

Lincoln Elementary School

SUMMER 2022 HANDBOOK

Site Coordinator: TBD

Site Cell Phone: 701-595-6205

Site Email: lincoln.esp@k12.nd.us

A service provided by:



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Welcome to the CREA/ESP Program!

Our philosophy at the Central Regional Education Association Extended School Program (CREA/ESP) is to provide a safe and caring environment for children to further assist in their educational growth and success. Our program will provide before school, after school, and summer programs for students. The CREA/ESP program will strive to increase student’s skills in their reading levels, mathematics abilities, and science knowledge to a proficient level, plus create social and recreational opportunities to help your child become a more, well-rounded, individual. The CREA/ESP does not discriminate on the basis of race, sex, color, national origin, religion, age, or disability in admission or access to or treatment in the program and activities.

This program is funded through a 21st Century Community Learning Center Grant. The program is offered at Custer Elementary, Mary Stark Elementary, and Roosevelt Elementary schools in Mandan. In Bismarck we offer the program at Pioneer Elementary, Will-Moore Elementary, Dorothy Moses Elementary, Miller Elementary, and Myhre Elementary. The CREA/ESP program also has fee-based schools at Lincoln Elementary and Mandan Middle School.

Program Goals

* To serve students outside the normal school hours in a safe and secure environment
* To provide 65% education
* To provide educational support services that result in greater student achievement
* To provide opportunities to promote personal excellence in all CREA/ESP students
* Establish community partnerships to work together with the CREA/ESP program
* Provide highly qualified staff
* Encourage families to be active in the CREA/ESP
* Provide the community with CREA/ESP information

Program Objectives

* Teach 65% Education
* Student Academic and Social Growth
* Teach Values
* Improve Personal and Family Relationships
* Appreciate Diversity
* Become Better Leaders and Supporters
* Develop Specific Skills
* Assist with Homework
* Increase MAP Scores
* Have FUN!

Summer Program

Students enrolled in the CREA/ESP program will participate in 65% academic learning each day. Activities will include, but are not limited to, reading, science, math, art, and indoor/outdoor play. Smooth flow of our program depends largely on the notification from parents when a student will be absent and properly signing students out each day. A parent/guardian should inform the Site Coordinator if, for any reason, the student will not be in the program on any given day. The CREA/ESP will take daily attendance upon student arrival. Sites will attempt to contact the student’s parent/guardian should they not receive notification of a child’s absence. Transportation **will not** be provided by CREA/ESP staff at any time. It is the responsibility of the parent/guardian to ensure the student has a ride to and from programming each morning and evening.

Program Days/Hours

Bismarck Grant Schools: June 6 through July 18

12:00pm–5:30pm Monday through Friday

July 19 through August 12

7:30am–5:30pm Monday through Friday

Mandan Grant Schools:June 6 through August 12

7:30am – 5:30pm Monday through Friday

THERE WILL BE NO PROGRAMMING ON JULY 4th & 5th

Registration/Enrollment

To better serve you and your child(ren), the CREA/ESP program has enclosed a Registration form, Emergency Contact form, Behavior Clause Form and Pick Up form. Each form must be fully completed and returned to your Site Coordinator before your child(ren) will be allowed to attend our program. ***Each child must have each form filled out for themselves, please do not fill out Registration forms to include an entire family.*** Any incomplete forms will result in your child being withheld from the program until the proper documentation is complete.

We will continuously work to hire until we can allow all students to be accepted into the program.

Program Fee’s

June 2022 Summer Fee\*

|  |  |
| --- | --- |
| **Due by June 6th**  | **Flat Fee** |
| **Per Child****Lincoln** | $312.50 |

July 2022 Summer Fee\*

|  |  |
| --- | --- |
| **Due by July 1st**  | **Flat Fee** |
| **Per Child****Lincoln** | $312.50 |

*\*If you are unable to pay at the required time, please contact your Site Coordinator as soon as possible for options that are available to you.*

Your receipt is the **ONLY** tax form that will be given to you. The CREA/ESP Tax ID# is 83-3594823**.**

Late Pick-Up Fees

Daily Late Fees

A late fee of $10.00 per student for every 15-minute period will be charged and is due **immediately** when the student(s) are picked up after the scheduled ending time for the appropriate program. Local authorities may be contacted for assistance if a student has not been picked up by 15 minutes after the scheduled ending time.

Students will not be permitted back into the program until the late fee is paid. Students may be dismissed from the program for abuse of the late pick up.

Sign In/Out

A parent/guardian must provide an authorized person to sign their child(ren) out of the program by 5:30 PM every day. Please complete the ***Authorized/Unauthorized*** form in the back of this packet. The staff will only release children to authorized people on the Authorized/Unauthorized form who have the proper identification at pick up. This form does not replace that of legal documentation, i.e. custody papers, restraining orders, etc., in regards to biological parents. For the utmost of care and safety of your child(ren), students will **NOT** be allowed to sign themselves out of our program, for any circumstances. PARENTS MUST HAVE ID READY TO SHOW EVERYDAY. This is for the safety of your students and is required for ANYONE picking your child up.

Accident or Illness

In the event your child becomes ill or injured during CREA/ESP time, parents/guardians will be called immediately to make arrangements for the child to be picked up. If the parents/guardians cannot be reached, the Site Coordinator and/or Site Supervisors will try the other contacts on your authorized pick-up sheet. In order to maintain a healthy, happy atmosphere for all children and staff at your ESP site, we ask that students who are ill be kept home until they have fully recovered. Keep your child home if he/she has a fever of 100.7° or higher, if your child has a fever at CREA/ESP a parent/guardian will be called, and your child will need to be picked up in a timely manner. It is assumed that if a child is well enough to attend ESP, then he/she is well enough to play outdoors and engage in a full schedule of activities. If for any reason your child needs emergency care, the Site Coordinator and/or Site Supervisor(s) will send them by ambulance to the hospital listed on your emergency form. If your child is not in school or was sent home during the school day for any reason, that child will not be allowed to attend the program that day.

Medications

The CREA/ESP program is ***not responsible*** for the administration of medication to a child. If your child needs medication during ESP program times, please make other arrangements for them in order to receive their medication. The only exceptions to this rule are EpiPen’s for an allergic reaction or inhalers for asthma treatment. Parents/Guardians must supply the CREA ESP staff with the EpiPen or inhaler.

Nutrition

A good balanced diet can have a marked effect on children’s social and emotional behavior as well as their ability to use the full range of their intellectual capabilities. Together we can work to reinforce positive eating habits and educate our children in sound principles of food and nutrition. Please let us know if your child has any food allergies that might affect his/her behavior during the day.

A nutritious mid-morning and afternoon snack will be served each day for our full day sites and a nutritious afternoon snack will be served at half day sites. Summer lunches will be provided at sites that qualify. Your Site Coordinator will inform you if your site is eligible for free lunches before programming begins on June 6.

Visitors

Parents/Guardians are welcome to visit the program but must check in with the Site Coordinator before entering the student activity area. Please try to make your presence as inconspicuous as possible. Please do not engage in conversation with the teachers, youth leaders or students unless they approach you first. Students who are not enrolled in the CREA/ESP program may not take part in any CREA/ESP program activities.

Staff

The heart of any experience lies in the interaction of people with one another, and we recognize that in CREA/ESP the youth leader is the key to a student’s learning. Our staff is trained in child development and all staff is required to complete a background check at the time of employment. Our Site Coordinators/youth leaders are diversified in age, experience, and interest to provide a collection of talent and expertise.

Field Trips

Field trips will be an occasional part of our program. When transportation is provided, the CREA/ESP will take every precaution to ensure the safety and well-being of its students. Parent/Guardian permission is required before students may participate in scheduled field trips. Permission slips are signed as a part of the enrollment process and are good for the program term.

Dress Code

All children should dress according to North Dakota weather, please take the time to look at upcoming weather conditions and provide appropriate clothing attire. Please mark all outer clothing with your child’s first and last name and occasionally check the lost and found box for misplaced items. Tennis shoes are always required, **flip flops** are **not** allowed due to safety concerns. The CREA ESP will follow **ALL** school dress codes during the summer hours as well.

Responsible Behavior

Students are expected to conduct themselves in a manner suitable to their age and grade and in a respectful and positive manner. We expect all children to use the six pillars of Character Counts: Respect, Responsibility, Caring, Citizenship, Trustworthiness, and Fairness. Students who are disobedient or disruptive of the CREA/ESP are subject to corrective discipline. The Site Coordinator or Program Director may suspend a student for up to 5 consecutive days. The Site Coordinator may recommend to the Program Director, expulsion of a student. Final decisions of expulsion will be made by the Program Director with input from school Principal after allowing the student’s parent/guardian an opportunity to be heard. A student may be expelled for up to 1-year term length. If the case involves a firearm/weapons violation, the student must be expelled for a minimum of 1 calendar year as per Federal law at the discretion of the Program Director.

Conduct exhibited while on school grounds or during an CREA/ESP activity is subject to suspension or expulsion, including but not limited to:

* Causing or attempting to cause damage to school, ESP or private property or stealing or attempting to steal school, ESP, or private property.
* Causing or attempting to cause physical injury to another person except in self -defense.
* Running from staff which causes the safety of the student or other students as well as staff to

be put in danger will result in immediate expulsion from the ESP program.

* Threatening to cause physical injury to another person, damage to school property or damage to private property.
* Possessing or transmitting any weapon or other dangerous object, which could be used to inflict harm on another person if used in a threatening manner.
* Possessing, using, transmitting, or being under the influence of any illegal drugs, alcoholic beverage, or intoxicant of any kind.
* Disobedience or defiance of proper authority.
* Behavior which is detrimental to the welfare, safety or morals of other students.
* Offensive or vulgar language, whether it is obscene, defamatory or inciteful to violence, where it is disruptive of the CREA/ESP.
* Any student behavior which is detrimental or disruptive to the CREA/ESP, as determined by the Site Coordinator or Program Director.

Any student who has been suspended or expelled from the CREA/ESP at any site, is not eligible to attend another CREA/ESP site, until that student is eligible to return to his or her regular site.

A Student who has been expelled may be reinstated by the Program Director provided that:

* The student satisfies the Program Director of their personal regret.
* The student satisfies the Program Director of their personal resolve not to repeat any comparable acts.
* The parent/guardian demonstrate to the Program Director that an appropriate combination of special home precautions, professional counseling, and home discipline programs of an appropriate design and duration have been taken to assure the Program Director of the absence of opportunity and inclination on the part of their student to repeat any comparable acts; and
* The parent/guardian satisfies to the Program Director of the parent’s/guardian’s profound resolve those comparable acts will not be repeated.

If the Program Director determines that the conditions for reinstatement have not been fulfilled before the beginning of any following year, the Program Director can initiate proceedings for expulsion in the following year. Parents are also expected to conduct themselves in a suitable manner. Disruptive behavior by a parent may result in suspension or expulsion of their student.

Parent Concerns/Conduct

In a community, people work closely together and hopefully interactions are positive, helpful, kind, and understanding. Communication is the pillar for such interactions to occur. We recognize that parenting is one of the most difficult and intense activities any adult can undertake. We know that you want what is best for your child and that your job is to advocate and protect you child.

When conflict, concerns or difficulties do arise communication between each stakeholder i.e., parent, teacher, student etc. is what is necessary to provide the best possible educational experience for your child. When you have a concern, please keep in mind these few steps to help better serve you:

• Talk to the Site Coordinator directly to ask about any concern.

• Realize that if you have a concern about a youth leader, the Site Coordinator will need to investigate and talk to the staff person directly about your concern.

• After expressing a concern, your child’s youth leader will strive to improve the issue at hand.

• As concerns occur, communicate appropriately with the staff. It is always unsettling to the Site Coordinator to find out later that a parent had several concerns and never expressed them. Without knowledge of the concern or issue proper steps cannot occur to improve or resolve the issue.

• Expect follow-up from the Site Coordinator to make sure your concern has been addressed.

• Sometimes we cannot make a change you request due to program restrictions, but we ALWAYS want to hear your suggestions. We will consider each suggestion and respond to you in a timely manner.

• Although it is not the CREA/ESP’s responsibility to understand or determine legal documents, nor is it our responsibility to enforce legal documents, all court orders will be reviewed and followed to the best of the program’s ability. A parent/guardian with physical custody will always be considered the decision maker. A written agreement signed by the parent/guardian with physical custody is required to make any changes involving program documentation (ex. permission to pick up child, etc.). The CREA/ESP reserves the right to terminate care in instances of inappropriate behavior by a parent.

• If you have difficulties or feel your concern is not being addressed properly, the CREA/ESP Director is available to hear your concerns. Proper arrangements will be made in these circumstances.

Title VI of the Civil Rights Act of 1964

The CREA Extended School Program acknowledges and adheres to Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.

Section 504 of the Rehabilitation Act of 1973

The CREA Extended School Program acknowledges and adheres to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in all programs or activities that receive Federal financial assistance.

Title IX of the Education Amendments of 1972

The CREA Extended School Program acknowledges and adheres to Title IX comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity.

Tax Information

Many parents ask for tax information at the beginning of each New Year. Please make sure to keep your receipts the site gives you after a payment is made. Your receipt is the **ONLY** tax form that will be given to you. If you do not receive one, or you are on auto-payment withdrawal, please ask your Site Coordinator for a receipt for your tax purposes. The CREA/ESP Tax ID# is 83-3594823**.**

A Final Word

Working together, we will try to provide an understanding atmosphere. Each child’s emotions and feelings are real and need to be recognized and dealt with appropriately. Illness, quarrels, unexpected visitors, or a parent away on a business trip may unwittingly create a climate of uneasiness and strain that can temporarily upset a child. Additionally, a broken toy, a lost tooth, or an upcoming birthday party may seem incidental, but can be major events in the life of a child and create emotionally keyed up behavior. We ask that you alert the Site Coordinator for incidents that may have occurred in your child’s life because children are easily affected by their environment, they often reflect the tensions and concerns of the people to whom they are closest.

Central Regional Education Association (CREA)

Extended School Program (ESP)

Lincoln Summer 2022 Registration Form

Family Information

|  |  |
| --- | --- |
| Child’s Name (first & last): | Birthdate: Sex: (circle one) F M |
| Grade Entering Fall 2022: | School Attending in Fall 2022: |
| Parent/Guardian Name (first & last): | Parent/Guardian Name (first & last): |
| Home Address: | Home Address: |
| Phone: (cell) (home) | Phone: (cell) (home) |
| Email: | Email: |
| Employer: | Employer: |
| Employer Phone: | Employer Phone: |

Please List Any Allergies/Special Health Conditions:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Student Demographics: *Please check all that apply*

* American Indian/Alaskan Native
* Asian
* Native Hawaiian or Pacific Islander
* Black/African American
* Hispanic/Latino
* White
* Other

Total Number of Family Members in Household: \_\_\_\_\_\_\_\_\_

Emergency Contact and Medical Information

Child’s Information

|  |  |
| --- | --- |
| Child’s Name (first & last): | Birthdate: Sex: (circle one) F M |
| Parent/Guardian Name (first & last): | Home Address: |
| Phone: (cell) (home) | Email: |
| Employer: | Employer Phone: |
| Parent/Guardian Name (first & last): | Home Address: |
| Phone: (cell) (home) | Email: |
| Employer: | Employer Phone: |

Alternative Emergency Contacts

|  |  |
| --- | --- |
| Primary Emergency Contact (first & last): | Secondary Emergency Contact (first & last):  |
| Phone: (cell) (home) | Phone: (cell) (home) |
| Home Address: | Home Address: |

Medical Information

|  |  |
| --- | --- |
| Hospital/Clinic Preference: | Physician’s Name:  |
| Hospital/Clinic Address:  | Phone:  |
| Insurance Company: | Policy Number: |

Allergies/Special Health Considerations

I authorize all medical and surgical treatment. X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as my be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/guardian can be reached in the case of emergency.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Signature Date

Field Trip Permission

By signing this, I give permission for my child(ren) to go on field trips. I release CREA/ESP and individuals from liability in case of an accident during activities related to CREA/ESP, as long as normal safety procedures have been taken.

Print Name Signature Date

Exchange of Information

By signing this, I give permission for the mutual exchange of information between CREA/ESP and your child’s school. The information shared may include, but is not limited to:

• Addresses – physical and mailing addresses • Demographics – basic demographics and

contact info

• Family Info – list of siblings attending BPS schools • Test Scores – access to district and state

assessments

• Emergency contact and Medical Information • Photographed or interviewed for CREA/ESP

program purposes

Print Name Signature Date

Image Release

Circle **YES** or **NO**

**YES,** my child’s image **CAN BE** used in CREA ESP newsletters, the CREA and the CREA ESP websites.

**NO**, my child’s image **CANNOT BE** used in CREA ESP newsletters, the CREA and the CREA ESP websites.

Print Name Signature Date

21st Century Community Learning Program (21st CCLC)

I hereby consent for my child to participate in the 21st Century Community Learning Program (21st CCLC) and agree to release and discharge the Central Regional Education Association, its officers, agents, and employees, exercising reasonable care within their scope of employment, from all liability, claims, damages, suits, judgements, and settlements involving personal injury and property damage resulting from or arising in connection with the 21st Century Community Learning Program (21st CCLC).

Print Name Signature Date

Rules, Regulations, and Policies

* I hereby agree to comply with the rules and regulations of the CREA/ESP program including, but not limited to, fees, attendance, health, clothing, and other items specified involving the CREA/ESP program.
* I hereby agree to notify the Site Coordinator two weeks in advance of withdrawal of my child(ren) from the program.
* I hereby grant permission for my child to use all the play equipment, participate in all activities of the program, and to leave the program premises under the supervision of a staff member for such activities as, but not limited to, neighborhood walks, program activities, and/or field trips that may involve transportation in an authorized vehicle.
* I hereby grant permission for CREA/ESP staff to take whatever steps necessary to obtain emergency medical care in the event of an emergency regarding my child(ren).
* I agree to cooperate with the general policies of the CREA/ESP program, to perform the obligations of parents or guardians set forth in this agreement, and to abide by the rules, regulations, and manuals provided by the program.

Signing this agreement indicates that I have received and understand the information included in the CREA/ESP Family Handbook and agree with the afore mentioned stipulations of the program.

Print Name Signature Date

Central Regional Education Association (CREA)

Extended School Program (ESP)

Lincoln Summer 2022

Authorized/Unauthorized to Pick-Up Form

AUTHORIZED

|  |  |  |
| --- | --- | --- |
| Name of Authorized: | Phone Number of Authorized: | Relationship to Child: |
| Name of Authorized: | Phone Number of Authorized: | Relationship to Child: |
| Name of Authorized: | Phone Number of Authorized: | Relationship to Child: |
| Name of Authorized: | Phone Number of Authorized: | Relationship to Child: |
| Name of Authorized: | Phone Number of Authorized: | Relationship to Child: |
| Name of Authorized: | Phone Number of Authorized: | Relationship to Child: |
| Name of Authorized: | Phone Number of Authorized: | Relationship to Child: |

UNATHORIZED

|  |  |  |
| --- | --- | --- |
| Name of Unauthorized: | Relationship to Child: | Court Documents Filed(circle one)YES NO |
| Name of Unauthorized: | Relationship to Child: | Court Documents Filed(circle one)YES NO |
| Name of Unauthorized: | Relationship to Child: | Court Documents Filed(circle one)YES NO |

Education Record Release

I hereby authorize the mutual exchange of information regarding:

Student Name: \_\_ Student Birthdate:

Student Address: \_\_\_\_\_\_

This information will be shared between Bismarck Public Schools (BPS) and Central Regional Education Association (CREA) Extended School Program (ESP).

A. The following information will be SENT/DISCLOSED by Bismarck Public Schools (be specific):

 X \*Student Education Records: Please Specify-Student behavior information, Health care plans, 504 plans

 X \*Individualized Education Program (IEP)

 X \*Evaluations/Assessments: Please Specify-NWEA MAP data, State Assessment data

 X \*Other: Please Specify-Free/Reduced lunch status

 X\_ \* I give the CREA permission to collaborate with the school in order to best serve my child’s academic and behavioral needs which may include collaborating on behavioral protocols, observing students in their school day classroom, and other resources the school can provide.

\*Purpose of this request for records (REQUIRED): To plan for, and implement, appropriate educational services and collect data necessary for grant funding purposes.

This consent for the mutual exchange of information will remain in effect until the official dismissal procedures from CREA ESP is completed, unless specifically revoked by written notice to the agency sending the records. Any information disclosed prior to written revocation of this consent shall not be a breach of confidentiality. This consent will allow the above parties to exchange information related to the records above through US mail, and verbal conversation. I also consent to exchanging this information through fax or e-mail unless this box is checked: I understand that fax and e-mail transmissions may not be secure.

I CONSENT to the exchange of information described above:

Parent/Guardian’s Signature Date

Notice to recipient of BPS education records: Federal law may prohibit the re-disclosure of these records to other parties without the prior consent of the parent, guardian, or eligible student. For more information, including penalties for re-disclosure, see 34 CFR Part 99.

CREA/ESP Behavior Clause

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a parent with CREA’s ESP understand that the Extended School Program is a business that provides educational, emotional and recreational care to children. I understand that a calm, professional manner must be used in any, and all, interactions with CREA/ESP staff from myself as well as any individual I have authorized to pick up my child(ren). I understand that the following are behavior examples (but are not limited to) that could potentially cause my child(ren) to be suspended or expelled from programming:

*Please initial after each example.*

\_\_\_\_ Threatening Site Coordinator, Youth Leaders, other parents or children.

\_\_\_\_ Verbal abuse such as yelling, swearing and cursing at Site Coordinator, Youth Leaders, other parents or children.

\_\_\_\_ The use of, or under the influence of tobacco, alcohol or other drugs at pick up or when in attendance of any CCLC activity or function.

 Quarrelling with Site Coordinator, Youth Leaders or other parents.

CREA’s Extended School Program takes parents’/guardians’ concerns seriously and encourages open

communication with your Site Coordinator. Each site will work with the parent/guardian, ESP staff and

child(ren) to resolve the issue and ensure a positive communication. Every encounter should be done in a

professional manner, CREA’s ESP Site Coordinator reserves the right to request any individual to leave the

premises if his or her behavior does not meet the standards of the ESP policies.

**By signing on the line below, you are hereby certifying that you understand the above behavior clause and agree to follow the rules set forth by CREA’s Extended School Program.**

Parent/Guardian’s Signature Parent/Guardian’s Signature Date