

**Whiteside School
Extended School Program
Policies & Procedures
2017-2018**

Whiteside School's Extended School Program (ESP) will offer before and after school child care for students in kindergarten through eighth grade. The ESP program will provide children of working parents with a safe, well-supervised program, consisting of homework assistance, enrichment activities, and recreation time. ESP is held at the Elementary school.

- ❖ Morning ESP starts at 6:45 a.m. After-school ESP ends at 6:00pm. The program operates on days that school is in session. ESP will begin on the first day of school, August 21, 2017.
- ❖ ESP will not be available on days school is not in session. This includes holidays and snow days. The program will operate on early dismissal days.
- ❖ Students participating in the Extended School Program will be provided with expectations for daily behavior. Parents will receive 2 written behavior warnings. On the third occurrence, the child will be removed from the program and all paid fees will be forfeited. Gross disobedience or misconduct will not be tolerated and will result in immediate dismissal from the program. Behavior of a student must be such that he/she can participate in a group setting. The program is not staffed to accommodate students who require individual supervision.
- ❖ Students will enter and leave ESP through the entrance to Warrior Hall from the gym parking lot from 6:45am-8:00am and 3:45pm-6:00pm. From 3:00pm-3:45pm, please go to the elementary office to pick up students.
- ❖ Participants in the program will be given assistance with homework assignments and academics. Activities include study time, quiet reading, table games, gym activities, and arts & crafts. Activities are adapted to meet the needs and interests of ESP participants.
- ❖ Cereal, PopTarts, juice, fruit snacks, and milk are available for morning ESP students until 7:25am. Snacks are provided for after-school students.
- ❖ **All students must be signed in and out by an adult when entering or leaving the program.** Our ultimate concern is the safety of every student in the program. Students will not be released into the care of individuals other than those noted on the registration form. For the safety of students, you must have a picture I.D. available when picking up students. We cannot release a student to anyone without verification. Doors remain locked at all times. Please knock or ring doorbell for entry.
- ❖ ESP will follow the medication policy as outlined in the Whiteside School Handbook. A student who becomes ill while at ESP must be picked up promptly upon parent notification. Student dress code, as noted in the handbook, also applies to ESP.

Extended School Program Fee Schedule 2017-2018

Budget Billing 9 payments	4 or 5 days per week		
	am & pm	pm only	am only
1st child	\$160	\$100	\$60
each additional child	\$140	\$80	\$60

All students must be registered for the program at least 48 hours prior to starting. Registration fee and first payment must be included with registration forms.

Daily Visits, available in denominations of 5, 10, or 20 visits each, may be used throughout the school year for morning or afternoon sessions. The 5-visit card is \$35 10-visit card is \$70, and 20-visit card is \$140.

Budget Billing is 9 equal payments, which remain the same regardless of the number of school days each month. **The first budget billing payment is when signing up for the program.** Subsequent payments are due Oct. 3, Nov. 1, Dec. 1, 2016 and Jan. 3, Feb. 1, Mar. 1, Apr. 3, and May 1, 2017. If payment is not received by 6:00 p.m. on the 3rd school day of the month, a \$15 late fee will be charged and the child will not be permitted to attend the program until all fees are paid. **Please note that these are not monthly payments.** Because these payments are discounted, if you choose to change to daily visits during the year, you may not change back to budget billing.

Late Pick-Up: Parents arriving between 6:05 and 6:15 p.m. will be charged a \$20 late fee and \$1 per every minute after 6:15 p.m. Late fees must be paid before the child is permitted to return to the program. **Three late pick-ups will result in dismissal from the program.** If a student is still in ESP's care at 6:30 p.m., the Sheriff's Department will be contacted to pick up the child and DCFS will be notified. If police intervention is required, the child will be dismissed from the program.

Fees will not be adjusted for children who are absent.

Whiteside School Extended School Program (ESP)

2017-2018 Registration Form

Registration form and payment must be turned in at least 48 hours before starting the program.
A separate registration form must be completed each child.

Student's Name _____ Date of Birth _____

Student's Grade _____ Teacher _____

Custodial Parents/Guardians _____
Please list both parents, if both have equal guardianship.

Child's Address _____ Home Phone _____

Work Phone – mother _____ Work Phone – father _____

Cell Phone – mother _____ Cell Phone – father _____

Please indicate: am only pm only am & pm

Payment choice: budget billing daily visits (available in denominations of 5, 10, or 20 visits)

**Emergency Contacts/People authorized to pick up my child from ESP.
Children will not be released to anyone not listed on this form/must show photo ID.**

Note: You must have at least 3 emergency contacts listed.

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Emergency Medical Information

Please list special health conditions of student (such as allergies, asthma, diabetes, etc.).

If you or the emergency contacts cannot be reached, and if in the judgement of the program authorities immediate medical and/or hospital attention is needed, including ambulance service, do you authorize responsible school authorities to send your child (properly accompanied) to an available hospital and accept the fees involved? Yes _____ No _____

Special instruction to staff:

Parent/Guardian Signature _____ Date _____

***A registration fee of \$20 (\$5 for each additional child) and first payment must accompany this form.**
Make checks payable to Whiteside School. Credit card payments accepted through RevTrak on Skyward Family Access.

Child's name: _____

**Movie Permission Slip
2017-2018**

ESP purchases a public performance license that allows movies to be shown in the elementary building.

Friday is often "movie day", especially when weather limits outdoor play. Staff selects movies that are G or PG rated only.

Please check one:

- I give permission for my child to watch G and PG rated movies at ESP.
- I do not give permission for my child to watch G and PG rated movies at ESP.

ESP Policy Acknowledgement

- I have read the ESP Policies/Procedures included with the registration packet.

Budget Billing Reminder

Budget Billing payments not received by 6:00pm on the 3rd school day of the month will be charged a \$15 late fee. Your child will not be permitted to attend ESP until the budget billing fee and late fee have been paid.

Parent Signature _____ Date _____

