



Revised 8-17-2021

2021-2022
Extended Day Enrichment Program
Parent Handbook

**For more information, contact
the campus principal.**

Brownsville ISD Extended Day Enrichment Program

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Parents should submit the attached EDEP Student Agreement Form and Release Form to the campus and keep the EDEP calendar as a reference.

Purpose of the BISD Extended Day Enrichment Program

The purpose of the Brownsville Extended Day Enrichment Program is to provide an enriching and educational environment for the children attending the participating campuses. This campus-based program builds on the school day classroom learning to create an exciting and stimulating after-school learning environment. The goals of the Extended Day Enrichment Program are:

- ✓ Focus on educational, social, and physical needs of all students
- ✓ Attract and maintain quality staff dedicated to the well-being of all children
- ✓ Expand community outreach and partner involvement
- ✓ Leverage technology to meet student, parent, and administrative needs.

This handbook will familiarize you with the Extended Day Enrichment Program (EDEP) policies and procedures. **The guidelines in the BISD 2021-2022 Student-Parent Handbook also apply to the Extended Day Enrichment Program.** *Your signature on the registration form is your acknowledgement that you have reviewed this handbook and understand its contents.*

Attendance

If your child will not be attending Extended Day Enrichment Program due to an illness or other circumstances, please notify the campus principal or designee by email, telephone or with a written note sent through the school's front office staff. If you send a note, please address it to the campus administrator to ensure its delivery. On days your child is absent from school due to illness or suspension, attendance in the Extended Day Enrichment Program is not permitted.

Keep your Extended Day Enrichment Program site's direct number in your possession at all times. Each campus administrator has a BISD email address. You may communicate with your administrator through email; however, please remember emails may not be read right away as our employees will be engaged with children therefore away from the computer.

Behavior

The Extended Day Enrichment Program will follow the District's policies and guidelines found in the *BISD 2021-2022 Student-Parent Handbook*. Good behavior on the part of each child is essential to the success of the Extended Day Enrichment Program and the happiness, safety and well-being of all Extended Day Enrichment Program students.

All students who participate in the EDEP will be held accountable for their behavior and are subject to the disciplinary consequences outlined in the board approved *2021-2022 BISD Student Code of Conduct*. Students who are unable to follow district, campus, and/or EDEP rules will be disciplined in accordance with the severity of the offense and the options available to the Extended Day Enrichment Program, including dismissal from the Program. Homework or reading will not be used as a disciplinary tool.

Parents will be notified of any discipline issues with their children and will be advised of consequences that may result if the behavior reoccurs. If the Extended Day Program recommends dismissal as an appropriate course of disciplinary action, the school principal will be advised.

The Extended Day Enrichment Program is a privilege not a right therefore maintaining good discipline is a requirement.

The Extended Day Enrichment Program will enforce consequences imposed by the school staff for infractions committed during school time. **If a child does not have good behavior during the regular school day, then attendance will not be allowed during the Extended Day Enrichment Program. Students who have been dismissed from the Extended Day Enrichment Program will not be allowed to return for the remainder of the school year.**

Discipline and Guidance

The Extended Day Enrichment Program personnel will follow the district and campus policies and procedures. Doing so provides consistency between school and after school and facilitates the child's success.

Discipline must be:

1. Individualized and consistent for the child
2. Appropriate to the child's level of understanding
3. Directed toward teaching the child acceptable behavior and self-control

Emergency (Illness and Injury)

In the event of a serious accident, illness, or injury, the Extended Day Enrichment Program staff will attempt to contact the parent or guardian. An ambulance may be called to transport a student to the nearest hospital. **BISD will follow all COVID-19 published protocols.**

You will be notified immediately. A certified Extended Day Enrichment Program employee will administer emergency first aid to minor cuts, scratches, and bruises. An accident report will be completed and shared with the parent upon their arrival.

In the case of a catastrophic accident or incident, 911 will be called first; parents of the involved student will be called next. The first priority is the child, and Extended Day personnel are expected to act in the best interest of the child at all times.

In accordance with the policy cited in the *BISD 2021-2022 Student-Parent Handbook*, the Extended Day Enrichment Program and the District are not responsible for transportation or medical costs associated with a student's illness or injury.

Enrichment

Children participate in activities which benefit them academically as well as emotionally, socially, and physically. The activities may vary from campus to campus based on the availability of services and staff.

Activities may include but not limited to:

- Homework or Library Time/Accelerated Reading
- Hands-on/Minds-on Science
- Language Arts/Accelerated Reading/Literacy Review workbooks
- Math, Science, and Language Arts culminating in a theme related project
- Math, Science and/or Language Arts which may include fine arts and/or project of interest
- Computer Literacy in Math, Science, and/or Language Arts
- Writing Enrichment

Enrollment Eligibility

Children may enroll in the campus' Extended Day Enrichment Program if they are currently enrolled at a BISD Elementary campus. All 34 Brownsville ISD elementary school campuses are offering some of the Extended Day program in 2021-2022.

Health & Safety

If a child has a known medical condition (asthma, diabetes, seizures, disorders, etc.) and/or takes any type of prescribed medication, parents must inform the Extended Day Program Campus Administrator. Ensure that all medical information is on the student health card or student information card. *Contact phone numbers must be current at all times.*

Holidays

The Extended Day Enrichment Program will be closed on district holidays. A schedule will be posted at your campus's website and are available upon request. You may also request an extended day calendar from your campus administrator or campus office staff.

Homework

Campuses offering Homework sessions will provide direction and assistance, but cannot provide one-on-one tutoring. Each child is responsible for remembering and completing his or her own homework. The Extended Day Program will not be responsible for checking a child's homework or confirming whether or not they have an assignment on a given day.

Illness Exclusion BISD will follow all COVID-19 published protocols.

Parents are required to immediately pick their child up from the Extended Day Enrichment Program if the following conditions are present:

- ✓ Head Lice
- ✓ Vomiting and/or Diarrhea
- ✓ Contagious Disease
- ✓ Serious Injuries Requiring Medical Treatment
- ✓ Oral fever of 100.0° F or above

A child must be clear of fever (below 100.0 degrees F for 24 hours without fever reducing medication) before returning to campus **and** the Extended Day Enrichment Program.

Immunizations

Students are required to have all immunizations up to date as required by the Texas Department of Health. Immunization records will be kept on file in the school nurse's office.

Late Pick Up

The Extended Day Enrichment Program ends at 5:30 pm each day. After 5:30 pm, a parent/guardian will be marked as "late pick-up." A "late pick-up" notice will be provided to the parent when they pick-up their child. Three "late pick-ups" will be considered excessive.

Upon the third "late pick-up", your child may be dismissed from the program for non-compliance with this guideline. Campus administrators should be notified immediately if there is a family emergency situation. If a parent/guardian fails to pick up the child by 5:30 pm on a continual basis, the situation may be referred to the BISD Police Department and may result in dismissal from the program.

It is imperative that parents/guardians comply with the pick-up time of 5:30 pm because campus staff for this program are not scheduled to remain on campus after this time.

Medication

Medication should be administered at home or by the school nurse during regular school hours. All medications must be listed on the emergency form, whether or not it will be administered by staff at the Extended Day Program. In the event of an emergency, this information is critical to determining treatment and preventing potentially harmful drug interactions. **There is no nurse available during the Extended Day Enrichment Program.**

Operating Hours

The after-school Extended Day Enrichment Program activities begin from school dismissal until 5:30 pm. The Extended Day Enrichment Program only provides classes on BISD full day instructional days. Extended Day classes are not held on teacher work days or district holidays.

Parent/Legal Guardian Participation and Visitation

Parents or legal guardians whose child participates in the Extended Day Enrichment Program are always invited to participate in programs and events. The parent or legal guardian must receive clearance through BISD by submitting all required volunteer documents. A background check will be conducted for the safety and security of all students and staff. A parent will not be allowed to volunteer with students if clearance has not been obtained from the district.

All visitors and or volunteers will be required to display the proper visitor or volunteer badge. This will require a proper form of photo identification. While visitors are always welcome, the security of all children is of utmost importance.

Parent/Legal Guardian Communication about Policy Changes and Enrollment Procedures

Each campus may display Extended Day Enrichment Program information regarding enrollment procedures and guidelines on their website. A courtesy hard copy is available to all parents/guardians at each Extended Day Enrichment Program campus location. All parents/guardians may be given a copy at the time of registration or on the first day of classes. All policy changes regarding the Extended Day Enrichment Program will be communicated via the district or campus website.

Occasional fliers and periodic newsletters may be distributed and will include updates and/or guideline changes along with general program information. There will also be a link to the Extended Day Enrichment Program information on the Curriculum Department web page accessed through the BISD website www.bisd.us.

Personal Belongings

The Extended Day Enrichment Program will not be responsible for lost or stolen items. Please do not send toys, games, or other personal belongings with the students. Be sure to label all jackets, backpacks, and other items with your child's name.

Registration/Emergency Forms

Parents must fill out the application and submit the application to your campus administrator. This information must be updated so that it is current at all times. In the event of an emergency affecting you or your child, enrollment information must be kept current. *Campus administration must be notified immediately when there is any change in contact information.*

Parents must disclose any special needs or health concerns on the child's registration form.

Failure to disclose special needs or special health concerns at the time of registration may result in dismissal from the program.

Sign Out Procedures

If you wish to pick up your child early from the Extended Day Enrichment Program, you will need to go to the front office, present a valid photo identification, and be on the district/campus student release form.

Snack/Meals

The Extended Day Enrichment Program will provide a meal after the regular school day ends.

Weather and Closing of Schools

Parents/guardians should listen to local radio and television station or visit the District website for weather closing announcements before and during school. BISD also sends emergency information via the phone messaging system. Parents/guardians should be familiar with the campus's emergency procedures for bad weather, including tornadoes, heavy rain and flooding, and hurricane watches/warnings. If the school is closed, so is the Extended Day Enrichment Program. If school is cancelled for any reason, then the Extended Day Enrichment

Emergency Preparedness

Brownsville ISD takes every reasonable precaution regarding the safety of its students, employees, visitors, and all others stakeholders. The BISD Extended Day Enrichment Program coordinates its emergency plans and procedures with those of the entire district to ensure an efficient and effective response and recovery when and if incidents occur. The EDEP will follow the same emergency operations plans as the regular school day so it is important that parents/guardians are familiar with these procedures including "lock-downs" and fire drills. The *BISD Parents' Guide for School Emergencies* is available at http://www.bisd.us/Security/Forms_Docs/EmergencyManagement/parentbrochure.pdf

Non-Discriminatory Statement

BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities including the Extended Day Enrichment Program.

2021-2022 EDEP Guidelines Agreement Form

Print Name of Student

School

Student's ID #

Homeroom Teacher Grade

The Extended Day Enrichment Program ends at 5:30 pm each day. After 5:30 pm, a parent/guardian will be marked as “late pick-up.” A “late pick-up” notice will be provided to the parent when they pick-up their child. Three “late pick-ups” will be considered excessive.

Upon the third “late pick-up”, your child may be dismissed from the program for non-compliance with this guideline. Campus administrators should be notified immediately if there is a family emergency situation. If a parent/guardian fails to pick up the child by 5:30 pm on a continual basis, the situation may be referred to the BISD Police Department and may result in dismissal from the program.

It is imperative that parents/guardians comply with the pick-up time of 5:30 pm because campus staff for this program are not scheduled to remain on campus after this time.

By signing this document, you acknowledge that after the third late pick-up your child may be removed from the Extended Day Enrichment Program and are willing to comply with all content found in this handbook.

Signature of Parent/Guardian

Date

Note: The student must return this form to the homeroom teacher immediately after receiving the parent/guardian’s signature. Failure to sign and return this receipt does not remove the responsibility to abide by the contents of the 2021-2022 Extended Day Enrichment Program Parent Handbook.

PLEASE
SIGN, DATE AND RETURN TO CAMPUS

EXTENDED DAY ENRICHMENT PROGRAM 2021-2022 EDEP Student Release Form

Print Name of Student

Campus

Student's ID #

Homeroom Teacher Grade

<i>Name of contact</i>	<i>Relationship to student</i>	<i>Contact phone #</i>	<i>Contact phone #</i>

Please notify the campus of any important health or family information here and include specific information on the student's health card and parent/guardian campus documents:

Note: This form must be accepted by the campus before a student may participate in the Extended Day Enrichment Program. Signing this form also includes agreement that the parent/guardian and student will comply with the information in the Extended Day Enrichment Program Parent Handbook.

The Extended Day Enrichment Program ends at 5:30 pm each day. After 5:30 pm, a parent/guardian will be marked as "late pick-up." A "late pick-up" notice will be provided to the parent when they pick-up their child. Three "late pick-ups" will be considered excessive.

Signature of Parent/Guardian

Date

Date returned to campus: _____ Received by: _____