



# EXTENDED SCHOOL ENRICHMENT

2019–2020 parent/guardian guide



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

Carmel • Clay  
Parks & Recreation

## ELIGIBLE STUDENTS

Extended School Enrichment (ESE) is open to all children enrolled in K-6 with Carmel Clay Schools.

## 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. Please visit our website for child's site-specific ESE schedule. 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
- 7:15–7:45 a.m. Enrichment Clubs
- 7:45–8:00 a.m. Breakfast
- 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 p.m. Daily Wrap-Up

## BEHAVIOR EXPECTATIONS

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

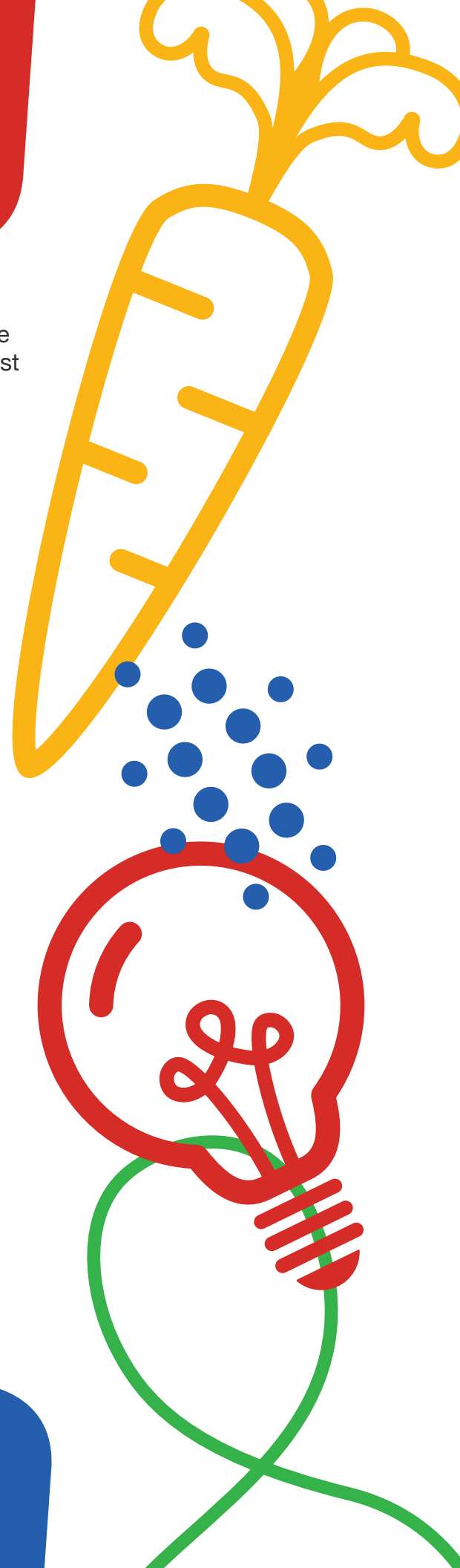
Expectations and consequences permit students an opportunity to eliminate inappropriate behavior.

### Behavior Guidelines are enforced:

- By all staff members at all times
- Largely by adult role modeling
- Using techniques that promote positive self-esteem
- As close to the source as 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

## WHAT TO BRING

Your child(ren) will be participating in many outdoor activities. Be sure they are appropriately dressed for the weather.



# FEE STRUCTURE

Registration is July 1, 2019. | Registration fee is \$40 (per registered child).

TYPE	AM ONLY	PM ONLY	BOTH
Monthly	\$139	\$236	\$299
Drop-In— 1 visit	\$12	\$18	N/A
20-visit Pass— before or after-school:	\$300 Each participant will have his/her own pass		
5-visit Pass— before or after-school:	\$80 Each participant will have his/her own pass		

## SCHOOL'S OUT AT MONON COMMUNITY CENTER, WILFONG PAVILION & JILL PERELMAN PAVILION

Fall Break (Oct 10 & 11)	\$76 or \$48/day
Winter Break Week One (Dec 23, 26 & 27)	\$114 or \$48/day
Winter Break Week Two (Dec 30, Jan 2 & 3)	\$114 or \$48/day
Winter Break Final Day (Jan 6)	\$48
Martin Luther King, Jr. Day (Jan 20)	\$48
President's Day (Feb 17)	\$48
Spring Break (Apr 3 & 6–10)	\$222 or \$48/day

## POLICIES & PROCEDURES

### ESE REFUND POLICY

Payments may not be transferred or refunded after the final program day of the respective program month (i.e. payments made for the month of August 2019, will not be transferred or refunded after August 31, 2019.). All refunds are subject to a \$10 service charge for cancellation per participant.

### SCHOOL'S OUT REFUND POLICY

Cancellations for a camp week/day must be requested a minimum of two weeks from the start date to receive a full refund, less a \$10 service charge for cancellation per camp week/day per camper.

### 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 as "authorized pick-ups" who must be at least 16 years of age and must be listed within the participant's online account. 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 per child (e.g. a child picked up at 6:04 p.m. equals a late fee charge of \$4).

### EMERGENCY PROCEDURES

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

## HOW TO REGISTER

Visit <http://bit.ly/EZChildTrack-ESELogin> to open a new account and register your child.

## HOW TO PAY

Pay online using your EZChildTrack account. Payments are also accepted on-site at your child's school via credit/debit card, money order or personal check.

## CONTACT INFORMATION

If you have questions during the school year, please reach out to one of our staff members for help. We are here to make your family's time in our before and after school program the absolute best it can be!

### SITE SUPERVISORS

#### **Carmel Elementary**

Elijah Bullard · 317.258.8266

#### **Cherry Tree Elementary**

Monica Haddock · 317.698.6579

#### **College Wood Elementary**

Audrey Cooper · 317.418.5267

#### **Forest Dale Elementary**

Valeska Simmonds · 317.258.6504

#### **Mohawk Trails Elementary**

Cyndi Canada · 317.418.8475

#### **Orchard Park Elementary**

Alyssa Holsten · 317.679.9867

#### **Prairie Trace Elementary**

Joey Castillo · 317.698.0816

#### **Smoky Row Elementary**

Alison Barber · 317.418.6917

#### **Towne Meadow Elementary**

Amanda Gillim · 317.698.7950

#### **West Clay Elementary**

Jennifer Hammons · 317.698.4966

#### **Woodbrook Elementary**

Jennifer Gray · 317.418.1396

**Jennifer Brown**  
**ESE Director**  
**317.843.3864**

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