



# **2022-2023 Extended School Day Program Parent/Student Handbook**

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GISD Administration Office  
217 N. Jones  
Granbury, TX 76048



817-408-4000

Child Care Coordinator

Tiffany Rodriguez

817-408-4141

[tiffany.rodriquez@granburyisd.org](mailto:tiffany.rodriquez@granburyisd.org)

Paula Rollins, Acton Elementary School Site Leader

817-408-4237

[paula.rollins@granburyisd.org](mailto:paula.rollins@granburyisd.org)

Aubrey Caudle, Baccus Elementary School Site Leader

817-408-4326

[aubrey.caudle@granburyisd.org](mailto:aubrey.caudle@granburyisd.org)

Lesa Kimbrow, Brawner Intermediate Site Leader

817-408-4953

[lesa.kimbrow@granburyisd.org](mailto:lesa.kimbrow@granburyisd.org)

Paula Hamm, Emma Roberson Early Learning Center

817-408-4517

[paula.hamm@granburyisd.org](mailto:paula.hamm@granburyisd.org)

Jessica Taylor, Mambrino STEAM Academy Site Leader

817-408-4927

[jessica.taylor@granburyisd.org](mailto:jessica.taylor@granburyisd.org)

Carolinda D'Angelo, Oak Woods Elementary School Site Leader

817-408-4766

[carolinda.d'angelo@granburyisd.org](mailto:carolinda.d'angelo@granburyisd.org)

### **Mission Statement**

The Granbury Independent School District Extended School Day Program's mission is to provide a safe, nurturing environment where children's social, academic and developmental needs are met with a variety of fun and engaging experiences.



### **Program Goals**

GISD Extended School Day (ESD) is a before and after school program that strives to meet the interest and developmental needs of the child by:

- Providing a nurturing environment where their social and academic needs will be met in a variety of experiences such as; games, STEAM Activities, outside/gym play time, and homework help as needed.
- Providing quality enriched care to all students enrolled in the Extended School Day Program, PK-5.
- Forming partnerships with parents to encourage communication and participation.
- Forming partnerships with outside programs to bring a variety of learning experiences to students.

### **Administration**

Extended School Day is a function of the Granbury Independent School District and follows the district's policies and procedures. The Extended School Day program is not a licensed facility because it is run by the Granbury Independent School District that is accredited by the Texas Education Agency, per Human Resources Code 42.041. The GISD Extended School Day staff consists of the Director of Curriculum and Instructional Programs, Child Care Coordinator, Site Leaders and Aides assigned to each campus. ESD works in cooperation with campus principals from each elementary school regarding discipline, staff and ongoing monitoring of the program.

### **Staff**

Each Extended School Day Program site is staffed with a site leader and aide(s). All staff participate in-service training. The average adult-child ratio in the Program is 1:20. Visitors and volunteers are used to enrich the program in areas of art, dance, dramatics, social skills, crafts and services. Parents are welcome to participate as resource volunteers in any topic in which they would like to share their skills.

### **Hours of Operation**

The Extended School Day Program provides services at all elementary campuses and the Early Learning Academy. The hours of operation for the Extended School Day Program are during school days as follows:

6:30 a.m. to 7:10 a.m.

and

3:00 p.m. to 6:00 p.m.

The program coincides with the GISD academic calendar; therefore, the program is not in operation during school holidays or during school inservice days occurring before school starts, during the year, and after school ends. In the event of early dismissal of school due to inclement weather or emergency closing, the parent/guardian or other designated person will be expected to pick up the child at the announced closing time, or as soon as possible. On scheduled GISD early release days, ESD will start at dismissal time and remain open until 6:00 p.m.

### **Enrollment**



The GISD Extended School Day Program encourages children of all backgrounds to attend. The Program does not discriminate on the basis of sex, race, color, national origin, ethnic background, religion or disability.

- **Eligibility** - Children enrolled in the Extended School Day Program must be in grades Pre-K through 5th. A minimum number of children must be enrolled for service to be offered on a campus. The maximum number of students enrolled varies by campus. Waiting lists may be kept for schools that reach maximum enrollment.
- If fewer than 15 children are enrolled on a campus, children will be bussed to another campus where the Program is offered.
- Pre-K students will attend Emma Roberson for ESD and will not be bused to other campuses for ESD.
- **Enrollment** - A child will only be considered enrolled after the parent has filled out the enrollment forms completely and paid the \$35.00/\$25.00 **non-refundable** enrollment fee.

### **Registration**

Registration will begin each year in May for the following school year, open to all current ESD students first and their siblings who are not currently in care. Registration forms may be picked up from the ESD Site Leader or printed off from our website online. In order for your child's care to begin, completed registration forms need to be turned in and the **non-refundable** \$35/\$25 enrollment fee should be paid to the site leader.

*For your child's security, the program requires that information be kept current. If changes are made through the school office to contact information, it is the parents responsibility to provide that same information to the ESD Site Leader or request that the office staff give the ESD Site Leader a copy of the changes.*

### **Fees and Payment Policy**

Although this program is an objective of GISD, Extended School Day receives no financial tax support from the school district. The program salaries, supplies and administrative expenses are supported entirely by registration and tuition. Therefore, timely payment is the only means for the program to continue.

### **Tuition Policies**

- **Tuition will be charged on a weekly basis and the full week's tuition will be due on Monday of each week or the first day that your child is present; regardless of your child's attendance.**
- **Tuition payments must be paid by 6:00 p.m. Monday, or the first day of the school week. If tuition is not paid on time, a \$10.00 late fee will be charged.**
- **If tuition is not paid for two weeks in a row a second \$10.00 late fee will be applied.**
- **If tuition is not paid for three weeks in a row a third \$10 late fee will be applied. If payment is not current by the Friday of the 3rd week (including all late fees), your child will be automatically dismissed from the program and cannot return until the balance has been paid in full.**
- Please do not send tuition with your child.



- Documentation of being on free or reduced lunch is due to the site leader by October 1st or the regular fee, \$50, will apply thereafter.
- We offer online payment through My School Bucks. You will be billed monthly, but may pay weekly. You have the option to pay online through My Schools Bucks or in person to the site leader.
- **If you choose to pay monthly, the monthly payment will have to be made on the 1st of every month, no exceptions.**
- Receipts are given upon request.
- When paying with cash, please have the correct amount, as the site leaders are unable to make change.
- Checks being returned by the bank for insufficient funds, or any other reason, will be held in the business office of GISD. Parents must contact the GISD business office to take care of the check. Site Leaders cannot accept money in any form for NSF checks. Children will be excluded from the Program if all tuition is not brought up to date. If a parent has more than one NSF check, he/she will be required to pay tuition by money order or cash.
- The program will provide yearly statements for tax purposes.
- There is no provision for sick days or vacation days.

**Tuition is as follows:**

**Enrollment Fee** - \$35 per child, \$25 for each additional child

**Weekly Fee**

**Regular** - \$50 per child

**Reduced Lunch/GISD Employee**- \$35 per child

**Free Lunch** - \$30 per child

**Morning only Fee**

**Regular** - \$20 per week

**Reduced Lunch/GISD Employee** - \$17 per week

**Free Lunch** - \$13 per week

**Part Time Fees (1-3 days)**

**Regular** - \$15 (1 day), \$30 (2 days), \$45 (3 days)

**Reduced Lunch/GISD Employee** - \$12 (1 day), \$24 (2 days), \$36 (3 days)

**Free Lunch** - \$10 (1 day), \$20 (2 days), \$30 (3 days)

**Part time fees will be billed monthly and due weekly, regardless of attendance. For example, if your child attends 1 day a week at the regular rate, you will be billed every week for \$15, even if your child does not attend one week. If you decide your child will need to come more or less, changes cannot be made until the first of the month for the next billing cycle.**

**Late Pick up Fee** - \$1.00 per child per minute.



**STEAM and Pre-K Bus - If your child is not picked up on time from being dropped off by the STEAM or Pre-K Bus and has to attend ESD until you arrive, there will be a \$10 fee charged per child.**

*Drop ins will no longer be accepted, with the exception of GISD employees who need care for staff meetings/parent conferences. GISD Employees may use ESD for drop in with a one week notice of your child's attendance to the site leader.*

**Tuition will be prorated when the ESD Program is closed.**

**Example: Closed Labor Day-Tuition for the remainder of the week will be \$40.00**

### **GISD Payroll Deduction**

If you are an employee of GISD and would like the weekly fee deducted from your biweekly paycheck, please see the Site Leader for your campus for more information. You will need to complete and return the payroll deduction form by no later than September 1st to have the deduction start with your first September paycheck. You have the option to deduct the tuition from your paycheck over 10 months (20 pay periods) or 12 months (24 pay periods). Your first week of tuition and registration must be received upon registration and will not be paid by payroll deduction. All payments for the remainder of the year will be included and deducted thereafter. If you resign during the school year, you will be responsible for paying the remaining balance owed after receiving your last paycheck.

### **Absences**

If your child will not be attending Extended School Day for any reason, please notify the ESD Site Leader or request the school office leave a note for the ESD staff regarding your child's absence. If your child is absent, tuition is still due for your child and subject to a late fee.

**There is no provision for sick days or vacation days.**

### **Release of Children**

Children are expected to arrive on time and to leave the program according to the information recorded by the parents/guardians on the Enrollment Form. Each child enrolled in Extended School Day will remain at the program site until picked up by an authorized individual. The parent/guardian enrolling the child must stipulate in writing the person(s) that may pick up their child. ESD Staff will ask for picture identification if they do not recognize the individual picking up a child. When the designated person picks up a child from the ESD Program, they must sign that child out. No exception will be made. No child will be permitted to leave with a person who is not listed on the enrollment form.

If a child is enrolled in the a.m. program, that child must be escorted into the building and signed in at the ESD room by a parent or other adult. This policy is for your child's safety, so please allow time to bring your child into the building.

Texas law precludes us from keeping a child from a natural parent unless there are court documents prohibiting this. If the custodial parent or guardian is in possession of such documents or restraining orders, the ESD Program must have a copy of those documents.

### **Late Pick-Up Procedures**



Closing time is promptly at 6:00 p.m. At 6:00 p.m. the Extended School Day Staff are officially off duty. However, a staff member will remain at the site until all children are picked up. A late charge of \$1.00 per minute per child is assessed if your child is not picked up by 6:00 p.m. Please be ready to pay this fee if you are late. (The school's clock will be used as an official timepiece.) If you have not picked up your child by 6:15 p.m., an alternate person listed on your child's enrollment form will be called. If no one has arrived to pick up your child by 6:30 p.m., proper authorities will be contacted. These procedures are in place to ensure the safety of your child.

If you find yourself running late, call ESD immediately to inform them. Calling ahead will not absolve you of any late charges, but will curtail the anxiety your child feels when no one has arrived by 6:00 p.m. **Consistently picking up your child late can result in student removal from the program.**

### Snacks

Snacks and water are served in the Extended School Day Program. Should your child have any food allergies or conditions that would prevent him/her from partaking of certain foods, that information should be noted on the Emergency Medical Information and Authorization form. If a parent wants to provide a special treat for birthdays, etc, please check with the site leader in advance.

### Health

If your child has a known medical, psychological or behavioral condition, please be sure this information is recorded on the Emergency Medical Information and Authorization form. The site leader should also be informed as to what precautions or actions to take, if necessary. If a child has any one of the following conditions, the parents will be notified to pick up the child immediately: contagious disease, head lice, fever over 100 degrees F, vomiting or diarrhea, or an accident requiring medical attention. Site Leaders will inform the school nurse and front office of any students sent home from ESD. As per District Policy, students must be symptom free for 24 hours before returning to school.

ESD Staff will provide care for children who are ill or injured, following the guidelines and policies governing regular school day staff, including medication policies. Emergency contacts will be made according to the information provided on the Enrollment Form. The ESD Staff will treat minor injuries. In serious cases, the child may be taken to the local hospital by emergency vehicle. This is a decision that will be made by the responding paramedics. The parents will be called as soon as possible.

If the School Nurse and/or office informs the ESD Staff that a child has head lice, the parent will be contacted and is required to pick up the child immediately. If a child has been sent home by the School Nurse during the regular school day, the parent MAY NOT bring the child back to school to attend ESD.

If your child needs to be excluded from activities due to a medical condition, it is the parents responsibility to notify and provide a copy of the medical note regarding the exclusions and a medical note when they are released back to normal activity to the ESD Site Leader or request that the school office staff provide a copy of the information to the ESD Site Leader.

All immunizations must be current and up to date on file with the home campus that your child attends.





### **Safety**

ESD Staff will prevent a child from getting into a car with a parent or other person that are or appear to be under the influence of drugs or alcohol. They will call the police to give the child and adult a ride home.

Texas Law require caregivers to report suspected cases of child abuse. This includes reporting of parents who appear to be impaired by drugs or alcohol.

In the event of a storm, fire, tornado, active threat, chemical spill or similar emergency, everyone is instructed in standard school drills for such emergencies. Drills during ESD hours will be conducted periodically. There is a crisis plan in effect if an incident should occur to make it necessary to evacuate the school during ESD hours.

### **Phone Policy**

Unless it is an emergency, please finish your phone call prior to picking up your child. Your child is away from you all day and is very excited to see you. Also, at pick up the Site Leader or your child's teacher may need to share or discuss information with you.

### **Weather Policy**

For outdoor activities, ESD will follow the GISD athletic procedures for hot weather and cold weather. When it is 100 degrees or higher or the heat index is 100 or higher, we will stay indoors. When it is below 30 degrees or there is a wind chill of 38 degrees, we will stay indoors. Otherwise, we plan on going outside daily, even if only for a few minutes to get fresh air. Please dress your child appropriately each day, for school and ESD.

### **Children's Personal Property**

Children's personal property, coats, clothing, school bags, etc. must be cleared from the ESD Program area at the end of each day.

Any personal property that remains will be taken to the school lost-and-found. Although the Program attempts to help children stay organized; the Program cannot be responsible for lost personal property. Children should not bring money, toys, food, electronic items, or other items not necessary for school activities to Extended Day without prior permission from the Site Leader.

### **ESD Homework Policy**

The students have a daily scheduled time (Monday thru Friday) to work on homework. The time frame varies depending on the age of the child.

ESD staff will encourage children to work on their homework during the designated time and will monitor that students are making an effort to complete their homework.

Please make sure that you have checked over the homework with your child each evening and discussed with them the importance of using their time appropriately to complete their homework.

### **Electronics in ESD**

ESD will follow all GISD and campus policies in regard to allowing student use of electronic devices. Students may use electronic devices during approved times only. Electronic devices must be kept on silent and cannot be a distraction for other students in ESD. Extended School



Day staff assumes no responsibility for lost, broken, or stolen electronics. Electronics are for personal use only and may not be shared with other students. In addition, students may not communicate with each other or take photos or videos of other students or staff using their devices at any time.

Any misuse of electronics, such as using them during an unapproved time, causing a distraction, sharing, accessing the Internet or inappropriate materials as determined by campus staff, cyberbullying, etc. will lead to disciplinary action, up to and including dismissal from the program.

### **Discipline**

Extended School Day follows the same discipline plan used district-wide. Behavior standards for the children will be the same as in the regular school day. All students are expected to follow the guidelines specified in the GISD Student Code of Conduct. The children will know what behavior is expected, as well as the rewards and consequences of their behavior choices. Every attempt will be made by the staff to work in cooperation with the parents to solve discipline problems.

Any discipline issues will be addressed by ESD staff. At no time may a parent approach or confront a child, other than his or her own child, with respect to discipline issues or other interpersonal matters. In addition, altercations between parents are strictly prohibited on school property, including parking lots.

A child's behavior may be observed by the ESD administrative staff. Any behavior that hinders the smooth operation of the ESD program could lead to dismissal from the program. Such behaviors may include, but are not limited to: disrespect, defiance, harassment, emotional outbursts, running away, threats, and/or any physical aggression toward students or staff. If a child's behavior is interfering with the operation of ESD, parents will be contacted and asked to pick up their child immediately. Repeated inability to meet appropriate behavior standards will result in dismissal from the program.

### **Withdrawal**

If you no longer need the services of ESD, you MUST notify the site leader that you are withdrawing your child. You will be charged, even if your child does not attend, until you notify the site leader of the withdrawal.

If you withdraw your child and want to re-enroll at a later date, you will be charged another enrollment fee.

### **Complaint Procedure**

Persons wishing to lodge a complaint may first discuss the matter with the Extended School Day Site Leader personally. If needed, parents may request to discuss the matter with the Child Care Coordinator.

### **Pandemic**

In the event of a Pandemic we will follow CDC, TEA and/or District Guidelines.

**Extended School Day Program**  
**Parent Acknowledgement Form and Expectations**

A. Parents may expect that:

- Their children are cared for in a safe, supportive environment.
- Their child will be provided with a snack and drink.
- They may visit with the ESD Site Leader about concerns related to their child or the program.
- They will be told about behavior problems on the part of their child and positive measures taken to help their child exhibit more acceptable behavior.
- They will be informed promptly if their child does not arrive at the program according to his/her enrollment information provided by the parent.
- They will be informed about the program activities.
- They will be encouraged to participate in special activities.

B. The Program expects that parents will:

- Read, be familiar with, and abide by ESD Parent/Student Policies.
- Pay fees on time.
- Keep the child's Enrollment Form up to date.
- Pick up their child/children from a designated location on time, location varies by campus-see site leader.
- Sign in/out their child upon drop off or pick up.
- Follow health policies.
- Contact the school by note or phone before 2:00 p.m. if your child/children will not be attending on a regular school day.

C. Children may expect:

- To have a safe, supportive and consistent environment.
- To use all of the Program equipment, materials and facilities on an equal basis.
- To receive fair and respectful treatment.
- To receive nurturing care from staff members who are actively involved with them.

D. The program expects that the children will:

- Be responsible for their actions.
  - Respect the school rules that guide them during the day, and while at the Program, and will follow the GISD Student Code of Conduct Handbook rules for discipline.
  - Students will receive a discipline form for misconduct. If a child receives a discipline form more than 3 times in a school year, the child may be dismissed from the ESD program.
  - Be picked up on time. If a child is late being picked up more than 3 times, the child may be dismissed from the ESD program.
  - Remain with the ESD group and the ESD staff at all times.
  - Take care of materials and equipment properly and return them to their place when done, or before taking out new materials.
- 
- Arrive at the program promptly.
  - Treat the staff and classmates with respect.
  - Be potty trained.



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ESD Policy Acknowledgement Page

After you have read the Extended School Day Program Parent/Student Handbook, please sign and return this page to the Site Leader along with your enrollment form.

Child's Name: \_\_\_\_\_

Campus: \_\_\_\_\_

I hereby acknowledge that I have received a copy of the Parent/Student Handbook for the Extended School Day Program. I understand and agree to abide by these procedures.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date