



# Parent **HANDBOOK**

## Extended School Services

La Mesa-Spring Valley Schools  
Education Center  
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La Mesa, CA 91942  
**619-644-3800**



For additional  
program information visit  
**[LMSVSchools.org/ess/](https://LMSVSchools.org/ess/)**

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# Welcome to Extended School Services

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, Mission, and Promise**

### **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.

# ESS 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 2023-2024 school year:

<b>Monday, September 4</b>	Labor Day
<b>Friday, November 10</b>	Veterans Day (observed)
<b>Monday-Friday, November 20-24</b>	Thanksgiving Break
<b>Friday, December 22</b>	Site Staff Non-Work Day
<b>Monday-Friday, December 25-29</b>	Winter Break
<b>Monday, January 1</b>	New Year's Day
<b>Monday, January 15</b>	Dr. Martin Luther King Jr. Day
<b>Monday, February 12</b>	Lincoln's Day
<b>Monday, February 19</b>	President's Day
<b>Friday, March 29</b>	Spring Holiday
<b>Monday, May 27</b>	Memorial Day
<b>Wednesday, June 19</b>	Juneteenth Day

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

# Program Description

Our program provides childcare year-round from 6:00 am to 6:00 pm at all sites. We cannot accept children before 6:00 am. We have 21 sites serving over 2,500 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 / Health & Wellness
- Nutritious Snack
- Homework and Enrichment
- Recess
- Social and Emotional Learning
- Sports and Activity Rotations
- Arts & Crafts
- Extracurricular Programming (ESSPN, Robotics, Chess, Coding, Soccer, etc.)
- Critical Thinking Skills
- Reading and Board Games



There are also a variety of special events that take place throughout the year including field trips, specialized camps, carnivals, assemblies, and parent input forums.

The ESS Program also offers Academic Competitions that take place throughout the school year for 4th through 8th grade students. Students may have the option to compete in competitions like Challenge 24 (math game), 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 provided by Junior Achievement BizTown of San Diego. 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 through our intramural ESSPN Sports League. Students in grades 4th through 8th are able to participate and learn new skills through kickball, flag football and basketball, as well participate in weekly Social Worker Lead social-emotional learning lessons. Each child must provide proof of health insurance to play intramural sports. School insurance applications are available from your school office manager and ESS staff.

## **Program Location**

In many 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 or the site phone directory on page 22.

## **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 attending school in districts other than LMSV may attend during break times. Students entering TK and/or Kindergarten for the first time in the 23/24 school year may begin ESS services the week school starts.

## **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.

## **Homework Procedures**

ESS encourages the completion of homework in grades 1st-8th, 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. 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."

# Registration Process

The ESS program uses the online billing and registration system, Eleyo. 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 a contract each academic school year and for every break session. Registrations will be reviewed for approval. Once your registration has been approved you will receive an email confirmation. Please allow 3-5 business days for contract/registration approval.

Completed registrations that are submitted by the deadline during the initial registration process will be reviewed for approval. Students will be accepted for participation based upon the criteria below, up to the capacity of each school site's program. Once capacity has been reached, contracts that have not been accepted for participation will be placed on a waitlist, in the same order of priority, and will be accepted as space becomes available.

Priority will be given to students in the following order:

1. Students who are identified as homeless youth, in foster care, eligible for free or reduced-price meals based upon the results of the Income Eligibility Survey, or English language learners.
2. Students identified as needing academic remediation.
3. Subsidized childcare assistance eligible (CDA/YMCA).
4. La Mesa-Spring Valley School District employees.
5. All other district enrolled families on a first come, first served basis.

Current participants will not be disenrolled in order to secure the enrollment of a student who has priority enrollment.

## Program Capacity

Submitting a contract for registration does not guarantee participation in the ESS program. The demand for ESS services may exceed the program capacity at several school sites; therefore, it is important to submit registration within the registration timeline. LMSV Families will be notified through the student information system when registration will open and close for each academic school year and school break. It is important that the school district and ESS have current parent contact information (phone and email).

The ESS program has regulated capacity at each school site. If the program at your school site is at capacity, your student(s) will be placed on a waiting list. Families will be notified when they are placed on a waiting list and again when space becomes available.

**Fees and Payments**

Extended School Services is a pre-paid, fee-based program. The fees are a flat, weekly rate regardless of how many hours or days a student attends the program. Fees are to be pre-paid every two weeks. Unpaid balances may be sent to a collection agency.

For payment due dates please refer to the billing calendar on page \_\_\_\_ of this handbook. For the 2023/2024 school year there are financial assistance options available to students who qualify. Refer to page 8, under financial assistance, of this handbook.

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 LMSV Education Center. Payment options are listed below.

**Academic School Year 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

**Non-Refundable Registration Fees**

The annual registration fee is non-refundable and will be automatically processed upon approval of your ESS contract.

One child.....	\$40.00/annually
Two or more children.....	\$60.00/annually

**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, payer will receive a written receipt from the ESS department.
- 5. Do not mail cash or put cash in the ESS drop box.

**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 Eleyo account. 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.

## Past Due Balances and Returned Checks

Your child may be escorted to the school office if they come to ESS and a past due balance is on your family's account. ESS Account Technicians will notify parents when their account is past due and services are halted.

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.



# Financial Assistance

## Subsidized Childcare 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 go to the website at [www.childcaresandiego.com](http://www.childcaresandiego.com) or call (800) 521-0560. 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. ESS has no information regarding the status of your application until you are actually approved.

## ASES Grant Program

The After School Education and Safety Grant (ASES) program is open to Transitional Kindergarten through 8th grade students who qualify and who are enrolled in the La Mesa-Spring Valley School District. This funding comes from the California Department of Education (CDE) through the After School Education and Safety (ASES) grant. The program is a 5-day a week program with attendance requirements. The program includes a nutritious meal, homework support, along with academic and enrichment opportunities.

The ASES program is offered at the ESS programs listed below. Please speak with the ESS Site Lead for more information and to apply.

- Avondale Elementary (619) 668-5838
- Bancroft Elementary (619) 668-5839
- Casa de Oro Elementary (619) 668-5840
- Highlands Elementary (619) 668-5842
- Kempton Literacy Academy (619) 668-5843
- La Mesa Dale Elementary (619) 668-5844
- La Presa Elementary (619) 668-8355
- Rancho Elementary (619) 668-5852
- Spring Valley Academy (619) 668-8374
- STEAM Academy (619) 668-8360

## ASES ATTENDANCE AND EARLY RELEASE POLICY

In accordance with the California Education Code Section 8483(a)(1)(2)(3), the following attendance and early release regulations for the After School Education and Safety Program (ASES) are required. Also, a periodic review of attendance will be conducted to ensure priority enrollment is given to students who attend daily.

It is the intent of the California Legislature that elementary school pupils participate in the full day of the after-school program for the full range of hours every day, the

parent/guardian must complete and submit for approval a request for early release specifying the days and hours the pupil will attend and the reason(s) for requesting early release.

First priority shall go to pupils who are identified by the program as homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec 11434a), at the time that they apply for enrollment or at any time during the school year, and to pupils who are identified by the program as being in foster care, and to pupils who are eligible for free or reduced-priced meals. Second priority for enrollment will be given to students who can attend the full day every day. Non-compliance with the attendance and early release policy may result in disenrollment from the after-school program.

### **Expanded Learning Opportunities-Program (ELOP)**

For the 2023/2024 school year, the Expanded Learning Opportunities Program (ELO-P) provides funding for before and after school and summer enrichment programs for transitional kindergarten (TK) through sixth grade. Once the program requirements are met for TK-6th grade students, the program can allow access to middle school aged students.

“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. Expanded learning opportunities does not mean an extension of instructional time, but rather opportunities to engage students in enrichment, play, nutrition, and other developmentally appropriate activities.

Families that qualify will be identified through the registration process and will receive notification from the ESS department. First priority shall go to pupils who are identified by the district as homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec 11434a), at the time that they apply for enrollment or at any time during the school year, to pupils who are identified by the program as being in foster care, to pupils who are eligible for free or reduced-priced meals, and to pupils classified by the district as English language learners.

As specified, the ELO Program intent is that students attend the program daily. Two weeks of vacation (Monday-Friday) from ESS during the academic school year will be permitted with at least a two-week notice to the ESS accounts department. The two weeks do not have to be concurrent. If a student has not attended the program for more than two weeks, they may be dropped from the program. Please refer to the ESS attendance policy on page 12 of this handbook.

# ESS Breaks

## ESS During School Breaks

- Fall Break, October 2-13 - ESS is open October 2-13
- Thanksgiving Break, November 20-24 - ESS is closed
- Winter Break, December 22-29 - ESS is closed
- Winter Break, January 1-5 - ESS is open January 2-5 (closed Monday, January 1)
- Spring Break, March 25 - April 5- ESS is open March 25 - April 5 (closed, March 29)
- Summer Break - ESS is open (closed June 19 and 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.

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)

## 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 by school bus. each trip, students will be instructed on safety procedures. On walking field trips, students 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 Leadership will always have an accurate field trip schedule, including the names of students with the parents' contact information.

# Terms of Service

## Sign In and Out Policy

**Parents must sign their student in and out of the program daily.** Students 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 student. 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 students are released from school.

We require that parents walk their children in to the program. Please make sure the staff acknowledges your student'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.

## Reporting an Absence

If you know your student will not be attending our program, please call the ESS Site Lead (see the ESS Directory page 19) to inform staff of your student's absence. If a student 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.

## Attendance Policy and Vacation Requests

Students that are registered for ESS services but do not attend the program for two consecutive weeks, account holders will be sent a DROP NOTICE. The drop notice will inform the account holder that services will be terminated in two weeks if the student does not utilize the program before the indicated drop date. Should there be extenuating circumstances (i.e., illness, medical concerns, family emergencies, etc.), account holders must notify ESS District Office personnel.

Two vacation weeks are allowed per academic school year, per student. 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.

ESS is a voluntary use program. ESS is not a drop-in service. Account holders must provide a two-week notice prior to any of the following:

- Changing schedules (AM to PM, PM to AM and PM, etc.)
- Vacation request (up to two weeks non-participation per school year is permitted at no charge)
- **Withdrawing child from the program**

If a two-week notice is not provided, accounts will be charged corresponding fees according to the accounts selected schedule.

For accounts receiving tuition assistance (i.e. ASES Grant Program, Expanded Learning Opportunities Program/ELOP), attendance requirements do apply and must be adhered to. Attendance will be monitored and for accounts not meeting the attendance requirements as outlined in the Late Arrival and Early Release Policies may be dropped from tuition assistance program and will be transferred to the fee-based program.

## 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 22. Please arrange for an authorized person to pick up your child prior to closing time.

Students 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. Upon program closing, the ESS 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 Eleyo registration and school student information system. If the authorized person(s) cannot be reached, the appropriate authorities will be contacted 30 minutes past the program's closing time. Students 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 ESS school site and can be found on the ESS website. 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 a suspension of services 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.

**The time on the ESS signature iPad will be the official time that will be used to log late pick-ups.**

### **Students Dropped off Early or Who Are Not Picked Up After School**

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.

### **Custody Agreements**

The parent/guardian must provide both the school and ESS with any court orders that might affect the check in/check of a student enrolled in ESS. As court orders are updated and/or changed, the school and ESS must be given the updated copies. Parents with joint custody and split payments must both have their account current in order for the student(s) to receive ESS services. One parent's payment is not sufficient for the students(s) to attend any portion of the day. It is not the responsibility of ESS to settle payment disputes between parents.

### **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.

Student toys and games should be left at home and not brought to school. Unless specifically requested by the teacher for show and tell or other classroom activity, toys can be disruptive to the learning environment and cause jealousy among the other children. It's easy to lose a personal toy in a classroom full of kids. There have also been cases of theft and destruction of personal property.

Principals and teachers do not allow toys on their school campuses. The same expectation extends to ESS. Students should not bring toys, trading cards, game consoles, or sports equipment to ESS. Some examples include, but are not limited to:

- Pokémon Cards
- Electronic Games
- Legos
- Beyblades
- Matchbox Cars / Hot Wheels
- Bouncy Balls
- Fidget Toys
- Tennis Balls
- Plush Toys
- Dolls / Action Figures

At ESS we sometimes have events or activities that allow students to bring personal items from home. For example, a teddy bear or stuffed animal for a teddy bear picnic or a Nintendo Switch for a video game day. Should you plan one of these events for your programs, you must collect the items the students are bringing in the morning when they arrive to ESS (or before they go to class) and keep the item in a safe place until the activity starts. When the activity concludes, collect the items and return them to the students when they go home.

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.
- 3rd 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/Lockdown** 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. Student's picked up from school due to illness cannot return to ESS that same afternoon.

## Medication Administration

Medication should be given to students 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 students with special needs as long as their needs can be reasonably and safely accommodated. Before the student attends, there may 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 student'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 student'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 student participate in the activities we offer. It may be determined that the ESS setting is not an appropriate placement for the student'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.

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 strategy 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 student to reflect upon behavior and write down his/her plan for success.
3. Parent Communication – A discussion between the Site Lead, parent, and student 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.

## Suspension 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 suspended 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 and to provide students opportunities outside of the school day. 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. 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 School District 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 maybe filed using the District's Uniform Complaint Procedures. (BP 0410 BP 1312.3)

# ESS Parent Agreement

## ESS Terms of Service 2023-2024

Please be advised that by enrolling in the Extended School Services (ESS) Program, you are confirming that you have read, understand, and agree to the following terms of service:

- There is an annual registration fee of \$40 to register one child, and \$60 to register two or more children. This fee is non-refundable and will be automatically processed upon approval of your contract (with the exception of homeless and foster youth).
- Tuition for fee paying families is based on a flat rate fee, not actual attendance, and is invoiced on a bi-weekly basis. Payment due dates are every other Monday and must be prepaid one week in advance. Fees are non-refundable and rates are subject to change. ESS reserves the right to deny service for non-payment.
- Tuition payments may not be left at the site or given to the ESS site staff. Only the ESS department at the La Mesa-Spring Valley district office may accept payments.
- Fall, Winter, Spring and Summer break programs are optional and require a separate registration.
- Students will not be allowed to begin ESS services until the registration process has been completed and payment has been received by the due date.
- There is a \$10.00 late fee for payments not received by the invoice due date. Late fees are to be paid with the next scheduled payment.
- Continuous non-payment is cause for cancellation of ESS services. For accounts not paid by 4:30 PM on the Friday before the first day of the service week, children may not be admitted to ESS. For children that come to ESS and the account has not been paid, they may be taken to the school office and parents/guardians will be contacted to pick up the child. Unpaid balances could be transferred to an outside collection agency.
- When an account is sent to an outside collection agency, a \$25.00 fee will be added to your account. The account must be cleared up with the collection agency and the ESS department before resuming ESS services.
- Checks or e-checks returned by the bank for any reason (i.e. non-sufficient funds, account closed, etc.) must be replaced immediately with a cash, credit card, or money order payment. A \$25.00 returned check fee will be charged to the account.
- Picking up a child from ESS any time after 6:00 PM, according to the parent signature iPad, is considered a late pick-up and a charge will be assessed to the account. The late pick up fee will be due on the accounts next payment due date.
- ESS is a voluntary use program. ESS is not a drop-in service. Account holders must provide a two-week notice prior to any of the following:
  - Changing schedules (AM to PM, PM to AM and PM, etc.)
  - Vacation request (up to two weeks non-participation per school year is permitted at no charge)
  - Withdrawing child from the program
- If a two week notice is not provided, accounts will be charged corresponding fees according to the accounts selected schedule.
- Students that are registered for ESS services but do not attend the program for two consecutive weeks, account holders will be sent a DROP NOTICE. The drop notice will inform the account holder that services will be terminated in two weeks if the student does not utilize the program before the indicated drop date. Should there be extenuating circumstances (i.e., illness, medical concerns, family emergencies, etc.), account holders must notify ESS District Office personnel.
- For accounts receiving tuition assistance (i.e. ASES Grant Program, Expanded Learning Opportunities Program/ELOP), attendance requirements do apply and must be adhered to. Attendance will be monitored and for accounts not meeting the attendance requirements as outlined in the Late Arrival and Early Release Policies may be dropped from the tuition assistance program and will be transferred to the fee-based program.

# ESS Billing Calendar

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

# ESS School Site Phone Directory

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**

**District Office Fax Number → 619-644-3838**

ESS Supervisors and Program Manager contact information can be found online at  
[lmsvschools.org/ess](https://lmsvschools.org/ess).