



## Parent Handbook

### Please Keep For Your Records

The **Extended School Program (ESP)** is fully licensed by the state. ESP provides after school care for your child at a reasonable cost. ESP is a cooperative venture of the Lexington-Fayette Urban County Government Division of Parks and Recreation and certain Fayette County Schools. We offer students enrichment opportunities to include educational support, positive socialization skills, and a variety of leisure activities. This handbook is designed to provide you with important information and the policies of our program.

#### Administration and Staff

ESP is administered through the Lexington-Fayette Urban County Government Division of Parks and Recreation. Each ESP site is staffed with a site director who is responsible for close communication with the school principal, staff, and participating students. The site director will ensure quality in program curriculum and will provide continuity between the ESP activities and regular school policies with regard to student conduct.

Program staff will include school staff, college students, and other individuals skilled in various leisure activities. These individuals will program the daily activities and provide the recreational support. ESP will maintain all state mandated student to staff ratios. All site personnel receive appropriate in-service training, background checks and a TB Skin Test prior to employment.

#### Activities

Both indoor/outdoor learning opportunities are provided with time for active play as well as time to relax, read, and participate in quiet activities. Activities include arts and crafts, recreational games, music, drama, science experiments and nature activities. Weather permitting; the students will spend time outdoors. Please dress your child(ren) appropriately for the outdoors.

#### Costs and Payment Information

A \$35.00 registration fee + 6% tax (\$37.10 total) is due with the application for the school year. The maximum registration fee per family is \$70.00 + 6% tax (\$74.20 total). All payments must be made on [www.myprocare.com](http://www.myprocare.com) by signing in with your email address that you have on file with ESP or by calling (859) 288-2929 to make a payment over the phone.

**Full time = \$70.00 (3-5 days/week)    Part time = \$40.00 (2 days or less)    Scholarship = \$40.00**

**Rates are subject to change. ESP will notify parents of any changes in advance.**

**A late fee of \$15.00 is assessed to all accounts where payment has not been received by 6:00 p.m. on Wednesday.**

Tuition pays for direct operating costs of the program. When you enroll, you are reserving the staff, space, and provisions for your child(ren). Therefore, you are responsible for payment whether or not your child attends; this includes record days, conference days, etc. Written notice must be submitted to the ESP site two weeks prior to a child's last day of attendance. Reentry into the program at a later time will be available only if space permits. If you drop the program without adequate notice, your account will be charged accordingly and you will not be able to re-enroll until this is paid.

The tuition for full day sessions (records and conference days) will be an additional cost of \$21.00 for all schools. Fall, Winter, and Spring Break camps may be offered during the breaks. Enrollment in full day or break programming is optional. Parents will receive information on full day programs (and camps) in advance of the full day. It is the responsibility of the parent/guardian to find out and sign your child up for the full days. **The weekly fee will not be pro-rated due to non-attendance of a full day.** There is no daily rate and drop-in service is not offered.

**Please note:** The parent or guardian who signs the ESP application is responsible for payment. In the event of shared custody, ESP must be notified of specific billing arrangements before your child starts the program. ESP is unable to split accounts without applications from either parents or a court order.

## **Holidays/Program Closings**

The ESP Office and all Sites will be closed on all holidays observed by the Lexington-Fayette Urban County Government. Fees are not altered for these days:

Labor Day / Thanksgiving / Christmas Eve & Day / New Year's Day / MLK Day / Presidents' Day / Memorial Day

## **Snow Days & School Closures:**

ESP does not provide full day services for snow days or other inclement weather. Days when FCPS closes for sickness/NTI/weather are not prorated.

## **Arrival & Pick-up**

An adult (minimum of 16 years old) must sign each child in and out of the ESP program. Failure to sign in or out can result in the termination of ESP services. Parents must enter their child's departure time on the sign in/out form. Parents/Guardians or an authorized person must accompany the child from the ESP site. The only persons allowed to pick up a child are those indicated on the child's authorization form. Staff has the right to ask for proper identification and to refuse to release the child if a person is not on the child's authorization form. If someone other than the parent or guardian is to pick up the child, a signed note must be sent to the site and it must be indicated on the sign in/out form for your child for that day.

**Closing is 6:00 p.m. (or 5:30 p.m. on full days/breaks/summer).**

**Should a child be picked up after this time, the parent/guardian is assessed a fee of \$5.00 at 6:05 p.m (5:35 p.m on full days).**

**A \$5.00 charge for every additional five (5)-minute period per child will be added to the weekly fee.** After 6:30 p.m. (or 6:00 p.m), if a parent has made no contact, a responsible party from your emergency contact list is contacted to pick up your child. If no one is available from your emergency list, the local police will be contacted at 6:35 p.m. (6:05 p.m.) and the child will be taken into protective custody until a parent can be located. Failure to pick up your child by 6:00 p.m. on a regular basis is grounds for dismissal from the ESP program.

## **Illnesses**

ESP cannot provide for sick children. Please do not send your child to the program if they are ill. We are concerned for the health and welfare of each child; therefore, we require that your child be picked up as soon as possible in the event that they become ill at the program. Any student/camper with a fever will not be able to return until 24 hours with no fever without the aid of medication.

## **Behavior Management**

Standards of behavior in the ESP sites parallel those in the school classroom. Children are expected to respect the staff and to follow the rules. All rules are directed toward avoiding injury to persons or property while ensuring fairness. To ensure a safe, courteous and positive environment, it is necessary to firmly deal with unacceptable behavior.

Discipline in ESP is assertive rather than aggressive. A disruptive child may be removed from a group situation to regain self-control or be denied a privilege. The goal of the program is for children to accept responsibility for their own behavior, both the rewards and consequences. Any form of discipline that would impair a student's self-respect is avoided.

In the event that a child's behavior endangers another's welfare, is destructive to property, or disrespectful to authority, the child will be given a discipline referral with written documentation given to the parent. In the event that the site director deems it necessary, parents may be called to pick up their child immediately. **Three discipline referrals during the school year will result in the child being dismissed from the program, followed by a 6-month ineligibility to re-enroll.** Please help us provide a safe, courteous environment for all students and staff by emphasizing appropriate behaviors at home and by supporting the ESP staff in the event that a discipline problem may arise. Our goal is to assist children in learning to take responsibility for their actions and receive the natural rewards and consequences that their actions may bring. Behavior management is a day-to-day lesson in learning to make correct choices as well as learning how to interact positively with both children and adults. **ESP reserves the right to dismiss your child from our program in the event that their behavior threatens the safety of our staff and/or the other children in the program.** We do not tolerate bullying of any kind.

## **Emergency Situations**

In the event of an emergency or natural disaster, the following procedures will be in effect. All children will follow the school site disaster plan that is posted. All children will be kept at the school/alternative location until they are picked up by the parent or other authorized person. A person authorized by the parent to pick up a child will be asked to present identification to the staff. Should it be necessary to evacuate children from the school, the evacuation site will be posted on the school door and every effort will be made to contact parent or guardians. Staff members will remain with the children until they are released to the parent or authorized person. Please keep the emergency information sheet in your child's file current to assist the ESP staff in the event of any emergency.

## **ESP Civility Policy**

It is the intent of the Extended School Program to provide a positive environment for socialization as well as learning. To that extent, every adult that comes through the doors becomes a role model for positive socialization skills and effective conflict management. ESP reserves the right to deny service to any child whose family members or associates do not exhibit the appropriate behavior for an environment of growth and learning. All parents and associates are reminded that displays of anger, inappropriate behavior, and physical abuse can result in the termination of services to the entire family. The first infraction will be met with a warning and notification to the family that a second infraction will result in termination of services. **The ESP management staff reserves the right to determine what constitutes an infraction.** Swearing, threatening gestures, raised voices, and intoxication are several examples. Serious infractions may be referred to the proper authorities.

## **Dropping or Changing Schedules**

If you plan to drop your child(ren) from ESP, we require a 2 week written notice prior to your drop date. If there is no notice, you will still be responsible for the tuition.

If you are changing your schedule (full-time to part-time, days for part-time, etc.) please email your site director with these changes as soon as possible. Please note that going from part-time to full-time will be dependent on group ratios.

## **Tax Information**

The Lexington-Fayette Urban County Government tax ID number is 61-0858140. The address for Parks and Recreation is: 545 North Upper Street, Lexington, Kentucky 40508. ESP will send out yearly tax statements upon request or alternatively, accessed via MyProcure.com.

Information will only be given to the parent or guardian who signed the ESP application and if there is not a past-due balance.

IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CALL THE PARKS & RECREATION ESP OFFICE AT (859) 288-2929.

OUR OFFICE IS OPEN MONDAY – FRIDAY FROM 9:00 A.M. –5:30 P.M.

PLEASE VISIT OUR WEBSITE FROM MORE INFORMATION AT [LEXINGTONKY.GOV/ESP](http://LEXINGTONKY.GOV/ESP)