



EXTRA!

After School Enrichment Program

2021 – 2022

Parent/Student Handbook

(Please keep for your records)

Special Note: All CDC guidelines observed and practiced by ECPPS during the regular school day will be observed and practiced in our after school enrichment programs

Antoinette Reid, Ed.S.

Director of Student Services/Childcare Administrator

Work: (252) 331-1699 | Cell: (252) 339-4518 | Email: areid@ecpps.k12.nc.us

Our Philosophy

We believe in our kids.

We believe that the foundation of a quality program is based on child development theory and research. We strive to offer programs that consider the whole child, that inspire curiosity, creativity and innovation, and that build skills – all while simply doing what they love.

We believe children are inherently capable and competent. They form an understanding of themselves and their place in the world through their interactions with others and their surroundings. We believe that welcoming, enriched, inclusive environments will inspire them to collaborate, communicate, and explore.

We believe in our staff.

We believe that quality learning opportunities come from well-trained, educated employees who are also caring, nurturing individuals. We believe that a staff who is encouraged to share their own expertise and passions will create dynamic programs that foster the unique talents of the children they care for. We believe that a staff that has a voice will be better equipped to help children find theirs.

We believe in relationships.

We believe that connecting with our families, schools and community members provide opportunities to enhance children's experiences. We believe that celebrating the rich diversity of our families and communities help develop culturally inclusive children who will grow into adults ready to contribute to their diverse world. Building positive relationships is the foundation of what we do.

We believe in Continuous Program Improvement.

We know that quality afterschool programs have far reaching, positive impact. We believe that no matter how good we get, we can always be better. We believe that actively seeking input from our stakeholders and accrediting organizations while holding ourselves up to the highest standards, will keep us performing above the status quo.

We believe there are many ways to do quality right as evident in the distinct personalities of each of our sites. But one thing is uncompromised: **Our number one priority is to keep children physically and emotionally safe.** Children who feel protected and cared for, will be children who can EXPLORE, DISCOVER AND SHINE.

PROGRAM DESCRIPTION

A daily activity plan will be posted and followed. The schedule will include:

- Physical Activities: to include outside play (weather permitting) and gymnasium activities
- Snack Time: A snack is provided each day through EXTRA's participation in the CACFP program with the Food Bank of the Albemarle.
- Homework/Quiet Time: a quiet time where students will be given an opportunity to begin their homework.
Note: Due to the number of children enrolled, it may not be possible for the EXTRA! staff to give each child one-to-one assistance during the entire time period with homework but some assistance will be provided. The staff will undergo recurring professional development to maintain a transfer of learning from the regular classroom setting to the afterschool enrichment program.
- Creative Activities: include working in creative arts and crafts, fun science projects, drama and music, cooking and nutrition, fun and educational field trips. Creative time will be both teacher- directed and free choice.

RULES AND PROCEDURES

ENROLLMENT IN THE EXTRA! AFTER SCHOOL CARE PROGRAM CONSTITUTES AN UNDERSTANDING THAT YOU WILL ABIDE BY THE EXPECTATIONS LISTED AS FOLLOWS:

PARENTAL EXPECTATIONS OF THE PROGRAM

Parents can expect that:

- Their children are cared for in a safe, supportive environment.
- They may visit with the Lead Teachers and Director of Student Services about concerns related to their child or the Program.
- They will be told about any misbehavior by their child, and will visit with the lead teacher and director in order to bring about improvement of the situation.
- They will be kept informed regularly by the lead teacher and or director about Program activities.

PROGRAM'S EXPECTATIONS OF THE PARENTS

The Program expects that parents will:

- Pay fees on time as explained in the "Fees and Payment Guidelines" section.
- Keep the child's records up-to-date as explained in the "Enrollment Forms" section.
- Pick-up children on time as explained in the section entitled "Hours of Operation".
- Follow health policy as explained in the section "Health and Safety".
- Pay attention to any communications from the Director of Student Services or Lead Teacher regarding their child's behavior and cooperate in effort to bring about improvement of the situation.
- Refrain from any form of loud, abusive or threatening language towards any staff member or child.
Note: Such behavior will not be tolerated and could lead to your child's termination from the program.

CHILDREN'S EXPECTATIONS OF THE PROGRAM

Children may expect:

- To have a safe, supportive and consistent environment.
- To use all the program equipment, materials, and facilities on an equal basis.
- To receive respectful treatment.
- To have discipline that is fair and non-punitive.
- To receive nurturing care from staff members who are actively involved with them.

PROGRAM'S EXPECTATIONS OF THE CHILDREN

The Program expects that the children will:

- Be responsible for their actions.
- Respect the school rules which guide them during the school day and while at the EXTRA! Program according to the Section entitled "Discipline and Dismissal".
- Remain with the group and childcare staff at all times.
- Take care of materials and equipment properly and return them to their place when finished or before taking out new ones.

FEES AND PAYMENT POLICY

A monthly commitment is required to enroll your child in this program. Fees are paid in advance and there is no refund or fee adjustment for absences.

You must choose one of the following **PAYMENT** options for your child to attend the EXTRA! Program:

	<i>*Subject to change*</i>	
Monday --- Friday	5 day option	(\$150.00 per month)
Any 3 days per week	3 day option	(\$90.00 per month)
Any 2 days per week	2 day option	(\$60.00 per month)

If you have more than one child enrolled, there will be a 10% discount for each additional child in the family.
For example: 5 day option – 1st child \$150.00 2nd child \$135.00

- Parents that are full time, 10, 11, or 12-month employees of the Elizabeth City-Pasquotank Schools System may place their child/children in the program at a ***50% discount applied on the full rate for each child. If you register two children for five days a week, your payment due is \$150.00 each payment period. Three children would be \$225.00 each payment period. NOTE: IN ORDER TO GET THE EMPLOYEE DISCOUNT YOU MUST SELECT THE 5 DAY RATE. The 50% discount will not apply to any other program rates.**
- In case of an emergency, parents employed by the Elizabeth City-Pasquotank Schools System, may place their child/children in the program for **a flat rate of \$20.00 per day**. Arrangements must be made twenty-four hours in advance and payment must be made on the same day the service is provided at the Board of Education.
- Only children whose parents or ***legal guardians*** (proof of guardianship must be provided) are employed by the Elizabeth City-Pasquotank Schools System are eligible for the reduced rate. ***The discount cannot be obtained through a relative (i.e. grandparent, aunt or uncle) who is employed by the school system.*** Proof of employment must be provided.
- Payment checks or money orders are to be mailed or dropped off to the Board of Education ***no later than the 15th of the month***. Online payments are available. Please inquire at the Board of Education. Checks/money orders should be made payable to ***ECPPS ASEP***. Enrollment in this program is a monthly commitment that is based on the number of days per week your child is enrolled in the program. Fees are paid in advance and there are no payment adjustments for the days your child is absent from the program. Please adhere to the following payment schedule. There are pro-rated fees for the months, December to account for Winter Break and April to account for Spring Break. No other exceptions will be made.

PAYMENT SCHEDULE 2021 – 2022

Monthly Rate

5 Days = \$150.00

3 Days = \$90.00

2 Days = \$60.00

CYCLE 1	Sept. 7 – Sept. 30	(DUE SEPTEMBER 7, 2021)	Monthly Rate
CYCLE 2	Oct. 1 – Oct. 29	(DUE OCTOBER 1, 2021)	Monthly Rate
CYCLE 3	Nov. 1 – Nov. 23	(DUE NOVEMBER 1, 2021)	Monthly Rate
CYCLE 4	Dec. 1 – Dec. 20	(DUE DECEMBER 1, 2021)	5 Days \$112.50 3 Days \$67.50 2 Days \$45.50
CYCLE 5	Jan. 5 – Jan. 31	(DUE JANUARY 5, 2022)	Monthly Rate
CYCLE 6	Feb. 1 – Feb. 28	(DUE FEBRUARY 1, 2022)	Monthly Rate
CYCLE 7	Mar. 1 – Mar. 31	(DUE MARCH 1, 2022)	Monthly Rate
CYCLE 8	Apr. 1 – Apr. 29	(DUE APRIL 1, 2022)	5 Days \$112.50 3 Days \$67.50 2 Days \$45.50
CYCLE 9	May 2 – May 27	(DUE MAY 2, 2022)	Monthly Rate

* It is the responsibility of the parent, not the site lead teacher, to ensure that the payment is made on time. This policy will be strictly enforced. Two late payments will result in dismissal from the program. Payments are considered late if not received by the 15th of the month. If payment is not made by the 15th, your child will not be allowed to return to the program until payment is made!

*PLEASE DO NOT POST DATE CHECKS. ALL CHECKS WILL BE DEPOSITED UPON RECEIPT.

IRS STATEMENTS

EXTRA! will provide an itemized statement for tax purposes along with our tax identification number at your request but only in extenuating cases. Therefore, we strongly suggest that you keep a record of your monthly checks and receipts as an accurate account of your child care expenses. If an itemized statement is requested and can be honored, please allow 2 weeks for the request to be fulfilled.

REGISTRATION AND ENROLLMENT

EXTRA! encourages children of all backgrounds to attend. The Elizabeth City-Pasquotank School System conducts activities and procedures without regard to race, creed, color, national origin, gender, or disability.

Registration: The parent must submit a completed registration form and a \$50 non-refundable registration fee before the child enters the program. This is an annual registration fee and is required from all participants. The first month's tuition will be due in advance and must be paid at the Board of Education on Halstead Blvd. on or before the 1st day your child enters the program.

Eligibility: Children will be registered for enrollment in the program based on available space. Children must be registered in the Elizabeth City-Pasquotank School District in grades Pre-Kindergarten through fifth grade to be eligible for enrollment. Middle school students are **not eligible** for this program.

ENROLLMENT FORMS

Parents will be asked to complete the following:

- Enrollment Form
- Medical Form
- Emergency Form
- Homework Contract
- Medication Release (if needed)
- Parent Handbook Agreement
- Summary: NC Child Care Laws

The Program expects the above forms to be kept current. The parent must provide any changes to the site lead teacher i.e. emergency contacts, names, employers, phone numbers, arrival/departure changes, medication changes. ***These forms must be filled out completely.*** Failure to provide information requested will result in suspension until the information is provided.

WITHDRAWAL FROM THE PROGRAM

Parents wishing to withdraw their child from the Program must provide a written statement at least **twenty (20) days** prior to the discontinuation of this service. The current tuition for the balance of the month will be due.

HOURS OF OPERATION

The EXTRA! Program begins immediately upon dismissal of your child's school and closes at 6:00 p.m. The school clock is the official clock. Parents whose child/children remain past 6:00 p.m. must pay overtime fees as follows:

6:01 to 6:15 p.m. = \$8.00 per child
6:16 to 6:30 p.m. = \$16.00 per child
6:31 to _____ = an additional \$10.00 for each 15 minutes per child.

For example - 2 children picked up at 6:45 pm= \$68 late fee total

Childcare services may be withdrawn if your child is picked-up late three times in a school year. It is essential that parents/guardians pick-up their child on time or send a responsible party by closing time. If someone else is picking your child up, please make sure that he/she is listed on your child's enrollment form and is advised that the program closes at 6:00 p.m. Late fees are the responsibility of the parents/guardians and must be paid before your child can return to the program. Late fees begin at 6:01 p.m. Late pick-up policies will be strictly enforced. NOTE: IF your child's service has been temporarily suspended for any reason and you instruct your child to attend the program anyway, an additional fee may be assessed and the suspension may become permanent for the remainder of the semester or school year.

ABSENCES

In cases of planned vacations or absences, please notify the Site Lead Teacher in advance. If your child is ill, or picked-up early from school, please call the school secretary and request that a note to that effect be placed in the EXTRA! Program mailbox. There is no deduction in fees for absences. You pay for your child's "slot" or place in the program. This means that if your child does not attend the program for any reason on a scheduled day, you are still responsible for the fee. Absentees without prior notification may be mistaken for a missing child and may cause unnecessary concern and time spent in searching for your child.

RELEASE OF CHILDREN

ALL CHILDREN MUST BE SIGNED-OUT BY A PARENT/GUARDIAN OR DESIGNATED ADULT (18 YEARS AND OLDER). THIS MEANS THE ADULT MUST COME INSIDE THE SCHOOL TO PICK THE CHILD UP. **PHOTO IDENTIFICATION WILL BE REQUIRED.**

PROGRAM CLOSINGS AND DISMISSALS

- Unscheduled School Closings - The Program is not in session on days when the School Board closes school due to water main breaks, cooling failure, electrical problems, weather, etc.
- Children must be picked up within one hour of any unscheduled closing. Every effort will be made to notify parents should this occur.
- The After School Care Program will not operate on holidays, 3-hour early release days, teacher workdays or the last day of school.

DISTRIBUTION OF MEDICATION

The EXTRA! After School Care Enrichment Program will ONLY administer rescue medications in the centers. This includes prescription medications that are prescribed to the recipient, within the expiration date and that all forms must be completely filled out prior to leaving medications.

HEALTH AND SAFETY POLICY

- EXTRA! is committed to providing a safe enrichment opportunity for its participants and will respond to any medical or accident emergency in a responsible manner. However, it is not the responsibility of EXTRA! to provide medical services for students who enter the program with a pre-existing medical condition. Specifically, the program is not prepared to accept any participant with a pre-existing condition that would require any regular or special medical assistance (i.e. a nurse on staff or contracting with a medical service).
- EXTRA! will accept a student with an existing medical condition only if the appropriate medical services required for the student's condition are available and the parent/guardian agrees to be financially responsible for the cost of such services.
- EXTRA! does not assume any responsibility or liability for participants who are involved in a self-medication process.
- If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) please be sure the site lead teacher knows what to do if a problem should occur during Program hours. Please make sure that any medication is available and that the appropriate forms for its use have been completed.
- In case of an accident or illness, the parent of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by an emergency vehicle for treatment and the parents will be called as soon as possible.
- Every effort will be made to keep a child from getting into a car with a parent under the influence of drugs or alcohol. The police will be called to give the child and parent a ride home. Under no circumstance will school personnel transport a parent who appears to be impaired by drugs or alcohol. The Program's insurance does not cover transportation that is not related to the Program.
- North Carolina policy requires caregivers to report suspected cases of child abuse. This includes reporting parents that appear to be impaired by drugs or alcohol.

INSURANCE

Families are encouraged to provide their own insurance coverage. Many families are covered by insurance policies at work. If you are not, public school students may sign up for accident insurance in the fall of each year. Parents who wish to enroll should check with the school's main office.

SNACKS

During the Program, we serve one snack per day. Some parents may want to provide a treat in honor of a child's birthday. In this case, they should contact the Program Director or Lead Teacher to determine the number of children to be served and to plan the date. According to school policy per the Health Department, only sealed, store bought items may be brought to school to be served to children.

CHILD'S PERSONAL PROPERTY

- Children must bring all books, coats and other personal items with them when they arrive at the Program.
- Children will not be allowed back into their classrooms after they check-in to the EXTRA! Program.
- Children's personal property, clothing, school bags, towels, etc. must be cleared from the child care room after each session of the program. Any personal property that remains after the session will be taken to the school's office lost and found box. Although the Program attempts to help children stay organized, we cannot be responsible for lost personal property.
- Children should never bring money, toys, food or other items not necessary for school activities to the Program without first checking with the Program Director or Lead Teacher. To do otherwise will be treated as insubordination and disciplinary action will be taken., i.e. use of cell phone without permission

VISITORS AND OBSERVATIONS

Parents and community members who are screened by the Childcare Administrator and Group Leader/ Lead Teacher are welcome to observe the Program. For liability and supervision reasons, it is not possible for children who visit the Program to take part in any activities.

DISCIPLINE AND DISMISSAL

ASEP Behavior and Discipline Procedures

Elizabeth City-Pasquotank Public Schools is committed to providing a safe, positive and structured environment for all children in the afterschool program. Activities in the afterschool program are different than the regular school day in that they meet infrequently. To make the most out of that limited time we need all students to follow appropriate behavior from the first day. This allows us to maintain the quality and safety of every activity for all of our participating students.

Reasonable efforts will be made to assist children to adjust to the Program setting. Please review the following general rules and disciplinary consequences that will guide the program. It is imperative that both students and parents understand the expectations of the program as well as the potential consequences. We ask that you discuss the information listed below with your child. We appreciate your efforts and thank you for your continued support in making appropriate behavior a priority for all children.

IN THE CASE OF MINOR INFRACTIONS:

- The misbehaving child will be given a warning or a five-minute timeout in order for the child to cool off and think about his/her actions.
- If a second misbehavior occurs in a single day, a ten-minute timeout is given to the child and a written citation is filled out and presented to the parent at pick up.
- If a child misbehaves three times in a day, the caregiver writes up a discipline report. This report will be given to the parent or guardian to read and sign. One copy will be given to the parent or guardian and a copy will be put in the child's file.

GENERAL RULES

1. Show respect to program staff/visitors and fellow students at all times and always use respectful language when addressing teachers and students.
2. Stay with your activity at all times and move appropriately throughout the campus during after-school hours.
3. Always follow instructions set forth by after-school teachers and or tutors for each activity.
4. Responsible care of school property and equipment.
5. No disruptive behavior, including fighting, violence of any kind or inappropriate language, including written or any other non-verbal form.
6. Comply with any and all other regulations set forth by teachers, staff and administrator.

INCIDENT OR INFRACTION Physical, Aggressive or Violent Behavior	INCIDENT OR INFRACTION Uncooperative or disruptive behavior	DISCIPLINARY CONSEQUENCE
<u>1st Offense</u> Engaging in physically aggressive behavior including minor altercations		<ul style="list-style-type: none"> • 5-10 day suspension period. Fighting with a staff member first offense: 7-10 day suspension • Second physical altercation involving a student or staff member: expulsion from the program by the Program Director pending the outcome of the investigation. During the suspension, the parents, caregivers, and program director will meet in a conference, at the request of the parents, to discuss the terms, if any, of the child's reinstatement in the EXTRA! The conference will not substitute for the suspension and may not be held during the program regular operations as this could impose improper supervision of the other children. Parents will be responsible for tuition during the suspension period. <i>If a parent chooses not to have a conference that has been requested by the lead teacher and or the program director (coordinator), the child will not be allowed back into the program until a conference has been held. Such conference must occur within 5 days of the requested date to avoid termination from the program.</i>
	<u>1st Offense</u> Violation of any rule listed above	Warning letter or citation to parents
	<u>2nd Offense</u> Violation of any rule listed above	5- day suspension from Program
	<u>3rd Offense</u> Violation of any rule listed above	Expulsion from the after school care program for one semester or one year

ALSO NOTE:

- Fighting with another student could include notifying the parent to come and pick the child up immediately. If the severity of a problem is great enough that it could endanger the safety of the child, other children in the Program, or a staff member, termination from the program will be effective immediately after the Program Coordinator or Lead Teacher consults with the Childcare Administrator/ Director of Student Services. (This includes making violent threats to staff or students as well as actually striking them.)
- **A child may be terminated from the program if a parent displays any abusive behavior, either verbal or physical, toward any staff member, child, or another parent of the program. The staff will respond to this situation by calling 911.**
- A child may be terminated from the program if he/she is picked up late three times.
- A child may be terminated from the EXTRA! Program for non-payment of fees or two late fee payments.

Children are entitled to a pleasant and harmonious environment at the Program. The EXTRA! Program cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that requires constant attention from staff: ignores or disobeys the rules which guide behavior during a regular school day and program time. If a child cannot adjust to the Program setting and behave appropriately, the child may be discharged.

WE ASK THAT EACH PARENT/GUARDIAN SIT DOWN WITH THEIR CHILD AND DISCUSS THE FOLLOWING RULES:

CLASSROOM RULES

- As a good citizen I will follow directions.
- I will keep my feet and hands to myself.
- Quiet time means quiet voices.
- I will be polite to teachers and other classmates.
- I will always walk and refrain from running in the school building.
- I will always ask permission to leave the room.
- Bad language is unwelcomed. i.e. vulgarity, profanity, racial or sexual innuendos, etc.
- Fighting is prohibited. This offense means automatic suspension.
- Climbing on desks, tables or other furniture is also prohibited.

OUTSIDE RULES

- Playing rough is excluded. This includes pushing, pulling, throwing rocks, sand and other objects, or tackling.
- We must sit on the swings and avoid standing on or jumping out of them.
- Always stay in the play area with the group.
- Always ask permission to use the bathroom.
- Good citizens always line up quickly and quietly without pushing when called to go in.
- When playing inside the gym, please try to use quiet inside voices.
- Refrain from climbing or playing on the stage.

FIELD TRIP RULES (Applicable during Summer Camp)

- Everyone must wear a nametag.
- Stay with your assigned group and teacher during the entire trip.
- We use inside voices on field trips.
- Always ask permission to use the restroom.
- If a child misbehaves on a field trip, he/she may be excluded on future field trips.

BUS RULES (Applicable during Summer Camp)

- Keep voices low! Your bus driver needs to concentrate.
- Listen for directions.
- Stay in your seat, keeping your feet in front of you and hands to yourself.
- Keep all hands and other body parts inside the bus, not out the window.
- Standing in the aisle is unacceptable as well as putting your feet in the aisle or changing seats on the bus.
- Always enter and exit the bus quietly and orderly; refrain from pushing or breaking in line.

EXCEPTIONAL CHILDREN

We welcome exceptional children into our program! Please keep the following guidelines in mind:

- All exceptional children are expected to follow program rules within reason.
- Children with mentors during the regular school day are encouraged to have the mentor present during after school hours. It is our goal for all children to succeed in our program.

SPECIAL CIRCUMSTANCES

When special circumstances arise (death, separation, crisis, etc.), we ask that the parents inform the Program Coordinator/ Lead Teacher and Childcare Administrator so that we may give your child the best possible care during this time.

PARENT ENGAGEMENT

Parents are encouraged to participate in the following ways:

- Talk with the Site Lead Teacher about any ideas you have that can improve the EXTRA! Program and specify ways you would like to help.
- Volunteer to help in the program by making presentations to the children. Donating games, books, puzzles, art supplies or physical fitness equipment like balls, frisbees, jump ropes, etc. is always appreciated.
- Visit/observe and schedule parent conferences as needed and/or attend all conferences set forth by the Childcare Administrator. Conferences can be at the parents, coordinators/lead teachers or administrator's request.
- Parents can expect quarterly newsletters and monthly calendars of events. Parents are asked to read each item that is sent home with their child; they are to keep you well-informed.

HOMEWORK POLICY

At the EXTRA! After School Enrichment Program, our goal is to offer children a well-balanced program. While we understand the importance that homework plays in the life of a child, as well as for the families we serve, we strive to meet the needs of the whole child. In addition to helping children meet personal academic goals, we recognize our responsibility to give children a chance to socialize, have unstructured play, have time outdoors and have a nutritious snack.

Our schedule reflects current research showing children concentrate better and produce more work when they've had a chance for a physical break first. Therefore, outdoor time is our first activity after arrival. In addition, we meet the NC Division of Child Development and Early Education requirements to offer, at least, 3 activity choices during a 3-hour time frame.

Our philosophy is that children learn and grow through play. We reinforce this by having materials and activity choices that support the North Carolina General Course of Study.

For those choosing to do homework, while we can't promise accuracy and/or completion, we do wish to support the homework choice in the following ways:

- An assisted/tutorial 30 - 45 minute time frame to work on homework at the same time as other quiet activity choices.
- Basic resource materials such as a thesaurus and dictionary.
- A place to work.
- Writing tools as well as tools needed for activities requiring students to illustrate their work.
- Interaction with children completing homework when appropriate.

EXTRA! After School Enrichment Program

Site Information

Central Elementary ASEP – Site # 306

1059 HWY 17 S
Cell Phone: (252) 339-6692

Northside Elementary ASEP – Site # 314

1062 Northside Road
Cell Phone: (252) 339-6718

J.C. Sawyer Elementary ASEP – Site # 316

1007 Park Street
Cell Phone: (252) 339-5684

P.W. Moore Elementary ASEP – Site # 320

606 Roanoke Avenue
Cell Phone: (252) 339-6709

Pasquotank Elementary ASEP – Site # 318

1407 Peartree Road
Cell Phone: (252) 339-6701

Sheep-Harney Elementary ASEP – Site # 324

200 W. Elizabeth Street
Cell Phone: (252) 339-6699

Weeksville Elementary ASEP – Site # 328

1170 Salem Church Road
Cell Phone: (252) 339-6721

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Director of Student Services/Childcare Administrator

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EXTRA! After School Enrichment Program

PARENT CONECTION

We ask that you review the Student Handbook with your child. Please complete the information below after completing the review with your child, and return this page to the ASEP site staff on or before Monday, October 18, 2021.

We have read and understand
The EXTRA! ASEP handbook for the 2021-2022 school year.

Student Signature
(K-2 students may print name)

Date

Parent/Guardian Signature

Date

If you have any concerns, please speak first with your child's ASEP Lead Teacher first. Secondly, ask to have a conference with the Director of Student Services/ Childcare Administrator. We would like every opportunity to listen and address your concerns.