



“INSPIRING IDEAS, ENRICHING MINDS, CREATING COMMUNITIES”

**Extended Learning Programs (ELP) PARENT AGREEMENT for STUDENT HANDBOOK**

**Yes, I understand the following:**

- ▶ Registration is completed at your child’s assigned schools. Qualified students are admitted into the program on a “first come, first serve” basis. Program qualifications may include a sibling preference. Qualifications for community partner operated programs are different and may require payment of costs or fees, but qualified students registering for community partner-operated programs are also admitted on a first-come, first service basis.
- ▶ Once a site’s enrollment capacity has been met, qualified students who are not admitted will be designated to the program waiting list in chronological order.
- ▶ If additional enrollments slots become available, qualified students are admitted from the waiting list on a “first come, first serve” basis and in the order in which student applications were submitted.
- ▶ Qualified students are **NOT** considered enrolled until their first day of admittance, once the student is admitted from the waiting list.
- ▶ A designated adult must physically sign all students in and out of the ELP program.
- ▶ Parents, guardians or designated persons must provide a full legal, signature when signing students in and out.

**Yes, I agree to read the following:**

- ▶ **ELP parent manual**
- ▶ **The Department of Education Summary of Requirements for Child Care Approval**
- ▶ **Shelby County Schools’ Standards for Quality Extended Learning Programs**
- ▶ **English/Spanish “Building for the Future” flyer/” CACFP Assistance” flyer**
- ▶ **CACFP “Grievance Procedure/Civil Rights” flyer**

**Student’s Signature** \_\_\_\_\_

**Parent/Guardian’s Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_



“INSPIRING IDEAS, ENRICHING MINDS, CREATING COMMUNITIES”



### **EXTENDED LEARNING PROGRAMS (ELP)**

As a service to parents, Shelby County Schools offers Extended Learning Programs (ELP) that strive to provide well-structured and supervised enrichment programs that foster high expectations for school age children. Please take time to read the Parent Manual carefully.

Each program is designed to provide proper supervision of children and peace of mind while parents are at work. The ELP program operate as self-sustaining program under the purview of the Tennessee State Department of Education and the licensing procedures detailed in **Chapter 0520-12-01** and overseen by the State Department of Human Services.

Before and After-school are designed to align with the school day teaching and learning. Therefore, the ELP program provides opportunities for students to be involved in afterschool experiences that are fun, interactive, and engaging. These experiences focus on a children's academic, emotional, physical, and social development. Our programs offer diversely enriching experiences in areas of music, arts & crafts, cooking, science, drama, physical fitness, literacy, creative writing, numeracy, project based learning, and occasional field trips. Free nutritious meals are provided daily to all scholars.

Expectations of parents and children are outlined. Parents are responsible for reading and adhering to the information contained in the parent manual. Within this manual, you will find information regarding our updated procedures. This handbook is a binding part of the enrollment agreement between the program and the parents/guardians of the children.

In order to help create a safe and enjoyable environment, we ask that you read the following rules and procedures and make sure that your child(ren) is aware of them. We also ask that you keep this manual in a handy place for quick reference. You may also find an electronic copy of the Parent Manual on the webpage parent dashboard.

The expectation is that each parent will read and understand this manual and act in accordance with the outlined procedures. Questions can be directed to the ELP Supervisor of Childcare at the school or to the Office of Extended Learning Programs by emailing [elop@scsk12.org](mailto:elop@scsk12.org) or calling 901-416-4709.



“INSPIRING IDEAS, ENRICHING MINDS, CREATING COMMUNITIES”

### **WHO WILL SUPERVISE MY CHILD(REN)?**

The Office of Extended Learning Programs will govern the program and oversee the Supervisor of Childcare who directs the day-to-day operation of the program.

Supervision of children will be implemented in accordance with **Chapter 0520-12-01**.

The Site Supervisor, Site Tutors, and Site Workers are employees of Shelby County Schools. All site staff has met employment standards established by the TN Department of Education and Shelby County Schools.

Each employee has current CPR and First Aid training. All employees have been trained in developmentally appropriate practices and quality programming standards.

ELP staff works diligently in their roles. The ultimate goal of the program is to provide supportive, healthy, and safe learning environments that are instrumental to the facilitation of positive outcomes in academic achievement, student behavior, school attendance, and parental involvement.

ELP staff members are to treat parents in an equitable and professional manner at all times. If you are dissatisfied with a staff person’s behavior or performance, please contact the ELP Site Supervisor, the school Principal, and/or the ELP office to report your concerns immediately.

### **WHERE IS THE PROGRAM SITE LOCATED?**

The Extended Learning Programs (ELP) site is located on the school campus. Children will also use the school’s outdoor play areas.

The ELP facility meets all Fire and Health Department standards for an ELP site. The program has a telephone on-site for your convenience and for emergencies. Parents should always be able to access the ELP site by phone. If parents cannot reach an ELP staff person by phone immediately, then parents should report this to the school Principal and/or the ELP office as soon as possible.

### **WHAT ACTIVITIES WILL BE PLANNED FOR MY CHILD(REN)?**

Children in the before and after school program will engage in developmentally appropriate activities. These diverse activities include, but are not limited to literacy, numeracy, STEM, project-based learning, socializing with peers, physical fitness, and academic interventions. The ELP staff will coordinate with regular school day staff and monitor student progress.



“INSPIRING IDEAS, ENRICHING MINDS, CREATING COMMUNITIES”

### **HOW MUCH DOES IT COST?**

This Extended Learning Programs (ELP) school site is pleased to serve its students at **NO COST** on a first come, first serve basis for qualified students through the 21st Century Community Learning Centers (CCLC) and Lottery for Education Afterschool Programs (LEAPs) grants. We are proud to offer a robust program of enriching experiences for students to support academic achievement. Students will also participate in fun and engaging activities to enhance learning such as music, arts & crafts, physical fitness, exploratory field trips and more. Please note that ELP, which are grant-based programs, are operated separately from vendor-based programs such as the YMCA’s after-care or before-care program. There may be costs associated with vendor-operated programs.

### **FAQ’S**

#### **1. How do I register for my site for the Extended Learning Programs (ELP)?**

- Register at your child’s assigned school or ELP Office | 920 North Highland, Memphis, TN 38122; SCS Parent Welcome Center | 2687 Avery Avenue, Memphis, TN 38112

#### **2. Where can I find my child’s State ID number?**

- Please contact the ELP site supervisor at your school or contact your school’s main office

#### **3. Is translation assistance for non-English language speakers?**

- Support for ESL (English as a Second Language) families is available by visiting our Northeast Regional Office, located at 920 North Highland Street, or calling (901) 416-1750.
- Families may also call the ELP office for additional assistance, (901) 416-4709.
- Use Spanish Application.

### **HOW DO I WITHDRAW MY CHILD FROM THE PROGRAM?**

Parents wishing to withdraw their child(ren) from the ELP should provide a statement in writing at least one week prior to the discontinuation of services as a common courtesy, unless an unforeseen emergency.



“INSPIRING IDEAS, ENRICHING MINDS, CREATING COMMUNITIES”



### **WHAT DAYS WILL THE PROGRAM BE OPEN?**

All ELP programs follow the SCS academic calendar. Programs will not be open on special days such as abbreviated days or school holidays unless otherwise notified. For more details, please email [ELOP@scsk12.org](mailto:ELOP@scsk12.org) or call 901-416-4709. There will be no programs operating on days when school is canceled due to water main breaks, heating failure, electrical problems, weather, etc.

The program will not be available when school is dismissed early due to the weather or any other problems beyond the school's control. Inclement weather includes snow days as well as heat related closing days. Fees will not be adjusted for those days and times which the center is not open, unless otherwise notified.

### **HOW WILL PARENTS BE INVOLVED?**

Parental involvement in before and afterschool programming is just as important as in other aspects of children's lives. It is important to keep in touch with the program staff after your children begin participating, to stay abreast of how they are doing, and to find out if you can help your children learn more or get greater enjoyment from the program. Parents are invited to attend and participate in activities sponsored by the before and afterschool program. Parents are also encouraged to provide any feedback regarding program activities to the Principal or the Site Supervisor.

### **WHERE DO I DROP-OFF AND PICK-UP MY CHILD?**

The school's ELP site is responsible for the safety of all the children registered in the program. The Site Supervisor will give parents specific instructions on where children are to be signed-in each morning and signed-out and picked-up each evening.

It is required by state law that parents or authorized persons must physically come into the center to sign their child(ren) into the before school program. In the afternoon, children enter the center after school day dismissal. The staff must call the roll for those in attendance. Please call the center before dismissal of the school day if your child will not be attending that day. Parents or authorized persons over the age of 18 must physically come into the center to sign the child(ren) out by 6:00 p.m. Children will not be allowed to wait for parents in the parking lot, nor allowed to walk home alone (no exceptions).

In order to deny any parent access to a child(ren), the program must have on file a copy of the court order, which denies parental access. It is the custodial parent's responsibility to provide the document to the staff. Children will not be released to any person other than the parent or other persons authorized to sign the child(ren) out.



## “INSPIRING IDEAS, ENRICHING MINDS, CREATING COMMUNITIES”

In an emergency, procedures are in place for releasing children to anyone other than custodial parents and guardians. For the safety of all children in our care, we ask that anyone unfamiliar to the program staff show proper photo identification to verify their identity. Please inform friends and relatives of this procedure so they are prepared when picking up your child. In your registration application, ELP asks for a list of people (must be at least 18 years old) who are allowed to pick up your child(ren). Parents must notify the supervisor of childcare in writing if a person other than those authorized on the application form will be picking up your child. This procedure will be strictly enforced for the protection and safety of your child(ren).

### **WHAT HAPPENS IF I AM LATE PICKING UP MY CHILD?**

After the program closes, and provided that other arrangements for releasing the child to a parent or emergency contact have not been successful, the Supervisor of Childcare will contact SCS security 901-416-5773 and the proper authorities will be notified. Every effort will be made to contact the parent.

SCS security will immediately contact both the department of human services and the local police to provide support in supervision for the child(ren) until an authorized caregiver is able to pick-up the child(ren). Once child(ren) have been released to the care of DHS, the children are no longer the responsibility of the Shelby County Schools.

Recurring late pick-up offenses in one school year may result in involuntary withdrawal from the program. Parents will be notified in writing by the Supervisor of Childcare if the next late pick up will result in the suspension of your child.

### **WHAT IF MY CHILD IS INJURED OR BECOME ILL?**

We are concerned about the health of each child. The program cannot provide care to sick children. Your child(ren) must be picked up as soon as possible if he/she becomes ill. Health screenings are a district initiative and serve to make positive gains toward the district's strategic goal of healthy youth development.

In case of an emergency, parents will be contacted using the information provided on the registration application. It is important that you update this information when changes in employment and phone numbers occur. If no hospital preference is listed, *LeBonheur Children's Hospital* will be the emergency location. All staff is certified in first aid and CPR and will administer first aid or CPR as is necessary for the health and safety of your child(ren). If medical information or needs change for your child(ren), inform the center, in writing, immediately. Please inform the Site Supervisor, in writing, of any special care needs for your child(ren).



“INSPIRING IDEAS, ENRICHING MINDS, CREATING COMMUNITIES”



## **OPERATIONAL PROCEDURES**

### **STUDENT ATTENDANCE**

The Site Supervisor at each ELP location is responsible for maintaining an accurate attendance record for the children. Please assist us by informing the program staff of the occasions in which your child will not be in attendance in the ELP program. If a child does not report to ELP, attempts will be made through the school office to see if the child attended school that day, was dismissed early, or is attending another afterschool activity. However, if a child is dismissed from school early then returns to regular school, they can attend ELP (i.e., dental appointment). If your child is suspended from the regular school day, he/she cannot attend ELP.

### **MEDICATION**

Parents are advised to give medication at home, on a schedule, rather than during extended learning time children are present at school.

If medication must be given at the site, Shelby County Schools’ board policy will apply. Parents must sign a permission form before a member of the staff administers medication. The medication must be in the original bottle/container with the prescription in the name of the child who is receiving the medication. Non-prescription medication will not be administered. A recent regulation allows students to keep asthma inhalers in a location convenient to them, i.e. in their pockets, etc.



“INSPIRING IDEAS, ENRICHING MINDS, CREATING COMMUNITIES”

### **CHILDREN WITH SPECIAL NEEDS/CHILDREN WITH DISABILITIES**

Qualified students are admitted to SCS Extended Learning Programs, including learning academies and after-care and before-care programs operated by community partners, on a first-come, first serve basis, taking into account space limitations, and without regard to race, color, religion, sex, creed, age, disability, national origin, or genetic information. “Qualified students” means students who are eligible for a program based on program specifications. A program qualification or specification may include a sibling preference. Shelby County Schools is committed to providing access, equal opportunities, and reasonable accommodations in services, programs, activities, education and employment of individuals with disabilities in its SCS operated programs and its community partner operated programs.

In order to assist us in meeting your child’s needs, it is important that you complete the registration form in as much detail as possible, including identifying if a child has a 504 Plan, Individualized Education Plan (IEP) or Individualized Health Plan (IHP). The responses that you provide will assist us in meeting your child’s needs. An “at a glance” summary of the 504 Plan, IEP, or IHP will be shared with the ELP site director to ensure that necessary accommodations are in place.

If a parent/guardian or ELP representative finds that additional accommodations are needed for a child, on a case-by-case basis, the parent or ELP representative may convene a 504 Plan, IEP, or IHP meeting with the appropriate team members ensure that reasonable accommodations are provided to qualified students with disabilities so that they may receive access to ELP programs as determined by the team members. Current 504 Plans, IEPs, or IHPs, will be reviewed and updated as necessary.

All children, including children who receive reasonable accommodations in ELP, will be required to refrain from behaviors that threaten their safety, the safety of other children, and the safety of staff members.

Parents who have concerns that a child is not receiving reasonable accommodations may contact any of the following persons: ELP site director, ELP District staff, the building principal, or the District’s 504 Team- (901) 416-6007.





## "INSPIRING IDEAS, ENRICHING MINDS, CREATING COMMUNITIES"

### **INSURANCE**

All parents with children in the program are encouraged to have medical insurance in case of an accident.

### **EQUIPMENT AND SUPPLIES**

The ELP program will provide equipment and supplies including games and outdoor equipment. Children are **NOT** allowed to bring games or toys to the program unless written approval is given by the principal and the ELP office has approved the request.

### **DISCIPLINE**

The ELP staff is committed to positive behavior management and expects children to be responsible members of the program. Each child is expected to follow the rules of the program. Additionally, school rules and SCS board policy concerning student codes of conduct are applicable. Discipline will be reasonable, appropriate, and understandable to children. Praise and encouragement of good behavior will be used. Punishment will not be related to food, rest, or toileting. If a problem occurs, parents/legal guardians will be informed. Parents will be expected to work with the staff to resolve this problem. Children with continual behavior problems will be dismissed from the ELP program.

The school rules will apply after school just as they do during the regular school day. Parents of children with continual behavior problems may be asked to leave the program. ELP is a privilege, not a right. We want to provide a safe and orderly environment for all children in the program. If major discipline problems occur, the Principal and/or the Site Supervisor will notify the parent. Please cooperate with us by stressing the importance of positive behavior with your child(ren).

The Office of Extended Learning Programs will **NOT** tolerate any display or demonstration of abusive behavior and/or speech toward school staff. Any display of inappropriate behavior that is disruptive to the learning environment will result in that family being immediately and involuntarily withdrawn from the program.



“INSPIRING IDEAS, ENRICHING MINDS, CREATING COMMUNITIES”  
**PARENT RIGHTS**

Parents are entitled to:

- ▶ Know their child(ren) are in a safe environment where their social, emotional, physical and mental health is being fostered.
- ▶ Know what types of programs and activities are being provided.
- ▶ Share concerns with the staff, at any time, about anything they do not feel is in the best interest of their child(ren).
- ▶ Know if their child(ren) is misbehaving and to spend time working with the staff to resolve the unacceptable behavior.
- ▶ Know if their child(ren) does not report to the center as instructed.
- ▶ Know when the child(ren) will be going to a location other than where the program is usually held.
- ▶ Voice special concerns not covered in this manual.
- ▶ Know that another child’s parents will not discipline their child(ren).

**PARENT RESPONSIBILITIES**

Parents have the responsibility to:

- ▶ Let the staff know if their child(ren) will not be attending for the day.
- ▶ Observe the rules of the ELP program as set forth in this manual and in any additional policy statements.
- ▶ Share their concerns with staff members if the program is not meeting the needs of their child(ren).
- ▶ Listen to concerns regarding their child(ren)’s behavior and to assist staff in resolving problems that may occur.
- ▶ Know about any change in procedure.
- ▶ Replace any equipment or property their child(ren) has misused or destroyed.



**“INSPIRING IDEAS, ENRICHING MINDS, CREATING COMMUNITIES”**

- ▶ Physically sign their child(ren) in and/or out of the program; to notify staff when taking a child(ren) from the site, and to notify a staff member when another person is authorized to pick up their child(ren); children not physically signed in and/or out will be dismissed from the program.
- ▶ Inform staff if their child(ren) has been exposed to any contagious illness.
- ▶ Notify staff in advance of any planned vacation or other absences.
- ▶ Notify staff of withdrawal at least one week in advance.
- ▶ Maintain current information by reporting changes immediately.
- ▶ Pick up their child(ren) on time.

**Parent/Guardian’s Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_



“INSPIRING IDEAS, ENRICHING MINDS, CREATING COMMUNITIES”

**CHILDREN’S RIGHTS**

Children are entitled to:

- ▶ Have their ideas heard and feelings respected.
- ▶ Use safe and reliable equipment.
- ▶ Discipline that is fair, equal, and not harmful to their self-esteem.
- ▶ Use ELP equipment and space on an equal basis.
- ▶ Express their anger, frustration, disappointment, joy, etc., in an appropriate manner.
- ▶ Express their creative ability to explore and discover.
- ▶ Continue developing their full potential.
- ▶ Stay in a safe environment free of hazards.
- ▶ Learning in an environment that offers a variety of choices: quiet, indoor, outdoor, creative, and exploratory.
- ▶ Voice their opinion on the rules and activities.
- ▶ Involvement with staff members who care about them and enjoy being with them.

**Student’s Signature** \_\_\_\_\_

**Parent/Guardian’s Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_



“INSPIRING IDEAS, ENRICHING MINDS, CREATING COMMUNITIES”

**CHILDREN’S RESPONSIBILITIES**

Children are responsible for:

- ▶ Active participation in program activities.
- ▶ Respecting the rules that guide them during the school day and controlling their feelings so that their actions do not harm anyone in the program.
- ▶ Learning to accept consequences for their own actions.
- ▶ Taking care of all equipment or property.
- ▶ Sharing equipment.
- ▶ Remaining with a staff member at all times and notifying them if they need to go to another area.
- ▶ Reporting to the center immediately after school.
- ▶ Respecting the rules of the ELP Program.
- ▶ Dressing appropriately for indoor or outdoor play and having appropriate shoes to wear in the recreational area.

**Student’s Signature** \_\_\_\_\_

**Parent/Guardian’s Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_