

POLICIES OF EXTENDED SCHOOL PROGRAM, INC.

The following policy statement is in compliance with the Extended School Program, Inc. Bylaws, the Proposal presented to the Metropolitan Nashville Board of Education, the license granted by the Department of Human Services, and the Charter filed with the State of Tennessee. Copies of each of these documents are on file and may be viewed by anyone interested.

NATURE OF THE ORGANIZATION

Extended School Program (ESP) is a non-profit organization, established to provide students at Glendale Elementary School with continuing attention and adult supervision during the normal working day, when those children are not attending classes. The Program is available to students of other schools on an as available basis. The Program is designed to supplement, not duplicate, the children's activities at school and home.

The Extended School Program admits students of any race, color, or national or ethnic origin and extends to each all rights, privileges, programs and activities generally accorded, or made available to, students of ESP, and does not discriminate on the basis of race in administration of its policies and programs.

PHILOSOPHY

School age day care exists to meet the needs of parents and their children. Both will benefit if the curriculum is flexible, with appropriate activities, which meet both the developmental needs of the children and those of the family. The program is designed to provide opportunities to meet the social, emotional, physical and cognitive needs of the children to be self-directed in the activities they choose.

The program reflects the view that school age children should have the continuing presence of responsible adults who provide attention, understanding and concern to the child's age and stage of

development. Because the time spent at the ESP involves time ordinarily spent at home, the day care program should strive for characteristics more closely related to home than school.

Most importantly, the program promotes a positive self-concept in each child.

SCHEDULE OF OPERATION

The Program operates on days when school is in session, opening at 6:45 AM until classes begin, and resuming immediately after school until 5:45 PM.

On parent-teacher conference days and professional teacher development days, when students do not attend school, the Program operates from 6:45 AM to 5:45 PM when enrollment is sufficient.

On snow days, the Program operates from 7:30 AM to 4:30 PM.

The Program does not operate on the following holidays of each year:

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|----------------|---------------|
| 1 Labor Day | 4 Christmas |
| 2 Memorial Day | 5 New Year's |
| 3 Thanksgiving | 6 Good Friday |

The actual dates for these holidays will be those recognized by the school system.

For other holiday periods, such as Fall, Winter and Spring Break, the Board of Directors will decide the schedule of operation based on paid enrollment. Children must be enrolled in advance and all fees paid for the specific days on which they will need care. Should the Board then determine that enrollment is insufficient for the Program to operate on one or more days, parents will be promptly notified and receive a refund or credit for the fees in question.

On those days designated as "snow days," the Program will not operate when, at the discretion of the Director, conditions make it unsafe for staff and students to travel. If the Director determines not

to operate on a given day, every attempt will be made to notify parents through a means determined by the Director. For this reason, children should never be left at school until the parent has ascertained that a staff member has arrived. The Program operates from 7:30 AM to 4:30 PM on snow days.

FEEs

The monthly fee is due on the first school day of each month during the school year, and is considered late after the fifth school day of each month. Any parent who fails to pay within five school days will be assessed a late fee. Failure to pay the monthly fee within ten school days of the month may result in the child being dismissed from the Program.

The current fee schedule for a **month** is as follows:

Morning Session	\$95.00
Afternoon Session	\$170.00
Both Sessions	\$220.00

10% discount for children
from the same Family

20% discount for MNPS employees

Drop In fees per session	\$15.00
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Snow Days and Holidays	\$25.00
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Late pick up fee	\$1.00 per minute
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Late Payment Fee	\$10.00 after the 5th of the month \$20.00 after the 15th of the month
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In order to keep fees low, Oct, Dec. & March fees are **not** pro-rated.

MNPS charges a facility use fee of \$10 per child, per month that is included in the regular monthly fee.

The Board of Directors can change the schedule of fees if the financial circumstances of the Program require such changes

The Board of Directors will decide any situation not covered above.

REGISTRATION AND ENROLLMENT

Registration for the upcoming school year begins in the spring. Enrollment will be on the first come, first serve basis, with priority given to children presently enrolled in the Program. A \$75.00 deposit per child must accompany the registration form in order to secure the child's space in the Program. The deposit includes a \$25.00 registration fee, and a \$50 supply fee. This deposit is non-refundable. All completed forms will be given to the Director.

A 30-day advance written notice is required to withdraw from the Program.

ILLNESS

Should a child become ill or injured, a parent or authorized person will be notified immediately. Such persons should make arrangements to pick up the child if necessary.

DISCIPLINE

Behavior, which the Director believes to be dangerous to the child or to others, destructive to the equipment or building, or disrespectful of others, will be disciplined by reprimands, isolation from the group, or withdrawal of privileges. Repeated offenses may require suspension or dismissal from the Program.

MEMBERSHIP – CORPORATION, BOARD OF DIRECTORS

All children who participate in the ESP shall have one parent or guardian as a member of the Corporation. Each family unit will be allotted one vote. The Board of Directors shall be elected at a general membership meeting of the Corporation, to be held during the spring of each year. Prior to the election, any interested parents will be invited to volunteer to serve and the names of such interested persons will be considered for nomination. The Board of Directors will consist of six parents of participants, the Principal of Glendale Elementary, one faculty member, one child development specialist, and the Director (ex-officio).

Parents/guardians may attend any of the board meetings.

PICK-UP, LATE FEE AND SIGN OUT

For the protection of the children, all students are required to be picked up in the afternoon. This may be by the parents or individuals designated to do so and authorized according to a policy established by the Director. Children not picked up at the end of the day will stay with the Director or teacher(s) on duty. After 5:45 PM, a late charge of \$1.00 per minute will be paid to the teacher working late that evening.

All children must be signed in and out daily. When someone other than the parent is picking up a child, advance written permission is required. (Email or fax before the child is picked up is also acceptable.) Only in emergency situations will verbal permission be accepted. Staff must be notified when a child is picked up.

Revised 2/1/2015