

Tahoma
Extended Enrichment Program
Parent Handbook

2011 - 2012



Extended Enrichment Program
Tahoma School District, #409
September, 2011

Tahoma School District #409
Extended Enrichment Program (EEP)
25720 Maple Valley-Black Diamond Rd. SE
Maple Valley, WA 98038

Extended Enrichment Website: www.tahomasd.us/programs/eep

Communication Procedures:

The Extended Enrichment Program is equipped with a cellular phone to reach each site manager directly. If you are unable to reach a staff member directly, please leave a detailed message and your call will be returned. *The following directory is a helpful guide to assist you in directing your call.*

Administrative Assistant, Cindy Darcy — 8:00AM-4:00PM
Phone: 425-413-3407 Fax:425-413-3455
cdarcy@tahomasd.us

*Enrollment, Wait List, Schedule Changes, Tuition Questions, Billing,
Vacation Questions, Withdrawal Questions

Dean of Students Lake Wilderness, Chris Bilka – 8:00AM-4:00PM
Phone: 425-413-3533
cbilka@tahomasd.us

Dean of Students Glacier Park, Nancy Stewart – 8:00AM-4:00PM
Phone: 425-432-7294
nstewart@tahomasd.us

Dean of Students Rock Creek, Marianne Sager – 8:00AM-4:00PM
Phone: 425-413-3304
msager@tahomasd.us

Principal, Shadow Lake, Chris Everett — 8:00AM-4:00PM
Phone: 425-413-6100
ceverett@tahomasd.us

Program Supervisor RC and GP, Radie Haytack—8:00am-4:00pm
RCES Phone: 425-413-3300 GPES Phone: 425-432-7294
*Staff Supervision, Substitutes, Program Questions, Policy & Procedures,
Behavior Management

Program Supervisor LW and SL, Gina Castagna—8:00am-4:00pm
LWES Phone: 425-413-3500 SLES Phone: 425-413-6100
*Staff Supervision, Substitutes, Program Questions, Policy & Procedures,
Behavior Management

Director, Lori Cloud—8:00am-4:00pm
Phone: 425-413-3400 Fax: 425-413-3455
lcloud@tahomasd.us

Lake Wilderness Elementary
24216 Witte Rd. SE
Maple Valley, WA 98038

Title	Name	Phone
Site Manager	Darlia Swanson 6:00AM – 9:00AM and 3:40PM – 6:30PM dswanson@tahomasd.us	(206)200-1282
Dean of Students	Chris Bilka 8:00AM – 4:00PM cbilka@tahomasd.us	(425)413-3533
Program Supervisor	Gina Castagna 8:00am-4:00pm gcastagna@tahomasd.us	(425)413-3500
*Staff Supervision, Substitutes, Program Questions, Policy & Procedures, Behavior Management		
EEP Personnel:	Barb Toso Angela Hurley	7:00AM – 8:30AM and 3:30PM – 6:00PM 7:00AM – 9:00AM

Glacier Park Elementary
23700 SE 280th Street
Maple Valley, WA 98038

Title	Name	Phone
Site Manager	Teria Perdue 6:00AM – 9:00AM and 3:40PM – 6:30PM tperdue@tahomasd.us	(206)200-6824
Dean of Students	Nancy Stewart 8:00AM – 4:00PM nstewart@tahomasd.us	(425)432-7294
Program Supervisor	Radie Haytack 8:00am-4:00pm rhaytack@tahomasd.us	(425)432-7294
*Staff Supervision, Substitutes, Program Questions, Policy & Procedures, Behavior Management		
EEP Personnel:	Marlene Jones Karen Olson Tammy Davis	6:30AM – 9:00AM and 3:30PM – 6:00PM 7:00AM – 9:00AM 3:30PM – 5:30PM

Rock Creek Elementary
25700 Maple Valley-Black Diamond Rd. SE
Maple Valley, WA 98038

Title	Name	Phone
Site Manager	Misty Johnston 6:00AM – 9:00AM and 3:40PM – 6:30PM mjohnston@tahomasd.us	(206)200-2102
Dean of Students	Marianne Sager 8:00AM – 4:00PM msager@tahomasd.us	(425)413-3304
Program Supervisor	Radie Haytack 8:00am-4:00pm rhaytack@tahomasd.us	(425)413-3300
*Staff Supervision, Substitutes, Program Questions, Policy & Procedures, Behavior Management		
EEP Personnel:	Kim Bergeson Ann Marie Hodge Abby Lemire Theresa Leathley	7:25AM – 8:55AM 3:30PM – 6:00PM 7:00AM – 9:00AM 6:30AM – 9:00AM and 3:15PM – 5:45PM

Shadow Lake Elementary
22620 Sweeney Rd. SE
Maple Valley, WA 98038

Title	Name	Phone
Site Manager	Carolyn Gravelle 6:00AM – 9:00AM and 3:40PM – 6:30PM cgravelle@tahomasd.us	(206)200-1989
Principal	Chris Everett 8:00AM – 4:00PM ceverett@tahomasd.us	(425)413-6100
Program Supervisor	Gina Castagna 8:00am-4:00pm gcastagna@tahomasd.us	(425)413-6100

*Staff Supervision, Substitutes, Program Questions, Policy & Procedures,
Behavior Management

EEP Personnel:	Ann Marie Hodge	7:00AM – 9:00AM
	Betty Lavera	7:00AM – 9:00AM
	Tammy Davis	6:30AM – 9:00AM
	Sherri Jones	3:20PM – 5:20PM

Extended Enrichment Program Goals:

The goals of the Tahoma School District Extended Enrichment Program are to:

- Maintain a curriculum that is developmentally appropriate for children and structured with well-planned activities.
- Provide an educationally enriching and stimulating program.
- Offer a nurturing environment that will enable children to participate in a variety of activities while spending time pursuing self-directed activities.
- Hire well-qualified staff with experience and training in school-age care programs, as well as, contracting staff within the district to guide daily program activities.
- Incorporate a schedule program that accommodates parents' needs for childcare, including service on the early release and district in-service days.
- Provide activities during district holidays and vacations at a reasonable cost.

Program Overview:

Our program is not simply a longer day. We provide more than custodial care. It is both different in structure and content. The focus shifts from “sit down” academics and achievement to recreation, socialization and hands-on learning. Set schedules become more flexible and the space is warm, inviting, and nurturing.

Our center is well-stocked with materials, supplies, and equipment. The staff facilitates engaging activities that motivate children. The surroundings reflect the children's interests and needs, supporting all aspects of their development.

Our approach to scheduling takes into account the realities of daily life. We allow for time to relax and move about the center. The environment is one that promotes nurturing and mutual respect. We strive to provide the children with age-appropriate activities, which promote their physical, mental, emotional and social well-being.

There is a balance between child and staff-initiated activities, learning choices and organized events, and quiet or active experiences. Familiar routines ensure smooth transitions from one activity to another. Staff always considers each child's individual interests, learning styles, and background.

We provide equal opportunities and treatment for all students in the program without regard to race, creed, color, national origin, sex, or physical, sensory, or mental handicaps. A range of experiences promotes the development of self-esteem, self-control and decision-making skills. In all activities, students are encouraged to experiment, create and explore.

Curriculum:

The curriculum is organized around the individual interests of the children at each site and it capitalizes on special talents of the staff members. Curriculum planning is a priority at our site. We have incorporated district goals and curriculum objectives. The children strive to be:

- Self-directed Learners
- Collaborative Workers
- Effective Communicators
- Community Contributors
- Quality Producers
- Complex Thinkers

Homework Lab:

At each site, a quiet time is established for students to complete homework. This allows students to work independently on classroom assignments and get some assistance from a staff member when needed. EEP generally holds an independent homework/reading time between 6:15-6:45am and 4:30-5:00pm daily. Students are responsible for knowing what they need to complete during these independent homework times. We also offer Computer Lab time once a week where the students may also complete homework as needed.

Field Trip Policy:

Field trips arranged by the Extended Enrichment Program follow all requirements of the district policy for field trips, including a signed parental permission form. Parent signatures must be received in advance. Failure to do so will exclude your child from participating in any off-campus activity. Any and all charges may apply for scheduled activities.

Meals and Snacks:

Breakfast will be served at 8:45 am and an afternoon snack will be served upon arrival from school. You may send an additional nutritious snack. Please provide food items if your child is unable to consume the provided snack items or breakfast menu because of allergies or beliefs. Snack & breakfast menus are posted at each site and on the EEP website.

Parents are responsible for providing a well-balanced, nutritional lunch with beverage for their child on all days when school is not in session.

Sample Activity Schedule:

AM

6:00am Door Opens

6:00-6:45 Quiet Time: Children can rest on mats, read, and get homework help.

6:45-7:25 Game Time: Board games, card games, puzzles, and “Game of the Day”

7:25-8:00 Daily Craft: New craft or art project each day.

8:00-8:20 “You Choose”: Example options...drawing, building, and reading centers

8:20-8:25 Let's Clean Up!

8:25-8:40 Outside

8:45-8:45 Come inside and wash hands for breakfast

8:45-9:00 Breakfast is served
9:00am Morning bell, Class excused

PM

3:40pm Afternoon bell, Line up in the hallway outside of the gym doors for attendance
3:45-3:50 Wash hands for snack
3:50-4:10 Snack served, discuss our day at school
4:10-4:15 Clean up and line up
4:15-4:45 Outside Activities
4:45-5:15 Homework Help and/or Silent Reading
5:15-5:45 Afternoon Craft
5:45-6:15 Game Time
6:15-6:30 Clean Up and Wrap Up Day
6:30pm EEP is closed

Drop Off Procedures:

You may drop off your registered child at the EEP site at anytime between 6:00-9:00 am. On a typical day, you may come through the gym door to sign your child in for the morning. All students must be escorted inside by the parent. We **require** that the parent sign in on the clipboard, noting time of drop off. On occasions, we may be located in a different part of the building or on the playground. A note will be left on the gym door directing you to our location. (Other locations could include: library, computer lab or playground)

Pick Up Procedures:

You may pick up your child at anytime between 3:40-6:30pm. On a typical day, you may come through the gym door to sign your child out and pick them up in the afternoon. All students must be escorted out by the parent. We **require** that the parent sign out on the clipboard, noting time of pick up. On occasions, we may be located in a different part of the building or on the playground. A note will be left on the gym door directing you to our location.

Children will be released only to adults authorized by parent or guardian. The staff will ask for photo identification and if such identification cannot be provided, the child will not be permitted to leave the site

PM Safe Arrival: Please make sure that you contact your Site Manager if your plans change and your child will not be attending the EEP in the afternoon. If you have called the Safe Arrival number to report that your child will be absent all day, please also mention that your child will not be at EEP in the afternoon. The school office will make sure that your Site Manager receives this information prior to the afternoon.

Hours of Operation:

Extended Enrichment will be open from 6:00-9:00 am and 3:40-6:30 pm. Our program operates by the digital school clock. A **late pick-up fee of \$5.00 per minute and per child** will be assessed when the child is left beyond 6:30 pm. Thank you for honoring our hours of operation.

Days of Operation:

The EEP is operated throughout the calendar year, including early release days and district in-service days **with the exception of the following days:**

Labor Day	New Year’s Eve	New Year’s Day	Christmas Eve
Presidents’ Day	Memorial Day	Independence Day	Christmas Day
MLK Jr. Day	Friday of Spring Break	Veteran’s Day	
Thanksgiving Day & day after			

Visit the Tahoma EEP website at www.tahomasd.us/programs/eeep for a current EEP calendar.

Snow Days: When Tahoma schools are closed due to weather, the EEP may be closed in extreme conditions. When school is late or closed, the specific EEP information will also be placed on the district website, as well as on the three local news channels for parents to watch. Phone messaging and email notification may also be used to communicate EEP schedule changes.

Winter Break (Dec.), **Mid-Winter Break** (Feb.), **Spring Break** (Apr.), and **Summer Break** care for enrolled families is NOT included in fees, but is available with advance reservation at an additional charge. Extended care during the times in which school is closed will be provided at a single Elementary location, TBD. This care is optional and a separate registration process is conducted for break services. Registration forms will be made available at your sign in/out location and posted on the EEP website.

Emergency Closure: There may be circumstances or unforeseen emergency situations when school may be dismissed early. Please make sure the Extended Enrichment Staff has your most current emergency information for your child/children. In event of emergency, please call your site cell phone number for current information.

Drop-In Policy:

Drop-in care is provided on a “space available” basis, keeping within the recommended ratio of 1:15. Families must contact their Site Manager 24 to 48 hours in advance of needing care, to determine space availability. Drop-in care is billed at an hourly rate (2 hour minimum with a daily maximum cap). Drop-in families are normally billed once or twice monthly depending on usage.

Vacation Request, Schedule Change or Withdraw Notification

Children enrolled in the program are reserving time, space, supplies and staffing whether or not the child attends.

Vacation Request:

To receive credit for vacation, a vacation form must be completed and submitted to Central Service Center, Administrative Assistant, two-weeks prior to the date of vacation. **A minimum of one scheduled operation week must be missed. Credit is given at the rate of ½ the charge of the operating week. (No credits will be given for absences during break periods.)**

Schedule Change:

To change the level of service, a change of schedule form must be completed and submitted to Central Service Center, Administrative Assistant, two-weeks prior to the requested schedule change date.

Withdraw Notification:

Families are required to complete and submit a withdraw form to the Central Service Center, Administrative Assistant, 2-weeks before they wish to withdraw from the program. Families are

responsible for tuition during those two weeks. Those who fail to submit a withdraw form will still be responsible for two-weeks tuition.

All forms can be found on the Tahoma EEP website.

Extended Enrichment Enrollment:

Families currently enrolled in the program will be offered a two week window to re-register during the month of May for the following school year. Registration will open to new incoming families at the beginning of June.

Registration forms can be found on the EEP website and once completed dropped off along with the registration fee at the Central Service Center or sent by US mail

Mailing Address: Tahoma Extended Enrichment Program
 25720 Maple Valley-Black Diamond Rd. SE
 Maple Valley, WA 98038

Registrations will be date and time stamped as received and will be processed and assigned placement in that order. **Registration forms that do not include a registration fee will not be processed and will be returned to the family.**

Notification of Enrollment:

An enrollment confirmation letter verifying status (reserved or waiting) in the program will be mailed to you within 2 weeks from date of receipt of application.

The program maintains a waiting list based on the level of service requested. Once notified of an opening, a family will have 48 hours to respond to the Central Service Center. The first day of care will begin once proper forms and fees have been submitted.

Billing and Payment Procedures:

In order to be in compliance with the State of Washington Constitution, Article VIII, Section 7, fees for tuition programs must be paid in advance of each student’s attendance or the student will be subject to removal from the program. Statements will be distributed before the 1st of each month and full payment is due to the Childcare Office on or before the 5th of each month. A 10% finance charge will be added to the amount due if payment is not received on or before the 5th of the month. If payment is not received by the 15th of the month, your child may be dismissed from the program for the remainder of the year.

Payments will be accepted by drop off at the Extended Enrichment Office (at Central Services), by US mail or online through the EFunds payment system. Payments will not be accepted at the childcare site. EEP cannot accept credit or debit cards at the Extended Enrichment Office.

Checks should be made payable to “TSD Enrichment Program” and mailed or dropped off at:

Tahoma Central Services Center
Extended Enrichment Program
25720 Maple Valley-Black Diamond Rd. SE
Maple Valley, WA 98038

2011 – 2012 Rate Sheet

Annual Registration Fee: \$40.00 Individual or \$60.00 Family

Monthly Fee

ADK and First through Fifth Grade Extended Enrichment

- **Before & After**

5 days per week

\$425.00

3 days per week

\$338.00

- **Before Only – or – After only**

5 days per week

\$284.00

3 days per week

\$217.00

*Families with more than one child enrolled will receive a discount of 10% off the oldest enrolled child's tuition.

❖ **WINTER BREAK, PRESIDENT'S WEEK AND SPRING BREAK care for enrolled families is *not* included in fees, but is available with advance reservation at a rate of \$35.00 per day.**

❖ **SUMMER CHILDCARE**

Childcare sites and program fees will be identified each spring. Separate registration and additional tuition is required.

Drop-In Childcare (Registration Fee Applicable)

\$9.50 per hour - 2 hour minimum – \$35.00 per day maximum

- ◆ Space available basis
- ◆ Occasional use only (maximum 6 times per month)
- ◆ Reserve time at site 24 hours in advance
- ◆ Billed twice a month. Payment due in **FULL** upon receiving invoice.

NSF:

Payment by and NSF check is the same as non-payment. A \$35.00 service fee, any late fees and all future payments for the remaining year must be made with a money order, cashiers or certified check.

Personal Items:

The childcare program provides adequate games, supplies and activities for the children. Please see your Elementary School Student Handbook for specifics. Electronic devices (including video games and music players), cameras, and valuables should be left at home. If a student is carrying a cell phone at parent's request, it must be turned off and stay in the student's backpack during EEP hours.

Dress Code:

EEP students are expected to follow the Dress Code, as outlined in the Student Handbooks.

Health & Safety:

Children who are ill with a temperature or who are unable to participate in regular activities may not return to the EEP program until the temperature has been normal for a minimum of 24 hours.

Symptoms such as vomiting, severe coughing, or diarrhea will require the student to be at home.

If a child becomes ill and has a temp while he/she is in care, parents will be notified to pick up their child as soon as possible (within an hour). Parents should establish an alternate plan in the event that they are unable to pick up a sick child or if they cannot be reached by telephone during the workday. This plan must be given to the EEP staff who will keep it on file for reference. It is the parent's responsibility to notify the childcare office of any changes in emergency contact numbers.

As per the Tahoma School District Policy #3421, staff members are required to report every instance of suspected physical, sexual, or emotional child abuse, child neglect or child exploitation. The report shall be made directly to the nearest office of CPS or King County police.

Medication:

Medication will be administered to children only if the proper district forms have been completed. The forms are available in your school office. Please give the form to the office and make a copy for the EEP staff. The site manager shall make arrangements for administering and recording each medication dispensed. Medication must be supplied in the original container and accompanied with the district form signed by the physician and parent or guardian.

Emergency Treatment:

In the event of a serious accident, the parents will be notified immediately. If the situation is one that emergency services are not needed, it will be left up to the parent to arrange for care or treatment. If the parent cannot be reached or if in the judgment of the staff member, time does not permit further attempts to reach them, then personnel will administer first aid and call an ambulance. Further attempts will be made to contact the parent once 911 has been called to indicate the hospital to which the child has been taken.

Summer Registration Procedures:

Pre-Registration:

- Families currently enrolled in the program have the opportunity to pre-register in the month of April for the summer program. Register early if you plan to participate—limited space is available.
- Families currently enrolled in the EEP will be charged a minimal registration fee for summer care.
- A completed registration form must be received in the center office before care can be given. Please pay very close attention to the deadlines set for summer registration due dates, as we closely adhere to these.
- Childcare spaces are limited and any vacancies after pre-registration will be filled. No spaces will be held without proper deposit.

Tuition:

- Tuition for the summer program is calculated based on the number of service days reserved. No refunds will be given for space reserved during summer months.
- Tuition is due in full by the 1st day of the month and will be considered late after the 5th of the month.

Subject to Change:

- The Tahoma School District childcare staff and programs reserve the right to change these procedures as they may be required by the needs of the program. Notice of any changes will be made available.

Staff/Child Interactions and Behavior Management:

The Tahoma school-age program environment is nurturing, respectful, supportive and responsive. This is ensured by frequent interactions between staff and children. Staff support the children by encouraging them to share ideas and ask questions, helping them to problem-solve, encourage conversation, fostering creativity and independence, and treating others equally regardless of race, religion, culture, sex, or ability.

Discipline Policy:

All children registered in the program are expected and required to follow the discipline policy of Tahoma Elementary Schools. See student handbook for more details. We feel that communication between the parent and the staff is one of the most important factors in successfully meeting the needs of children. We believe that by encouraging “thinking behaviors” children will make acceptable choices.

The children are encouraged to work through problems they may be experiencing with another child.

If a conflict cannot be resolved or it is of a serious nature, children are directed to tell an adult. The staff will intervene and support the children involved in resolving the conflict. If the staff member feels that more follow-up needs to take place, the problem will be referred to the Dean of Students for more support.

In the event that a child displays repeated, inappropriate behavior, the parent will be notified. This may include a parent conference with the Dean of Students and/or the Site Manager. A plan will be designed collaboratively to help the child be successful in the Extended Enrichment Program.

If problems persist, the child may be suspended from the Extended Enrichment Program. The Tahoma School District Sanctions Chart will be followed to determine a consequence for the type of infraction that has occurred.

Communication with parents is crucial in our program. The Extended Enrichment Program will send home written documentation for problems that occur. An EEP Incident Report will be filled out so that the parent is aware of the concerns. Generally, we follow this format and follow through with the EEP Incident Reports:

- 1st Incident Report shared with parent/guardian
- 2nd Incident Report shared with parent/guardian. Student separated from group until dismissal to school or parent/guardian arrives for pick up.
- 3rd Incident Report shared with parent/guardian; student suspended for the following day.
- 4th Incident Report shared with parent/guardian; student suspended for the following two days. Parent conference required for re-entry.
- 5th EEP services terminated for the student effective immediately.

Program Exclusion: If the determination is made by program staff that the Extended Enrichment Program is not the program best suited for the child or family, an exclusion letter and/or conversation may be warranted. Exclusion from the program may be based on the failure of a child to comply with the discipline policy or parent/guardian conduct that substantially interferes with the program's operation. Notice will be given.

Grievance Procedure: If a parent cannot resolve a dispute, the parent shall have the right to an informal conference with the program director or designee to resolve the matter. Any request for such a conference, and any further review of the dispute, shall be processed under the district's grievance procedure for school discipline as provided in WAC 180-40-240. The disciplinary action or exclusion shall remain in effect during the grievance process.