



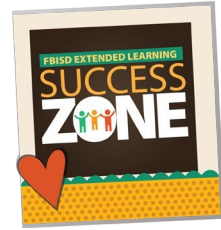
# Extended Learning Parent Handbook

**2023 – 2024**

September 2023



FBISD  
Community  
Education



## Department of Extended Learning

550 Julie Rivers Drive, Suite 200

Sugar Land, TX 77478

Phone: (281) 634-4220

[www.fortbendisd.com/extendedlearning](http://www.fortbendisd.com/extendedlearning)

### Office Hours:

Monday – Friday

8:00am – 4:30pm

For general questions: [extendedlearning@fortbendisd.com](mailto:extendedlearning@fortbendisd.com)

For financial questions: [extendeddaybilling@fortbendisd.com](mailto:extendeddaybilling@fortbendisd.com)

For Community Education questions: [communityed@fortbendisd.com](mailto:communityed@fortbendisd.com)

## **Mission**

*FBISD exists to inspire and equip all students to pursue futures beyond what they can imagine.* Extended Learning provides a supportive climate and safe environment for children to flourish while fulfilling the District's mission.

## **Handbook Acknowledgement**

This handbook will familiarize you with the Department of Extended Learning's policies and procedures. Changes in District policies and Extended Learning procedures will be reflected in our respective handbooks and may supersede, modify, or render obsolete the information summarized in Extended Learning's Parent Handbooks. Some topics outlined in the handbook and its amendments are addressed in further detail in Fort Bend Independent School District Policy and the Texas Department of Family and Protective Services Minimum Standards for School-Aged and Before and After-school Programs. Any modifications to our operating procedures will be captured in amendments to our Parent Handbook, and we will use our Parent Communication board and email distribution lists to advise you of changes you may wish to review. Your electronic signature on the registration card is your acknowledgement that you have reviewed this handbook and understand its contents.

## **Program Overview**

Extended Learning operates the before and after school program, the Extended Day Program (EDP), at Fort Bend elementary school campuses, Club Excel at FBISD middle school campuses, the Little Learners Program at District Pre-K campuses and Community Education classes at elementary campuses and other district facilities.

## **Extended Learning Experience**

Extended Learning has many components to keep your child engaged afterschool. Each campus is unique, but all campuses include the following:

### **Homework Time**

Students are provided a quiet environment and dedicated time to complete homework. Books are available for students to read once homework is completed. The amount of time dedicated to homework and/or reading varies by grade level. Grades K-2 have approximately 30-45 minutes and grades 3-8 have approximately 45-60 minutes. Students that require or request additional quiet time will be accommodated to the extent possible based on staffing and accommodations. Each child is responsible for remembering and completing his or her own homework. Extended Learning staff is not responsible for checking a child's homework or confirming whether they have an assignment on a given day. Staff provides direction but does not provide tutoring or direct homework assistance. Extended Learning does not use homework or reading as a discipline tool.

### **Snack**

Each student is offered a daily snack that is provided by the Child Nutrition Department.

### **Clubs**

Twice a week students are offered the opportunity to participate in clubs. The offerings vary at each campus. Check with your campus Site Coordinator to see what clubs are offered at your campus. Sample clubs include chess, science, sports, and art.

### **SPARK Curriculum**

SPARK is designed to provide children with inclusive, highly active movement opportunities that foster social and motor development while maximizing time spent in moderate to vigorous physical activity and fitness pursuits.

The SPARK curriculum includes cooperative, cultural and aerobic games, and enjoyable skill and sport activities. Students participate in SPARK three times a week at each campus.

### **Outdoor/Gym**

Children are provided structured and unstructured time for physical activity.

### **Centers**

The Extended Day room has age-appropriate centers to keep children entertained.

### **Computer Time**

Either in the computer lab or other designated area, children are permitted to use devices to go on District-approved websites to continue learning. Availability of the computer lab and devices will vary by campus.

## **Program Options**

For your convenience, multiple program options are available. Choose the one that best fits your family's needs. All programs require a non-refundable \$50 registration fee.

### **Extended Day**

#### **Afternoon Program**

This option provides care from school dismissal until 6:30 p.m. Early dismissal days are included. This option also includes District full-service days when the program is open 6:30 a.m. - 6:30 p.m. at select campuses, for no additional charge. As an added bonus, the morning program is included at no additional cost. Whether your need is daily or once a year, the program is open from 6:30 a.m. - 7:30 a.m. for your convenience. Spring Break and summer programs are offered at an additional cost.

#### **Morning Only**

The program is open 6:30 a.m. - 7:30 a.m. Full service days and early dismissal days are available for an additional fee. Afternoons are not available with this option. Spring Break and summer programs are offered at an additional cost.

#### **Early Dismissal / Full Service Only**

This option is available for non-Extended Day students who only need the program on early dismissal days and/or student holidays at select campuses. A daily rate is charged for each day service is provided. Service is not available on regular school days and advanced registration is required.

### **Club Excel**

Club Excel offers a morning only program from 7:00 a.m. to 8:20 a.m., afternoon only from dismissal to 6:30 p.m. and a morning/afternoon combo program at select middle school campuses. Club Excel will be open on early dismissal days for middle school students but will not offer service on any student holidays. Separate camps, outside of the regular school year program, may be scheduled during spring break and summer for an additional fee.

### **Little Learners Program**

The Little Learners Program offers a morning only program from 6:30 a.m. to 7:30 a.m. and an afternoon program from dismissal to 6:30 p.m. Little Learners will be open on early dismissal days for students and will offer service on student holidays at select campuses only. Separate camps, outside of the regular school year program, may be scheduled during spring break and summer for an additional fee.

**Note:** Afternoon and morning care is not available on a daily rate. Only early dismissal and full-service days have daily rate options for those who enroll in a morning only program as well as for students not currently attending a program. Summer and spring break camps will be provided outside of the school year program for an additional fee. These camps are offered at select campuses throughout the District.

## **Program Information**

### **Attendance**

If your child will not be attending Extended Learning due to illness, vacation or other circumstances, please notify your Site Coordinator by email or telephone. If you need to send a note through the front office, please address it to your Site Coordinator to ensure its delivery. On days your child is absent from school due to illness or suspension, attendance in the program is not permitted. Parents will be contacted on days that a child is absent, if notification has not been provided.

### **Communication with Campus Staff**

Extended Learning staff members are employees of FBISD and, as such, are school officials who have access to a child's FBISD records. Extended Learning is not a part of the FBISD academic program and, as such, student records reviewed by Extended Learning staff will be utilized for reference only. Extended Learning staff will occasionally consult with teachers, administrators, and other campus employees regarding children in the program.

### **Community Education Program**

For information on the Community Education, including Success Zone, refer to the General Policies page of the current Community Education website.

### **Days and Hours of Operation**

School year programs operate Monday through Friday from 6:30 a.m. - 7:30 a.m. and from school dismissal until 6:30 p.m. On early dismissal days, Extended Learning is open from early dismissal until 6:30 p.m. When the program operates on a full day schedule, such as spring break and summer, the hours are 6:30 a.m. – 6:30 p.m.

Extended Learning is closed on most holidays but will provide all-day service on certain staff development/student holidays for Extended Learning students. Service will not be provided for Club Excel students on student holidays. A calendar is published each year and is made available on our webpage and parent information boards. Not all campuses will be open during these days, but arrangements will be made to provide care for your student at a nearby school. Advanced registration is required and may not be available for morning only students depending on campus availability. Parents will need to find alternate care for students not signed up in advance. Parents will need to confirm the location before registration, especially since there are no refunds or credits.

### **Dress Code**

All students in our program adhere to the District's dress code, which is detailed in the FBISD Student Handbook. Clothing must fit properly and provide adequate coverage in any position, including when the student is engaged in vigorous physical activity. Children not properly dressed, including footwear appropriate for the day's activities, will not be permitted to participate. If your child is not properly dressed and must be removed from any ELD activity, there will be no refunds or credits.

### **Emergency Closing of Schools**

Students and parents should listen to local radio and television stations, or visit the District website or social media accounts for weather closing announcements before and during school. If the school is closed, so is Extended Learning. If you receive notification that the school is closing for the day, Extended Learning will be closed as well. If the school is opening on a delay, the morning program is canceled. If a school needs to close due to unforeseen circumstances (i.e. power outage), the students may be relocated to a nearby campus, if possible.

## Emergency Preparedness Plan

Every FBISD campus has a comprehensive Emergency Operations Plan. Extended Learning staff is familiar with the plan for their campus. All Extended Learning operated programs are required to conduct regular fire and weather disaster drills. An emergency preparedness plan is designed to ensure the safety of children during an emergency by addressing staff responsibility and facility readiness with respect to emergency evacuation and relocation. The plan addresses the types of emergencies most likely to occur, including but not limited to natural events such as tornadoes, floods or hurricanes, health events such as medical emergencies, communicable disease outbreak, and human-caused events such as intruder with weapon, explosion, or chemical spill.

Our Emergency Operations Plans include written procedures for:

- Evacuation, relocation and sheltering/lock-down of children, including how children will be relocated to designated safe areas or alternate shelter, evacuation and relocation diagrams, staff responsibilities, name and address of alternate shelter, and how we will account for children in the event relocation is required.
- Communication, including emergency telephone numbers and our procedures for communicating with local authorities.

## Enrollment, Eligibility and Ratios

Students may attend the school-year Extended Day Program if they are currently enrolled in grades kindergarten through fifth grade. Students enrolled in grades 6 – 8 can attend Club Excel at select middle schools throughout the District. Students enrolled in the District Pre-K program can attend the Little Learners Program before or after school at their designated campus.

You may complete the online registration application at <http://www.ezchildtrack.com/fbisdeld/parent>.

Due to staffing and budgetary restrictions, and because Extended Learning is not a part of the FBISD academic program, certain restrictions apply for enrollment. Each child's application will be reviewed individually for acceptance. If a child's needs surpass what can be met in a staff-to-child ratio of 1:15, Extended Learning is not a suitable option for before/after school care. At a minimum, students are required to not exhibit violence/aggression, remain in the designated area, and toilet independently.

Please submit any request for reasonable accommodations in writing to the campus-based Supervisor for Extended Learning. We may need to discuss your child's needs and any required accommodations with you before confirming enrollment. Extended Learning administration will engage in an individualized and thorough review and assessment of any student's special needs or requests for accommodation. This can include consulting with teachers, administrators, and other campus employees to determine if Extended Learning is an appropriate program for your child. Extended Learning staff members are employees of FBISD and, as such, are school officials who have access to a child's FBISD records. Student records reviewed by Extended Learning staff will be utilized for reference only. The Extended Learning Department is not supported in whole or part by state tax funds, therefore does not operate under the Texas Education Code which includes all laws and rules passed by the state legislature of the State of Texas. If your child has special care needs or will require accommodations to participate in our program, you must share them with us on the registration card. Failure to disclose special needs at the time of registration may result in dismissal from the program. FBISD remains committed to providing reasonable accommodations to enable students with disabilities an equal opportunity to participate.

## Fee and Payment Information

### Tuition and Fee Guidelines

- Registration fee and tuition are non-refundable and non-transferable to another student or program.
- Fees can be paid online in EZChildTrack using a credit or debit card.
- Tuition is charged at a monthly rate regardless of the number of days of attendance or school days in a month. Tuition for August and December will be prorated due to the number of calendar days of service.

- Tuition is due on the first working day of each month.
- Late payment fees of \$10 per day will be charged for payments that are not received by the due date.
- Late fees are waived if payment is made online within the first 3 days payment is due.
- Late payment and pick-up fees are due with the next tuition payment. Late fees will be applied if not paid on time.
- All payments should be made online through EZChildTrack with no convenience fee. We are unable to accept cash or any form of check.
- The registration fee must be paid again to re-enroll and outstanding balances must be cleared before reentry is granted, provided there is availability at the campus.
- No refunds will be issued for withdrawing during the month.
- When withdrawing your child, written notice must be given two weeks prior to the end of the month in order to avoid the next month's tuition.
- Outstanding balances at the time of the withdrawal will be the responsibility of the parent.
- When submitting a registration application, parents will select the first day that the student will attend the program. Students may not attend until the application has been approved. Extended Learning will work to accommodate the requested start date to the best of our ability.
- If a parent needs to change the requested start date prior to attendance, contact the Extended Learning Main Office. Parents may delay their child's start date one time per school year.
- Fees and/or tuition are non-refundable in the event your child is suspended or removed from the program for any reason.
- A fee of \$25 will be assessed to any credit card disputes, regardless of the outcome.
- There will be no refunds or credits for suspension or dismissal of any student, inclement weather conditions, school closures, parent behavioral issues, spring break charges, missed field trips/in-house activities or any non-refundable fees paid.

## **Health Information**

### **Child Health**

Extended Learning does not maintain a school nurse or other health professional on staff. In the event that a child soils his/her clothes, a parent and/or guardian will be contacted to pick up his/her student. Parents are encouraged to send an extra set of clothes in the child's backpack to provide them to change. Extended Learning staff is not responsible for assisting in the changing of the student's clothes. Extended Learning does not provide or keep extra clothes on site.

Per FBISD policy, school personnel will not apply or provide insect repellent or sunscreen during the day. Concerned parents are strongly encouraged to apply these to their child before they leave for school. Parents may send these items with their child to be used during the day. Children who do not require assistance are able to apply these items themselves throughout the day.

### **Illness and Exclusion Criteria**

Children cannot attend if they are suffering from an illness that meets the following conditions:

- Their illness prevents them from participating comfortably in program activities, including outdoor and gym play.
- The illness results in a need for more care than we can provide without compromising the health, safety, and supervision of other children
- The child has one of the following:
  - o fever of 100.4 or higher
  - o symptoms and signs of possible severe illness, such as lethargy, abnormal breathing, diarrhea, vomiting, rash with fever, symptoms of a communicable disease or illness, behavior changes, or other signs the child may be severely ill; or

- A health care professional has diagnosed the child with a communicable disease or condition (i.e. lice, ringworm, etc.), and the child does not have medical documentation indicating he or she is no longer contagious.
- If a child appears ill at arrival or becomes ill while under our care, the Site Coordinator will contact the parent to pick up the child and provide appropriate care apart from other children until the parent arrives.
- Every child must be free of fever, without fever reducing medications, for 24 hours before returning to Extended Learning.

### **COVID-19 Protocols**

The safety of students and staff is the District's foremost priority. Extended Learning programs adhere to all District established health and safety protocols and procedures for COVID-19. Refer to the District website for up to date information.

### **Injuries**

All injuries and incidents will be documented and presented to you for signed acknowledgement. Minor injuries such as scrapes will be treated onsite, and you will be notified when you arrive to pick up your child. If a child becomes ill or suffers a significant injury while in our care, you will be contacted by phone and asked to pick your child up as soon as possible. If we determine the illness or injury requires it, we will call for an ambulance to transport your child to the nearest hospital. Hospital preference listed on the registration card will be shared with emergency medical personnel; however medical personnel will make final decision on the destination.

While student safety is a high priority for the District, under state law, the District is not responsible for medical costs associated with student injury. By signing the acknowledgement on the registration card, you expressly waive all claims for medical expenses, loss of services, or other claims that may result from your child's participation in Extended Learning activities, and agree to indemnify and hold harmless the District, its Trustees, employees, and agents from all claims made against it or them on behalf of your child.

### **Medication**

We strongly recommend that whenever possible, medication should not be administered at Extended Learning programs. All medications must be listed on the emergency card, whether or not it will be administered at Extended Learning. In the event of an emergency, this information is critical to determining treatment and preventing potentially harmful drug interactions. ELD staff is not allowed access to medication administered at the school.

If medication is to be administered to a child at Extended Learning, and administration of that medication meets the guidelines in the District's Student/Parent Handbook, the following conditions must be met. All medicine, prescription or non-prescription, must be hand-delivered in its original container by the parent—not the child—to the Site Coordinator. Site coordinators do not have access to medicine stored in the nurse's office. Parents are required to complete an *Authorization for Dispensing Medication Form* and *Medication Authorization Form*. Prescription medication must be labeled by the pharmacist. The label must include the student's name, physician's name, name of the medication, amount of medication to be given, frequency, and the date the prescription was filled. A note from the physician must accompany medication taken for more than 15 days. There shall be no more than one medication per properly labeled container. The Site Coordinator will clear other medical needs with their Supervisor.

### **Notification Process**

In the event of an emergency, our first priority is to ensure the safety of all children. Site staff will keep in contact with the parents, the school principal and keep their Extended Learning Supervisor informed. In the event of an emergency, the Site Coordinator will communicate details and instructions through email and also by initiating phone calls to parents when possible. Staff will communicate with other District departments and local authorities, as needed.



## Late Pick-up

Extended Learning ends at 6:30 p.m. each day. After 6:30 p.m., the late pickup fees are as follows:

| Times           | Fees after 1 <sup>st</sup> Incident | Fees after 2 <sup>nd</sup> Incident |
|-----------------|-------------------------------------|-------------------------------------|
| 6:30-6:45 p.m.  | \$15/child                          | \$30/child after 2 incidents        |
| 6:45-7:00 p.m.  | \$30/child                          | \$60/child after 2 incidents        |
| After 7:00 p.m. | \$50/child                          | May result in dismissal             |

Late pick-up fees are due before or with next month's tuition. Upon the fourth incident, your child may be dismissed from the program. Dismissal may occur prior to the fourth occurrence under the circumstances described below. Late pick-up history will remain on the record until the start of the following school year.

Lateness in excess of 20 minutes may result in dismissal after the second occurrence.

**Failure to pay fees by the 1<sup>st</sup> of the following month may result in removal from the program.**

If it is 7 p.m. and Extended Learning staff are unable to reach a parent or alternate contact, or if the child's emergency/registration card does not include an alternate person who is available to retrieve the child, the District Police Department will be contacted. In any case involving District Police, the District Police may, at their discretion, involve the local police, sheriff, or other authorities. If a child is dismissed for this cause, no refunds or credits will be given.

## Legal Custody Agreements

Students will only be released to the named person(s) listed on the registration card or the student's legal guardian listed in Skyward Family Access. If there is a change in guardianship or a court ordered custody agreement that will impact a parent's access to a student while attending Extended Learning, a copy of the signed court documentation will have to be submitted to the Extended Learning office or the campus leader on site. All court documents are subject to review by our FBISD Legal Department. Once reviewed and authenticated, the Extended Learning Department will implement and adhere to the court order. We know that custody arrangements may be less amicable in nature but Extended Learning staff will not mediate domestic disputes, including those between divorced or separated parents.

## Meals and Food Service Practice

During the school year, snacks are provided to children each afternoon by the FBISD Child Nutrition Department. Please do not send food that needs to be heated or refrigerated if your child opts to not consume the provided snacks.

In general, the Extended Learning will not provide lunch or snacks on full-service days or on early dismissal days. Parents are responsible for providing lunch and snacks for their student/students on these days. Again, please do not send food that needs to be heated or refrigerated at the site. Occasionally, Extended Learning may provide meals; specifics will be provided in advance of the event.

## Parent Behavior

It is important to the achievement of our goals that staff and parents work cooperatively. Parents are welcome to address any issues or concerns directly with their Site Coordinator or by calling the Extended Learning Office. We understand that your children are your highest priority, and that issues that affect them can elicit strong emotions. However, parents are not permitted to threaten, bully, or harass staff or students in person, via telephone or email, or in any other manner. Any threat of physical violence toward a child, staff member or another parent, explicit or implied, will be reported to police and will result in the child's dismissal. While we welcome open discussion regarding any concerns about our program, respectful speech and behavior is expected.

Parents who fail to follow procedures and policies, interfere with the program's normal operation, or impede the staff in the completion of their normal tasks may have their child dismissed from the program. If a child is dismissed for parent behavior, there are no refunds or credits. Parents may not have contact with other students without permission from the Site Coordinator. Under no circumstances may a parent discipline, interrogate, or reprimand someone else's child.

We will not discuss or attempt to mitigate issues between parents or guardians—custodial or otherwise. Due to confidentiality, we will not give other parent's or student's contact information to anyone.

If a parent's designated alternate pick-up person or emergency contact fails to comply with the program's rules, the parent may be asked to designate another person or withdraw from the program.

Parents must use the main Extended Day room door when entering and exiting the program.

## **Parent Communication**

We will use our website, email and communication bulletin boards to share updates to our operating procedures with employees and parents. It is the parents' responsibility to utilize our communication tools for updates, upcoming events, etc. Time sensitive issues, including information related to emergency conditions or illness or injury to a child will be immediately communicated with parents via telephone, text message and/or email distribution list, depending on the situation. Any changes in Extended Learning policy will be communicated to parents through email and the parent board at the campus. Please inform the Site Coordinator of any updates to your contact information, including your email address. Information can also be updated in your EZChildTrack account. Parents are responsible to keep their email address and phone number current in EZChildTrack.

## **Participating in Program Activities**

If you would like to participate in off-campus activities and field trips, we require that you:

- Provide your own transportation
- Pay for your own admission and the admission of those attending with you
- Complete a District volunteer background check if interacting with children other than your own
- Sign your child out if you remove them from their group
- Sign them back in if they will be returning to campus with us
- Fees will only be covered for children entering with the Extended Learning group

## **Permission to Release**

Updated contact information is essential to your child's continued safety. Please include at least one emergency contact complete with address and phone number and any individuals authorized to sign your child in and sign them out in the event you are unable to be reached. This information must be updated so that it is current at all times. Your child will only be allowed to leave with the persons listed on the registration card.

## **Personal Belongings**

The Extended Learning Department is not responsible for lost or stolen items. Please do not send electronics, toys, games, or other personal belongings with the students. Be sure to label all jackets, backpacks, and other items with your child's name.

## **Positive Behavior Intervention and Supports (PBIS)**

Positive Behavior Intervention and Supports (PBIS) is the department's discipline system that focuses on celebrating positive behavior. PBIS is an evidence-based framework used by schools to improve school culture and student behavior, while encouraging a safe environment for learning. Promoting student motivation and

engagement is the foundation of a child's learning - academic, behavioral, or social. Students learn best when they know what is expected of them. Extended Learning staff work with students to define core social expectations, teach the behaviors associated with those expectations, and reward the use of those behaviors.

Parents play an important role in their child's success in a learning environment. It is important for parents to support their child's education and positive behavior. When we collaborate, students reach a higher level of achievement and school success. We look forward to working together to ensure your child's success.

## **Pre-Kindergarten (Little Learners Program)**

Extended Learning will provide a tuition-based, before and after care program, the Little Learners Program, at FBISD's Pre-K campuses for eligible Pre-K students. The Program will only operate at campuses where Extended Learning programs currently operate. Students must be able to toilet independently and have a basic level of self-care in order to be accepted into the Little Learners Program.

## **Registration**

You may complete the online registration through the [Extended Learning website](https://www.ezchildtrack.com/fbisdeld/parent) by logging into [www.ezchildtrack.com/fbisdeld/parent](https://www.ezchildtrack.com/fbisdeld/parent). Registration for afterschool programs is through EZChildTrack and registration for Community Education classes is through Eleyo.

## **Reporting Child Abuse and Neglect**

Our staff receives annual training to prevent, identify and respond to child abuse and neglect. Anyone who suspects or has any knowledge of suspected abuse or neglect must report it within **48 hours** to Texas Department of Family and Protective Services through the following means:

- Phone number: 1-800-252-5400 or website: [www.txabusehotline.org](https://www.txabusehotline.org) (24 hours a day, 7 days a week)
- Staff will call 911 if a child appears to be in immediate danger

## **Request for Records**

If a parent is interested in requesting records from the Extended Learning Department, they need to submit a Public Information Request through the District website: <https://www.fortbendisd.com/publicinformation>. Upon review, the FBISD Legal Department will send a request to Extended Learning for the records; and then Legal will provide them to the requestor. Extended Learning employees do not provide the records directly to the parent.

## **Safety in Schools**

The safety and security of our students and staff is our top priority in Fort Bend ISD. Extended Learning staff following all FBISD established safety protocols on a daily basis.

Students, staff, and parents can submit information through the Fort Bend ISD Crime Stoppers program at (281) 491-TIPS, through the See Something, Share Something app, or by contacting the Fort Bend ISD Police Department directly at (281) 634-5500. Reporting information quickly allows us to take swift and immediate action to keep our students and staff safe. We appreciate your partnership and cooperation in keeping our schools safe.

## **Sign-in and Sign-out Policy**

All students must be signed in and out by an authorized person upon arrival and departure from the program. No student will be admitted to or released from the program unless he or she is accompanied by a parent, legal guardian, or a pre-designated person 16 or older with identification. Extended Learning will not release a child to anyone who is under the age of 16 or anyone who cannot or will not present valid photo identification.

Identification must be shown whenever a student is picked up by someone unfamiliar to the staff. Students may only be signed in and out of the program once per day; once a student leaves for the day, they may not return.

For your child's safety, he or she must be accompanied to the Extended Day room by an adult. If they come unsupervised, they will not be allowed to attend the program. Bad weather days are no exception. Students will not be released to ride their bikes home, walk home, or ride the bus.

If your child attends an on-campus after-school activity, including tutoring, mentoring, and other school-sponsored activities, you must give Extended Learning written permission in advance of the event. Multiple dates may be authorized in a single letter, but the letter must include dates, times, responsible parties, and the location of the event. Extended Learning will not release children to activities for which we do not have advance permission from a parent or guardian.

The registration card indicates who is authorized to pick a child up. If you call to give pick-up authorization to someone not listed on the card, the Site Coordinator must complete a verification process. If we are unable to verify a person's authorization through our defined process, we will not release the child.

FBISD does not allow private tutors and therapists to come on campus and work with students. Extended Learning adheres to this procedure and does not allow it while the children are in our care.

For safety reasons we do not allow in and out pick up for Extended Learning students other than for dental and medical appointments, in which case the dental/medical return to school note is required. A child who missed the school day will not be allowed to attend Extended Learning that day.

## **Student Dismissal**

If a student is dismissed from an Extended Learning program for any reason, they may not be eligible for re-entry for a full calendar year (12 months) at any campus. If the campus has a waiting list, you may add your child to the waiting list once the one-year period has elapsed.

## **Student Behavior and Discipline**

Extended Learning expects that children will conduct themselves in a responsible manner, exhibit an attitude of respect toward others, respect and obey the rules during the program, remain with their group and staff at all times, take care of materials and equipment properly and return items to their place before taking out new materials. Employees will communicate and enforce clear, consistent behavior expectations to ensure each child is safe and engaged in the Extended Learning experience.

Students who are unable to follow District, school, and Extended Learning rules will be disciplined in accordance with the severity of the offense and the options available to Extended Learning, up to and including dismissal from the program. Parents will be notified of any discipline issues with their children and will be advised of consequences that will result if the behavior recurs. The goal of our discipline measures is to redirect and teach children to follow acceptable behavior standards. Any disciplinary concerns are documented and then discussed and shared with parents, and there is careful consideration of any consequences given, including probation, suspension, or dismissal. If warranted, students can be suspended from the program and will not be able to attend on a specific day(s). This includes any activities that were scheduled for that day. If students are suspended or dismissed from the program, there will be no refunds for gaps in service.

Students who exhibit violent behavior or other behavior that leads to injury of other students or staff will be removed from the program. Students who possess or display a weapon at Extended Learning will be dismissed. Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or rented by the school District. Parents, guardians, or students guilty of damaging property, whether it belongs to the school District, community, or private citizen, shall be liable for damages in accordance with the law. Failure to make restitution will lead to dismissal from the program.

If the Extended Learning Department decides on suspension or dismissal as an appropriate course of disciplinary action, the school principal may be apprised of the situation.

Extended Learning staff will not enforce consequences imposed by parents or school staff for infractions committed at school or at home.

In general, records and consequences of disciplinary action will carry through the Summer Program and be refreshed at the start of the following school year. However, repeat behaviors from late spring and/or summer may carry over into fall. Children who have been dismissed from the program will not be allowed to return for one full calendar year, and children who have been dismissed twice will not be allowed to return. Parents seeking to reenroll a child who has been dismissed are subject to availability and waiting list requirements. Decisions on consequences of disciplinary action will be handled on a case by case basis.

**If a child is dismissed due to his/her behavior, there will be no refunds, nor will a credit be issued.**

Extended Learning adheres to the following discipline and guidance policy:

- (a) Each disciplinary measure must:
  - (1) Be consistent with our policies and procedures;
  - (2) Not be physically or emotionally damaging to the child;
  - (3) Be appropriate to the child's age and level of understanding;
  - (4) Be appropriate to the incident and severity of the behavior demonstrated.
- (b) An employee may only use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
  - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
  - (3) Redirecting behavior using positive statements;
  - (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

What types of discipline and guidance or punishment are prohibited?

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet access;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet;
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

## Transfers

You may transfer from one program to another within the District at no additional charge and with no interruption in service after notifying your current Site Coordinator and the Extended Learning office, provided there is space for your child in the new school's program and your account is up to date.

## Visiting the Program

Parents are welcome to visit the program to observe their child, the facility, or program activities. All visitors to the program, including parents, must sign in with the Site Coordinator upon arrival and sign out when they depart. To ensure a safe environment, no visitor will be left unattended with children or permitted to walk the facility unaccompanied. Staff will escort any parents or guardians visiting the program. When parents visit the program, they must enter and exit through the Extended Day doors.

## Waiting Lists

The Extended Learning Department works diligently to meet the demand for before and after school care. At times, schools may need to be placed on wait lists until additional staff members can be hired for a campus. The safety of our students is our top priority and we need to ensure that we have adequate staff to meet the demand and maintain a safe and secure environment at each campus. Enrollment and staffing are monitored frequently to add more students as soon as it is safe to do so at each school. When a school reaches capacity, applications can still be submitted but will not be processed until a spot becomes available. Parents will need to complete the registration form to be added to the waiting list but will not pay the required registration fee. When a spot becomes available, parents will be contacted to determine a start date and will need to pay the registration fee at that time. Students cannot attend until they have been accepted into the program.

## Withdrawal

Parents who withdraw their child from the program at any time during the month are still responsible for the full tuition that month. A written two-week notice is required in order to avoid being charged for the following month. There is a withdrawal form available on the Extended Learning website that can be used. Parents will be held responsible for outstanding balances at the time of the withdrawal. Returning students may be placed on a temporary waiting list if one exists at the campus.

For example, if on September 2<sup>nd</sup>, you submit written notice to withdraw your child from the program, the withdrawal would be effective October 1<sup>st</sup>. Tuition is still due for September and no partial refund would be given. The number of days of attendance in September is not taken into consideration. Notice must be received two weeks prior to the 1<sup>st</sup> of the month in order not to be charged for that month.

## Comments, Suggestions and Concerns

We welcome your feedback, and we appreciate the opportunity to address any concerns you have about the program or your child's experience in it. General program questions (registration, hours, contacts, etc.) can be directed to the Site Coordinator at your child's campus. However, it is recommended to schedule a time in advance to ensure that he/she is available. We also encourage you to use the suggestion box feature found on our web page [www.fortbendisd.com/extendedlearning](http://www.fortbendisd.com/extendedlearning) or you can provide feedback via email to [extendedlearning@fortbendisd.com](mailto:extendedlearning@fortbendisd.com). If your concern is not resolved at that level, please contact the Supervisor for your child's campus. For other concerns or issues, please call the main number at 281-634-4220 and you will be directed to the appropriate contact or administrator.

### **Addendum to the Parent Handbook – September 2023**

In accordance with Senate Bill 1098, parents and guardians of children in child-care facilities have the right to:

- Enter and examine the child-care facility during its operation and without advance notice;
- Review the child-care facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive and review inspection reports and information about how to access the child-care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child-care facility's local child-care regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child;
- Obtain a copy of the facility's policies and procedures;
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.

Public information may be requested from Fort Bend ISD via the [Public Information Center](#).

You may contact your campus Site Coordinator or the Extended Learning Main Office for any further questions.