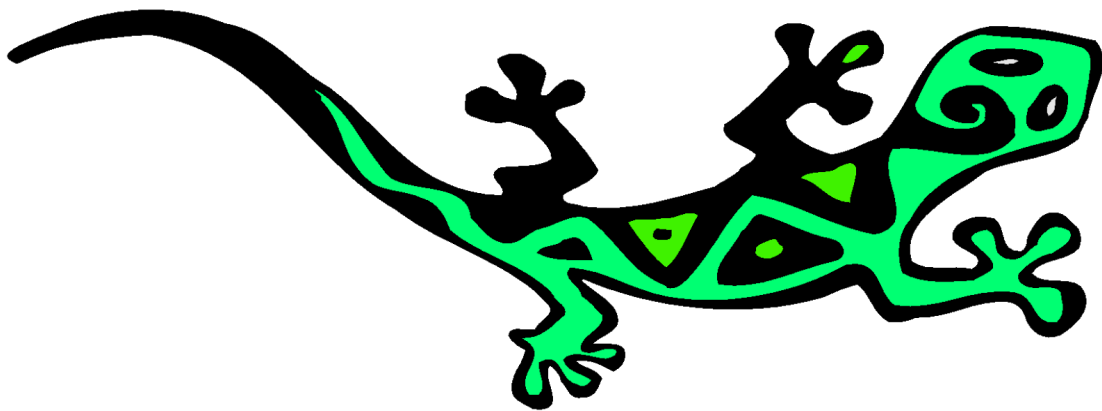


**PARENT HANDBOOK
2019-2020**

EDUCATION X ENRICHMENT=

E²

A Before and After School Care Program
For Students in Montgomery County Schools



GILBERT LINKOUS ELEMENTARY

Director: Karen Schendel
E² Phone: 808-5458
E² E-mail: kschende@mcps.org

Montgomery County Public Schools does not discriminate in its programs and activities for reasons of race, religion, color, gender, national origin, disability, age, or on any other basis prohibited by law. The following persons have been designated to handle inquiries regarding non-discrimination policies:

Director of Human Resources and Assistant Superintendent for Operations

750 Imperial Street SE

Christiansburg, VA 24073

(540) 382-5100

E² PHILOSOPHY

Montgomery County Public Schools **Education and Enrichment Program's (E²)** mission is to provide dependable, affordable, and safe care for children in an environment that helps each child develop to meet his full potential. The **MCPS Education and Enrichment Program** provides services to families without regard to race, religion, or national origin. Admission is limited by the available staff and can be denied or retracted as needed.

STAFF SERVICES

At least two staff members will be present with the children on site while maintaining a ratio of 1: 15 during the program. Staff has been selected based on their educational background, experience, and commitment to working with children.

OUR GOALS ARE TO:

- ◆ Help children develop healthy self-esteem.
- ◆ Allow children to learn through discovery and play.
- ◆ Offer developmentally appropriate activities that help children develop physically, emotionally, intellectually, and socially.
- ◆ Provide space, equipment, and teachers that aid in children's development.
- ◆ Involve children in some aspect of planning their own activities.
- ◆ Increase families' sense of community with other families.
- ◆ Communicate with parents on a regular basis to strengthen school/home relationships.
- ◆ Develop knowledge, interests, and skills in his/her related activities.
- ◆ Develop opportunities for children to improve personal and social skills such as respect, honesty, responsibility, and caring.
- ◆ Emphasize practices that are healthy and safety-concerned.
- ◆ Encourage each child to have FUN!

ADMISSION AND REGISTRATION PROCEDURES

Parents/Guardians are to contact the Program Director to obtain enrollment forms by calling the director @ **540-808-5458**. Upon turning in all completed registration forms, you will be notified if your child is enrolled in the Education and Enrichment Program. Admission to **E²** is made on a case by case basis and is limited by available staffing. Safety and appropriate supervision ratios will be used to determine whether space is available. Admission to **E²** can be denied or retracted if any student's admission and/or attendance will create a safety concern or an overload for the current staffing. Priority will be given to children needing full time care in both the morning and afternoon programs. Completed paperwork should include authorization for emergency medical care and a signature on the statement that the parent will arrange to pick up a child as soon as possible upon notification of illness. Enrollment is taken throughout the year in accordance with space availability. Children's records will be treated confidentially.

Legal Paperwork

For legal purposes, **MCPS Education and Enrichment Program** must have legal paperwork on file regarding custody matters.

TIMES & SCHEDULE OF OPERATION

Before-school hours: 7 a.m.-8:45 a.m. Do not leave your child without being signed in and the E² Program staff being present and knowing you have arrived.

After-school hours: 3:45 p.m.-6 p.m. Please remember to sign your children out each evening. Anyone other than parents must provide identification and be an authorized contact in order to pick-up children. (We allow a five-minute grace period by our clock before you are considered late picking up your children.)

Full Day Hours are: 7am to 6pm **Early Release Days:** 1:15pm-6pm

E2 is open for Teacher workdays/professional days. Please check the public school listing for dates..

E² will be closed on the following days for the 2019-2020 school year:

- Labor Day - September 2
- Fall Break - October 24-25
- Thanksgiving Break - November 27-29
- Winter Break - December 23 - Jan. 1 (E² will be open Jan. 2-3 if we have 12 or more children signed up for the day/s)
- President's Day - February 17
- Spring Break - April 8-13
- Memorial Day - May 25

In rare cases, we may be closed at other times for staff training or if staff are ill with a communicable disease and we are unable to obtain suitable substitutes. On these days, we will plan to notify parents by phone by 12 p.m. for the afternoon program and by 7:00 am for the morning program.

Summer Program: June -August - 7:00am-5:30pm

FEES

All fees are due on the 1st and 15th of the month (or the Friday before).

There will be a late charge of \$5 for payments received after the due date.

Delinquent accounts may result in dismissal from the program. The annual budget is calculated by a certain number of full-time, paying customers making it necessary to charge a monthly fee regardless if a child is absent. **The program does not pro-rate.**

1. Parents may pay once a month. The monthly fee is due on the 1st of each month.
2. Or, parents may pay childcare fees on the 1st and the 15th of the month (or the Friday before if either the 1st or the 15th is on a weekend or holiday).
3. A \$25 service charge will be charged for each returned check.
4. **Parents will be charged a \$1 late fee for every minute after 6:05 p.m.** This fee will be added to your invoice the following month. The 2 staff members will remain on-site with the child until a parent arrives. A parent may contact the closing staff by calling the E2 director.

E² Monthly Fees		
Full Time (AM & PM)	\$335.00 per month	\$167.50 bi-monthly
AM Only	\$125.00 per month	\$62.50 bi-monthly
PM Only	\$210.00 per month	\$105.00 bi-monthly
There is a \$40.00 per month sibling discount.		

E² Full Day Fees	
Teacher Work Days, Holidays, Inclement Weather Days	
Full Time (AM & PM)	Additional \$30.00
AM Only	Additional \$40.00
PM Only	Additional \$35.00
There is a \$5.00 per day sibling discount.	

E² Early Release Day Fees	
Full Time (AM & PM)	Additional \$10.00
PM Only	Additional \$10.00

E² Summer Program Fees	
Full Days	\$120.00 per week
Half Days	\$60.00 per week
There is a \$10 per week sibling discount for Full Days only	

Additional Fees	
One Time Registration Fee - \$30.00	
School Year Supply Fee - \$75.00 - for PM and AM/PM	
Summer Supply Fee - \$60.00	

Inclement Weather Policies

Delayed Openings

Montgomery Co. School 1-Hour Delay: E² opens at 8:00am.

Montgomery Co. School 2-Hour Delay: E² opens at 8:00am.

There is **no** additional fee for either 1 or 2 hour delays.

School Closings

Montgomery Co. Schools Employee Code 3: E² opens at the time MCPS 12 month employees report to work. Please check your local news or websites for closing announcements.

IF the school principal or program coordinator feels that weather and road conditions are too hazardous for safe arrival or departure from school grounds, E² will not open.

Montgomery Co. Schools Employee Code 4: E² will be CLOSED.

It will be the parent's responsibility to check local school closing listings or call the MCPS Information Line @ 382-5102. Parents may also call the E² phone to speak with the director regarding closings or changes in openings. Parents are encouraged to sign up for the Montgomery County Public Schools emergency notification system by going to the MCPS webpage. That system sends emergency alerts by phone and by email.

Montgomery Co. Schools Employee Code 5: E² will OPEN at 10:00 am.

It will be the parent's responsibility to check local school closing listings or call the MCPS Information Line @ 382-5102. Parents may also call the E² phone to speak with the director regarding closings or changes in openings. Parents are encouraged to sign up for the Montgomery County Public Schools emergency notification system by going to the MCPS webpage. That system sends emergency alerts by phone and by email.

Early Closings

Montgomery Co. Schools close early due to inclement weather: E² will remain open unless all county buildings and programs are cancelled. It will be at the E² Coordinator's discretion if the Education and Enrichment Program closes earlier than 6:00pm. Parents will be notified by phone with at least a 1-hour notice of the program's closing.

GENERAL INFORMATION AND POLICIES

- E² serves boys and girls ages 5 to 12, grades Pre-K through 5.
- It is the responsibility of the parents to keep proper registration information and current phone numbers in their child's E² Program permanent records. Services may be withheld if this information is not provided. E² will have access and will use the information in the school cumulative records as needed.
- The parent should inform E² if their child is to be absent in the afternoon by **writing a note, Email, text message, phone call or using "Remind"**. This should be in addition to any notes sent to the child's teacher. If a child is to be absent on full-days of care, please let the staff know by 8:30 a.m.
- If you wish to contact the E² Program, you can call or text the director at **540-808-5458**. During program hours, please try more than once when staff do not answer. (Sometimes we cannot hear the phone). After hours, please leave a message, and the Program Director will return your call as soon as possible.
- Parents who have children who require medication for serious medical conditions *must* complete an "Authorization to Give Medication" form if the child requires medication while at the program. All medications will be kept by the school nurse, but E² will have access to these medications before and after school. Medicines must be in original containers. Please give specific instructions. *If medication is to continue for more than 10 days*, a letter from the physician is required along with

the form. When needed, medication shall be refrigerated. Staff will keep records about the administration of medication and will inform parents of any adverse reaction to medication administered and any medication error. Medication shall be returned to the parents as soon as it is no longer needed.

- Students are not permitted to attend the E² Program if they have:
 - fever
 - contagious illness
 - vomiting and/or diarrhea

Students should be free of fever/vomiting/diarrhea (without medication) for 24 hours before they can return to school or E².
- Parents are required to pick-up their child as soon as possible if he/she becomes ill while in the E² Program.
- Whenever possible, the parent(s) should call the program at **540-808-5458** when he/she will be late for pick-up. Alternate arrangements should be considered. Continued late pick-up may result in suspension or termination of services. It is the E² Program policy that when a child is not picked up by 6:05 p.m., a call shall be made to the parents and those authorized to pick up the child. If no one can be reached, the Program Director will stay at the school until a parent or authorized person arrives. After 6:30 p.m. the proper authorities will be notified to ensure the child's safety. This will result in immediate termination from the E² Program unless it was an unavoidable emergency.
- Children are to be signed out by a parent(s), guardian(s), or authorized person(s). They are not allowed to leave alone or without accompaniment of an authorized adult. The E² Program staff will only release your child(ren) to individuals listed on the application form. **If someone not listed in the child's permanent file, is to pick up your child, you must contact the E² Program Director and provide a written note, authorizing this person by name.** We will ask for proper identification and then release your child.
- Children must be signed in to morning school care. Children will then be released into the public school supervision at 8:45 a.m.
- Afternoon children will go to the STEM Labs and will be checked in by an E² Program staff person.
- Parents are required to notify the Program Director of any changes in the child's health history and immunizations that are received after enrollment.
- Parents who wish to withdraw their child, are required to give a two-week, written notice and are responsible for the two weeks of fee payments for childcare.
- Field trips for the Summer E² Program will primarily be trips that will require transportation. The Blacksburg Transit and/or Montgomery County Public Schools will provide transportation for field trips. If parents know that their child will be arriving later than the trip departure time, they are welcome to bring the child to the field trip location.
There is no childcare available at the school while Summer E² is on a field trip.

SAFETY FIRST!

- An "Accident/Incident Report" form is used for any serious injury, accident, or occurrence. The information is recorded, signed by staff and parent, and filed. Two copies will be made; one for the parent and one to be placed in the child's file by the attending staff member.
- All staff will be trained in CPR and first aid.
- All staff will actively supervise children outside. All staff has been trained to cover the areas of outside play. A designated person will accompany all children when entering or exiting the school.

ACCIDENT & EMERGENCY SITUATION POLICY

If your child is involved in an accident or exhibits severe physical distress at the E² Program, these steps will be taken:

- An accident report will be completed for all serious injuries. Parents will be contacted as soon as possible.
- Missing Child: If a child is missing, immediate action will be taken to locate the child. Parents, school administration, and the police will be contacted immediately.

Safety is everyone's concern. Please review the following points with your child(ren)

- There will be a consistent set of rules for children to follow concerning clothing, toys, and expected behavior. These rules will be established with each child at the beginning of his/her attendance.
- Loose strings should never be worn on children's clothing. Strangulations have happened due to loose strings getting caught on playground equipment. Tennis or closed-toe shoes should be worn to prevent injury;
- Toys and electronic devices are *only* allowed when scheduled in advance by the program director.

PLAYGROUND POLICY

- Children are allowed to play in designated areas of the playground within supervision of staff.
- Toys, balls, etc. are used on the grass or hard surface, not on equipment for safety.
- Children, for safety, do not climb on the tops of playground equipment.
- School expectations are in place and enforced during the E² Program at GLES.

Safety procedures for the swings

- Children should be seated and should hold on to the swings at all times.
- Children should remain seated until the swing come to a stop.
- Children should swing safely in a front/back path without touching others.
- Children will be instructed not to walk close to the swings to avoid the danger of being hit or knocked down.

SWIMMING POOL POLICY

When attending a field trip involving water or swimming at local pools or lakes, parents will be required to sign a permission slip that states their child's swimming ability. We will only go on swimming trips where there is a certified lifeguard on duty. Children should bring sunscreen, a towel, and lifesaving approved swim gear from home.

The E² Program staff will be required to have the following in place:

- At least one staff member will be able to swim and have current CPR/First Aid certification.
- A minimum of three staff members will be present during the field trip.
- Staff will discuss with the children all safety and pool rules prior to children being allowed to swim.
- Children will be divided into 3 groups according to their swimming skill level: non-swimmers, fair to good swimmers and swimmers able to swim in 8 foot or deeper.
- Children will be required to pass a swim test administered by the lifeguard before being allowed to swim in water over the child's head.
- Each staff member will take a head count at least every 10 minutes during swim time.
- Children will have a 15-minute rest break at least every 1-½ hour.
- Sunscreen will be applied every 1-2 hours when possible.
- Floats, wings, toys, etc. are not allowed at the to the pool.

FOOD POLICY

- E² will provide healthy snacks for the children during the afternoon session compliant with standards of the Health Department.
- Snacks from home are not allowed unless a child has a particular food allergy.
- During full-day care or during Summer E², children should bring a bag lunch to school in a container or lunch box, clearly marked with the child's name. Items will not be refrigerated.
- When necessary, a special "PEANUT FREE" table will be provided for children with peanut and other food allergies.

DISCIPLINARY AND BEHAVIOR MANAGEMENT POLICY

Basic rules of safety and conduct will be communicated to the child by the parent and staff. Parents will be informed by phone, in writing and/or through parent conferences if their child displays difficult or inappropriate behavior.

A set of guidelines has been developed to help eliminate behavioral problems before they occur. It is our hope that these guidelines will strengthen the lines of communication between staff and parents and help solve problems that occur. Continuing safety concerns or inappropriate behaviors can result in the student being denied placement in the E² program.

1. A problem is cited or made evident to the staff.
2. The staff/or staff member will consult with the child to correct the behavior.
3. The child will be given a warning.
4. If the behavior continues, the child will be given the following consequences:
 - a. Loss of 5 minutes of free play.
 - b. Loss of 10 minutes of free play.
 - c. Child fills out think sheet for parents to sign.
 - d. Child will be assigned community service during program hours.
5. If the problem continues, the staff member talks with the child and parent together.
6. If the problem continues, a meeting is called between the child, parent(s), staff member, program director, and building principal to devise a plan to correct the behavior.
7. If correction of the behavior does not occur, the child will be suspended or expelled from the program.

If termination from the program is necessary, the parents will be given a one-week period for obtaining new services. Immediate termination may occur if Montgomery County administrative staff determines the children's safety and welfare is at risk. Should termination occur, the parent is responsible to pay fees only through the last week of their child's enrollment.

NOTE: From time to time, it may be necessary to make policy changes. Changes will be given in writing. It is the parent or guardian's responsibility to add new policies to their handbook.

Sample Daily Schedule

- | | |
|------------|-----------------------------------------------------|
| 3:45-4:00 | Check-in and computer time |
| 4:00- 4:30 | Snack Time and Bathroom break |
| 4:30-5:15 | Outside Play |
| 5:15-5:45 | Homework Time/Reading/Activities/Enrichment Classes |
| 5:45-5:55 | Free Play |
| 5:55-6:00 | Clean up and prepare to go home |

A daily summer schedule will be given to parents at the beginning of the summer session.

MCPS E² Education and Enrichment Program Enrollment Form
 Gilbert Linkous Elementary
 Blacksburg, VA 24060

Today's Date		Date of Enrollment		Date of Withdrawal	
Child's Last Name		Child's First Name		Date of Birth	
				Sex M or F	
House Number		Street		Primary Phone Number	
City		State		Zip Code	
Name of Parents or Guardians					
Mother's E-mail Address (please print clearly)			Father's E-mail Address (please print clearly)		
Is your child a student at a school other than GLE? Yes or No					
If yes, where?					
My Child will attend: (please circle one)		Full Time Childcare AM & PM		AM Childcare Only	
				PM Childcare Only	

Grade child is in as of today's date:		Do you want your child to do homework during the afternoon session? Yes or No	
Child's Likes			
Child's Dislikes			
Favorite Snack		Favorite Activity	

Mother's Name		Employer		Cell Phone	
Home Address (if different from child's)				Work Phone	
Normal Work Hours or Schedule					
Father's Name		Employer		Cell Phone	
Home Address (if different from child's)				Work Phone	
Normal Work Hours or Schedule					
Person(s) or Agency Having Legal Custody of Child					
Home Address				Primary Phone	
Agency Address				Agency Phone	

Medical / Emergency Information

Please list any allergies or intolerance to Food, Medication, Bees, etc.	
Chronic Physical Problems/Pertinent Developmental Information/Special Accommodations Needed	
Treatment prescribed for above allergies and any medical conditions	
Please list any foods your child may not or cannot eat	
Are your child's immunizations current? Yes or No Please attach a current copy of both immunization & physical forms used by the Virginia Department of Health	
Please list any actions to be taken in case of emergency	
Child's Physician & Address	Phone
Preferred Hospital & Address	Phone
Health Insurance Carrier:	
Subscriber's Name:	
Group Number:	
ID Number:	

In the event of an emergency and you cannot be reached, please list at least 2 emergency contact persons who are authorized to act on behalf of your child.

Emergency Contacts

1. Name	Relationship to child	
Address	Cell Phone	Work Phone
2. Name	Relationship to child	
Address	Cell Phone	Work Phone
3. Name	Relationship to child	
Address	Cell Phone	Work Phone

Pick – Up Policy

The following information will allow the E² Program to release your child to these individuals only. If someone not listed is to pick up your child, YOU MUST SEND A NOTE OR PHONE the E² Director with a name and description of the person. We will ask for proper identification before we release your child.

I agree that the following people may pick up my child/ren. Please notify these people that you have put them on the application. The E² staff may release my child/ren to the following people:

**Please list any and all persons authorized to pick up your child/ren.
Complete addresses are required.**

1.	Address	Phone
2.	Address	Phone
3.	Address	Phone
4.	Address	Phone
Person(s) NOT Authorized to pick up my child/ren *		

* Appropriate paperwork such as custody papers shall be attached if a parent is not allowed to pick up the child.

ENROLLMENT AGREEMENT

When signing BELOW, this will CONFIRM that you have read the Parent Handbook and understand, agree with, and agree to abide by its contents and each of the following statements.

I am enrolling my child, _____, in MCPS E² Education and Enrichment Program.

I give my permission and authorization for the staff to get emergency medical care for my child in the event I cannot be reached. _____ (initials)

I/we will be responsible for the payment of medical expenses. _____ (initials)

If the staff notifies me that my child is ill, I will pick him/her up as soon as possible or arrange for another person to do so. _____ (initials)

I give permission for my child to take part in all authorized field trips or neighborhood walks. I agree to pay the fees that pertain to any field trips, that I have been given advance notice about. _____ (initials)

I grant permission for my child to participate in the activities and in the use of equipment at MCPS E² Education and Enrichment Program. _____ (initials)

I grant permission for my child to be included in MCPS E² Education and Enrichment Program pictures and for these to be used for publicity purposes. _____ (initials)

I have read and understand the MCPS E² Education and Enrichment Program Disciplinary & Behavior Management Policy. _____ (initials)

I understand that the health history form must be completed and turned into the Program Director for my child to be fully enrolled. _____ (initials)

I understand that if payment is not made to Gilbert Linkous Elementary at the specified time, my child may be dismissed from the program. _____ (initials)

I understand if my child is admitted to the program, appropriate social behavior is required for students to continue in the program. _____ (initials)

For further understanding between the MCPS E² Education and Enrichment Program and the parents/legal guardian, I acknowledge that I have read the parent handbook. I also understand my responsibilities and will comply with its policies and procedures while my child attends the MCPS E² Education and Enrichment Program.

(mother's signature or legal guardian) Date _____

(father's signature or legal guardian) Date _____

CHILD'S EMERGENCY MEDICAL AUTHORIZATION
(To be used in the event of a medical emergency)

Child's Name _____
Date of Birth _____

Mother's Name _____ Cell Phone _____
Father's Name _____ Cell Phone _____

Home Address _____
Primary/Home Phone _____

Mother's Employment _____ Telephone _____
Address _____

Father's Employment _____ Telephone _____
Address _____

Know Allergies (including medications) _____

As Parent or Guardian, I authorize E² Program Director to obtain immediate medical care and consent to the hospitalization of, the performance of necessary diagnostic test upon, the use of surgery on, and/or the administration of drugs to, my child or ward if an emergency occurs when I cannot be located immediately. It is also understood that this agreement covers only those situations which are true emergencies and only when I cannot be reached. Otherwise, I expect to be notified immediately.

1. I/will be responsible for payment of medical care expenses.
2. Medical treatment costs are covered by:
 - a. Insurance Carrier _____
Policyholder _____
Group No. _____ ID No. _____
 - b. Medicaid Coverage No. _____
 - c. Other Insurance _____
ID No. _____
 - d. No Insurance _____

Child's Physician _____ Phone _____

My child is enrolled in the MCPS E² Education and Enrichment Program and I agree to authorize the staff to seek emergency treatment in the event that I cannot be reached.

Parent/Guardian Signature _____ Date _____

Program Director Signature _____ Date _____

CHILD'S HEALTH HISTORY

(To be completed for children not enrolled at Gilbert Linkous Elementary School)

Child's Name _____

Birth Date _____

Sex M or F

MEDICAL HISTORY

Diseases: Please indicate any disease that your child currently has or has had.

	Age/Date
Asthma _____	
Chicken Pox _____	
Heart Disorder _____	
Measles _____	
Rubella _____	

	Age/Date
Pneumonia _____	
Whooping Cough _____	
Diphtheria _____	
Mumps _____	
Other _____	

Congenital Malformations _____

Allergies (drugs, foods, bees, etc.) _____

Drug Sensitivities _____

Seizures _____

Comments _____

Parent's Signature _____ Date _____

The following information is requested for your child's personal file in case of emergency.

Child's Name _____ **Birth Date** _____

Address _____

City/State _____ Zip Code _____

Mother's Name _____

Work Phone _____ **Cell Phone** _____

Email Address _____

Father's Name _____

Work Phone _____ **Cell Phone** _____

Email Address _____

Please list two emergency contacts in order of preference:

1. **Name** _____ **Relationship** _____

Home address _____

City/State _____ Zip Code _____

Cell Phone _____ **Work Phone** _____

2. **Name** _____ **Relationship** _____

Home address _____

City/State _____ Zip Code _____

Cell Phone _____ **Work Phone** _____

Allergies (foods, medications, bees, etc.)

