



Extended School Enrichment

2010-2011

Parent/Guardian Guide

Carmel • Clay
Parks & Recreation



Mission

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. Extended School Enrichment emphasizes communication and problem solving skills and encourages students to work as a cohesive team, and to think independently, creatively and critically in applying academic and social 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. Behavior expectations and the consequences for not meeting expectations are clearly communicated to all students and their parents (in writing as well as verbally). The severity of consequences for violating behavior expectations increases with each incident of inappropriate behavior. 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
- Repeated behavior issues by an individual student may result in a parent/guardian conference with the Site Supervisor and ESE Manager.

Eligible Students

The Extended School Enrichment program is open to all children enrolled in K-6 at each of the Carmel Clay Elementary Schools. Scholarships are available to students on free or reduced lunch.

Activity Calendars

As a component of the ESE program, students will participate in "Enrichment Programs". This component of the program is designed to allow students to experience activities that promote strong character, opportunities to learn new skills, teach life skills, and most importantly, have a great time! The activity calendars for ESE will follow an eight-week site schedule and will be available for parents on our website (www.carmelclayparks.com), as well as on site at each of the schools. The calendars will list the enrichment activity dates and times, the locations for each activity, as well as the daily schedule for ESE. The site schedules will be displayed at the school for students, parents and teachers to gain further insight into the excitement that is ESE.

Emergency Procedures

All ESE staff will be trained on each school's emergency preparedness plan. Staff at each school will be required to conduct emergency scenarios on a bi-monthly basis (five times throughout the school year). The emergency scenarios 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).**

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	Nutrition
7:30-8:00 a.m.	Enrichment Clubs
8:00-8:05 a.m.	Student sign-out and transition to school day

After-School

2:35-2:40 p.m.	Student Sign-In
2:40-3:05 p.m.	Group A - Nutrition & Awareness (e.g. health, drug, crime awareness); Group B - Recess
3:05-3:30 p.m.	Group B - Nutrition & Awareness (e.g. health, drug, crime awareness); Group A - Recess
3:30-4:10 p.m.	Enrichment Clubs
4:10-4:50 p.m.	Academic Assistance
4:50-5:30	Enrichment Clubs
5:30	Daily Wrap-Up

Contact

Ben Johnson, ESE Manager
Carmel Clay Parks & Recreation
Monon Community Center
1235 Central Park Drive East
Carmel, IN 46032

P 317.573.5240
F 317.573.5254
bjohnson@carmelclayparks.com
carmelclayparks.com

Registration Information

Obtain the 2010-2011 ESE Registration Form and Agreement:

- Carmel Clay Parks & Recreation
Monon Community Center
1235 Central Park Drive East
Carmel, IN 46032
- On-line: carmelclayparks.com
- On-site at each of the 11 elementary schools (throughout the school year)

Submit the 2010-2011 ESE Registration Form and Agreement:

- Drop-off at:
Carmel Clay Parks & Recreation
Monon Community Center
1235 Central Park Drive East
Carmel, IN 46032
- Fax to 317.573.5254
(ATTN: Ben Johnson)

Payment Guidelines

Payments must be paid in full for desired program dates prior to students attending the ESE program.

- Cash, check, credit, or debit to:
Carmel Clay Parks & Recreation
Monon Community Center
1235 Central Park Drive East
Carmel, IN 46032
- On-site at any of the 11 elementary schools beginning August 10, 2010

Fee Structure

Registration begins July 1, 2010. Registration fee is \$30.

Type	AM Only	PM Only	Both
Aug 10-Sept 3 (19 program days)	\$117	\$200	\$253
Sept 7-Oct 1 (19 program days)	\$117	\$200	\$253
Oct 4-29 (17 program days)	\$105	\$179	\$225
Nov 1-Dec 3 (23 program days)	\$142	\$241	\$305
Dec 6-17 (10 program days)	\$63	\$104	\$132
Jan 3-Feb 4 (24 program days)	\$148	\$251	\$318
Feb 7-Mar 4 (19 program days)	\$117	\$200	\$253
Mar 7-31 (19 program days)	\$117	\$200	\$253
Apr 11-29 (15 program days)	\$93	\$157	\$199
May 3-26 (18 program days)	\$111	\$188	\$239
Flat Rate (Aug-May) must be enrolled for flat rate for all ten months (no discount - total for year divided by 10)	\$113	\$192	\$243
Weekly Rate (4-5 Days)	\$32	\$54	\$70
Weekly Rate (1-3 Days)	\$23	\$36	\$49
Drop-In	1-Visit	10-Visit	20-Visit
Punch cards are per child (not per family)	\$14	\$130	\$250

School's Out Camp (Locations: Woodbrook and West Clay)

- Fall Break (Oct 20-22), \$96/child OR \$42/child/day per day
- Winter Break Week One (Dec 20-23), \$128/child OR \$42/child per day
- Winter Break Week Two (Dec 27-30), \$128/child OR \$42/child per day
- Spring Break (Apr 1-8), \$192/child OR \$42/child per day
- MLK Day, Presidents Day & Flex Day (Jan 17, Feb 21 & May 2), \$32/child

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 16-20, 2010 will not be transferred or refunded after August 20, 2010).