Extended School Program Policies

The Extended School Program (ESP) continues to provide quality after school programs for Essex youth. The Program Coordinator and the ESP Staff Monitors are on-site during ESP class hours and perform duties under the direction of the Essex Parks and Recreation Department. ESP has had a long and rewarding relationship with Essex Elementary School, Founders Memorial School and Essex Elementary and the Essex Town PTO and we would like to thank them for their continued support. Suggestions or concerns about the program should be brought to the attention of the Program Coordinator, Betsy Hoffmeister.

Session Dates and Deadlines

FALL I SESSION: September 30 - October 31
FALL II SESSION: November 11 - December 20
WINTER I SESSION: January 13 - February 13
WINTER II SESSION: March 9 - April 9
SPRING SESSION: April 27 - May 28

NO SCHOOL: 10/17
NO SCHOOL 11/25 - 11/29
NO SCHOOL 1/21
NO SCHOOL: 5/25

Class Times and Arrival

Due to space requirements, there is no universal start time or end time for our programs; however, all children are dismissed to our ESP Staff Monitors at the end of the school day. Make sure that you note each class’ specific end times for pick up purposes. Children will NOT go home before class begins. All students will be dismissed to our ESP Staff Monitors for attendance and snack and will then be escorted to the proper location for their program to begin.

ESSEX ELEMENTARY SCHOOL: Students will be directed by their teachers to the hallway past the cafeteria for attendance and snack.
FOUNDERS MEMORIAL SCHOOL: Students will be directed by their teachers to the cafeteria.

Pick Up and Sign Out Procedures

Children should be picked up in the program location referred to in the program description. If your child is repeatedly picked up late, any future participation may be jeopardized. Please be on time and refer to our late fee policy. When you pick up your child(ren), you MUST sign them out on the sign-out sheet provided by our ESP Staff Monitor. Identification will be requested on the first pick-up of each adult unknown to our staff members. If someone other than the parent will be picking up, you MUST notify our office (in writing), before programs begin that day, to allow proper time to notify our staff. Please email us at recmail@essex.org and CC: bhoffmeister@essex.org to notify our office.

Late Fee Policy

The Essex Parks and Recreation Department works diligently to provide cost-worthy programs. The affordability of our programs greatly depends on the promptness of parent pick up. Please pay close attention to the end time and pick up location of your child’s programs. The late fee charge is $1.00 per child for every minute you are late after the first 5 minutes. After those first 5 minutes, a charge will be made to your household account. The fee must be paid within 5 business days. To pay your balance, you may come to the Essex Parks and Recreation office or pay online by logging into your account. For
consistency purposes, the time will be recorded according to the time posted on the ESP Staff Monitor’s cell phone.

**Bus Transportation**

Bus transportation will be provided to all of our off-site locations. These locations consist of: The Edge of Essex on Gauthier Drive, Fit2Excel and MetroRock. Children will be picked up at their school and then dropped off at the location designated in the program description. If your child will be participating in a program that requires transportation, please talk to them about appropriate bus behaviour. We are lucky to be working with Mountain Transit and would like to continue utilizing them for future programming needs.

**Snack Time!**

Snack will be included in all program prices and each child will be offered a snack before the start of programs. Children will not be able to choose which snack they receive. Snack will be chosen by the Program Coordinator in advance and each child in the same program will receive the same snack. We are **not** a nut-free or gluten-free program; however, we do our best to provide snacks that are not made or manufactured in facilities that handle nut products.

**Absences**

If your child is going to be absent from one of our programs, please notify our department as soon as possible. Our office will communicate your child’s absence with the Program Coordinator and the ESP Staff Monitors on-site. Email: recmail@essex.org | Phone: (802) 878-1376 office | (802)363-5605 cell

**Discipline**

ESP has a procedure for working through situations where students’ behaviour is repeatedly inappropriate. Our written guidelines and appeal procedures are presented to all instructors and staff. You may request a copy by calling the Essex Parks and Recreation Office. If your child acts out inappropriately, you will receive a Discipline Action Form at program dismissal. This needs to be completed with your child and returned to our staff prior to the next program meeting. Continued poor behaviour may result in missing a program day or dismissal from the program. We strive to be proactive in our programs and policies rather than reactive. The best way to achieve this is to have open communication between staff and parents; we appreciate your cooperation.

**Special Needs**

Should your child have any special needs, please indicate these on the registration form. This information is important for the ESP Staff and Instructors to be aware of. The Program Coordinator will communicate with you about any additional special arrangements needed to ensure your child’s success in our programs. Your information is private and will not be shared outside of staff and instructors.
ESP Monitors
The Extended School Program is always hiring Staff Monitors to provide more options and additional supervision to our programs. If you know someone that would be interested in obtaining a position among our staff, please contact Betsy at bhoffmeister@essex.org

Volunteers
The Extended School Program experiences greater success when volunteers are an active part of our program. Volunteers are often needed to help instructors, ESP Staff Monitors, participants and parents. We invite all individuals who can make a commitment to our program to volunteer for the after school program and enrich children’s experiences. Your help is always needed and your efforts are appreciated! Volunteers over the age of 18 must complete a background check before volunteering.

Registration Information
The Essex Parks and Recreation Department operates the Extended School Program (ESP). There are no ESP personnel at the schools or District Office. Please do not contact the schools regarding the ESP program - they will only refer you to the Essex Parks and Recreation department. Registration is processed daily as received on a first-come, first-serve, paid basis, unless otherwise indicated in the program description. Registration can be made in-person at the Parks and Recreation Office located at 75 Maple Street, Essex Junction, VT 05452. Mail should be directed to 75 Maple Street, Essex Junction, VT 05452. Online Registration is available at www.essexrec.org using the web registration portal link located on the homepage. Please contact our office if you are having any troubles with the online system - we will be more than happy to guide you through the process!

Deadlines
If a class is filled before your registration is received, you will be notified regarding a second choice or a waitlist enrollment. A receipt will be emailed to you, whether you register online or by mail, confirming your child’s enrollment. You will only be called if your child did not get into a program. Essex residents (Town and Village) have first priority for classes.

Refunds
If a course is cancelled due to low enrollment, or any other reason, you will be contacted and issued a credit or refund for the program price. There will be no make-up dates if classes are cancelled due to weather or school closure. In that situation, refunds will not be issued for the missed class. Refunds or credits are granted only when notified one (1) week prior to the start of the program. There is a $5.00 administrative fee charged for each program refunded, unless there is a specific cancellation deadline for a program. Please check details of programs for variation.

Payments
Our office accepts cash, check, Visa and MasterCard. We cannot accept credit card payments through a mail-in registration form.
**Scholarships**

Through a grant generously provided by the Essex PTO, scholarships are available to Essex Elementary, Founders Memorial School and Essex Middle School students. If you are interested in obtaining a scholarship for your child, please contact the guidance office at your child’s school as soon as possible as there are a limited number of scholarships available at each school.

**Instructors Wanted**

Our department is always interested in offering new and diverse programs to the community and we ask for your thoughts and ideas regarding programs. If you have a skill or a hobby you would like to teach, or know someone who would like to teach, please contact bhoffmeister@essex.org or call our office at (802)878-1376.

**Important Phone Numbers**

- **Parks and Recreation Office:** (802)878-1376  
  **ESP Phone:** (802)363-5605

**Off-Site Location Phone Numbers:**

- **Essex Elementary School:** (802)878-2584  
  **Founders Memorial School:** (802)879-6326
- **MetroRock:** (802)878-4500  
  **Fit2Excel** (802)871-5423
- **The Edge of Essex:** (802)879-7734