

EST

Handbook

Lemmon Elementary EST Program

“Extended School Time”

Lemmon Elementary School

905 5th Ave W.

Lemmon, SD 57638

605-374-3784

Lemmon Extended School Time is an after school program used to provide a nurturing, safe, fun, educational, and supervised environment for children to develop their skills and learning. It is a place for children to go after school.

EST Schedule:

EST hours are: Monday-Thursday 3:45-5:00

NO EST ON DAYS WHEN SCHOOL IS DISMISSED EARLY OR CANCELLED. If there is no school there is no EST that day.

Admission and Registration:

Any child in grades kindergarten through 5th grade is eligible to participate in the extended school time program. All necessary forms need to be completed for a child to attend. Parents may call or stop by the elementary school office to enroll their child/children or a form will be sent home with the child for parents to complete.

To attend EST a child must have the following on file at the elementary office:

- 1) Elementary Registration form
- 2) EST enrollment form
- 3) Parental Emergency Medical Consent
- 4) Immunization records

Note: The EST Program cannot take responsibility in deciding who has legitimate custody for a child. Copies of legal documents must be provided to the program coordinator before any staff person can actively prevent non-custodial parents from picking up their child. It is the parent's responsibility to take care of this.

Attendance/Sign-In/Release:

Monday through Thursday, a child needs to sign up for EST in the morning with his/her teacher. Parents may call the school's office to change plans for their student's EST attendance. Mrs. Wenner or an EST staff member must be contacted by a parent to cancel planned EST attendance. When a child is signed up for EST and leaves early during the school day he/she will be taken off the attendance for that day. Attendance is taken at 3:45 each day. If a child is registered and does not show up for EST, the parent will be called.

All children must be signed in and out upon arrival and departure from EST. Parents and authorized individuals must come into the building and check out student(s) each day by speaking to a staff member and signing the attendance sheet (unless student has written permission to walk or ride bike). No child will be released to another person or allowed to walk/ride home without written or verbal permission from the parent.

Dismissal:

Parents are asked to pick up their children in the building by 5:00 pm. Children will not wait outside the building for their parents. We ask that parents notify the staff if they are going to be late and or make arrangements for someone on their authorized list to pick up their child. The number to call for delayed pick up is 374-3784. In the event that a child is still at the program after closing and we have not heard from the parent, staff will attempt to contact the parents using all supplied phone numbers followed by the emergency contact phone number.

Illnesses:

The program reserves the right to call and send children home when and if they become ill. Parents will be notified if a child is to be taken home. Students will be sent home if they have a fever or vomit.

Transportation:

It is the responsibility of the parent to provide transportation for their child. Bus transportation from the program will be available from Prairie Hills Transit. Parents must call to make these arrangements.

Confidential Information:

Student information is confidential. Information about a child may be discussed with parents, EST staff members, teachers, or administration. Articles may be published about EST. Under federal law, parents may instruct the EST program not to publish the student's name, or pictures in the media. Parents wishing to exercise this option should do so in writing.

Program Schedule:

The EST Program has a daily schedule including recess, snack, homework time, and planned educational activities.

Monday-Thursday Schedule

3:45-4:00 Attendance / Snack Time
4:00-4:15 K-2 Recess / 3-5 Reading or Homework
4:15-4:30 K-2 Story Time / 3-5 Recess
4:30-5:00 Focused Worktime / Group Activities

Homework:

Time will be provided each day for children to work on classroom assignments.

Snacks:

Students should bring a snack from home for EST. We ask that children bring healthy snacks. Candy, pop, and drinks (other than water) are not allowed for snacks. There will be a scheduled snack time during EST. Students are only allowed to have snacks during the scheduled time.

Things To Leave At Home:

The children should leave any video games, toys, phones, iPods, candy, and pop at home. Please visit with the EST director when bringing special treats to share with the whole group.

Parent Input:

Every effort will be made to meet the needs of each child. Any suggestions and concerns are more than welcome. Please contact the EST director any time at school. Parents are welcome to visit and observe activities at any time. We would also love to have volunteers at any time.

Discipline:

EST is an extension of normal school time and all school rules are expected to be followed during EST.

The following procedures will be followed for all students who do not follow school rules and are disrespectful to staff and/or peers:

!!!! Aggressive behavior will result in immediate removal from the program.

1. Students will receive one verbal warning when they are disrespectful or are not following school rules.
2. If inappropriate behavior continues after the verbal warning students will be separated from the group for a cooling off period/time out. (This time will vary depending on the behavior and age of the student.)
3. Staff will discuss the behavior with the student and ensure that the student understands the reason they were removed from the group. When both the staff and the student agree that the student is ready to return to the group they will be expected to follow all rules and maintain respectful behavior.
4. If inappropriate behavior continues, students will be verbally reminded that continued disruptions will result in removal from the program for the remainder of the day.
5. Continued inappropriate behavior will result in the student being permanently removed from the group until parents are able to pick up their child. The student's parents will be immediately contacted to pick the student up from the school.

Please sign below that you and your child have read and discussed the EST Handbook. Thank you.

Parent Signature

Date

Child's Signature

Date

*Please detach and return this signed discipline form to the school.