

2016-2017

PARENT/GUARDIAN GUIDE

Extended School Enrichment is founded on the belief that each and every student is capable of being successful. We are committed to setting high expectations and assuring the development of a strong foundation in basic life skills.



BEHAVIOR EXPECTATIONS

The Extended School Enrichment (ESE) program is characterized by sensitivity and respect for all individuals. ESE promotes positive student interaction, self-control, respect for others and personal responsibility.

Expectations and consequences permit students an opportunity to eliminate inappropriate behavior. ESE Behavior Guidelines are enforced:

- By all staff members at all times
- In substantial part by adult role modeling
- Using techniques that promote the growth of positive self-esteem
- As close to the source as is possible
- By holding students accountable for their actions
- By keeping parents informed
- By limiting group discipline to a maximum of 1 minute
- Through implementation of the Behavior Consequence Rubric

ELIGIBLE STUDENTS

The Extended School Enrichment program is open to all children enrolled in K-6 at each of the Carmel Clay Elementary Schools.

EMERGENCY PROCEDURES

ESE staff and students will practice live emergency drills throughout the school year. The emergency drills will consist of various emergencies to ensure proper preparation in the case of an actual crisis during the ESE program.

PARENT/GUARDIAN SIGN-IN & SIGN-OUT

Parents/guardians are free to drop-off and pick-up their child at any point during ESE. Each parent/guardian is responsible for walking their child into ESE Before-School; students are not to be dropped off at the school site without accompaniment by a parent/guardian. Students are only released to individuals listed "authorized pick-ups" and must be at least 16 years of age and must be listed on the ESE Registration Form in "Pick-Up Authorization" section. **All ESE staff is required to check identification of authorized individuals.** The sign-in/out table will be clearly displayed and located in an optimal place for parent/guardian accessibility. **Late fees will be assessed to any pick-ups after 6:00 p.m.; the charge is \$1 for every minute late (e.g. child picked up at 6:04 p.m. equals a late fee charge of \$4).**



Extended School
Enrichment

Carmel • Clay
Parks & Recreation

PROGRAM COMPONENTS & LAYOUT

Each of the eleven elementary school sites will have the same core components of ESE, with each school customized to serve the best interests of the students and parents/guardians. The following is an example of a daily ESE program day:

Before-School

- 7:00-7:15 a.m. Parent/guardian sign-in and socialization
- 7:15-7:30 Breakfast
- 7:30-8:00 a.m. Enrichment Clubs
- 8:00-8:05 a.m. Student sign-out and transition to school day

After-School

- 2:35-2:45 p.m. Student Sign-In
- 2:45-3:15 p.m. Group A - Snack; Group B - Recess
- 3:15-3:45 p.m. Group B - Snack; Group A - Recess
- 3:45-4:30 p.m. Academic Assistance
- 4:30-5:30 p.m. Enrichment Clubs
- 5:30-6:00 Daily Wrap-Up



REFUND POLICY

Payments may not be transferred or refunded after the final program day of the respective program week or month (e.g. payments made the week of August 22-26, 2016 will not be transferred or refunded after August 26, 2016). All refunds are subject to a \$7 service charge for cancellation.

FEE STRUCTURE

Registration: July 1, 2016.

Registration fee is \$40.

| TYPE | AM ONLY | PM ONLY | BOTH |
|---|---------|---------|-------|
| Monthly | \$131 | \$222 | \$282 |
| Weekly | \$38 | \$63 | \$82 |
| Drop-In (1 visit) | \$10 | \$16 | N/A |
| 20-visit Pass (before or after-school): \$280 | | | |
| 10-visit Pass (before or after-school): \$150 | | | |

SCHOOL'S OUT (AT MOHAWK TRAILS & SMOKY ROW)

| | |
|--------------------------------------|-------------------|
| Fall Break (Oct 14 & 17) | \$72 or \$46/day |
| Winter Break Week One (Dec 19-23) | \$180 or \$46/day |
| Winter Break Week Two (Dec 26-30) | \$180 or \$46/day |
| Winter Break Final Day (Jan 2) | \$36 |
| Martin Luther King, Jr. Day (Jan 16) | \$36 |
| President's Day (Feb 20) | \$36 |
| Spring Break (Mar 31, Apr 3-7) | \$216 or \$46/day |

CONTACT

Ben Johnson, ESE Director
 Carmel Clay Parks & Recreation
 Monon Community Center
 1235 Central Park Drive East
 Carmel, IN 46032
 317.573.5240
 bjohnson@carmelclayparks.com



FOLLOW US:

