

Students enrolled in ELP will receive academic activities to support their learning in the classroom along with exposure to a variety of enrichment activities and experiences. Families participating in the program are expected to be committed to attending the program for the duration or at least 1 hour in order to benefit from the services provided.

EXTENDED LEARNING PROGRAMS

(Fee Based)

Parent Handbook

**About:** This activity is supported by Metro-Nashville Public Schools and funded with federal funds, through the Preschool Development Grant-Expansion, as administered by the US Department of Education.

**Program Mission:** The mission of Extended Learning Programs is to provide highly effective educational experiences beyond school hours.

**Vision:** The vision of Extended Learning Programs is to provide equity and access of out of school time through direct service and alignment of community and resources.

**Program Information:** The Parent Handbook signature page and Emergency Information form must be completed before a student may attend the Extended Learning Program. Student participants must be enrolled in the school in which Extended Learning Programs is offered to participate. Enrollment is limited to students who are age 4 on or after August 15, 2019

**21st CCLC Participation:** Our Fee Based sites are recipients of a 21st Century Community Learning Centers grant.  This program primarily serve students who attend schools with a high concentration of low-income students. This is specifically defined as schools eligible for designation as a Title I school-wide program. To be eligible for this designation at least 40 percent of the students must qualify to receive free or reduced-cost meals through the National School Lunch Program.

**Grievance Policy Statement:** Parent input concerning the program is important. Parents are encouraged to share your concerns and feedback with the school based site leader. All questions concerning policies and procedures of ELP should be addressed to Morgan Campey, Program Specialist, at 615.259.3282 ext. 858308 or morgan.campey@mnps.org.

**Nondiscrimination Policy:** MNPS does not discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in its education programs, activities, or employment policies as required by Title VI and Title VII of the 1964 Civil Rights Acts, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

**Leadership Staff:**

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| **Director**  Jennifer Bell  jennifer.bell@mnps.org  P: 615.259.8400  ext. 858037 | **Program Specialist**  Meta Mclemore  meta.mclemore@mnps.org  P: 615.259.8400  Cell work: (615) 974-2650 | **Assistant Grant Manager**  Lisa Brooks  lisa.brooks@mnps.org  P: 615.259.3282 ext. 858304  C: 615-566-3368 |

**Site Supervisors:**

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| --- | --- | --- | --- |
| Cambridge Early Learning Center  **Ellen Messerly** |  | Monday - Friday  6:30am-8:00am  2:00pm-6:00pm | P: 615-540-5221  ellen.messerly@mnps.org |
| Casa Azafran  **Carla Hancock** |  | Monday - Friday  6:30am-8:00am  2:00pm-6:00pm | P: (615) 642-0769  carla.hancocl@mnps.org |
| Ross Early Learning Center  **Keneetha Dabney**  **Prentice Poole** |  | Monday - Friday  6:30am-8:00am  2:00pm-6:00pm | P: (615) 262-5530  C: (615) 474-6771  [keneetha.dabney@mnps.org](mailto:keneetha.dabney@mnps.org)    P: (615) 262-5530  C:(615) 775-4549  Prentice.poole@mnps.org |
| Ivanetta Davis Early Learning Center  **Lakesha Vaughn** |  | Monday - Friday  6:30am-8:00am  2:00pm-6:00pm | P: 615-259-3282  C: 615-512-6695  lakesha.vaughn@mnps.org |
| Fall Hamilton Enhanced Option  **Monique Kinzer** |  | Monday - Friday  6:30am-8:00am  2:00pm-6:00pm | C: 615-594-2016  monique.kinzer@mnps.org |
| JE Moss  **Jessica Hill** |  | Monday - Friday  6:30am-8:00am  2:00pm-6:00pm | C: 615-335-7855  jessica.hill@mnps.org |
| Cole Elementary  **Pilar Howard** |  | Monday - Friday  6:30am-8:00am  2:00pm-6:00pm | C: 615-512-3690  Pilar.howard@mnps.org |

**Program Description**

Our Extended Learning Program serves students attending Stratford, Maplewood, and McGavock quadrants. We specifically engage youth who are without access to expanded educational opportunities and who’s families need before and aftercare services. We offer comprehensive academic, social-emotional, and enrichment programming that meets or exceeds the opportunities accessible to middle and upper class families, thereby creating a culture of attainment and success in low-income communities.

**Sample Daily Schedule**

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| Monday –Friday | |
| Welcome/Snack  2:00-3:00pm | Students sign into the program, grab a snack, and find their seat at the communal table. Seating assignments rotate through the year to provide a balanced mix of friendly faces and potential new relationships. Staff are interspersed among students to ensure student needs are met. |
| Group Meeting  3:00-3:30pm | The Site Supervisor welcomes students, sets the tone and agenda for the day, and makes any important announcements. |
| Physical Fitness  3:30-4:30pm | Students break into groups and engage in various physically engaging activities rotating through the options outlined below on a weekly basis.   * Catch Curriculum * Gym Time/Outside Playground * GoNoodle |
| Enrichment  4:30-5:15pm | Enrichment time is driven by student interests. Enrichment time also provides an opportunity to address social-emotional needs. We regularly partner with organizations that facilitate clubs for boys and girls specifically designed to address the obstacles that at-risk students face. (Ex.: Step, Dance, Music, Art, Cooking, Yoga, STEM) |
| Free Choice/Dismissal  5:15-6:00pm | Students engage in free choice activities or homework help. After academic and enrichment time, students meet back in the communal space for reflection. |

**Student Expectations**

**Attendance:** Attendance is crucial for your child to succeed in our program. It is has been found that intensity and duration are necessary for students to have improvements in report card grades, behavior, and state assessment scores.

* If your child misses more than 5 consecutive days in the program without notification, they will be withdrawn.
* Students are expected to attend the duration of the program each day, with a minimum of one hour.

*\*Refunds will not be provided for students absent or withdrawn from the program.*

**Discipline Policy**: Refer to each site’s policy.

**Code of Conduct**

All students participating in Extended Learning Programs are expected to adhere to the school discipline policy. The district’s Zero Tolerance Policy extended to ELP. Furthermore, students who exhibit level 2 or level 3 offenses may be suspended or expelled from the program for the remainder of the school calendar.

Action:

1. Verbal Warning

2. Parent Contact

3. Referral

Offenses that may result in immediate suspension or expulsion include, but are not limited to:

1. Possession of weapons, contraband, and other dangerous objects

2. Fighting or assault of a student or staff

3. Destruction of center/school property

4. Destruction of personal property of another person

5. Vulgar Language, Cursing

6. Harassment

7. Bullying

8. Theft

9. Inappropriate use of technology

10. Other behavior deemed inappropriate and unacceptable by the Site Supervisor

Children enrolled in the program are expected to exhibit behavior that does not disrupt or interfere with the school climate or the learning process and social interaction of other children. Parents will be notified in writing when a major discipline problem occurs. A student will be suspended from ELP for repeated violation of rules and policies. In addition, parents who demonstrate abusive language and/or inappropriate scenes or disturbances to children, staff, or other adults during the program hours will be asked to withdraw their children from the program. Harassment or bullying will not be tolerated.

**Withdrawal Policy**: ELP reserves the right to withdraw a child for any of the following reasons:

* Repeated failure of parents to pick the child up from the program on time.
* Failure to provide the Site Supervisor with current emergency/medical information as stipulated by state licensing.
* Continuous disciplinary problems upon approval by the ELP administrative team.
* Inappropriate conduct of parent or guardian.
* Absences that exceed 5 days.
* Failure to pay fees on or before due date

*\*If a child is dismissed from the program; he/she is not eligible for re-enrollment for the duration of the summer.*

**Parent Expectations**

**Parental Involvement:**  We value your involvement!! Parents are encouraged to visit their child’s program at any time.

* Parent Orientation: Parents are required to attend parent orientations. In the case of an absence, parents will be asked to schedule a private orientation with a Site Supervisor. \*Students will not be allowed to start programming until parents have completed parent orientation.
* Parent Information Area: At each site there will be a designated area for dissemination of program information. Please be sure to check this information regularly.
* Parent Volunteer: Parents are invited to volunteer! There are opportunities to assist the program with duties such as guest speaker, providing special snack, and setting up for a party.
* Parent involvement is encouraged and we ask parents to commit to participating in one event per semester.

**Program Policies**

**Registration Forms Requirement:** Registration forms must be completed each Fall, and on file with ELP for your child to be enrolled and attending.

**Fees**

It is $40.00 per child per week for students to attend ELP. Payments are due regardless of attendance. Payment reserves a student’s spot on the roster. Payment is due the Friday prior to each week of service, with the exceptions of holiday breaks and other school closures*. For example, fees for the week after fall break are due the week prior to fall break.* Fees must be pre-paid per the attached schedule and will not be prorated. **All payments are non-refundable.** Checks, Money Order, and Online payments are acceptable methods of payment.  Payments that are delinquent two or more weeks may result in withdrawal from the program.  There is a $5 late fee each week the payments are past due. In addition, there is a charge of $1 per minute for every minute the child is picked up late.

\* Refer to fee schedule for specific payment due dates

*\*See your Site Supervisor if your family is experiencing short term financial hardships.*

**Cell Phones:** Students are not allowed to have cell phones during programming. Site Supervisors have the authority to confiscate a cell phone if the student fails to comply. The Site Supervisor will return the cell phone at the conclusion of programming, same day. Parents and guardians can contact the student through the Site Supervisor at any given time.

**Pick-up Policy:** All children must be checked in and out from the program in the morning and afternoon by means of a sign-in sheet.

**Students will not be released to any persons not listed on the authorized pick up list on the registration form, regardless of relationship to the child. This is for the safety and wellbeing of your child. As such, we ask that you include any person you think may possibly pick up your child at least once during the school year on this list to avoid any inconvenience throughout the year.**

(In the event that someone unknown to the Site Supervisor is picking up your child, this usually means that the primary caregiver is unable to on that particular day, and is often unable to be contacted. Therefore, **it is imperative that we have your permission in advance to release your child to this person.)**

* Children will not be allowed to wait for parents in the parking lot. They will not be released to commercial transportation personnel (i.e. taxi driver), nor will they be released to anyone whose behavior may place the child in immediate risk.
* After all emergency numbers are contacted and no communication from the parent has been received 30 minutes after program close, the local authority and/or Department of Children’s Services may be called for assistance with the child. Excessive violation of this policy will result in dismissal from the program.
* \*\*The Department of Children’s Services requires licensed child care centers to have a written policy regarding intoxicated adults or adults who display behavior which may place the child/children in immediate risk when picking up. MNPS will inform adults who appear intoxicated or display “erratic” behavior that they allow us to call another adult from the transportation list to pick up the child. Should the adult take the child in the car anyway, we are required to contact the police or child protective services and report the incident.

**Sick/Illness:** If you child has a fever, we ask that you refrain from sending them to programming. If your child has been sent home from school, he/she will not be allowed into programming that day. Additionally, if your child gets sick or injured during programming, staff will call you and ask that you pick up your child for the day. If you cannot be reached, an emergency contact will be called and they will be responsible for picking up the child as soon as possible in the event of illness while in the program. The “No Nit Policy” on lice for our district also applies to the program. If a child has been found to have bugs or nits, they will have to be picked up from the program immediately. Students will not be allowed to return to the program until the Site Supervisor has proof the child has been treated and the hair is totally clear of all nits.

**Medication Policy:** If a child has to be given daily medication, a medication form must be on file with the school office. Furthermore, a copy of the medication form must be provided to the school based Site Supervisor. This form must have clearly stated instructions such as the name of the medication, dosage, and time of day to be administered. The instructions should include the physician’s signature. The medication must be given in the original prescription bottle. Antibiotics and over the counter medications such as cough syrup, aspirin, and cold medicines cannot be administered in the program.

**Health Risks/Hazards:** If there are any potential health risks/hazards to program participants, we will notify you by phone and/or home visit to alert you to program closure.

**Safety Drills:** Every precaution is taken to ensure the safety of your child during the extended day program. Periodic fire, tornado, and other safety drills are executed to make sure students learn proper safety procedures and adhere to all safety guidelines.

**Broken/Lost/Stolen Items Policy:**  ELP strongly discourages children from bringing toys/personal items from home. We will not be responsible for broken, lost or stolen items (including toys, clothing, backpacks, books, food items, eyewear, money, electronic items, cell phones, jewelry, and any other personal item brought into the building.) Site Supervisors may confiscate such items and return to student at the close of programming that day.

**Snack**: Snacks and meals are provided at no cost through the Child and Adult Care Food Program (CACFP) to students participating in Extended Learning Programs. If for any reason your child is unable to eat the snacks provided or has special food restrictions, please notify the Site Supervisor in writing to provide your own snacks.

**Birthdays, parties, etc**.: Please communicate with your Site Supervisor if you wish to bring in outside items or food for a holiday, party, or birthday.

**Snow/Inclement Weather/Emergency Procedure:** If MNPS is cancelled before your child leaves for school, there will be NO ELP programming. If MNPS cancels afterschool programming due to snow, tornado threat, etc., students will be sent home from school as normal. There will be NO ELP programming. Please stay tuned to [www.mnps.org](http://www.mnps.org) or News Channel 2, 4, or 5 to find out if Davidson County is closed or closing early due to weather. In case of a weather related emergency, school based sites will follow MNPS’s emergency management plan.

**Calendar:** ELP follows the MNPS school calendar for the school year. If MNPS does not have school, ELP will not program.

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|  | **Before Care Programs** | **After School / After Care Programs** |
| **One Hour Late Start** | Before Care programs open one hour late | N/A |
| **Two Hour Late Start** | Before Care programs open two hours late | N/A |
| **School Closure** | Before Care /After Care Programs closed | Before Care /After Care Programs closed |
| **Early Dismissal** | N/A | After School / After Care programs closed |

\*\*Join “Remind” to receive real time updates regarding weather, cancellations, and announcements:

* https://www.remind.com/join/4e72ea

**Statement of Acceptance and Understanding of Code of Conduct**

I have read and understand the Code of Conduct set forth in the ELP Parent Handbook. **I understand that I am responsible for the guidelines set forth in this handbook.**

**\**In addition, please check or initial the following statements:***

* + The student has permission to participate in all program activities, including field trips. I will be notified in advance of all field trips and will grant permission for each event

* + I give permission for school records to be reviewed to aid in the academic needs of the students and for communication between the program staff and school day teachers in reference to student’s progress.
  + I give permission for program staff to administer CPR and first aid if needed.
  + I authorize permission for MNPS, its employees, representatives, and authorized media organizations to print, photograph, and record my child for use in audio, video, film, or any other electronic, digital, or printed media.

Parent/Guardian Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_