Georgetown Independent School District

# Extended School Enrichment Centers

# Parent/Student Handbook
# 2009-2010

512/943-5087
fax: 512/943-5088
1700 Laurel Street
Portable 55
Georgetown, Texas 78626

www.georgetownisd.org/ese

Revised 4/30/09

Georgetown Independent School District

## *Board of Trustees*

Bradley D. Smith
Arthur Dela Cruz
Linda Larsen
Mark Bobinger
Dr. Sally Pell
Mike Hewlett
Sheila Carter

## *Superintendent*

Dr. Abbe Boring

# *Extended School Enrichment*

## Director
Jan Williams

## Program Specialist
Mary Nahay

## Administrative Assistant
Candace Montgomery

## Center Supervisors

Sandra Staton
Beverly Wilkerson
Margaret Carmichael
Mary Coufal
Josephine Arquette
Tammye Sharpe
Dulce Chavarria
Rosalinda Ramos
Kathy Litzler

# TABLE OF CONTENTS

Introduction……5
Vision……5
Mission……5
Quality……5
Enrichments……5
Student Eligibility……6
School Year Services……7
Registration……7
Tuition / Fees……7
Financial Assistance……7
Returned Checks……8
IRS Information……8
ESE Centers' Hours of Operation……8
Daily Schedule……8
Attendance……8
Homework / Quiet Time……9
Tutoring……9
Late Start / Early Release Days……9
Drop Off & Pick Up……9
Release to Extracurricular Activities……9
Student Holiday Services……10
Registration……10
Holidays / Full Day Service Fees……10
Summer Service……11
Deposit / Tuition Cost……11
Field Trips……11
Daily Schedule……11
Health & Safety……12
Emergency Procedures……12
Medication Administration……13
Parental Involvement……13
Department of Family & Protective Services……14
Discipline……14
Major Offenses Level I……15
ESE Consequences for Level I Offenses……15
Dismissal Procedures for Level I Offenses……16
Level II and Level III Offenses……16
Contact Information……17
ESE Office Location & Hours……17
ESE Centers' Telephone Numbers……17

# Introduction

## *Vision*

The vision of the Extended School Enrichment program is that every Georgetown family has access to safe, economical, out-of-school enrichments and care.

## *Mission*

The mission of Extended School Enrichment (ESE) is to provide extended childcare for school age children tailored to meet the needs of the Georgetown community by:

- Enhancing the safety and health of children during out of school times
- Providing developmentally appropriate, enriching, and flexible activities which foster creative expression and physical, social, emotional, and academic development
- Increasing children's interactions with their peers and trusting adults

## *Quality*

Partners in Education and the Georgetown Independent School District developed our quality program designed with today's working families in mind.

The Texas Department of Family and Protective Services regulates all ESE Centers. Additionally, Child Care Management Services (CCMS), a division of the Texas Workforce Commission, awards ESE with the distinction of "Texas Rising Star" for its exemplary childcare standards and enrichment opportunities.

## *Enrichments*

Children participate in activities which benefit them emotionally, socially, physically, and academically.

- Tutoring
- Music / Dance
- Languages
- Homework Time
- Science / Cooking
- Community Services
- Recreational Sports / Games
- Arts/Crafts
- Reflection
- Field Trips
- Technology
- Health
- Gardening
- Dramatic Play

Positive, trained, and trusting staff facilitates all activities. Opportunities promote teamwork and cooperation while experiences expose children to anti-bias/multicultural interaction.

## *Student Eligibility*

- To participate in ESE a student must currently attend a GISD Pre-Kindergarten through 5th grade public school classroom.
- Pre-Kindergarten students must be 4 years of age on or before September 1st.
- Pre-Kindergarten students must have the experience of a public school environment to attend the ESE Summer Program.
- Students must be potty trained.

## *Quality through Cooperation, Responsibility, and Respect*

### *Students will . . .*

Be kind to others
Stay within sight of a staff member at all times
Share equipment and take turns properly
Use appropriate language
Not throw rocks or sticks while on school property
Be courteous when others are talking
Use inside voices while inside
Observe safety guidelines and school rules while on school property
Clean up after themselves and help staff organize the activity areas
Respect other's property
Not exhibit any physical or implied violence toward another person
Follow GISD's Dress Code
Follow GISD's *Student Code of Conduct*

### *Students must…*

Participate in individual and group activities
Function in groups of 15 to 20 peers

## School Year Services

ESE provides an environment that will broaden children's experiences. Planned, project-based activities are interspersed with opportunities for exploration of foreign languages, movement education, fine arts, nutrition, gardening, and outdoor recreational skill building. Enrichment centers utilize technology to enhance their experiences. Children discover how science, art, geography, other cultures and languages, and sports are linking segments in the world around us. These experiences enrich academic achievement. Children will participate in a variety of enrichment activities at their ESE Center. Age appropriate enrichment activities vary location to location.

## *Registration*

$40.00/1 child; $50.00/2 children; $60.00/3 or more children

- Registration fees are due the day of registration along with completed enrollment forms.
- This is a non-refundable fee. Please remember that it takes two full business days to complete the registration process before your child may attend ESE.

## *Tuition and Fees*

| **Center Sessions** | **K-5th Grades** | **Pre-Kindergarten** |
|---|---|---|
| Before School Only | $ 70.00 / each month | $ 70.00 / each month |
| After School Only | $190.00 / each month | $205.00 / each month |
| Before and After School | $220.00 / each month | $235.00 / each month |

| **August Tuition** | **K-5th Grades** | **Pre-Kindergarten** |
|---|---|---|
| Before School Only | $30.00 | $30.00 |
| After School Only | $70.00 | $75.00 |
| Before and After School | $80.00 | $85.00 |

- Tuition is due on the **1st** working day of each month during the school year. ESE participants must **pay tuition within the first 4 working days** of the month.
- CCMS recipients must pay tuition within the first 3 working days of each month.
- A **$30.00 late fee per child** will be assessed **after** the **4th** working day of the month.
- If tuition and late fee are not received, the child will be withdrawn from the program.
- **Alternative arrangements for tuition (tuition payment schedule) must be made through the ESE Office BEFORE the 4th working day.**
- Reimbursements for tuition will occur only when requested and approved, and the request must occur within the first 5 business days of a month.

*ESE does not provide monthly statements.*
*No post-dated checks accepted.*

## *Financial Assistance*

- To request financial assistance parents must obtain and submit applicable forms and income verification.
- Verification of need is reviewed two to three times per year.
- Limited funding is available, and each request will be reviewed on an individual basis.

## *Returned checks*

- A $30 returned check fee will be assessed.
- Payment of tuition and returned check fee will be required for ESE to continue services.
- After ESE receives one returned check, no personal checks will be accepted. Tuition payment must be in the form of a Cashier's Check, Money Order, or cash.
- ESE Centers will not have change for cash payments above actual amount owed. A credit toward the next month's tuition is awarded for any over-payment.

## *IRS Information*

- The Federal Tax Identification Number is 74-6000975.
- The program does not provide itemized statements for tax purposes.
- Please keep receipts or canceled checks for an accurate record of expenses.

## *ESE Centers' Hours of Operation*

| **Pre-Kindergarten Hours** | **Kindergarten – 5th Grade Hours** |
|---|---|
| AM: 6:30 – 7:30 | AM: 6:30 – 7:30 |
| PM: 1:50 – 6:30 | PM: 2:50 – 6:30 |

## *Daily Schedule*

Center schedules are flexible, and each Center works within these general guidelines while customizing the time frames to accommodate what best meets the needs of the children.

| | |
|---|---|
| 2:00-2:30 | Pre-K Attendance and Snack |
| 3:00-3:30 | K- 5th Grade Attendance and Snack |
| 2:30 or 3:30-6:30 | Varied Centers to choose from including homework, enrichments, small group, and individual activities |

*ESE serves snacks. These snacks are provided by Georgetown ISD Nutrition Services. On full days children must bring a lunch, but morning and afternoon snacks are provided.*

## *Attendance*

- *Parents should call the Extended School Enrichment Center that their child attends when he or she is absent,* and leave a message informing the Center of the absence.
- Please call by 2:00 P.M.
- Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent searching for the child may occur.

## *Homework Center / Quiet Time*

- A homework time is provided every day except Friday for the children. This will begin following attendance and snack.
- All children must remain quiet at this time so others are not distracted or disturbed. If a child does not have homework he/she should plan to participate in a quiet activity or read.
- ESE staff members will monitor the children during this time and be available to assist with any questions.
- Children must bring all of their assignments, textbooks, folders, or binders with them from the classroom.
- Students will not be allowed to return to their classrooms once the school bell has released them for the day.

## *Tutoring*

Tutoring is offered on a limited basis to identified, ESE children who need extra help with their academics. Adult implemented tutoring sessions occur during the year based on available funding and volunteer tutors. Georgetown Partners in Education's Helping Hand Tutoring provides the tutoring services.

## *Late Start / Early Release Days*

Should Georgetown School District issue a late start or an early release day (except for a weather or area emergency) the ESE Centers will provide its scheduled care. This situation will be announced through the school district and the child's regular school day campus principal. *ESE will not provide care if school is delayed, closed, or released early due to bad weather.*

***Bad Weather Day - If school is open, ESE will provide care according to the regular before/after school hours of operation.**

## *Drop Off and Pick Up*

- Parents must come inside daily to sign their child in before school and/or out after school.
- Only the people whose names appear on the registration/authorization cards will be able to pick up children from the Centers.
- Photo Identification or Driver's License will be required every day.
- ESE staff from your child's center may not baby-sit or transport him/her outside of the ESE program. .

***Child/ren must be picked up by 6:30 P.M. or a late fee of $10.00 every 15 minutes or portion thereof will be charged per child. The child/ren will be excused from the program if the late fee is not paid within 5 working days.***

## *Release to Extracurricular Activities*

If a child attends extracurricular activities or has any other kind of arrival/departure time during the period he/she is attending ESE, parents must provide the Center Supervisor with written permission to release their child prior to the date of the activity.

# Student Holiday Services

ESE offers full day care (6:30 AM to 6:30 PM) to current ESE participants, when school is closed due to teacher in-service, teacher work days, or student holidays. All programs are conducted at a pre-determined elementary campus. A minimum of 45 children is required for ESE to provide care on these days. Full day services require an additional fee. ESE will provide a morning and afternoon snack. Children will need to bring a lunch.

## *Registration*

- The "Full Day" payment made by the signup deadline registers the child for that day. You may register your child for full days at your child's ESE Center.
- This payment is non-refundable and nontransferable. *ESE secures staff, snacks, and enrichment supplies in advance according to the registered number of children.*

## *Holidays / Full Day Services Fees*

| | |
|---|---|
| Full Day | $ 26.00 / Day |
| Spring Break Week | $130.00 / 5 Days |

***ESE will provide "Full Day" care on the following dates*:**

| | |
|---|---|
| October 9, 12, 2009 | February 15, 2010 |
| December 21, 22, 28, 29, 30, 2009 | March 15-19, 2010 |
| January 4, 18, 2010 | May 7, 2010 |

***ESE will not provide care on the following days:***

| | |
|---|---|
| September 7, 2009 | Labor Day |
| November 25, 26, 27, 2009 | Thanksgiving |
| December 23, 24, 25, 31, 2009 | Christmas |
| January 1, 2010 | New Year's Day |
| April 2, 2010 | Easter Holiday |
| May 31, 2010 | Memorial Day |

# Summer Services

ESE offers full day camp (6:30 AM to 6:30 PM) for Pre-K through 5th grade students currently enrolled in GISD. Summer Camp operates from June through the first part of August (subject to GISD Calendar). Summer Camp location is determined each spring. Location depends on various district factors and is subject to GISD approval. The camp features a series of themes and dozens of related activities and field trips which comprise an ever-changing program. Children enjoy an adventure-filled summer supervised by trained and enthusiastic staff. A hot breakfast and lunch is provided daily by Nutrition Services. An afternoon snack is provided as well.

## *Deposit/Tuition Cost*

- There is a $30.00 deposit per week/per child due at time of summer registration.
- Balance of $100 is due on the first day of each week attending.
- A $10.00 late fee will be assessed on the second day of the week attending.
- ESE will not provide care after the second day of the week if tuition has not been received.
- Summer Camp fees are non-refundable and non-transferable. *ESE secures staff, snacks, enrichment supplies, and field trips in advance according to the registered number of children.*
- Summer school students receive a reduced tuition rate.

## *Field Trips*

- ESE must have a Field Trip Release form on file verifying permission for each child to attend a field trip.
- Field trip notification will be posted 48 hours before the event.
- Georgetown ISD provides transportation.
- The ESE t-shirt must be worn on all field trips.
- Please send sunscreen, towel, swim suit, and a set of dry clothes on swimming days.
- Sunscreen must be provided by the parent/guardian labeled with the child's name.
- Arrive 30 minutes before departure time of field trip.
- Students attending GISD Summer School will not attend field trips during summer school hours.

## *Daily Schedule*

| | |
|---|---|
| 8:30-10:30 | Room Rotations |
| 10:30-11:30 | Lunch |
| 11:30-12:15 | Quiet Time |
| 12:15-3:00 | Room Rotations |
| 3:00-5:00 | Club Activities |
| 5:00-6:00 | Group Games/Activities |

# Health and Safety

If a child has a known medical condition (asthma, diabetes, seizures, disorders, etc.) and/or takes any type of prescribed medication, parents must inform the ESE Office and the Center Supervisor. There is a space provided on the registration form for this information. It is imperative that ESE be aware of any conditions or medications. Contact phone numbers must be current at all times. Please keep your child's immunization records current. These records, along with hearing and vision screenings, must be on file in the elementary school office.

*Parents must pick up their child immediately if any of the following conditions occur:*

- Head Lice
- Vomiting or Diarrhea
- Contagious Disease
- Serious Injuries Requiring Medical Treatment
- Fever of 100 or above

**A child must be clear of fever (98.6 degrees or below for 24 hours) before returning to school and ESE.**

The ESE program requires staff members to report suspected cases of child abuse/neglect. This includes the reporting of parents who appear to be impaired by drugs or alcohol when bringing or picking up their children. To report suspected child abuse call 1-800-252-5400.

- Groups of children at the centers range from a 12:1 to 17:1 ratio.
- Before registration, parents of a child with special concerns or needs must contact and conference with the ESE Director.
- The Director may need to observe the child in his/her daily setting to determine what preparations ESE must do in order to provide the care that the special needs child requires.

*There are a few pieces of equipment on some of the elementary playgrounds that do not meet the Texas Department of Family and Protective Services standards.*

*These pieces of playground equipment do meet district policy and are inspected regularly for safety.*

*If you have any questions please speak with the ESE Supervisor at your campus for clarification.*

## *Emergency Procedures*

If an emergency occurs ESE will follow the procedures listed below.

1. EMS or 911 will be called first if there is a severe, medical emergency.
2. Parents of the involved child or children will be called after EMS and/or 911 are called.
3. ESE will call the parent first if the emergency is not severe.
4. The ESE Director will be called after the above steps have been completed.

**Please remember that the first priority will be to obtain medical attention for the child or children.**

## *Medication Administration*

- Whenever a child is to be given prescription or over the counter medication, parents must provide the Supervisor a completed and signed Medication Authorization Form. The form may be obtained from the ESE Office or the Center Supervisor.
- ESE will not distribute medication unless this form is completed.
- Each administered dosage must be authorized by parental signature.
- Medication must be provided in the original container, and the doctor's prescribed dosage will be followed.
- Please do not leave more than a one-month supply of medication at the ESE Center at any one time during the school year. For summer care a one-week supply of medication at the ESE Center is recommended.

## *Parental Involvement*

Parents are welcome!!! ESE encourages parents to stop in to visit and observe. Remember our hours after school are basically 2:00 or 3:00 until 6:30 PM. We also have full day programs where we encourage parents to see what we do and to travel with us on our field trips. Parents may ride in the buses when space is available for the field trips.

*Please check in with the Center Desk to receive a Visitor's Pass when visiting a campus.*

ESE Centers have a minimum of one "Parent Night" each semester during the school year to showcase the children and their accomplishments. We also enjoy having parents participate with us in our enrichments and activities. When students receive tutoring services, parents are also encouraged to participate and interact with their child and his or her tutor during the process.

ESE staff is available to conference when issues need to be addressed and/or communication takes place. Please call the ESE Center where your child attends or the ESE Office to schedule a time to conference. The director is available for conferences during times that are convenient for parents before and after work.

**Communication is an important factor for ESE and the effective care of children.**

- Center Supervisors will communicate with parents about their child's day.
- Parents are encouraged to share with the Center Supervisors any information that may assist in providing a quality environment for their child.
- Extended School Enrichment communicates with parents on a daily basis.
- Parent Communication Forms are available so that a written documentation of a communication is available to the parent and the ESE Office.
- ESE maintains voice mail at all ESE Centers and Offices.
- Each supervisor and office staff has email capability to ensure speedy responses to questions that may arise.
- ESE maintains a website. Our website has a variety of links to related organizations such as the Texas Department of Family and Protective Services and Child Care Management Services.
- In addition, a quarterly newsletter is distributed to inform parents of upcoming events, policy changes, and to showcase our students and staff.

***Please read the Parent Handbook to review all rules and regulations.***
***You may also visit our website for any updates, current events, and/or changes.***

# Department of Family and Protective Services

The Department of Family and Protective Services (DFPS) inspects our facilities,
and the licenses and reports will be posted at each center.
Parents may contact DFPS by calling 512/908-9610 or through their website at www.tdfps.state.tx.us/

You are entitled to view the following information. At any time you may ask the center supervisor and/or request from the Extended School Enrichment (ESE) Office to see the most recent copy of:

- The Texas Department of Family and Protective Services (DFPS) Minimum Standards
- The most recent DFPS Inspection / Investigation Report
- Documentation of liability insurance
- The most recent Fire Marshal's Inspection
- The most recent Health Department's Sanitation Inspection
- The most recent Gas Pipe Inspection
- The Child-Care Center's operational procedures (Parent Handbook)

# Discipline

## Discipline and Guidance Policy for Extended School Enrichment

- Discipline must be:

(1) Individualized and consistent for each child
(2) Appropriate to the child's level of understanding
(3) Directed toward teaching the child acceptable behavior and self-control

- A caregiver may only use positive methods of discipline and guidance that encourage self- esteem, self-control, and self-direction, which include at least the following:

(1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
(2) Reminding a child of behavior expectations daily by using clear, positive statements
(3) Redirecting behavior using positive statements
(4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age

- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

(1) Corporal punishment or threats of corporal punishment
(2) Punishment associated with food, naps, or toilet training
(3) Pinching, shaking, or biting a child
(4) Hitting a child with a hand or instrument
(5) Putting anything in or on a child's mouth
(6) Humiliating, ridiculing, rejecting, or yelling at a child
(7) Subjecting a child to harsh, abusive, or profane language
(8) Placing a child in a locked or dark room, bathroom, or closet with the door closed
(9) Requiring a child to remain silent or inactive for inappropriately long periods of time for a child's age

*Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance*

***ESE procedures are consistent with GISD's Student Code of Conduct.***

ESE staff members utilize positive discipline practices to achieve a cooperative and respectful environment. These practices are consistent with GISD's *Student Code of Conduct.* A child will receive consequences for the following behaviors.

## Major Offenses Level 1

- Being disrespectful or using profanity, vulgar language, or obscene gestures, orally, in writing, or electronic media
- Engaging in offensive conduct of a sexual nature, whether verbal, written or physical which may include requests for sexual favors, unwanted touching or other intimidating sexual conduct directed toward another student or another person
- Fighting, committing physical abuse, or threatening violence
- Failing to comply with directives given by school personnel
- Vandalism
- Oral or written abuse, i.e., name calling, racial or ethnic slurs, or derogatory statements that may disrupt the environment or incite violence
- Repeated interference with the teacher's ability to communicate effectively with other students
- Repeated interference with the ability of the student's classmates to participate in activities
- Unruly, disruptive, or abusive behavior that seriously interferes with the teacher's ability to communicate effectively with the other students
- Continuing to engage in serious or persistent misbehavior that violates ESE procedures
- Possessing or exhibiting firecrackers; stink bombs; exploding devices; snap and pop; knife; tobacco products; alcohol; or illegal drugs
- Deliberately misusing, altering, removing, destroying, or vandalizing system resources such as computers, software, data systems, networks, printers, or other associated equipment
- Using system resources to purposefully access, create, distribute, or copy messages, materials, or programs that are abusive, obscene, sexually oriented, threatening, harassing, or damaging to another's reputation

## ESE Consequences for Level I Offenses

The following consequences are possible for Level I Major Offenses based on the number of offenses committed.

- Written or verbal communications with the parent
- Conference with the Supervisor
- Disciplinary referral from the Center Supervisor
- Conference with the Director / Program Specialist
- Suspension from ESE
- Dismissal from ESE

## Dismissal Procedures for Level I Offenses (Disciplinary Referrals)

- 1st Referral – Conference with the Director or Program Specialist
- After a child receives 2 referrals within 6 months, he or she will be suspended from the ESE program for 3 days.
- After a 3rd referral within 6 months a child will be suspended from ESE for 3 months.
- After the 3-month suspension a child may return to program.
- If the child receives 1 referral following a 3-month suspension, he or she will be dismissed from the program for 1 year.

## Level II and Level III Offenses

A student who commits a Level II and/or Level III offense will be immediately dismissed from the ESE program. Please reference the Elementary Code of Conduct for a list of the Level II and/or Level III offenses. The Elementary Code of Conduct may be reviewed on the district web site, www.georgetownisd.org.

# Contact Information

## *ESE Office Location and Hours*

| | |
|---|---|
| School Year Office Hours: | 8:00 AM to 4:00 PM, Monday through Friday |
| Summer Office Hours: | 7:30 AM to 5:30 PM, Monday through Thursday |

**Location:** Extended School Enrichment
Annie Purl Elementary
1700 Laurel Street
Portable 55
Georgetown, Texas 78626

**Mail:** Extended School Enrichment
603 Lakeway Drive
Georgetown, Texas 78628

ESE Office phone number is (512) 943-5087, and voice mail is available for messages received when staff is away from the desk.

## *ESE Centers' Telephone Numbers*

Pre-Kindergarten – 2nd Grades

- Carver ESE Center 943-5076
- Frost ESE Center 943-5026
- Purl ESE Center 943-5086

3rd Grade – 5th Grades

- McCoy ESE Center 943-5036
- Pickett ESE Center 943-5056
- Williams ESE Center 943-5166

Pre-Kindergarten – 5th Grades

- Cooper ESE Center (K-5th) 943-5066
- Ford ESE Center 943-5186
- Mitchell ESE Center 943-1826
- Village ESE Center 943-5146