

## Directory of ESS & School Phone Numbers

School	ESS #	School #
Avondale	619-668-5838	619-668-5880
Bancroft	619-668-5839	619-668-5890
Casa de Oro	619-668-5840	619-668-5715
FletcherHills	619-668-5841	619-668-5820
Highlands	619-668-5842	619-668-5780
KemptonStreet Literacy Academy	619-668-5843	619-668-5870
La Mesa Dale	619-668-5844	619-668-5740
La Presa Elementary	619-668-8355	619-668-5790
Lemon Avenue	619-668-5846	619-668-5835
Loma	619-668-5847	619-668-5862
Maryland Avenue	619-668-5848	619-668-5744
Murdock	619-668-5849	619-668-5775
MurrayManor	619-668-5850	619-668-5865
Northmont	619-668-5851	619-668-5830
Rancho	619-668-5852	619-668-5885
Rolando	619-668-5853	619-668-5800
Sweetwater Springs	619-668-5736	619-668-5895
La Mesa Arts Academy Room #50	619-668-8371	619-668-5730
STEAM @ La Presa Room #712	619-668-8360	619-668-5720
Parkway Middle Room #B10	619-668-8372	619-668-5810
Spring Valley Academy Room #36	619-668-8374	619-668-5750

ESS District Office Phone Number 619-644-3800

ESS District Office FAX Number 619-668-8309

# Extended School Services Parent Handbook

## 2018-2019



**La Mesa-Spring Valley Schools**

**4750 Date Avenue  
La Mesa, CA 91942  
(619) 644-3800**

[www.lmsvschools.org/domain/250](http://www.lmsvschools.org/domain/250)

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## Notes

**Information in this handbook is subject to change without notice.**

## Notes

### La Mesa-Spring Valley Schools

## Extended School Services Annual Holidays

ESS is closed for legal holidays throughout the year. La Mesa-Spring Valley Schools employees receive holidays pursuant to the provision of the California Education Code and the District Board of Education. ESS will be closed on the following days for the 2018-2019 school year:

July 4	Independence Day
September 3	Labor Day
November 12	Veterans Day
November 22 - 23	Thanksgiving Break
December 24 - 28 & January 1	Winter Break
January 21	Dr. Martin Luther King Jr. Day
February 11	Lincoln's Day
February 18	Washington's Day
April 19	Spring Holiday
May 27	Memorial Day

**ESS is open on all early release days (Modified Tuesdays and Parent Conferences) and on Staff Development Days at no additional cost above the regular weekly fee.**

## Introduction

Welcome to Extended School Services (ESS) before and after school program. ESS provides a safe, supervised setting for your child with a wide range of creative, recreational, and educational activities that assist in the social, emotional, creative and physical development of your child. ESS is a pre-paid, fee-based and self-supporting program. It is governed and regulated by the La Mesa-Spring Valley Schools, Department of ESS.

## Our Vision

To create a continuously improving program that meets student, parent, and staff needs, allowing each child to reach his or her fullest potential.

## Our Mission

Our mission is to provide:

1. Quality childcare that is safe, affordable and convenient.
2. A program that includes an academic assistance component that provides opportunities for academic achievement.
3. An educational enrichment component that offers students a broad array of additional programs and activities designed to reinforce and complement the regular academic program, including music, art, recreation, and performing arts.
4. Qualified, caring staff members who participate in ongoing training and staff development.

## Our Methods

1. Relationships – To establish effective, positive relationships with parents, children, and school staff.
2. Integrity – We are committed to doing the right thing, not the easy thing. We are truthful to each other and ourselves, and our behavior is consistent regardless of who is watching.
3. Passion – Our passion goes beyond the love of children. It extends to the desire to see the ESS program continually improve.
4. Skills – Our skills are a collection of tools we can use to be effective. We are committed to using and learning the best practices in working with children.
5. Professionalism – Parents trust us with their most precious treasure... their children. While in our care, we want to convey a professionalism that fosters respect and represents our vision.

# ESS Bill Paying Made Easy with Auto Pay

## What is Auto Pay?

Auto Pay lets you pay your ESS bill without having to remember due dates, write checks, buy stamps, or make special trips to the School District office. Your payment is automatically charged to your VISA, MasterCard, or Discover card on the payment due date. We also accept e-checks.

You can terminate your Auto Pay participation at any time.

## How do I sign up?

It's simple. Just call one of our ESS Account Technicians and let her/him know that you are interested in Auto Pay or log on to your Eleyo profile. We will ask you a few questions, get your credit card information, and finalize all of the details in just a few minutes. Please note that a convenience fee will apply. Call today! 619-644-3800

The La Mesa-Spring Valley Schools is committed to equal opportunity for all individuals in education. The District prohibits discrimination, harassment, intimidation or bullying based on actual or perceived race, color, ancestry, national origin, nationality, ethnic group identification, ethnicity, age, religion, marital or parental status, disability, sex, sexual orientation, gender, gender identity, gender expression or association with a person or group with one or more of these actual or perceived characteristics. Complaints alleging unlawful discrimination may be filed using the District's Uniform Complaint Procedures. (BP 0410 BP 1312.3)

2018/2019 ESS Academic Billing Calendar	
Dates of Service	Payment Due Date
Aug 6 - Aug 17 (AM only and PM only rates <u>are not</u> available 8/6-8/8)	July 30
Aug 20 - Aug 31	Aug 13
Sept 3 - Sept 14 (ESS Closed 9/3)	Aug 27
Sept 17 - Sept 28	Sept 10
Oct 1 - Oct 5 (1 Week)	Sept 24
<u>*Fall Break Oct 8-12 (Week 1)</u> (No AM only or PM only rates available)	Sept 24
<u>*Fall Break Oct 15-19 (Week 2)</u> (No AM only or PM only rates available)	Oct 8
Oct 22 - Oct 26 (1 Week)	Oct 8
Oct 29 - Nov 9	Oct 22
Nov 12 - Nov 16 (1 Week) (ESS Closed 11/12)	Nov 5
<u>*Thanksgiving Break Nov 19-23 (ESS Closed 11/22-11/23)</u> (No AM only or PM only rates available)	Nov 5
Nov 26 - Dec 7	Nov 19
Dec 10 - Dec 21	Dec 3
<u>Winter Break Dec 24-28 (Week 1) (ESS Closed All Week)</u>	none
<u>*Winter Break Dec 31 - Jan 4 (Week 2) (ESS Closed 1/1)</u> (No AM only or PM only rates available)	Dec 17
Jan 7 - Jan 18	Dec 31
Jan 21 - Feb 1 (ESS Closed 1/21)	Jan 14
Feb 4 - Feb 15 (ESS Closed 2/11)	Jan 28
Feb 18 - Mar 1 (ESS Closed 2/18)	Feb 11 (Holiday)**
Mar 4 - Mar 15	Feb 25
Mar 18 - Mar 29	Mar 11
Apr 1 - Apr 12	Mar 25
<u>*Spring Break Apr 15-19 (Week 1) (ESS Closed 4/19)</u> (No AM only or PM only rates available)	Apr 8
<u>*Spring Break Apr 22-26 (Week 2)</u> (No AM only or PM only rates available)	Apr 8
Apr 29 - May 10	Apr 22
May 13 - May 24	May 6
May 27 - June 7 (ESS Closed 5/27)	May 20
June 10 - June 14 (1 Week)	June 3

\* Breaks are optional. Billing calendar is subject to change. Fees are non-refundable. For AM only use or PM only use there is no sibling discount, and these options are not available during the breaks.

\*\* Holiday due dates. You can make online payments via our website. You can mail your payment before the due date to avoid late payment fees.

## Program Descriptions

Our program provides childcare year-round from 6:00 am to 6:00 pm. All sites open at 6:00 am. While there may be someone on site before 6:00 am, **we cannot accept children before 6:00 am**. We have 21 sites serving over 2,400 students with approximately 250 employees. We have been providing the La Mesa-Spring Valley community with quality childcare for over 40 years.

Although daily schedules vary slightly from site to site, the following is a typical daily schedule:

- Roll Call and Announcements
- Cardio/Aerobic Activity
- Nutritional Snack
- Homework and Enrichment
- Recess
- Singing and Music
- Sports and Activity Rotations
- Critical Thinking Skills Weekly
- Reading and Board Games

There are also numerous special events that take place throughout the year including field trips, barbecues, carnivals, assemblies, etc.

Also, the ESS Program offers Academic Competitions that take place throughout the school year. Students compete in three categories including: Challenge 24 (math game), speech, Jeopardy and language arts/social science. These competitions are always exciting and provide a stimulating way to enhance academic growth.

ESS offers a financial literacy program for 5th grade students sponsored by Junior Achievement BizTown. ESS staff members introduce students to economics and business. The lessons are followed up by a daylong hands-on experience (field trip) where students apply learned concepts in a life-like community.

Another way for children to be involved is in our extramural Kickball Season. ESS children in grades 4-6 are able to participate and learn how to play, as well as learn good sportsmanship. Each child **must provide proof of medical insurance** to play extramural kickball. School insurance applications are available from your School Office Manager/ESS staff.

Parents are invited to attend our Parent Input Forums throughout the year to learn more about the programs that we offer, and to have their questions answered.

## Program Location

In most cases, ESS is based in the school's multipurpose room; however, other rooms on the school site can be used. Check with the particular school your child attends.

## Staff

The ESS staff has been carefully screened by La Mesa-Spring Valley Schools, and fingerprinted for clearance by the State Department of Justice and the Federal Bureau of Investigation (FBI). Potential employees are hired based on a combination of education and experience that demonstrates a strong understanding and sensitivity to the educational and social needs of school age children. The staff is responsible for creating and implementing age-appropriate activities for the children in their care. Each site has staff members who are CPR and First Aid certified.

## Ages Accepted

The ESS program is open during the school year to students who are enrolled in the La Mesa-Spring Valley Schools, Transitional Kindergarten (TK), Early Admission Kindergarten (EAK) through eighth grade. Students from other districts may attend during Break time. TK and Kindergarten students may start in the program the first day of the week school starts, August 6, 2018. The first day of school is August 9, 2018.

## Registration

The ESS program uses an online billing and registration system. To set up an account and register for the ESS program, go to <https://lmsvschools.ce.eleyo.com>. Families must register each academic year and break season. Registrations will be reviewed for approval. Once your registration has been approved you will receive an email confirmation.

## Custody Agreements

The parent/guardian must provide both the school and ESS with any court orders that might affect the check in/check out of an ESS child. As court orders are updated and/or changed, the school and ESS must be given the updated copies.

**Parents with dual custody and split payments must both have their account current in order for the child(ren) to receive child care services. One parent payment is not sufficient for the child(ren) to attend any portion of the day. It is not the responsibility of ESS to settle payment disputes between parents.**

## ESS PARENT AGREEMENT

Tuition is based on a flat rate fee, not actual attendance, and is billed on a bi-weekly basis. Payment due dates are every other Monday, and must be pre-paid one week in advance. Fees are non-refundable. Tuition payments may NOT be left at the site or given to the staff. Only the District Office may accept payments.

ESS reserves the right to deny service upon non-payment.

Summer and break times are optional and must be signed up for separately. No child will be accepted at ESS unless the District Office has the registration forms on file and payment is received by the due date.

Two weeks' notice is required if you need to change your schedule or withdraw from the program. You can do this online, under the "Contract Management" section of your Eleyo account. A vacation request must be made in writing and can be emailed or dropped off at the District Office. Up to two weeks non-participation per year is permitted at no charge. If two weeks' notice is not provided, you will be charged corresponding fees according to your selected schedule. Please note that schedule changes must be for a MINIMUM of two weeks.

Picking up your child ANY time after 6 pm (according to the ESS clock) is considered a late pick-up, and a charge will be assessed to your account.

You will be charged a \$10.00 late fee if your payment is not received by the invoice due date. Late fees must be paid with the next payment. Continuous non-payment of fees is a cause for termination from the ESS Program.

If your account is not fully paid by the close of business on the Friday before the first day of the service week(s), your child may not be admitted to ESS. Existing charges will be left on the account. If your child comes to ESS and the account has not been paid, he or she may be escorted to the office and you will be contacted to pick up your child.

If your child has been dropped, removed, or otherwise withdrawn from the program for any reason, you must pay a \$30 re-enrollment fee (on space availability), and all other monies owed to be reinstated.

If your account is sent to collections, a \$15.00 fee will be added to your account. You must clear up the account with the collection agency and ESS before re-entering the program.

Checks returned by your bank for any reason (i.e. non-sufficient funds, account closed, etc.) must be replaced immediately with cash, credit card, or money order. A \$25.00 fee will be charged to the account.

## ESS is a Voluntary Use Program

ESS is a voluntary use program and therefore reserves the right to suspend parents temporarily or permanently for the following reasons:

- Verbal threats, physical aggression, bullying, inappropriate language, or uncooperative attitude toward staff or other parents
- Continuous late pickup of child
- Continuous late payment or non-payment of tuition or late fees
- Inability to support the ESS Behavior Management Procedures

**It is important to understand the ESS program is not part of the child's instructional day. ESS is a child care program offering a service to help meet the needs of working parents.**

**The contents of this handbook and/or ESS policies and procedures may be changed at any time to continue to meet the safety and needs of your child or the needs of the ESS Program.**

## Release of Documents

Request for ESS documents pertaining to individual students will be released for court proceedings only when accompanied by proof of legal right of access and prepayment.

## Fees and Payments

Extended School Services is a pre-paid, fee-based and self-supporting program. Fees are used to fund salaries and sustain all aspects of the program including instructional supplies, nutritional snacks, recreational equipment, etc. The fees are a **flat, weekly rate regardless** of how many hours or days the child attends the program. A two-week notice is required before taking vacation time, dropping the program, or making a schedule change; otherwise fees remain on the account. Unpaid balances may be sent to a collection agency. Fees are to be **pre-paid** every **two weeks**. A \$30 re-enrollment fee will be charged upon returning if your child(ren) have been dropped, removed, or otherwise withdrawn from the program for any reason within the current school year.

**Site Leads and school office staff have been instructed not to accept payments at the site.** Payments are accepted through ESS at the District Office only. Please see the following page for payment options.

## Academic School Year Fees

EAK through 8: During academic year (AM and PM).....	\$90.00/wk
EAK through 8: For each additional sibling (AM and PM).....	\$81.00/wk
EAK through 8: AM only schedule (no sibling discount).....	\$45.00/wk
EAK through 8: PM only schedule (no sibling discount).....	\$66.00/wk

## Fall, Spring and Summer Breaks: (6:00 am to 6:00 pm) (includes field trips and one t-shirt per school year)

**EAK through 8: During all breaks.....	\$135.00/wk
**EAK through 8: For each additional sibling.....	\$125.00/wk

(Rates are subject to change)

\*\*TK, EAK, and K are only eligible to use breaks if they are enrolled in ESS during the academic school year.

## No AM only or PM only schedules are offered during breaks.

Invoices will be emailed to the email address listed on your profile. Invoices are sent every two weeks. If for some reason you do not receive an invoice before the service date, call your ESS Account Technician immediately to let her know. A \$10 late payment fee will be charged each time a payment is received after the due date. Late payment fees must be paid off with the next payment.



## Payment Options

ESS accepts checks, money orders, VISA, MasterCard, Discover, E-Checks, debit cards and cash. Due to the increased cost of accepting electronic payments, a convenience fee will be added to all credit/debit card/ACH transfer transactions. Convenience fees will be reflected on your invoice. Families making payment by cash or check will not incur this fee. Payments options are as follows:

1. **Online at <https://lmsvschools.ce.eleyo.com>.** VISA, MasterCard, Discover, E-Check, or debit cards are accepted.
2. Mail
3. Walk-ins at the District Office or call (619) 644-3800 (Monday-Friday from 8:00 am to 4:30 pm)
4. **ESS drop box** located on the West side of the District building

Cash must be brought into the ESS District Office and a receipt will be written by ESS staff. **Do not mail cash or put cash in the ESS drop box.**

Your child may be sent to the school office if he/she comes to ESS and a past due balance is on your account. If your child is not in attendance for a two-week period, your account will be deactivated and must be **paid in full** to return. Families who have left/been dropped from the program with an unpaid balance are referred to a licensed collection agency and will have a \$15.00 fee added to their account.

If your check is returned by your bank for any reason, a fee of \$25 will be added to your account. The returned check, plus fees, must be paid with **cash, credit card or money order** immediately.

## Sign In/Out Policy

Parents must sign their children in and out daily. Children may leave the program only with the persons specified on the registration profile, or in the case of an emergency, through written notification from the parent/guardian. Expect staff to ask for proper identification until they become familiar with those authorized to pick-up your child. Please update emergency and contact information regularly. Attendance for the after school program will be taken promptly after children are released from school.

The time on the ESS clock will be the official time that will be used to log late pickups, so please set your watches to that time. We require that parents walk their children in to the program. Please make sure the staff acknowledges your child's presence before leaving the program site. Students will not be released to any authorized pickup that is perceived to be under the influence of either alcohol or drugs.

child be successful. Suspension follows if the contract is not effective. To ensure privacy, the star chart is located within your child's group monitoring book. When picking up your child, please ask a staff member to review your child's star for the day. Please speak with the Site Lead or Assistant Lead if you have any concerns regarding your child's behavior.

**\*\* Note: Major behavior infractions may lead to immediate contract and/or suspension/exclusion from the program. Determination to be made by the Site Lead and appropriate District Staff.**

## Behavior Guidelines for Middle School

Similar to elementary schools, the goal at our middle schools is to offer a program that engages the students and minimizes behavior concerns. While all programs offer positive incentives for good behavior, the following are a series of consequences in the event students are unable to manage themselves:

1. Warning – In most instances, each student will be given a verbal warning/suggestion to correct a behavior.
2. Student Write-Up – This is a written concern from staff and is an opportunity for the child to write down his/her plan for success.
3. Parent Write-Up – A discussion between the Site Lead, parent, and child to ensure a team effort is being made to allow for the child's success.
4. Behavior Contract – The implementation of a plan developed by staff, parent, and child that has a defined period of time. The child is to meet the expectations of the contract.
5. Suspension – This is a set period of time the child is not to attend the ESS Program.

**LMSV Schools policies regarding alcohol, tobacco, and any form of weapons or drugs will be adhered to completely.**

Conduct that disrupts the operation of our programs, interferes with the rights of others, endangers the safety of any person, or damages property, will not be tolerated. **Major behavior infractions can lead to an immediate contract and may include a temporary or permanent suspension.** These disciplinary measures have been established to ensure each child's right to a safe, fun and educational environment.



## Behavior Management Procedures for Elementary

The goal of the ESS staff is to provide a safe, fun, and educational environment for all participants. We expect all children to show respect for one another and for adults. Extended School Services has developed a behavior management system whose main goals are to ensure each child's success in every area that our program has to offer. Our focus is on using positive reinforcement to help shape the behaviors we are looking for in our program. We understand that having a fun and exciting program eliminates most unwanted behaviors. Having a behavior management plan helps our program to be consistent and fair. Please review the purpose and structure of the ESS behavior management systems below and on the following page.

### Purpose:

- To provide a behavior management system that will reflect each child's behavior for the entire day.
- To provide children with opportunities to improve throughout the day and show progress.
- To provide a system that is fair and proactive for children, parents, and staff.

### The Star System (EAK–6th Grade):

- Green Star = Great Job, Outstanding
- Yellow Star = OK
- Orange Star = Needs Improvement
- Red Star = Serious/Severe Behavior

The star system will be represented by three separate sections of the day. Your child will have up to three opportunities to earn stars.

- Section 1 Typically 6:00 am to dismissal to class.
- Section 2 Typically school dismissal to approximately 4:00 pm.
- Section 3 Typically 4:00 pm to the end of the day.

Each section is independent of the others; therefore, each child gets a fresh start (green star) at the beginning of each section. Lowered stars will not carry over into a different section.

When unacceptable behavior is observed, a staff member will give the student a verbal warning, followed by a corrective measure, if necessary (possible change in star color). Staff members will not engage in any form of physical or humiliating punishment. Following these initial steps, contact with the parent may be made. If the unacceptable behaviors persist, the child may be put on a temporary behavior contract. This contract will include a plan involving strategies to be used by the child, staff and parents to help the

## Late Pickup Policy

We understand there are situations that may cause you to be delayed; however, we ask that you be conscientious about being on time. If you know that you will be delayed, please contact the ESS staff. **(Phone numbers for your school site are listed on page 24). Please arrange for an authorized person to pick up your child prior to closing time.**

Children who are not picked up by 6:00 pm by you, or a person authorized by you, will be properly supervised until they are picked up. Within ten minutes after the program closing time, the staff will attempt to contact the parent at home or at work. If the staff is unable to speak with the parent by phone, they will contact the authorized person(s) listed on the registration form. If the authorized person(s) cannot be contacted by phone, the police will be contacted 30 minutes past the program's closing time. Children will never be left unattended.

If you are delayed past 6:00 pm, a late fee will be charged. Late fee schedules are posted at your school site. Fees will be added to your next invoice and **will be due with your next regular tuition fee**. This late pickup fee will be used to help pay staff who must remain after their regular working hours to supervise your child.

Four late pickup occurrences will result in suspension of your child from the program for one week. You will be **dropped from the ESS Program for the remainder of the school year** on the eighth late pickup. A 6:30 pm pickup time or later is an automatic minimum \$25.00 fee.

For additional information, please refer to the Late Pickup Report document that you will be asked to sign with each late pickup.



## Students Who Are Not Picked Up After School OR Are Dropped Off Early

Families not currently registered in ESS whose children are not picked up after school and are sent to ESS after the school office closes, will be charged the regular ESS weekly fee. Unregistered children who are dropped off early in the morning will also be charged the regular ESS weekly fee. Nonpayment will result in the account being referred to a licensed collection agency.

## Financial Assistance

Financial assistance is available to those who qualify through San Diego County programs. In order to apply for these programs (YMCA and CDA only) you need to do the following:

1. Call (800) 521-0560 and let them know you need financial assistance to send your child to the La Mesa-Spring Valley Extended School Services Program.
2. Tell them you want to be added to the eligibility list for the Alternative Payment Programs.
3. They will ask you some questions to determine if you qualify for financial assistance. If they can help, they will advise you what to do next.

You will be assigned to an agency if you become eligible. Since these programs are based on family size and gross monthly income, they are unable to give status information on your application. You will be contacted by phone and/or mail if they can assist you with your childcare.

In order for your file to remain active, you must update your application every six months. This may be done by calling 1-800-521-0560 or by accessing their web site [www.childcaresandiego.com](http://www.childcaresandiego.com). (If you wish to update by computer, you will need to call (619) 521-3055 ext. 500 to get your username/password).

**ESS has no information regarding the status of your application until you are actually approved.**



## ASES Grant Program

Avondale, Bancroft, Casa de Oro, Highlands, Kempton Street Literacy Academy, La Mesa Dale, La Presa Elementary, Rancho, STEAM @ La Presa, and Spring Valley Academy schools are ASES (After School Education and Safety) Grant sites. If you have been approved for free/reduced lunch, you **may** qualify to access the ASES Grant Program. Please speak to the ESS Site Lead for additional information.

## Emergency Procedures

School emergency procedures are practiced on a regular basis. In case of an emergency, those procedures will be followed. In an extreme situation where the building is determined unsafe, staff will remove children to safety and immediately contact parents or emergency contacts. In case of fire, students will evacuate the building through designated doors to assigned holding areas until the signal is given that the emergency is over.

**SecureCampus** procedures are initiated when there is a potential outside threat to the safety of the children and staff. All staff and children remain locked inside a building until local law enforcement directs us otherwise. Please ask the ESS Lead for protocol **specific to your child's school site**.

## Child Abuse Reporting and Confidentiality

The ESS staff, in compliance with the policies and procedures of the School District, is **required by law** to report known or suspected instances of child abuse to Child Welfare Services. Information shared with the ESS staff by a child or parent remains confidential and will be disclosed only for purposes legally permissible or directly related to the administration of ESS.

## Special Needs Children

ESS provides care for children with special needs as long as their needs can be reasonably accommodated. Before the child attends, there will be a meeting with appropriate staff, which may include the ESS Supervisors, Coordinator, Administrators, and parents. Discussion at this meeting will center on specifics about the child's needs and any additional information that parents consider important. Additional meetings may be necessary if the child has difficulty accessing the program, or if staff have difficulty with language, behavior, or physical issues.

It is important to understand the ESS program is not part of the child's instructional day. ESS is a child care program offering a service to help meet the needs of working parents. ESS staff will use the above agreed-upon strategies to help the child participate in the activities we offer. It may be determined that the ESS setting is not an appropriate placement for the child's child care needs.

## Homework Procedures

- Although ESS encourages the completion of homework in grades 1st-8th (45 minutes Monday – Thursday), the ultimate responsibility for homework lies with the student and his or her parents.
- Homework rotation at ESS is 45 minutes in length, 4 days a week, Monday through Thursday for 1st through 8th grade students.
- Homework rotation in ESS is not a one-on-one tutoring service, but rather a quiet space and separate time of day for students to focus on and work toward their homework completion.
- When homework rotation begins in ESS, staff will ask students if they have homework and/or to show the staff their homework folder/planner. If a student states that he/she has no homework, he/she will be provided with academic enrichment activities or will have the option to read a book of his/her choice for the duration of the homework rotation. Staff will not go through a student's backpack to look for his/her homework.
- While ESS staff may spot-check answers, the responsibility of reviewing and correcting work belongs to the parent/guardian, ESS does not guarantee homework completion.

## Personal Possessions

ESS is not responsible for lost or stolen property. Even though children are responsible for their own personal belongings, the staff will do everything possible to ensure that items will not be lost or stolen. We suggest parents consider the items they allow children to bring to the program to avoid problems that may arise. Cell phones are permitted on campus; however, the cell phones must never be visible or used on school grounds, unless an emergency situation occurs. If a student violates this rule, the consequences are as follows:

- **1<sup>st</sup> Violation – Phone taken away and returned to the student at the end of the day. (Parents will be notified.)**
- **2<sup>nd</sup> Violation – Phone taken away and returned to parent upon pick-up.**
- **3<sup>rd</sup> Violation – Phone taken away and returned to parent with a meeting scheduled.**

## Television and Video Policy

A television is available at all sites. Television viewing is restricted to early mornings and/or after 5:30 pm each evening. In bad weather, this restriction may be waived at the Lead's discretion. On occasion, ESS will show videos. These videos are completely age-appropriate. PG movies are only shown when there is a current permission slip on file. ESS sites also watch academic enrichment videos that have been approved by the ESS Department.

## ESS During School Breaks

Fall (October 8-19) - ESS is open

Thanksgiving (November 19-23) - ESS is **closed November 22-23**

Winter (December 24-January 4) - ESS is **closed December 24-28, and January 1**

Spring (April 15-April 26) - ESS is **closed April 19**

Break seasons are optional and must be registered for separately. Register for break seasons through your Eleyo account. If you try to reserve a spot and the site is full, your child will be placed on a waiting list for a spot as they become available. During breaks, sites will be combined. Your program may not be at your home site.

## Withdrawing from the ESS Program

A two-week notice is required to voluntarily drop from the ESS Program. You can access this through your Eleyo account. If a two-week notice is not received, a two-week fee will be kept on the account. Non-payment will result in the account being sent to a collection agency.

## Absences

If you know your child will not be attending our program, please call the ESS Site Lead (see ESS Directory page 24) to inform staff of your child's absence. If a child is absent without parent notification, we will check school attendance records and then call the home or parent's place of employment for verification purposes. If your child is absent from school for any reason, he/she will not be allowed to attend ESS for that day.

## Children Who are Expected, but Don't Show Up to ESS

A child is considered unaccounted for when staff is unable to determine his/her whereabouts. Every reasonable effort will be made by staff members to search the immediate building and school grounds. If, after a search, the child's whereabouts is still undetermined, a staff member will call the child's home, the parent's place of work, and the emergency contact person(s). If the child is still not located, ESS Supervisors, and/or ESS Manager will be contacted. The police will be contacted when all other attempts have failed. This procedure will be followed in as brief a time as possible.

## Illness or Injury

There is ESS staff at each site that is certified in CPR and First Aid. If a child experiences a minor or non-emergency injury, a staff member will inform parents at pick-up time. In case of serious injury or illness, our staff will make every effort to contact a parent or an authorized person. If a parent is unavailable, the designated emergency person will be notified. If all designated emergency persons are unavailable, in severe cases, it may be necessary to contact emergency medical services (911) for the administration of first aid and/or medical treatment that is in the best interest of the child. The parent is responsible for payment of any emergency medical treatment. If you are interested in obtaining Student Accident Insurance, offered through the School District, contact your school office. These procedures will also be followed on field trips.

Children picked up from school due to illness cannot return to ESS that same afternoon. Please remember that children must be fever-free for 24 hours before returning to school or ESS.

## Medications

Medication should be given to children at home whenever possible. All students receiving medication at school or ESS require a Medication Authorization and Plan. Prescription and non-prescription medications are permitted at ESS **only** when a completed Medication Authorization and Plan is on file. If any of the conditions of the authorization change, a new form must be completed and signed by the parent and health provider. These forms may be obtained at the school office from the Health Technician.

**During breaks**, when a site is combined with another site, parents must transport the medication to the host site.

## Suspensions

If your child is suspended for one or more days, or if the ESS Lead requests that you pick your child up early because of inappropriate behavior, fees will not be prorated.

If your child is suspended for an entire week, (Monday—Friday) your weekly fees will be credited to your account. If your child does not attend school, is picked up from school early, suspended from school, or unable to remain in his/her classroom due to illness or behavior, he/she may not attend ESS that day.

## Field Trips/Assemblies

ESS strongly believes that children should have opportunities to visit a variety of places and participate in activities throughout San Diego County, including assemblies held at different ESS sites. The cost is included in the base program fee during break times. Transportation is provided in District buses. Before each trip, children will be instructed on safety procedures. On walking field trips, children will be instructed on additional safety procedures, such as crossing at traffic lights and remaining on the sidewalks. ESS t-shirts must be worn on all field trips. One t-shirt per year is provided at no extra charge. Additional t-shirts may be purchased for \$10.00 each. Field trips may be canceled or changed due to inclement weather.

Parents will be informed in advance of all field trips. Permission slips for each event are required. **Emergency situations are the only time permission by phone is acceptable**. On field trip days, care is not provided at the site during the actual time students are on the field trip.

Therefore, parents will need to make alternative arrangements for childcare if the child will not be going on the field trip. It is also important to note that a child's behavior in the program and on field trips determines the privilege of attending these special trips.

Emergency forms and the daily roster will accompany the groups on all field trips. The ESS Site Lead will always have an accurate field trip schedule, including the names of students with the parents' contact information.

## Nutritional Snacks

A nutritional snack is provided to each child every day while in the program. This snack is provided by the Child Nutrition Department. During "non-school" full days, we still offer one snack in the pm; therefore, children need to bring nonperishable snacks and lunch for the remaining parts of the day. Peanut Disclaimer from our Snack Providers **"Some of the snacks provided, are manufactured with products containing peanuts and/or peanut containing ingredients, and while our stringent control practices should ensure that all product residue is removed between runs, it is still remotely possible that a small amount of allergen may still be present."**

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