00	\$20.00

**City School Employee Discounts (employment will be verified)**

Full Time Employees	Attendance on days you are required to work	\$0.00	\$0.00
Part Time Employees	Full Time Weekly K – 6 <sup>th</sup> , Pickup by 6:00 p.m. (Pre-K students add \$2.50)	\$26.00	\$26.00
	Daily Drop-In Rate	\$8.50/day	\$8.50/day

**As with all of our other options, Daily Drop-In Option requires an advance payment of 5 days (\$85 for school year and \$100 for breaks), unless you are on Automatic Draft.**

During the school year, in addition to the weekly rate, a fee of \$9.50 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**

<b><u>Description</u></b>	<b><u>1 Child</u></b>	<b><u>Each Add.</u></b>
Daily Drop-In	\$20.00/day	\$14.00/day
<i>DHS, Grant, Scholarship, and Special Rate tuition fees double during Break Weeks</i>		

ESP offers Auto Draft services as a form of payment for your convenience. 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.**

To request a vacation week, option change, or withdrawal from the program please submit the forms at the links below. Requests must be submitted no later than 1 week in advance to ensure processing.

[Click Here For Vacation Week Form](#)     [Click Here For Option Change Form](#)     [Click Here For Withdrawal Form](#)

## REGISTRATION

ESP now requires registration through the online portal at [www.ezchildtrack.com/esp/parent](http://www.ezchildtrack.com/esp/parent). Parents/guardians must register children online and receive confirmation by e-mail before children will be considered active.

- **A parent's/guardian's electronic signature on the registration form, contract, and permissions and statement of understanding through online registration verifies an agreement of, understanding, and compliance with all ESP policies.**
- Be sure you are the legal guardian and have legal right to sign consent for the children you are enrolling in the program. **Step parents do NOT typically have these rights.** If you continue with the application and it is found that you do not have the legal right to enroll and sign consent for the children on your application, the children will be withdrawn from ESP. The legal guardian will be required to submit a new application and pay all fees associated with the new application. If you are unsure, please contact your site director or account manager with questions.
- Policies in this handbook are subject to change without notice. Your electronic signature indicates your consent to all policies in the most recent version of this handbook
- Camps and Field Trip Registration policies

**District Wide** Summer Camps are optional and offered at a specific site (site location may vary from year to year). Registration for the camp is a separate online registration from your regular summer ESP registration. Any associated Camp Material Fees are due in addition to your regular weekly tuition. Camp Fees are due upon registration and are refundable with written notification no less than 2 weeks in advance of the camp start date. Some examples of District Wide Camps are Camp Big Shots, Archery Camp, Bowling Camp, etc.

**Field Trips** may be offered when school is closed and ESP is open. Registration must be completed in advance through the online parent portal. Registration will be open 2 weeks in advance and will close 24 hours before the date of the Field Trip. There is always a possibility that Field Trips may close sooner if all spots are filled. Field Trip fees are due upon registration and are refundable with written notification no later than 24 hours before the date of the Field Trip.

## 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 a form of payment.**
- **For your convenience, ESP offers Auto Draft to collect fees. To sign up, please log into your parent portal from a desktop or laptop computer. 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. If more than 3 NSF checks are reported by PayTek Solutions, ESP may not allow checks as a form a payment for your account.

- When a child is enrolled in ESP, a space has been reserved for the school year or summer program. **Payment for options chosen through online registration are due and payable regardless of attendance.**
- 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., the account will be suspended and you will not be able to clock your child into the program until payment is made.
- 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 \$9.50 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 with an additional 39% collection fee. **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, Fox Collections (615) 859-2891.**
- **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.**
- **Most enrichment classes are included in your weekly tuition charge. There may be additional fees for enrichment classes that require special materials. Registration through the online parent portal for the class is a commitment to pay the extra fee regardless of the child's attendance. If you owe a balance, you will not be allowed to sign up for enrichment classes. Actual fees vary by site and by class – see Site Director for full list of class fees.**
- The Extended School Program closes at 6:00 p.m. If a parent arrives later, they will be charged an additional fee of \$10.00 per child for each 10 minutes, or portion thereof, after the 6:00 p.m. sign-out time (Example: 1-10 minutes late, \$10.00 fee; 11-20 minutes late, \$20.00 fee). **Failure to comply with the 6:00 p.m. closing time on 3 occasions per semester WILL result in expulsion from ESP. You must appeal to the Director of ESP for Reinstatement.** **LATE FEES ARE TO BE PAID UPON PICKUP OF THE CHILD.**

- Although Full-Time MCS employees who have children currently enrolled in the MCS system have free child care through ESP, fees related to classes, field trips, and registration 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.
  - o When City School Employees are not required to work (break weeks, holidays, summer, etc.) you will be billed full rate for your child's attendance.
- ESP will provide, for your convenience, a year-end tax statement by e-mail 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 registration is required 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/guardian'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 parents/guardians/authorized pick ups must sign child(ren) out from the ESP program daily.
- **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.**

- **All children must be personally checked out from the program in the afternoon by means of electronic signature.** Curbside will operate as weather permits. Children will not be allowed to wait for pickup 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.

- Children WILL NOT be released to any person other than the parent or other persons authorized to pick up the child. Identification may be required for pickups. Additional pickups may be added to your child's account through the online parent portal. If access to the parent portal in emergency situations is not available, you must notify Site Administration IN WRITING OR BY E-MAIL if a person other than those authorized will be picking up a child. THE NOTE MUST STATE THAT THE PICKUP NEEDS TO BE ADDED TO THE AUTHORIZED PICKUP LIST, AND INCLUDE THE PICKUP'S NAME, CONTACT PHONE NUMBER, AND RELATIONSHIP TO THE CHILD. Children 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/guardian or other authorized person arrives to pick up a child and they appear 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 authorities 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. Request must be submitted online at least one week in advance to avoid charges for attendance. Vacation weeks must be consecutive days, M-F.**

- ESP gives illness credits for 2 or more consecutive absences, 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 clearly state 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 including but not limited to 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 but not limited to 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/Guardian Request:**

- One-week notice of withdrawal is required by submitting the online [Withdrawal Form](#). Parents are responsible for fees during the one-week notice period.
- One-week notice is required for a schedule change that affects the number of hours the child will attend by submitting the online [Option Change Form](#). **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.**

### **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)
    - 1 Repeated failure of parents to pick the child up from the program on time
    - 2 Failure to provide site with current emergency/medical information as stipulated by state licensing
    - 3 Disciplinary problems
    - 4 Inappropriate conduct of parent or guardian

- If a child is dismissed from the program; they are 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/guardians on each child's participation in the program will help in creating the best experiences for the children in the program. Parent/Guardian suggestions on enrichment offerings are always appreciated. The Site Director will keep parents/guardians 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 at 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/Guardians will be notified in writing when a major discipline problem occurs. A child may be suspended from the program for a period of 3-5 days as a result of behavior issues. 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/guardian 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 expulsion.** The Zero Tolerance Policy for Murfreesboro City School System also applies to ESP.

Parents/Guardians are asked to cooperate with ESP staff in stressing the importance of good behavior patterns for all children. It is imperative that parents/guardians 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/Guardians 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 is a list, but not intended to be a complete list of inappropriate and unacceptable behaviors in ESP. These behaviors may result in immediate suspension and/or expulsion.

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.**

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.