



# LA MESA-SPRING VALLEY SCHOOLS

## Extended School Services



La Mesa-Spring Valley Schools  
Education Center  
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[www.lmsvschools.org/ess](http://www.lmsvschools.org/ess)

## Table of Contents

<b>COVID-19 Addendum</b> .....	3
<b>Extended School Services Annual Holidays/Dates of Closure</b> .....	4
<b>Introduction / Our Vision, Mission, and Promise</b> .....	5
<b>Program Description</b> .....	6-7
Program Location .....	7
Ages Accepted.....	7
Our Staff .....	7
<b>Registration</b> .....	7
Fees and Payments.....	7-8
Academic School Year and Break Fees.....	8
Payment Options .....	8
What is Auto Pay? .....	9
Invoicing .....	9
Custody Agreements .....	9
<b>Financial Assistance and ASES Grant Program</b> .....	9
Financial Assistance .....	9
ASES Grant Program.....	10
Expanded Learning Opportunities Program .....	10
<b>ESS Breaks</b> .....	10
ESS During the School Breaks .....	10
Field Trips and Assemblies .....	11
<b>Program Policies and Procedures</b> .....	11
Sign In and Out Policy .....	11
Absences.....	12
Children Who are Expected, but Don't Show Up to ESS .....	12
Late Pick-Up Policy.....	12
Students Who are Not Picked Up After School or Are Dropped Off Early.....	12
Withdrawing from the ESS Program .....	13
Homework Procedures .....	13
Nutritious Snacks.....	13
Television and Video Policy .....	13
Personal Possessions and Cell Phones.....	14
<b>Emergency Procedures</b> .....	14
Disaster Preparedness .....	14
Illness or Injury.....	14
Medications .....	15
Child Abuse Reporting and Confidentiality .....	15
<b>Students with Special Needs</b> .....	15
<b>Student Behavior</b> .....	15
Behavior Management Procedures for Elementary .....	15-16
Behavior Guidelines for Middle School.....	17
Exclusion From the ESS Program.....	18
<b>ESS is a Voluntary Use Program</b> .....	18
<b>ESS Parent Agreement</b> .....	19
<b>Billing Calendar 2022/2023</b> .....	20
<b>Directory of ESS and School Site Phone Numbers</b> .....	21

**La Mesa-Spring Valley Schools**  
**COVID-19 Addendum for the 2022/2023 School Year**  
**(August 2022 – July 2023)**

The COVID-19 pandemic is an unprecedented global crisis. Regular functions of the ESS program (field trips, assemblies, academic competitions, kickball and other extracurricular activities) that ESS would normally participate in throughout the school year could be postponed and/or modified until further notice. The health and safety of the LMSV students, staff and community remain our first priority.

Please know that ESS will continue to provide updates on an ongoing basis as health and safety guidelines are modified by the California Department of Public Health. As we receive new information, we will share it with you. You can review this information on our ESS webpage at [lmsvschools.org/ess/](https://lmsvschools.org/ess/).

We appreciate your patience and understanding as we work through these new procedures together, in service of the health and safety of your children. Thank you for your support and your patience.

# **Extended School Services Annual Holidays/Dates of Closure**

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 2022-2023 school year:

<b>Monday, September 5</b>	Labor Day
<b>Friday, November 11</b>	Veterans Day
<b>Monday-Friday, November 21-25</b>	Thanksgiving Break
<b>Thursday-Friday, December 22-23</b>	Staff Non-Work Day
<b>Monday-Friday, December 26 - 30</b>	Winter Break
<b>Monday, January 2</b>	New Year's Day (observed)
<b>Monday, January 16</b>	Dr. Martin Luther King Jr. Day
<b>Monday, February 13</b>	Lincoln's Day
<b>Monday, February 20</b>	President's Day
<b>Friday, April 7</b>	Spring Holiday
<b>Monday, May 29</b>	Memorial Day
<b>Monday, June 19</b>	Juneteenth Holiday
<b>Tuesday, July 4</b>	Independence Day

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

# Introduction / Our Vision, Mission, and Promise

## Introduction

Welcome to the 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

We value and find strength in our diversity. Learning is meaningful and relevant, connected with each child's individual needs, ethics, culture, and experiences, and is linked with the world inside and outside of the classroom. We continually strive to create an equitable program that meets the needs of our LMSV students, families, staff, and community, leading every student to realize their fullest potential while recognizing their uniqueness.

## Our Mission

- To provide the La Mesa-Spring Valley communities with a safe, inclusive, and nurturing expanded learning program for all students.
- To involve all stakeholders (students, parents and staff) in the continuous program development and improvement.
- To provide students with a wide variety of expanded learning opportunities designed to reinforce and complement the academic school day, including: art, sports and recreation, STEM, and performing arts.
- Provide programs that include academic assistance to lead students toward academic achievement.
- Develop caring, responsible and respectful staff through ongoing professional development and education.
- Build positive and trusting relationships within the school community through continuous collaboration and partnerships.

## Our Promise

- To our students and families, we promise to provide a foundation of support so that every student has the opportunity to succeed. We promise to involve families and students in the program culture and management and to check-in with you consistently to ensure we are meeting your family's needs.

- To our staff, we promise to share decision-making as we incorporate a team-based approach to create and maintain a culture that promotes student growth and learning. We will observe, encourage, coach, and give support to all staff members and provide continued professional development.
- To our community partners and collaborators, we promise to make every stakeholder feel valued and to serve in our positions with integrity and character. No child will be left behind because of their family background, race, or socioeconomic status.

## **Program Description**

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 2,300 students with approximately 200 employees. We have been providing the La Mesa-Spring Valley community with quality childcare for almost 50 years.

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

- Roll Call and Announcements
- Cardio/Aerobic Activity
- Nutritious Snack
- Homework and Enrichment
- Recess
- Social and Emotional Learning
- Sports and Activity Rotations
- Critical Thinking Skills
- Reading and Board Games

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

Also, the ESS Program offers Academic Competitions that take place throughout the school year. Students may have the option to compete in competitions including: Challenge 24 (math game), Spelling Bee, Jeopardy (language arts/social science trivia) and Chess. 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 lifelike community.

Another way for children to be involved is through our extramural ESSPN Sports League. ESS children in grades 4-8 are able to participate and learn how to play kickball, flag football and basketball, as well participate in weekly Social Worker Lead social-emotional learning lessons. Each child must provide proof of medical insurance to play extramural sports. 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.

### **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) through eighth grade. Students from other districts may attend during break time. Students entering TK and/or Kindergarten for the first time in the 22/23 school year may start in the program the week school starts. The first day of school is Wednesday, August 10, 2022.

### **Our 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.

## **Registration**

The ESS program uses an online billing and registration system. A registration fee of \$40 for one child and \$60 for two or more children will be due upon registration. This fee is non-refundable and will be automatically processed upon approval of your contract.

To set up an account and register for the ESS program, go to [lmsvschools.ce.eleyo.com](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.

## 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 (two weeks allowed per academic school year), dropping from 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.

Site Leads and school office staff have been instructed not to accept payments at the site. Payments must be brought to the ESS Department at the District Office. Payment options are listed below.

## Academic School Year and Break Fees

TK through 8: During academic year (AM and PM).....\$90.00/week

TK through 8: For each additional older sibling (AM and PM)..... \$81.00/week

TK through 8: AM only schedule (no sibling discount).....\$45.00/week

TK through 8: PM only schedule (no sibling discount).....\$66.00/week

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

\*\*TK through 8: During all breaks.....\$150.00/week

\*\*TK through 8: For each additional older sibling.....\$135.00/week

\*\*No AM and PM rates available during the breaks. (Rates are subject to change)

## Payment Options

1. **Online at <https://lmsvschools.ce.eleyo.com>.** VISA, MasterCard, Discover, American Express, E-Check, or debit cards are accepted.
2. **By mail (USPS).** Checks or money orders only.
3. **ESS drop box located on the west side of the LMSV District Office.** Checks or money orders only.\*
4. **Walk-ins at the District Office or call (619) 644-3800 (Monday-Friday from 8:00 am to 4:30 pm).** Credit cards, E- Checks, debit cards, checks, money orders and cash (exact change) are accepted.\*\* If cash is brought into the ESS District Office, a receipt will be written by ESS staff.

\* **Do not mail cash or put cash in the ESS drop box.**

\*\***A 2% convenience fee will be added to electronic transactions made by phone or in person at the District Office.**

Your child may be sent to the school office if he/she comes to ESS and a past due balance is on your account. Families who have left/been dropped from the program with an unpaid



balance are referred to an outside 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.**

### **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 District Office.** Your payment is automatically charged to your VISA, MasterCard, Discover or American Express 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 for Auto Pay?** It's simple. You can set up auto pay by logging onto your Eleyo profile. Just click on "Setup Auto Payments" to get started.

### **Invoicing**

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 them 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.

### **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's 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.

## **Financial Assistance and ASES Grant Program**

### **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:

Go to the website at [www.childcaresandiego.com](http://www.childcaresandiego.com) or 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. Tell them you want to be added to the eligibility list for the Alternative Payment Programs. 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, we 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 accessing their web site at [www.childcaresandiego.com](http://www.childcaresandiego.com) or by calling 1-800-521-0560.

**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. Please speak to the ESS Site Lead for additional information and to see if you qualify.

### **Expanded Learning Opportunities-Program**

The Expanded Learning Opportunities Program (ELO-P) provides funding for afterschool and summer school enrichment programs for transitional kindergarten through sixth grade.

“Expanded learning” means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year.

Families that qualify will be identified through the registration process and will receive notification from the ESS department.

## **ESS Breaks**

### **ESS During the School Breaks**

**Fall Break** (October 3-14) - ESS is open October 3-14

**Thanksgiving Break** (November 21-25) – ESS is closed.

**Winter Break** (December 22-30) - ESS is open January 3-6 (closed Monday, January 2)

**Spring Break** (April 3-14) - ESS is open April 3-14 (closed Friday, April 7)

**Summer Break** - ESS is open (closed Monday, June 18 and Tuesday, July 4)

Break seasons are optional and must be registered for separately. Register for break seasons through your Eleyo account under “**Register a New Contract.**” If you try to

reserve a spot and the site is full, your child will be placed on a waiting list until a spot becomes available. If you register after the deadline, you will be charged a \$20.00 late fee, if space is available. You may choose to use any or all of the break seasons. If you elect to sign up for any of the break seasons and then discover that you do not need them after all, you must contact the ESS Billing Department at the District Office and cancel **at least one week before the session starts** to avoid being charged. During breaks, sites will be combined. Your program may not be at your home site.

### **Field Trips and 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.

## **Program Policies and Procedures**

### **Sign In and Out Policy**

**Parents must sign their children in and out of the program daily.** Children may leave the program only with the persons authorized on the registration profile, or in the case of an emergency, through handwritten 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. Emergency contact information can be managed by signing on to your Eleyo account. 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.

## Absences

If you know your child will not be attending our program, please call the ESS Site Lead (see the ESS Directory page 19) 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 the 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.

## Late Pick-Up 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 19). 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 pick-up fee will be used to help pay staff who must remain after their regular working hours to supervise your child.

Four late pick-up occurrences will result in exclusion 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 pick-up. A 6:30 pm pick-up time or later is an automatic minimum \$25.00 fee.

For additional information, please refer to the Late Pick-up Report document that you will be asked to sign with each late pick-up.

## 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.

### 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 or you may notify the ESS Billing Department at the LMSV District Offices. 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.

### Homework Procedures

ESS encourages the completion of homework in grades 1<sup>st</sup>-8<sup>th</sup>, but the ultimate responsibility for homework completion lies with the student and his or her parents.

The 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.

### Nutritious Snacks

A nutritious 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.”**

### 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. During hot and/or rainy weather, this restriction may be waived at the Lead's discretion. On occasion, ESS will show videos. These videos are age-appropriate. PG movies are only viewed by children whose parents have given permission during the registration process for their son/daughter to see PG movies. ESS sites also watch academic enrichment videos that have been approved by the ESS Department.

## Personal Possessions and Cell Phones

ESS is not responsible for lost or stolen property. Although 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.

According to Education Code 48901.5, students may not use cell phones during instructional time. This includes instructional time in Extended School Services before and after hours care. This means that students are allowed to have cell phones on campus; however, the cell phones must never be visible or used on school grounds, unless an emergency situation occurs.

Middle School age students may have designated times throughout the school year, especially during breaks, to use electronics for **music and games**. Students must have a signed electronics permission slip on file with ESS. Cell phones can be used during these times for music and games only. Music must be appropriate and students must listen with headphones/ear buds. **No social media, texting, or internet usage.**

If a student violates this rule, the consequences are as follows:

- 1st Violation – Phone taken away and returned to the student at the end of the day. (Parents will be notified.)
- 2nd 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.

## Emergency Procedures

### Disaster Preparedness

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. **Secure Campus** 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 Site Lead for **protocol specific to your child's school site.**

### Illness or Injury

There are ESS staff at each site that are 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 healthcare 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.

## 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 parents remains confidential and will be disclosed only for purposes legally permissible or directly related to the administration of ESS.

## Students with Special Needs

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, Manager, 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 childcare needs.

## Student Behavior

### 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. ESS

has developed a behavior management system in which the 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 behaviors. 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 reflect upon and restore relationships impacted by past behaviors.
- To provide a system that is fair and proactive for children, parents, and staff.

### **Rights and Responsibilities**

The Extended School Services Program implements program and school expectations in a fair and equitable manner. In order for each student to be safe, successful, and to have fun while at ESS, participants are required to abide by all program expectations and to behave in a responsible manner, which includes self-control and self-discipline.

Having set expectations will allow for every student to know what behaviors they are to exhibit in order to succeed in the ESS program. To guide our students and provide a better understanding of behavior expectations, every program participant will start off each school year by signing the ESS Rights & Responsibilities agreement.

#### **I have the right to a safe environment.**

I have a responsibility to follow safety rules.

#### **I have the right to be loved and respected.**

I have the responsibility to show love and respect to others.

#### **I have the right to be included whatever my ability.**

I have the responsibility to respect others for their differences.

#### **I have a right to be heard.**

I have a responsibility to listen to others.

#### **I have a right to access books, materials and equipment at ESS.**

I have a responsibility to take care of the ESS materials and the property of others.

### **A Note Home or Behavior Communication**

A note home is a simple and highly effective behavior management strategy for kindergarten and beyond. The ESS team will send "A Note Home" or a "Glow Note" to praise positive student behaviors. These notes are an excellent alternative to the traditional color chart.



Communication between ESS team members and parents plays a vital role in student success. **If a student is exhibiting recurring inappropriate behaviors while at ESS, the ESS team will communicate those behaviors to the student's parent/guardian.**

### Think Sheets and Conduct Reflection

A great tool for having students reflect on inappropriate behavior is a Think Sheet or Conduct Reflection. These sheets are used when a student doesn't meet expectations for appropriate school/ESS behavior and is exhibiting significant inappropriate behaviors. The student will go to an area away from the group, so they can think and reflect on behaviors before returning to the group.

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 participation agreement. This agreement will include a plan involving strategies to be used by the child, staff and parents to help the child be successful. Exclusion from the ESS program follows if the agreement is not effective.

**\*\* Note: Major behavior infractions may lead to immediate participation agreement and/or exclusion from the program. Determination will 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. To guide our middle school students and provide a better understanding of behavior expectations, every program participant will start off each school year by signing the ESS Code of Ethics (middle school & academies).

#### Code of Ethics

RESPECT:	Respect yourself, others, and all staff.
PERSONAL SPACE:	Observe your own, and respect other people's personal space and property.
APPROPRIATE LANGUAGE:	Practice using appropriate language and respectful tones when speaking to others.
SAFETY:	Follow and observe all safety regulations from ESS and the school at all times.
STUDENT RESPONSIBILITY:	Understand and follow daily ESS and school expectations. Be responsible.

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. Verbal Warning – In most instances, each student will be given a verbal warning/suggestion to correct a behavior.

2. Conduct Reflection – This is an opportunity for the child to reflect upon behavior and write down his/her plan for success.
3. Parent Communication – 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. Participation Agreement – 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. Exclusion from the Program – This is a set period of time the child is not to attend the ESS Program.

**La Mesa-Spring Valley 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. These disciplinary measures have been established to ensure each child's right to a safe, fun and educational environment.

### **Exclusion from the ESS Program**

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

## **ESS is a Voluntary Use Program**

ESS is a voluntary use program and therefore reserves the right to exclude 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 pick-up of child.
- Continuous late payment or nonpayment of tuition or late fees.
- Inability to support the ESS Behavior Management Procedures.
- Failure to follow sign-in/out 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.**

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*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. (BP0410BP 1312.3)*

## ESS Parent Agreement

**Please be advised that by enrolling in the ESS Program, you are confirming that you have read, understand and agree to the following policies:**

-There is an annual Registration Fee of \$40 for one child and \$60 for two or more children. This non-refundable fee will be automatically processed upon approval of your contract.

-Fees are a flat, weekly rate regardless of how many hours or days the child attends the program, 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. Rates are subject to change. ESS reserves the right to deny service upon non-payment.

-All electronic payments made over the phone or in person with an ESS Account Technician will have a 2% convenience fee assessed. This fee will NOT be assessed when paying online via your Eleyo account or if you select to set up Auto Pay.

-Payments may NOT be left at the site or given to the ESS site staff. Only the District Office may accept payments. Break seasons are optional and must be signed up for separately. No student will be accepted at ESS until the registration process has been completed and payment is received by the due date.

-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 nonpayment 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 come pick him/her up.

-You must provide a two-week notice (to the ESS Billing Department at the LMSV District Office) prior to any of the following: changing schedules, vacation request (up to two weeks non-participation per year is permitted at no charge), withdrawing from the program. If a two-week notice is not provided, you will be charged corresponding fees according to your selected schedule. Schedule changes must be for a MINIMUM of two weeks.

-Picking up your child ANY time after 6:00 pm (according to the ESS clock) is considered a late pick-up, and a charge will be assessed to your account.

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

-Checks/E-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.

I understand there are additional policies within the Parent Handbook and have read and agree to abide by these regulations.

## ESS Billing Calendar

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

## Directory of ESS and School Site Phone Numbers

ESS School Site	ESS Phone	School Office
Avondale <i>Room 25</i>	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 <i>Room 26</i>	619-668-5842	619-668-5780
Kempton Literacy Academy	619-668-5843	619-668-5870
La Mesa Dale	619-668-5844	619-668-5740
La Presa Elementary <i>Room 21</i>	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
Murray Manor	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 <i>Room 50</i>	619-668-8371	619-668-5730
Parkway Middle <i>Room B10</i>	619-668-8372	619-668-5810
STEAM @ La Presa <i>Room 712</i>	619-668-8360	619-668-5720
Spring Valley Academy <i>Room 35B</i>	619-668-8374	619-668-5750

**ESS Parent Direct Line • 619-644-3800**

**District Office Phone Number • 619-668-5700**

**ESS District Office FAX Number • 619-668-8309**