

Parks and Recreation Extended School Program 2016 - 2017

SCHOOL: _____

Date Received: _____
Pay Type: _____
Amount: _____
Confirmation: _____

☐ Full Time (3-5 days) ☐ Part Time (2 days or less)
\$50.00/wk **\$30.00/wk** Days: ____ & ____

Registration Fee \$20.00 per child-(Maximum \$40.00 per household)

Mail applications to:
ATTN: ESP 545 N. Upper St. Lexington, KY 40508
****Enrollment is first come, first serve per grade****
No application will be accepted without the registration fee and CURRENT copy of the child's immunization.

ESP accepts checks or money orders ONLY through mail. Please make payable to Parks and Recreation. If you wish to pay by credit card once you receive confirmation your application has been processed, contact the office at 288-2929.

Will you be receiving child care assistance ☐ Yes ☐ No If yes, what agency?: _____

Applications will be processed as they are received by mail. Applications received after July 29th, 2016 are NOT guaranteed to start August 10th, 2016 if spots are still available.

PLEASE PRINT ALL INFORMATION LEGIBLY AND USE SEPARATE FORM FOR EACH CHILD

Student Name: _____ Birth Date: _____ Grade: ____ Gender: ☐ M ☐ F

Address of Student: _____ Home Phone: _____

City: _____ State: _____ Zip: _____ Main Email: _____

Mother/Guardian's Name: _____ Father/Guardian's Name: _____

Cell Phone: _____ Cell Phone: _____

Employer: _____ Employer: _____

Work Phone: _____ Work Phone: _____

(ESP requires all parents/guardians to provide legal documentation for any custody & payment arrangements)

Child lives with: ☐ Both Parents ☐ Mother ☐ Father ☐ Guardian

EMERGENCY CONTACT AND CHILD RELEASE AUTHORIZATION (IF PARENT/GUARDIAN LISTED ABOVE CANNOT BE REACHED)

Name _____ Relationship to Child _____ Phone _____

Name _____ Relationship to Child _____ Phone _____

Name _____ Relationship to Child _____ Phone _____

Name _____ Relationship to Child _____ Phone _____

Note: We cannot release your child to anyone other than the parent/guardian with whom the child lives or the persons listed on this form. Individuals should be prepared to show identification.

List any medical/physical limitations/precautions (food/insect/environmental allergies, frequent exhaustion, recent surgery, accidents etc.): _____

Does your child need an accommodation due to disability in order to fully participate in this program? (ex: sign language interpreter, one-on-one supervision, etc.) ☐ Yes ☐ No

If yes, please describe: _____

If medication is taken on a daily basis please alert Site Director on first day of school and appropriate forms will be filled out at that time. (Dosage and time to be given must be marked on the **original medicine container** sent to ESP.)

Please list child's current medications: _____

What is this medication for? _____

Family Physician: _____ Phone: _____

Hospital choice in case of emergency: _____

Please make sure to complete all areas

CHILD'S NAME: _____

MEDICAL CONSENT AGREEMENT AND RELEASE:

(1) I hereby authorize the Lexington-Fayette Urban County Government (its agents, employees, representatives, elected or appointed officials or designee(s)) and the agents or employees of its Division of Parks and Recreation (collectively referred to as "LFUCG"), to act for me according to their best judgment in any emergency requiring medical attention for me or my son, daughter, or ward and/or to treat me/my child for any injury/illness that I/he/she sustains during participation in any designated Parks and Recreation activity. Also, I waive and release the LFUCG from any and all liability for any injuries or illnesses incurred while participating in the above activity(s).

(2) I understand that I am responsible for any costs incurred due to injuries received in participating in the above activity(s) covering medical and dental expenses. I further accept responsibility that I and/or my son, daughter or ward, is physically able to participate in the above activity(s).

SIGNATURE OF PARENT/GUARDIAN: _____ **DATE:** _____

PARENT AGREEMENT:

(1) I have read the E.S.P. Parent Handbook and will comply with all the policies and procedures stated therein. I understand that failure to adhere to these policies may result in my child's termination from the ESP after school program.

(2) **I agree to abide by the Civility Policy detailed within the Parent Handbook.**

(3) I understand that by signing this application **I am responsible for payment** and **will comply with payment policy and child pick up policy** as detailed in the Parent Handbook.

Guardian Social Security (last 4 digits): xxx- xx- ____ ____ ____ Guardian Date of Birth: _____

(4) I have accurately stated all medical/health concerns and listed any and all medication my child may need. I understand I must provide any medicine needed and sign a medical log each day. I understand I must provide a current immunization record for my child. I understand failure to accurately list medical concerns and/or provide an immunization record/waiver are grounds for dismissal from the program.

(5) I understand that ALL information must be up to date on the application and will notify ESP of any changes.

(6) Check **NO** if you **DO NOT** give permission to have your child's picture taken for promotional literature: ☐ NO

SIGNATURE OF PARENT/GUARDIAN: _____ **DATE:** _____

WAIVER AND RELEASE AGREEMENT:

(1) The undersigned (being of lawful age and the parent/guardian of the undersigned student) having requested that their minor child participate in the Extended School Program and related events and activities; and whereas the Lexington-Fayette Urban County Government, Division of Parks & Recreation and the Fayette Public Schools are willing to let their minor child participate in the Extended School Program. The undersigned do hereby waive, release, and discharge the Lexington-Fayette Urban County Government, Division of Parks & Recreation and the Fayette County Public Schools from any and all claims, actions, demands, and unknown foreseen and unforeseen bodily/personal injuries and property damages, and consequences thereof resulting from the activities of the Extended School Program.

(2) It is understood that for, and in consideration of, granting permission for their minor child to participate in the Extended School Program that the undersigned hereby acknowledges that they have received a copy of the Extended School Program Handbook, have thoroughly familiarized themselves with its contents, and agree to obey and abide by all the rules and regulations contained herein. The undersigned fully declares that they have admonished their minor child to conduct themselves properly at all times and have advised their child that if he/she should believe any of the facilities or equipment to be unsafe to immediately advise his/her counselor of such condition and refuse to participate further in the activity.

(3) The undersigned acknowledges and understands that the Lexington-Fayette Urban County Government provides only minimal medical expense benefits through an Accidental Death and Dismemberment insurance policy for the Extended School Program. Benefits provided under this policy are supplemental only to the extent of policy limits and comes into effect only after all primary funding sources available have been exhausted. Any deductible amounts will be the sole responsibility of the participant. The Urban County Government itself will not provide any form of medical insurance and the Urban County Government, its representatives, supervisors and employees will not be responsible for any expense incurred due to any injury to my child during participation in the Program. Should the undersigned determine that additional coverage is required said coverage shall be the sole responsibility and expense of the participant.

I hereby assert that I fully understand and agree to these waivers and agreements.

SIGNATURE OF PARENT/GUARDIAN: _____ **DATE:** _____



LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT

Division of Parks & Recreation

Parent Handbook—Please Keep For Your Records

THE EXTENDED SCHOOL PROGRAM (ESP) IS FULLY LICENSED AND STARS RATED BY THE STATE. ESP PROVIDES AFTER SCHOOL CARE FOR YOUR CHILD AT A REASONABLE COST. ESP IS A COOPERATIVE VENTURE OF THE LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT DIVISION OF PARKS AND RECREATION AND CERTAIN FAYETTE COUNTY PUBLIC SCHOOLS. WE OFFER STUDENT ENRICHMENT OPPORTUNITIES TO INCLUDE EDUCATIONAL SUPPORT, POSITIVE SOCIALIZATION SKILLS AND A VARIETY OF LEISURE ACTIVITIES. THIS HANDBOOK HAS BEEN DESIGNED TO PROVIDE YOU WITH IMPORTANT INFORMATION AND THE POLICIES OF THE ESP PROGRAM.

Administration and Staff

ESP is administered through the Lexington-Fayette Urban County Government Division of Parks and Recreation. Each ESP site is staffed with a site director who is responsible for close communication with the school principal, staff, and participating students. The site director will also ensure quality in program curriculum and will provide continuity between the ESP activities and regular school policies with regard to student conduct.

Program staff will include school staff, college students and other individuals skilled in various leisure activities. These individuals will program the daily activities and provide the recreational support. ESP will maintain a student to staff ratio of 15-1. All site personnel will receive appropriate in-service training, background checks and a TB Skin Test prior to employment.

Activities

Both indoor/out door learning opportunities are provided with time for active play as well as time to relax, read, and participate in quiet activities. Activities include arts and crafts, recreational games, music, drama, and science experiments and nature activities. Weather permitting; the students will spend time outdoors. Please dress your child(ren) appropriately for the outdoors.

Costs and Payment Information

A \$20 registration fee is due with the application for the school year. The maximum registration fee per family is \$40. Below is a list of the weekly fees.

School Dismissal until 6:00 pm	Full time = \$50.00 3-5 days/week	Part time = \$30.00	2 days or less
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ESP SITES CANNOT ACCEPT CASH. All weekly fees are due each Monday. We accept personal checks and money orders (payable to Parks and Recreation) for tuition payments at the sites. Credit cards are accepted at the main office in person or over the phone (288-2929). Please give your payments to the ESP site director or program assistant. **A late fee of \$15.00 will be assessed to all accounts where payment has not been received by 6:00 p.m. on Wednesday.** Your tuition pays for direct operating costs of the program. When you enroll, you are reserving the staff, space, and provisions for your child(ren). Therefore, you are responsible for payment whether or not your child attends; this includes records days, conference days, snow days, etc. Written notice must be submitted to the ESP site two weeks prior to a child's last day of attendance. Reentry into the program at a later time will be available only if space permits. If you drop the program without adequate notice, your account will be charged accordingly and you will not be able to re-enroll until this is paid. Any check returned for insufficient funds will be handled through the LFUCG Law Department and will include additional fees before being sent to the County Attorney.

The tuition for full day sessions (records, conference, and snow days) will be an additional cost of \$18.00 for all schools. This fee includes breakfast, snack, and the cost of all activities offered for the day. Winter and Spring Break camps will be offered during the breaks. Enrollment in the full day programs is optional. Parents will receive information on each full day program (and camps) 2 weeks in advance of the full day. It is the responsibility of the parent/guardian to find out and sign your child up for the full days. The weekly fee will not be pro-rated due to non-attendance of a full day. There is no daily rate and drop-in service is not offered.

Please note that the parent or guardian who signs the ESP application is responsible for payment. In the event of shared custody we must be notified of specific billing arrangements before your child starts the program. We are unable to split accounts without a court order.

Holidays/Program Closings

The ESP Office and all Sites will be closed on all holidays observed by the Lexington-Fayette Urban County Government with special exception to New Year's Day 2017 as school will be in session. Fees will not be altered for these days:

Labor Day President's Day Memorial Day Martin Luther King Day Thanksgiving Holidays Christmas Holidays

The program will also be closed between the end of the school calendar and the start of summer camp for training. ESP will be open for **snow days** provided the LFUCG offices remain open and FCPS allows us access. Please watch local TV channels (18, 27, 36) for details. ESP will follow LFUCG Emergency schedules. Full Day and Winter/Spring Break programming is offered at select sites. Full Day registration is the responsibility of the family. Advance registration is required for ALL full day programming.

Arrival & Pick-up

An adult (minimum of 16 years old) must sign each child in and out of the ESP program. Failure to sign in or out can result in the termination of ESP services. Parents must enter their child's departure time on the sign in/out form. Parents/Guardians or an authorized person must accompany the child from the ESP site. **Closing time is 6:00 p.m. Should a child be picked up after closing time, the parent/guardian is assessed a fee of \$5.00 at 6:05 p.m. A \$5.00 charge for every additional five (5)-minute period per child will be added to the weekly fee.** After 6:00 p.m., if a parent has made no contact, a responsible party from your emergency contact list will be contacted to come to the site and pick up your child. If no one is available from your emergency list, the local police will be contacted at 7:00 p.m. and the child will be taken into protective custody until a parent can be located. Failure to pick up your child by 6:00 p.m. on a regular basis is grounds for dismissal from the ESP program.

The only persons allowed to pick up a child are those indicated on the child's authorization form. The staff has the right to ask for proper identification and to refuse to release the child if a person is not on the child's authorization form. If someone other than the parent or guardian is to pick up the child, a signed note must be sent to the site and it must be indicated on the sign in/out form for your child for that day.

Illnesses

ESP cannot provide for sick children. Please do not send your child to the program if they are ill. We are concerned for the health and welfare of each child; therefore, we require that your child be picked up as soon as possible in the event that they become ill at the program.

Behavior Management

Standards of behavior in the ESP sites parallel those in the school classroom. Children are expected to respect the staff and to follow the rules. All rules are directed toward avoiding injury to persons or property while insuring fairness. To insure a safe, courteous and positive environment, it is necessary to firmly deal with unacceptable behavior. Discipline in ESP is assertive rather than aggressive. A disruptive child may be removed from a group situation to regain self-control or be denied a privilege. The goal of the program is for children to accept responsibility for their own behavior, both the rewards and consequences. Any form of discipline that would impair a student's self respect is avoided. In the event that a child's behavior endangers another's welfare, is destructive to property, or disrespectful to authority, the child will be given a discipline referral with written documentation given to the parent. In the event that the site director deems it necessary, parents may be called to pick up their child immediately. Four discipline referrals during the school year will result in the child being dismissed from the program, followed by a 6-month ineligibility to re-enroll. Please help us provide a safe, courteous environment for all students and staff by emphasizing appropriate behaviors at home and by supporting the ESP staff in the event that a discipline problem may arise. Our goal is to assist children in learning to take responsibility for their actions and receive the natural rewards and consequences that their actions may bring. Behavior management is a day-to-day lesson in learning to make correct choices as well as learning how to interact positively with both children and adults. ESP reserves the right to dismiss your child from our program in the event that their behavior threatens the safety of our staff and/or the other children in the program. We do not tolerate bullying of any kind.

Emergency Situations

In the event of an emergency or natural disaster, the following procedures will be in effect. All children will follow the school site disaster plan that is posted. All children will be kept at the school until they are picked up by the parent or other authorized person. A person authorized by the parent to pick up a child will be asked to present identification to the staff. Should it be necessary to evacuate children from the school, the evacuation site will be posted on the school door and every effort will be made to contact parent or guardians. Staff members will remain at the site with the children until they are released to the parent or authorized person. Please keep the emergency information sheet in your child's file current to assist the ESP staff in the event of any emergency.

ESP Civility Policy

It is the intent of The Extended School Program to provide a positive environment for socialization as well as learning. To that extent, every adult that comes through the doors becomes a role model for positive socialization skills and effective problem management. The Extended School Program reserves the right to deny service to any child whose family members or associates do not exhibit the appropriate behavior for an environment of growth and learning. All parents and associates are reminded that displays of anger, inappropriate behavior, and physical abuse can result in the termination of services to that entire family. The first infraction will be greeted with a warning to inform the family that a second infraction will result in termination of services. The ESP management staff reserves the right to determine what constitutes an infraction. Swearing, threatening gestures, raised voices, and intoxication are several good examples. Serious infractions may be referred to the proper authorities.

Tax Information

The Lexington-Fayette Urban County Government tax ID number is 61-0858140. The address for Parks and Recreation is: 545 North Upper Street, Lexington, Kentucky 40508. We will not automatically send out yearly statements. Please save your cashed checks for your records. Receipts are available weekly from the site director or program secretary for your childcare costs. Tax information will only be given to the parent or guardian who signed the ESP application.

IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CALL THE PARKS & RECREATION ESP OFFICE AT (859) 288-2929.

OUR OFFICE IS OPEN MONDAY – FRIDAY FROM 9:00 A.M. – 5:30 P.M.

PLEASE VISIT OUR WEBSITE AT: WWW.LEXINGTONKY.GOV

ESP

2016-2017 SCHOOL YEAR APPLICATION

All applications **MUST BE MAILED** to the ESP office.
Any **applications postmarked before June 30th, 2016**,
must be returned to sender.

Walk-in registration will start July 18th, 2016
Please realize NO SPOTS are held for walk-ins.

Our Late Pick up Policy, Late Payment Policy, and Civility Policy
(located in the Parent Handbook attached to the application),
WILL be enforced.

**Applications that are incomplete, missing immunizations,
and/or registration fees can not be processed.**

Just a few reminders:

- ✓ Applications must be submitted yearly.
- ✓ There is no pro-rate for Holidays/Snow days
- ✓ Please review the Late Pick -Up Policy
- ✓ Scholarships are limited and must have appropriate verification for approval.

Requests **MUST** be SUMMITTED each school year.

- Acceptable verification must be in the form of:
 - Food Stamps/SNAP
 - Medical Card >(Passport, Wellcare, Coventry Cares, Humana Care Source)
 - Active Military
 - Foster Child (billed to care-giver)

Dates to remember:

June 30th Mail ESP application

July 5th Processing of ESP applications begins

July 29th Deadline for application in office to start first week of school

Aug. 10th School and ESP start