



METRO  
NASHVILLE  
PUBLIC  
SCHOOLS

**EXTENDED LEARNING PROGRAMS**

**PARENT & STUDENT HANDBOOK**

## About the Grant That Helps Fund This Program

This program is funded by a federal grant from the U.S. Department of Education and administered by the Tennessee Department of Education. If you would like to read more about the grant, click [here](#).

The 21st Century Community Learning Center (21st CCLC) Program was established by Congress as part of the Elementary and Secondary Education Act. The 21st Century Community Learning Center Program provides grants to communities to develop or expand on out-of-school time programs. These programs give students opportunities for academic enrichment and provide a broad array of additional services that are designed to reinforce and compliment the regular academic offered by the Tennessee Department of Education. We are thankful to have a grant for these programs that helps us reduce the cost to families.

## Mission

The mission of Extended Learning Programs is to provide highly effective educational experiences beyond school hours.

## Vision

The vision of Extended Learning Programs is to provide equity and access of out of school time through direct service and alignment of community and resources.

## Program Concerns and Grievances

Guardian input concerning the program is important. Guardians are encouraged to share your concerns and feedback with the school-based Site Supervisor. All questions concerning policies and procedures of the program can be addressed to the school-based Site Supervisor, Program Specialist or Grant Manager.

<b>Coordinator, Makeda Watson</b> <a href="mailto:Makeda.watson@mnps.org">Makeda.watson@mnps.org</a> P: (615) 333-5642 ext. 111377	<b>Grant Manager, Judith Robinson</b> <a href="mailto:Judith.robinson@mnps.org">Judith.robinson@mnps.org</a> C: (615) 964-4919	<b>Program Specialist, Meta Mclemore</b> <a href="mailto:Meta.mclmore@mnps.org">Meta.mclmore@mnps.org</a> P: (615) 259-8400 C: (615) 974-2650
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## Nondiscrimination Policy

MNPS does not discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in its education programs, activities, or employment policies as required by Title VI and Title VII of the 1964 Civil Rights Acts, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

## EDGAR, Section 76.532

§ 76.532 Use of funds for religion prohibited. (a) No State or subgrantee may use its grant or subgrant to pay for any of the following: (1) Religious worship, instruction, or proselytization. (2) Equipment or supplies to be used for any of the activities specified in paragraph (a)(1) of this section. (b) [Reserved] (Authority: 20 U.S.C. 1221e-3, 3474, and 6511(a)) [45 FR 22517, Apr. 3, 1980. Redesignated at 45 FR 77368, Nov. 21, 1980, as amended at 69 FR 31711, June 4, 2004]

## Fees

The cost to families of Extended Learning Programs is \$50.00 per child per week. There is an additional \$50.00 registration fee due prior to the start of the program. Payments are due regardless of attendance. Payment reserves a student's spot on the roster. Payment is due the Friday prior to each week of service, with the exceptions of holiday breaks and other school closures. *For example, fees for the week after fall break are due the week prior to fall break.* Fees must be pre-paid per the attached schedule and will not be prorated. **All payments are non-refundable.** Checks, Money Order, and online payments are acceptable methods of payment. Processing time for checks may be up to 7 weeks from date of turn in. Payments that are delinquent two or more weeks may result in withdrawal from the program. There is a \$5 late fee each week the payments are past due. In addition, there is a charge of \$1 per minute for every minute the child is picked up late.

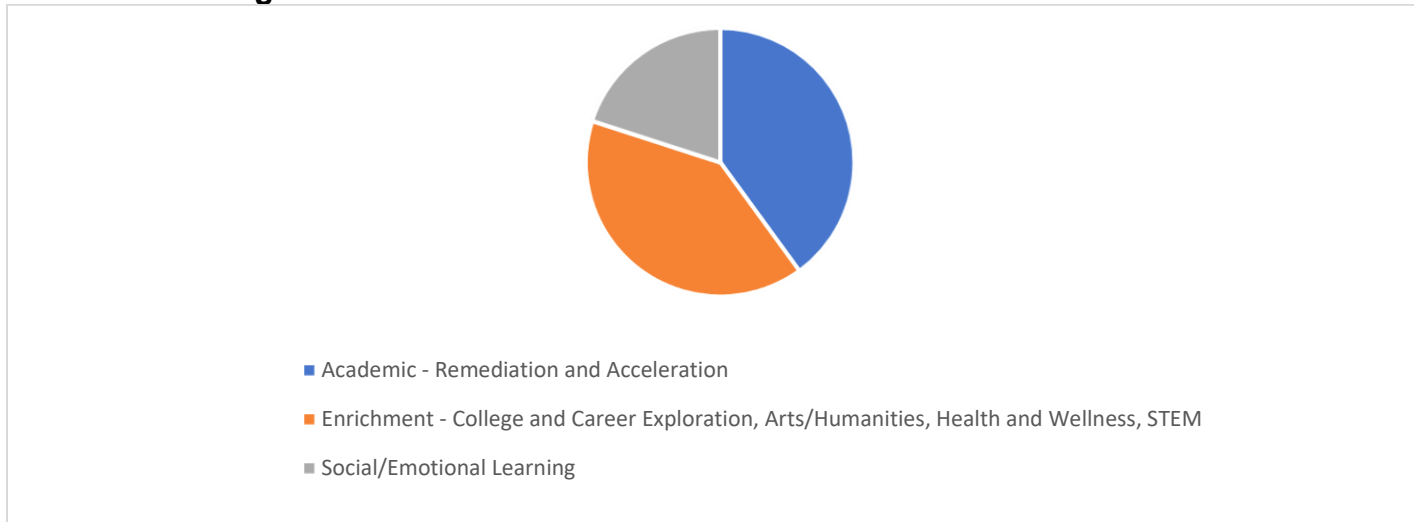
\* Refer to fee schedule for specific payment due dates

*\*If your family is experiencing short term financial hardships, please contact your Site Supervisor.*

## Site Supervisors

Site/Site Supervisor	Programming Hours	Contact Information
Cambridge Early Learning Center <b>Pilar Howard</b>	Monday - Friday 6:30am-8:00am 2:00pm-6:00pm	C: 615.512.3690 Pilar.howard@mnps.org
Casa Azafran Early Learning Center <b>Carla Hancock</b>	Monday - Friday 6:30am-8:00am 2:00pm-6:00pm	C:615.642.0769 carla.hancock@mnps.org
Ross Early Learning Center <b>Prentice Poole</b>	Monday - Friday 6:30am-8:00am 2:00pm-6:00pm	C: 615-775-4549 prentice.poole@mnps.org
Ivanetta Davis Early Learning Center <b>Lakesha Vaughn</b>	Monday - Friday 6:30am-8:00am 2:00pm-6:00pm	C: 615.512.6695 lakesha.vaughn@mnps.org
Fall Hamilton Enhanced Option <b>Tonita Robinson</b>	Monday - Friday 6:30am-8:00am 2:00pm-6:00pm	C: 615.974.2650 tonita.robinson@mnps.org
JE Moss Elementary <b>Jessica Hill</b>	Monday - Friday 6:30am-8:00am 2:00pm-6:00pm	C: 615-335-7855 jessica.hill@mnps.org
Paragon Mills Elementary <b>Meta Mclemore (temp)</b>	Monday - Friday 6:30am-8:00am 2:00pm-6:00pm	meta.mclmore@mnps.org

## Curriculum Design



## Attendance

Students enrolled in ELP will receive academic activities to support their learning in the classroom along with exposure to a variety of enrichment activities and experiences. In order to benefit from the services provided, students participating in the program are expected to be committed to attending the program at least 1 hour for each day of participation. In addition, families must commit to at least 60 days of participation. Attendance is crucial for your child to succeed in our program. It has been found that intensity and duration are necessary for students to have improvements in report card grades, behavior, and state assessment scores.

\*Refunds will not be provided for students absent or withdrawn from the program.

## Inclement Weather/Holidays

During the regular school year, the calendar for Extended Learning Programs follows the district calendar. Extended Learning Programs will not occur on days that school is not in session, including holidays and other district closures. If school is released due to bad weather, there will be no after school programming. On school days when regular classes are in session, but bad weather is predicted for morning or afternoon, 21<sup>st</sup> CCLC programs may be canceled. Please stay tuned to [www.mnps.org](http://www.mnps.org) or News Channel 2, 4, or 5 to find out if Davidson County is closed or closing early due to weather. In case of a weather-related emergency, school-based sites will follow MNPS's emergency management plan. Cancellations will be communicated to parents as needed.

	Before School Programs	After School Programs
<b>One Hour Late Start</b>	Before School Programs open one hour late	After School Programs operate normally
<b>Two Hour Late Start</b>	Before School Programs open two hours late	After School Programs operate normally
<b>School Closure</b>	Before School/After School Programs closed	Before School/After School Programs closed
<b>Early Dismissal</b>	Before School Programs operate normally	After School Programs closed

Please see your Site Supervisor for Remind codes to allow you to stay up to date

## **Accidents and Illness**

Should your child become ill or injured while participating in Extended Learning Programs, the parent and/or guardian will be notified immediately to make arrangements for pick up. Immediate pick up is required. If you cannot be reached, an emergency contact will be called and they will be responsible for picking up the child as soon as possible in the event of illness while in the program. If your child is released from school due to illness or any other reason, he/she will not be permitted to participate in Extended Learning Programs for that day.

Please do not send a child with illness to the program. Policy requires that a child be picked up as soon as possible in the event of illness while in the program. The "No Nit Policy" on lice for our district also applies to the program. If a child has been found to have bugs or nits, they will have to be picked up from the program. Students will not be allowed to return to the program until the Site Supervisor has proof the child has been treated and the hair is totally clear of all nits.

## **Health Risks/Hazards**

If there are any potential health risks/hazards to program participants, we will notify you by phone and/or home visit to alert you to program closure.

## **Medication Policy**

If a child has to be given daily medication, a medication form must be on file with the school office. Furthermore, a copy of the medication form must be provided to the Site Supervisor. This form must have clearly stated instructions such as the name of the medication, dosage, and time of day to be administered. The instructions should include the physician's signature. The medication must be given in the original prescription bottle. Antibiotics and over the counter medications such as cough syrup, aspirin, and cold medicines cannot be administered in the program.

## **Safety Drills**

Every precaution is taken to ensure the safety of your child during the extended day program. Periodic fire, tornado, and other safety drills are executed to make sure students learn proper safety procedures and adhere to all safety guidelines.

## **Personal Items Policy**

The program strongly discourages children from bringing toys/personal items from home. The program will not be responsible for broken, lost or stolen items (including toys, clothing, backpacks, books, food items, eyewear, money, electronic items, cell phones, jewelry, and any other personal item brought into the building). Site Supervisors may confiscate such items and return to student at the close of programming that day.

## **Family Engagement**

Family involvement improves student's behavior, helps students feel motivated, and builds up their self-esteem. We encourage families to visit their child's program at any time, and family engagement opportunities will be scheduled throughout the school year. Families will receive communication regarding these opportunities. We value your involvement!

- Guardian Orientation: Guardians are required to attend orientations. In the case of an absence, guardians will be asked to schedule a private orientation with a Site Supervisor. \*Students will not be allowed to start programming until a guardian has completed orientation.
- Guardian Information Area: At each site there will be a designated area for dissemination of program information. Please be sure to check this information regularly.
- Guardian Volunteer: You are invited to volunteer! There are opportunities to assist the program with duties such as guest speaker, providing special snack, and setting up for a party.
- Guardian involvement is encouraged and we require participation in at least 4 opportunities during the school year.

## **Pick-up Policy**

Only the person(s) listed on the student's enrollment form are considered authorized to pick up a student; even family members, if not listed, are not considered authorized to pick up the student. Individuals authorized to sign out students must be at least 18 years of age and listed on the transportation form. Children will not be released to any person other than the parent or other persons authorized to pick-up the child as indicated on the registration form. As such, we ask that you include any person you think may possibly pick up your child at least once during the school year on this list to avoid any inconvenience throughout the year. Identification will be required for pick up. Notify the Site Supervisor in writing if a person other than those authorized will be picking up a child.

Please check with your Site Supervisor for the specific location to pick up your child. Children will not be allowed to wait for parents in the parking lot. All children must be personally checked-out from the program in the afternoon by means of a sign-out sheet. No child will be released to a person who is not listed on the registration form or to anyone whose behavior may place the child at immediate risk. They will not be released to commercial transportation for safety reasons (i.e. taxi driver).

In the event of a late pick up, there is a charge of \$1 per minute for every minute the child is picked up late. Program staff will attempt to contact the parent if they have not arrived 5 minutes after closing time. If the student still has not been picked up 15 minutes after closing time and program staff were unable to reach the parent, program staff will attempt to reach the student's emergency contacts. If no contact has been made by 30 minutes after closing time, program staff will contact the Metro Nashville Police Department or Department of Children's Services as necessary.

*\*\*MNPS will inform adults who appear intoxicated or display "erratic" behavior that we will call another adult from the transportation list to pick up the child. Should the adult take the child in the car anyway, we are required to contact the police or child protective services and report the incident.*

## **Snack/Meals**

Snacks and meals are provided at no cost through the Child and Adult Care Food Program (CACFP) to students participating in Extended Learning Programs. If for any reason your child is unable to eat the food provided or has special food restrictions, please notify the Site Supervisor in writing if you wish to provide your own snacks.

## **Code of Conduct**

All students participating in an Extended Learning Programs are expected to adhere to the school discipline policy. Extended Learning Programs follow the district's policies for discipline response levels. For more information on the district's policy, please click [here](#). Students who are suspended or expelled from school or the program may be prevented from participating in the program for the remainder or the school year.

Discipline Policy:

1. Redirection/SEL strategies
2. Warning
3. Self Reflection
4. Parent Contact
5. Suspension from program

Offenses that may result in immediate suspension or expulsion include, but are not limited to:

1. Possession of weapons, contraband, and other dangerous objects
2. Fighting or assault of a student or staff
3. Destruction of center/school property
4. Destruction of personal property of another person
5. Vulgar Language, Cursing

6. Harassment
7. Bullying
8. Theft
9. Inappropriate use of technology
10. Other behavior deemed inappropriate and unacceptable by the Site Supervisor

Children enrolled in the program are expected to exhibit behavior that does not disrupt or interfere with the school climate or the learning process and social interaction of other children. Parents will be notified in writing when a major discipline problem occurs. A student will be suspended from Extended Learning Programs for repeated violation of rules and policies.

We are committed to utilizing social and emotional learning (SEL) best practices and strategies to redirect behaviors. Strategies that may be used include but are not limited to peace corners, mindfulness, de-escalation strategies, and restoration circles. When SEL strategies are not effective ELP staff will refer to the ELP Discipline Policy which aligns to the discipline policy set forth by MNPS.

Parents who demonstrate abusive language and/or inappropriate scenes or disturbances to children, staff, or other adults during the program hours will be asked to withdraw their children from the program. Harassment or bullying will not be tolerated.

### **Program Plan**

A program plan is required for any student who has been suspended for 2 or more days from the program. A program plan is designed to invite students, guardians, and staff to identify areas of need and develop reasonable accommodations to support student success.

### **Registration Forms Requirement**

In order to attend extended learning programs, all children must have a registration form completed each Fall, and on file with ELP before the first day programming. Students must be 4yrs old. There is a \$50.00 registration fee due prior to the start of the program.

### **Withdrawal Policy**

ELP reserves the right to withdraw a child for any of the following reasons:

- Repeated failure of parents to pick the child up from the program on time
- Failure to provide the Site Supervisor with current emergency/medical information as stipulated by state licensing
- Continued behaviors following implementation of Program Plan.
- Zero tolerance offenses
- Inappropriate conduct of parent or guardian
- Absences that exceed 5 days
- Failure to pay fees on or before due date

\*If a child is dismissed from the program; he/she is not eligible for re-enrollment until the next calendar school year.

### **Right to Amend**

Metro Nashville Public Schools Extended Learning Programs reserve the right to amend this handbook. Parents will be notified via email of any amendments.

Statement of Acceptance and Understanding of Code of Conduct

I have read and understand the Code of Conduct set forth in the ELP Parent Handbook. **I understand that I am responsible for the guidelines set forth in this handbook.**

***In addition, please check or initial the following statements:***

- The student has permission to participate in all program activities, including field trips. I will be notified in advance of all field trips and will grant permission for each event
  
- I give permission for school records to be reviewed to aid in the academic needs of the students and for communication between the program staff and school day teachers in reference to student's progress.
  
- I give permission for program staff to administer CPR and first aid if needed.
  
- I authorize permission for MNPS, its employees, representatives, and authorized media organizations to print, photograph, and record my child for use in audio, video, film, or any other electronic, digital, or printed media.
  
- I understand there is a \$50 registration fee prior to my student starting the program.
  
- I understand there is a \$50 weekly fee due prior to the start of each week. Failure to pay may result in dismissal from the program.
  
- I understand and commit to attending 4 family engagement events per year. Failure to do so may result in dismissal from the program.

Parent/Guardian Name: \_\_\_\_\_

Child's Name:

\_\_\_\_\_

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

Date: \_\_\_\_\_



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I understand and acknowledge receipt of the above information.

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Guardian Name

\_\_\_\_\_  
Child(ren) Name(s)

\_\_\_\_\_  
Date