



# **Department of Extended Learning**

## **Parent Handbook**

## **Extended Day Summer Program**

**Fort Bend ISD**

**Summer 2024**



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**Program open from May 29, 2024 – July 19, 2024**

# **FBISD EXTENDED LEARNING - SUMMER PROGRAM**

## **PARENT HANDBOOK**

### **Mission**

*FBISD exists to inspire and equip all students to pursue futures beyond what they can imagine.* Extended Day 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 Extended Learning Department'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 acknowledgment 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, at all elementary campuses. The Extended Day Summer Program for summer 2024 will be open for 8 one-week sessions from May 29 through July 19. The camp is open Monday through Friday, from 7:00 a.m. to 6:00 p.m. at select campuses.

The program will be closed on June 19, July 4, and July 5. The Extended Learning Department will be closed from July 22 until the first day of the school year on August 8.

### **Extended Day Experience – School Year Program**

Extended Day 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 3-5 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 Day staff is not responsible for checking a child's homework or confirming whether or not they have an assignment on a given day. Staff provides direction but does not provide tutoring or direct homework assistance. Extended Day does not use homework or reading as a discipline tool.

#### **Snack**

Each student is offered a daily snack.

#### **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 gardening.

**Curriculum**

Each month has a theme-based curriculum developed especially for Extended Day. Children participate in fun, learning-based activities related to the theme twice a week.

**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 the Extended Day room, children are permitted to go on district-approved websites to continue learning.

## **School Year Program Options**

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

**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. 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.

**Mornings Only**

The program is open 6:30 a.m. - 7:30 a.m. It's a great way to avoid the morning drop off lines. 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 full-service days. A daily rate is charged for each day service is provided. Service is not available on regular school days and advanced registration is required.

**Note:** Afternoon and morning care is not available on a daily rate. The annual cost of the program is divided into nine equal monthly payments. Only early dismissal and full-service days have daily rate options for those who enroll in options 2 and 3. Summer and Spring Break are extra for all three options.

## **Program Information**

### **Attendance**

If your child will not be attending Extended Day due to illness, vacation or other circumstances, please notify your Site Coordinator by email, telephone or with a note sent through the school's front office. If you send a note, 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 Extended Day Program is not permitted.

## 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.

## 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, EDP 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 7:30 a.m. – 6:00 p.m.

Extended Learning is closed on most holidays but will provide all-day service on certain staff development and early dismissal days. A calendar is published each year and is made available on our webpage and parent information boards. All campuses may not be open during these days, but arrangements may be made to provide for your student at a nearby school. Advanced registration is required. 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.

## Discipline and Guidance

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.

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.**

The Extended Day Program adheres to the Discipline and Guidance Policy as stated in Subchapter G in the Minimum Standards for School-Age and Before or After-School Programs. It states the following:

- (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

## **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 has to be removed from any EDP activity, there will be no refunds or credits.

## **Emergency Closing of Schools**

Students and parents should listen to local radio and television station or visit the District website 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
- How staff will evacuate and relocate with the essential documentation
- How staff will continue to care for children until each child has been released
- How staff will reunify the children with their parents as the evacuation, relocation, or sheltering/lock-down is lifted.

## Enrollment Eligibility and Ratios

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 Day is not a suitable option for before/after school care. 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 individual 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 Day is an appropriate program for your child. 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.

Typically, students may attend the school-year Extended Day Program if they are:

- Currently enrolled in grades K – 5
- 5 – 11 years old

Students may attend the Extended Day Summer Program if they will be entering:

- Pre-Kindergarten
- Kindergarten
- Grades 1-6

## Fee and Payment Information

### Tuition and Fee Guidelines

- Registration fee and tuition are non-refundable and non-transferable.
- The cost of each summer session is \$180 per week. Payment is due at the time of registration.
- The registration fee is \$50 and is paid one time during the summer, regardless of the number of sessions attending.
- Unless the session reaches capacity sooner, registration closes on the Friday before the start of every session and payment must be submitted at that time.
- Refunds must be submitted to the Main Office in writing 5 days before the start of the session.
- Requests to transfer must be submitted to the Main Office in writing one week before the start of the session.
- Outstanding balances at the time of the withdrawal will be the responsibility of the parent.
- Fees and/or tuition are non-refundable in the event your child is suspended or removed from the program for any reason.
- 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.

### Acceptable Forms of Payment

- Fees can be paid online in Eleyo using a credit card, debit card or ACH.



## Field Trips

We recognize and seek to maximize the educational potential of our field trip destinations, and we understand the importance of extra safety precautions on field trips. Field trips take us to a variety of new and different locations. Therefore, in the interest of safety and order, exemplary behavior is required and expected of every child in attendance. If a child engages in any disruptive or otherwise problematic behavior, the parent will be notified, and the student will not be allowed to attend the next field trip. If a pre-existing disciplinary or behavioral issue can reasonably be expected to pose a risk on a field trip, the child in question may not be allowed to attend.

If your child will not be attending a field trip, you will need to make other arrangements for his or her care on that day. No staff will remain at Extended Day on field trip days. Buses leave promptly at scheduled departure times, so please be sure your student is at Extended Day 30 minutes prior to departure time.

### **The following apply to all field trips:**

- 10:1 student-to-staff ratio, unless otherwise specified
- Transportation will be provided by the district, on buses operated by FBISD drivers.
- All children must wear their Extended Day field trip shirt and proper footwear.
- The site coordinator will carry emergency contact information for all children.
- Fees will only be covered for children entering with the Extended Day group.
- Parents who wish to drop off their child at the field trip location must inform the site coordinator at least one day in advance so that the proper staff ratios can be maintained while on the trip.

## Health Information

### **Child Health**

Extended Day 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 and given a choice 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 Day staff is not responsible for assisting in the changing of the student's clothes. Extended Day 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 which 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:
  - fever of 100.0 or higher
  - 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



### **Health and Safety Protocols due to a Respiratory Illness (COVID-19, Flu, RSV, etc.)**

Students participating in summer camp that test positive for respiratory illness must stay home until the following criteria has been met:

- Symptoms have improved.
- The student has been fever-free for 24 hours without the use of fever-reducing medications.

### **Mask Coverings**

Masks are optional at all FBISD campuses and facilities. FBISD supports the personal choice of all students, staff and visitors whether or not to wear a mask.

### **Social Distancing**

Based on COVID-19 data, FBISD will employ social distancing as a mitigation effort when possible.

Fort Bend ISD will continuously review safety needs due to COVID as well as recommendations from the CDC and will continue to make needed changes to keep our students and staff safe.

### **Cleaning and Disinfecting**

Cleaning and disinfecting are always part of our broad approach to preventing infectious diseases in all FBISD schools and facilities. The District uses disinfectants proven effective against SARSCoV-2 by the EPA.

### **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. EDP 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 school nurse or the Extended Learning Site Coordinator. 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.

Any student that has a food allergy that has been diagnosed by a healthcare professional must have a Food Allergy Emergency Action Plan on file. The student's healthcare professional and the parent must sign and date the plan.

### **Immunizations**

During the summer program, each child enrolled in the program must meet applicable immunization requirements specified by DSHS. Current immunizations would be file for any FBISD district student. Any student enrolled in the summer program that does not attend a FBISD school, must provide a copy of the child's immunization record before the child starts at the campus.

### **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 director will communicate details and instructions through email and by initiating phone calls to parents when possible. Staff will communicate with other district departments and local authorities, as needed.

### **Accidents and Injuries**

Our first priority is to attend to a child in case of an accident or injury.

- Staff informs the Site Director immediately.
- If the attending staff is unable to leave a child, an alternate staff must notify the Site Director.

In the event of a serious injury or accident:

- Call 911.
- Notify Program Director/Operations Director immediately.
- Notify parent immediately.
- Principal is notified if he or she is available. If not, notification is made via email.

### **Late Pick- up**

The Extended Day Summer Program ends at 6:00 p.m. each day. After 6:00 p.m., the late pickup fees are as follows:

<b>6:00-6:15 p.m.</b>	<b>\$15/child</b>	<b>\$30/child after 2 incidents</b>
<b>6:15-6:30 p.m.</b>	<b>\$30/child</b>	<b>\$60/child after 2 incidents</b>
<b>After 6:30 p.m.</b>	<b>\$50/child</b>	<b>May result in dismissal</b>

Late pick-up fees are due before the next week's tuition. Upon the fourth incident, your child may be dismissed from the summer program. Dismissal may occur prior to the fourth occurrence under the circumstances described below.

**Failure to pay fees by the following week may result in removal from the program.**

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

If it is 6:30pm p.m. and Extended Learning is 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.

Late pick-up history will remain on the record until the start of the following school year.

## Meals and Food Service Practice

During the school year, snacks are provided to children each day. 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 Day Program 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 Day will provide meals; specifics will be provided in advance of the event.

During the Summer Program, students are served lunch on a daily basis and will have two snack times each day. Parents must provide a morning and afternoon snack with additional drinks for their child each day. The menu for each campus will be posted at the site and will show the meals that are scheduled to be served each day. The meals are provided by FBISD's Child Nutrition Department and are in compliance with the Child and Adult Care Food Program administered by the Texas Department of Agriculture. In addition to these meals served, lunch will be catered by a local restaurant during certain weeks throughout the summer. Parents will be notified in advance on days that lunch is served and what the meal will be. If parents do not want their child to eat the lunch that is provided, a lunch can be brought from home. When bringing snacks from home, parents must understand that the operation is not responsible for its nutritional value or for meeting the child's daily food needs. All items provided on each day during the summer should be clearly labeled with the child's name. When the Program provides meals on field trips, we are unable to guarantee that meals served offsite will meet nutritional guidelines.

**Students must be present at the campus by 10am daily to be included in the lunch count for the day.**

## 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 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, newsletter 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 and/or email distribution list, depending on the situation. Any changes in Extended Day 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. Sign-up sheets will be posted for each activity in the summer, including fieldtrips and meals, and it is the parent's responsibility to let the Site Coordinator know if their child will be participating in that activity.

## Participating in Program Activities

Parents are welcome to observe on-campus and off-campus activities at any time. When participating 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
- Engage with your student only and remain socially distant from other participants.
- 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 Day group

Please see our ***Visiting the Program*** section for requirements to observe on-campus activities.

## 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 toys, games, or other personal belongings with the students. Be sure to label all jackets, backpacks, and other items with your child's name.

## Registration

You may complete the online registration through the department website, [www.fortbendisd.com/extendedlearning](http://www.fortbendisd.com/extendedlearning).

Enrollment is done through Eleyo, and payment is made at the time of registration. No additional steps are needed once the registration questions have been answered and payment have been submitted. If there are any questions about the child's registration, including any questions about special needs or accommodations, the parent will be contacted by an Extended Learning Administrator.

## 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
- Website: [www.txabusehotline.org](http://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 may send an email to [public.information@fortbendisd.com](mailto:public.information@fortbendisd.com) to request records. Upon review, the FBISD Legal Department will send a request to Extended Day for the records; and then Legal will provide them to the requestor. Extended Day employees do not provide the records directly to the parent.

## 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 over the age of 16 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.

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 Day adheres to this procedure and does not allow it while the children are in our care.

## Student Dismissal

If a student is dismissed for any reason, they are not eligible for re-entry for a full calendar year 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.

## **Texas Department of Health and Human Services – Child Care Licensing Minimum Standards**

### **➤ Local Office**

The Extended Day Program operates as a Child Care Center licensed through the Texas Department of Health and Human Services at select sites during the summer. As a parent, you have the right to review a copy of the Minimum Standards for our program and the most recent Licensing inspection report. You may request both documents from the Site Coordinator at your campus or view them online at [www.hhs.texas.gov](http://www.hhs.texas.gov)

If you would like more information, you may contact our local Licensing office at the below address:

Texas Department of Human and Health Services  
1330 E. 40th St.  
Houston, TX 77022  
713-692- 3236 Office  
1-800-252-5400-Child Abuse Hotline

### **➤ Vaccinations**

Fort Bend ISD's Extended Day Program considers all employees to be exempt and, therefore, does not require staff to be vaccinated. In order to protect children from vaccine-preventable diseases, staff who exhibits the following symptoms are sent home and prohibited to return to work until symptoms subside:

- fever of 100.4 or higher
- 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 individual may be severely ill; or
- A health care professional has diagnosed the individual with a communicable disease or condition (i.e. lice, ringworm, etc.), and does not have medical documentation indicating he or she is no longer contagious.

### **➤ Equipment**

Please be aware that there is active play equipment onsite that is used by the Fort Bend Independent School District that does not meet the Texas Department of Family and Protective Services Child Care Licensing Minimum Standards for School-Age and Before or After-School Programs: §744.3105 (5) Multiple occupancy swings, such as teeter-totters, gliders, or chair swings. This equipment is not to be used at or away from the operation.

## **Transfers**

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

The registration fee must be paid again to re-enroll and outstanding balances must be cleared before re-entry is granted, provided there is availability at the campus.

## **Transportation**

Extended Learning uses District buses operated by District drivers to transport students on field trips. Staff members are required to ride the buses with their students, and all staff members are trained on evacuation and other safety procedures.

## Visiting the Program

Visitation is reserved for parent conferences. However, request to observe onsite program activities will be considered in accordance with Senate Bill 1098(see below). All visitors to the program 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. When parents visit the program, they must enter and exit through the Extended Day doors.

- By entering a District facility, all visitors will confirm they meet the District's health and safety protocols.
- If a visitor does not meet these criteria, they must not enter a District facility until they can confirm that they meet the criteria for entry.

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.

## 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 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 waiting list if one exists at the campus.

For example, if on September 2, you submit written notice to withdraw your child from the program, the withdrawal would be effective October 1. 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 first of the month in order not to be charged for that month.

## Notice of Non-Discrimination

Fort Bend ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. FBISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. For information about your rights or grievance procedures, contact the Title IX Coordinator and/or the Section 504 Coordinator at P.O. Box 1004, Sugar Land, Texas 77487-1004, 281-634-1000.

## 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's 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/extendedday](http://www.fortbendisd.com/extendedday) or you can provide feedback via email to [extendedday@fortbendisd.com](mailto:extendedday@fortbendisd.com). If your concern is not resolved at that level, please contact the area supervisor for your child's campus. Campus contacts and supervisors are listed on the website. 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.