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.

**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).

**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
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

FEE STRUCTURE
Registration: July 1, 2015.
Registration fee is $40.

<table>
<thead>
<tr>
<th>TYPE</th>
<th>AM ONLY</th>
<th>PM ONLY</th>
<th>BOTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly</td>
<td>$131</td>
<td>$222</td>
<td>$282</td>
</tr>
<tr>
<td>Weekly</td>
<td>$38</td>
<td>$63</td>
<td>$82</td>
</tr>
<tr>
<td>Drop-in (1 visit)</td>
<td>$10</td>
<td>$16</td>
<td>N/A</td>
</tr>
<tr>
<td>20-visit Pass (before or after-school):</td>
<td>$280</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10-visit Pass (before or after-school):</td>
<td>$150</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SCHOOL’S OUT (AT CHERRY TREE & COLLEGE WOOD)

<table>
<thead>
<tr>
<th>Event</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Break (Oct 16 &amp; 19)</td>
<td>$72 or $46/day</td>
</tr>
<tr>
<td>Winter Break Week (Dec 21-23, 28-30 &amp; Jan 4)</td>
<td>$252 or $46/day</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day (Jan 18)</td>
<td>$36</td>
</tr>
<tr>
<td>President’s Day (Feb 15)</td>
<td>$36</td>
</tr>
<tr>
<td>Spring Break (Apr 1, 4-8)</td>
<td>$216 or $46/day</td>
</tr>
</tbody>
</table>

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:
facebook.com/carmelclayparks
twitter.com/carmelclayparks
instagram/carmelclayparks
youtube.com/user/CarmelClayParks Rec

REFUND POLICY
Payments may not be transferred or refunded after the final program day of the specified program week or month (e.g., payments made for the week of August 17-21, 2015 will not be transferred or refunded after August 21, 2015).