

**St. Pius X Regional School
Extended School Program**



**Policy Handbook
2019-2020**

Mrs. Pickering and Ms. Hampton Co-Directors

Dear Parents/Guardians:

This Handbook is an explanation of the Extended School Program (ESP). Please read the entire booklet to familiarize yourself with the policies and procedures of the program. You are responsible for the information outlined in the handbook. Please sign and date page 11 of the handbook and return to ESP by Friday, September 20, 2019.

For your reference, a payment schedule for the school year is found on page 10.

Please note: The directors, in association with the Principal and Pastor, reserve the right to cancel an enrollment in the ESP program any time due to:

- **Repeated late child pick - up**
- **Late payment**
- **Behavioral problems**
- **Returned checks/no payment**

The ESP cell phone number at St. Plus is 240-486-7472. This phone is answered between the hours of 3:00pm and 6:00 pm only.

ESP email is esp@stpiusbowie.org.

Thank you,

Mrs. Shelley Pickering

Ms. Leigh Hampton

ESP CO-Directors

OVERVIEW

- Enrollment
 - Admission to the program is exclusive for St.Pius students.
- Staff
 - The ESP is staffed primarily with faculty.
- REgistration
 - Registration takes place each year in March
- Time
 - MORning care is open on the days school is in session from 7:00am - 7:45 am. **THERE IS NO DROP IN MORNING CARE!**
 - Aftercare is open on the days school is in session from dismissal until 6:00 pm with the exception of **December 20, 2019, April 9, 2020, and June 10, 2020 when aftercare is CLOSED.** There is no Pre-K aftercare on on June 9th.

DAILY ROUTINE/SCHEDULE

3:00-3:30	Roll Call, Change Clothing, bathroom breaks, check for assignments and materials
3:30-4:15	Recess - outdoors daily unless it is raining, snowing, or below freezing.
4:15-4:30	Snack
4:30-6:00	Homework/Quiet time

EARLY CLOSING DUE TO EMERGENCY OR SEVERE WEATHER

In case of an emergency or severe weather, ESP follows the decision of the Prince George's County Schools. ESP will close early by the same proportional amount of time as the county. We cannot call each parent on these days, so it is your responsibility to listen to the radio or have a contact person to call you at work for early closings. You can also check www.schoolsout.com website. Additionally, the school sends out a text/email blast alerting you. If you have not picked up by designated early closing time, you will still be assessed a late fee.

BEHAVIOR

EXPECTED BEHAVIOR

The program follows the same rules that apply for school; children are expected to follow the same rules during ESP.

ELECTRONICS AND CELL PHONES

ESP will follow the same rules as school for use of electronics and cell phones. If a student is caught using electronics or a cell phone during ESP, the device will be confiscated and given to the director. The device will only be released to a parent. In the event of repeated infractions, the device will be turned over to the administration.

6TH - 8TH GRADE CHROMEBOOKS

ESP will follow the usage rules established by the school. Chromebooks that are inappropriately used will be confiscated and given to the director; they will only be released to a parent. Additionally, students are responsible for securing Chromebooks during recess. Chromebooks may not be left unattended on desks at any time.

CHILD PICK UP FROM ESP

Sign-Out Procedure

Only the designated persons listed on the Emergency Form will be allowed to pick up your child from ESP. If there is a change on a particular day, an email, note, or phone call is required in order to release the student. Proper identification will be required.

Once your child is signed out, they may not return the same day. Please do not sign out your child then return later to pick them up.

We have a two-step sign-out procedure. Parents/guardians must sign in at the front desk. Then, please sign your child out in the classroom book in the room or on the rack during recess. If your 5th-8th grade child is in study hall, there is a sign-out sheet there.

Do not prop any school doors open to re-enter the building. There will be a staff member there that can let you back into the school.

If your child has an after school club/activity IN the school, you must send a note to ESP for planning and attendance purposes. Children who have after school activities must have an adult sign them out. NO child will be allowed to leave the building without an adult. **ALL STUDENTS MUST SIGN IN WITH ESP BEFORE GOING TO CLUBS/ACTIVITIES. NO STUDENT WILL BE ALLOWED TO SIGN IN AFTER THE ACTIVITY.**

Regular School Day Absences and Early Dismissals

A child CANNOT attend ESP if he/she has been absent for the school day. A child may not attend ESP if he/she was signed out for school and did not return for dismissal at 3:00/12:00 respectively.

Excused Absences from ESP

If a student is NOT going to attend ESP for a particular day; a note, email, or phone call to the office is required. This prevents ESP from spending time and making phone calls tracking children down.

CLOTHING FOR ESP

Play Clothes and Shoes

Children have the option to change clothes for ESP. The guidelines for play clothes for ESP is the same as the school's dress code for Tag Days. Please refer to the student handbook for details. The play clothes should include tennis shoes (no flip flops, sandals, heeled shoes, etc) and appropriate clothing for the weather. When it gets below 55°, the children will need jackets/coats and long pants to play outside. We go outside unless the temperature is below freezing and will follow the school guidelines for outdoor play. If your child is changing for sports, please understand that cleats are never to be worn inside the building.

Inappropriate Clothing

Midriff tops, tank tops, and T-shirts with inappropriate logos are not for school. Bike shorts and leggings that are lycra/spandex may only be worn if worn with a shirt long enough to reach the thighs. NO short shorts are permitted.

DISCIPLINE POLICY

Minor Infractions

These would include actions such as using bad words, saying inappropriate things to others, being mean to playmates, not following directions, etc. These actions will result in a conversation with the teacher about why the behavior is unnecessary and how to change it. The student will be given a warning and possibly a time out. If the behavior is repeated, the child will receive a time out for 10-15 minutes depending on the child's age and infraction. Additionally, the parent will be notified. IF there is a third infraction, or the behavior becomes a major infraction, the child will be suspended from ESP.

Major Infractions

Major infractions would include actions such as threats to a student or adult, blatant disrespect to a student or staff worker, verbal or physical assaults on a student or staff member, defiance of a reasonable request as directed by a staff member.

All major infractions will be referred to the Director. The child will not be permitted to participate in recess activities, and may be sent to the Director's office until the parent arrives. Major infractions will result in a conference with the Directors, parents, and child. An ESP suspension will occur. If deemed serious enough by Directors, a call will be made to the parents to pick up child immediately. Multiple major infractions, or serious enough infraction, will result in expulsion from ESP program.

HEALTH

Accident or Illness

If an accident or illness occurs during ESP, the staff will call the parent according to the severeness of the condition. Parents will be notified of all head injuries to allow an opportunity for 24 hour observation. Please make sure health and emergency forms are complete and up to date to ensure we can contact you.

The directors and staff are certified in CPR and First Aid.

If your child becomes ill during ESP, you will be notified immediately and required to have your child picked up as soon as possible. When ill with a fever or vomiting, a child CANNOT stay in ESP.

Children are NOT permitted to stay inside the building due to allergies or illness during outdoor play. The staff is required to be outside on duty, therefore there is no one to watch your child.

Chicken Pox

A child may not participate in ESP until all lesions have healed.

Medicine

A student may not possess, administer, or distribute prescription or non-prescription medication. If emergency medication must be given during ESP hours, an authorization form must be signed by the parent prior to the administering of medication.

Asthma/Allergies

Medication, inhalers, epi pens etc. must be given to ESP Directors, along with directions and dosage. This medicine is kept separate from that previously supplied to the nurse's office so that we have easy access to it at all times. You will be given a form to complete for the files with instructions on the use of any medication.

Food Allergies and Dietary Concerns

Every effort is made to provide healthy, affordable snacks for the children. If your child has a food allergy, or other dietary concern, please discuss the needs with the directors and provide an alternative snack for your child for days when the provided snack is not in keeping with their dietary restrictions.

HOMEWORK

Overview

The children begin their homework at 4:30. If for any reason there is a night when homework needs to be done early, a note must be sent with your child and given to the facilitator on duty.

Checking Homework

Grades 1-5 homework is checked for accuracy when shown to the facilitator on duty.

Grades 6-8 homework is checked for completion only when shown to the facilitator on duty.

The ESP facilitators will make every reasonable effort to ensure homework is completed and will discuss with parents any problems attaining that goal. It is STILL the parents obligation to re-check homework at night and sign if required.

If there is a problem with your child not getting their homework done in ESP, please speak first to the class facilitator, then the director.

After Homework

In order to ensure that all students have an orderly environment in which to complete their homework, students who finish their work early will be expected to engage in a quiet, individual activity such as reading, coloring, or drawing. Each child should have a book to read.

*****It is still the responsibility of the parent to check homework at night and sign it if required.**

TEACHER CONFERENCES

Informal or scheduled conferences are prohibited while a teacher is working ESP. Please schedule teacher conferences outside of ESP operating hours.

LATE PICK UPS

ESP closes promptly at 6:00 pm. In case of emergency, please call 240-486-7472. An ESP facilitator, as well as one of the directors, will be assigned to stay with your child. A fee will be assessed based on arrival time of a responsible adult to pick up your child. The fee is billed through TADS.

Consistent Late Pick Ups

If you pick up late more than 3 times in the first AND second quarter combined, or 3 times in the third AND fourth quarter combined, or a total of 6 during the year - are grounds for removal from ESP. Consistent late pick ups are an abuse of the emergency intent of the plan. It is imperative to have a back up (relative, friend, etc) to avoid negative consequences.

Fees are assessed as follows:

6:00-6:15 - \$15 charge per child

6:15 and after - \$1 per minute per child.

PAYMENTS

All payments are made to TADS. If you have questions about your bill, please contact TADS at www.tads.com or call 1-800-8237. Payments are not accepted at school.

FEES AND PAYMENT DATES

	Before Care	After Care	Both
1 Child	\$110	\$235	\$345
2 Children	\$220	\$470	\$690
3 Children	\$330	\$705	\$1,035
4 Children	\$440	\$940	\$1,380

All families are required to use TADS for ESP tuition. Tuition is due by the 25th of each month August - April. You will receive a bill each month from TADS unless you choose to make your payments automatically. IF you have questions about your bill, you should contact TADS at www.tads.com or call 1-800-884-8237. NO money will be accepted at school.

I have read and understand the policies in the ESP parent handbook and agree to comply with them.

Student Name(s)

Parent Signature(s) and Date

This page due to Directors by September 20, 2019