



Extended School Program Parent Manual and 21st Century Community Learning Centers Program

The Extended School Program is a choice program which strives to provide a safe, educationally enriching, fun, and rewarding experience for all students of Murfreesboro City Schools during the hours where there may be no adult supervision in the home. Children will have the opportunity to engage in activities that will benefit them emotionally, physically, and educationally. The program includes crafts, sports and games, snacks, art and music, field trips, and many other creative and cultural activities. A special time each day will be allotted for homework and tutorial assistance, if needed. The program is conducted and planned by staff trained to meet the needs of children and to provide positive adult role models. There is enough flexibility to accommodate children from different age groups. The Extended School Program is a non-discriminating, choice program and is completely financed through parent fees.

Hours of Operation

Monday – Friday

6:00 am – 7:30/8:30 am

2:30/3:30 pm – 6:00 pm

Full Days of ESP

6:00 am – 6:00 pm

Parent input concerning the program is important. Feel free to share any comments with the Site Director or the ESP Coordinator. All questions concerning policies and procedures of the Extended School Program should be addressed to the Coordinator of the Program at (615) 893-2313.

Non-discrimination Notice: It is the policy of the Murfreesboro City Board of Education not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and Title VII of the 1964 Civil Rights Acts, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

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TUITION RATES

Registration Fee Rates for School Year Program

Registration Fee	Description	Cost
1 child	Non-refundable	\$45
2 or more children	Non-refundable	\$65 total

School Year Program Weekly Rates

Option	Description	1 Child	Each Additional Child
Before Care Only (K-6)	6:00 am until school starts	\$25 a week	\$25 a week
Before Care Only (Pre-K)	6:00 am until school starts	\$31 a week	\$31 a week

- Drop-in PM care on *regular* school days is not available for Before Care Only enrollments.
- Before Care Only enrollments can receive full day care for an **additional \$20** per child per day of attendance for inclement weather days, in-service days, stockpile PD days, Parent/Teacher conference, etc.

Option	Description	1 Child	Each Additional Child
After Care Only (K-6)	School dismissal until 6:00 pm	\$53 a week	\$53 a week
After Care Only (Pre-K)	School dismissal until 6:00 pm	\$59 a week	\$59 a week

- Drop-in AM care on *regular* school days is not available for After Care Only enrollments.
- After Care Only enrollments can receive full day care for an **additional \$15** per child per day of attendance for inclement weather days, in-service days, stockpile PD days, Parent/Teacher conference, etc.

Option	Description	1 Child	Each Additional Child
Before & After Care (K-6)	Before and after school care until 6:00 pm	\$63 a week	\$53 a week
Before & After Care (Pre-K)	Before and after school care until 6:00 pm	\$69 a week	\$59 a week

- Before and After Care Only enrollments can receive full day care for an **additional \$10** per child per day of attendance for inclement weather days, in-service days, stockpile PD days, Parent/Teacher conference, etc.

Murfreesboro City School Employee Rate (Employment will be verified)

Option	Description	1 Child	Each Additional Child
Drop-in	Before and after school care until 6:00 pm	\$5 a day	\$5 a day

- Non-refundable registration fee applies to all MCS Employees.
- Primary Account holder must be the MCS employee and a biological parent or have legal custody of the enrolled child to be eligible for employee rate.
- When Murfreesboro City School employees are not required to work (break weeks, holidays, summer, etc.), you will be billed full rate for your child's attendance.

Fall, Winter, Spring, and Summer Break Tuition Rates

Option	Description	1 Child	Each Additional Child
Break Week Rate	6 am until 6 pm	\$125 a week	\$75 a week
Break Week Rate (Pre-K)	6 am until 6 pm	\$130 a week	\$80 a week

- DHS tuition fees will double during Break Weeks.
- Grant, Scholarship, and Special Rate tuition fees will be a percentage of the full rate during Break Weeks.
- MCS Employees will pay full rate during breaks. The only exception will be on days when employees are actively working for MCS (summer school, transportation, ESP, CO). If actively working for MCS, their fee will be \$10/day drop-in rate.

TUITION RATES

- The Extended School Program accepts Department of Human Services Childcare Certificates through Families First. Parents can apply at <https://onedhs.tn.gov/csp>.
- ESP does not participate in any other subsidies or tuition reimbursement programs outside of Families First.
- Students at Black Fox, Bradley, Cason Lane, Hobgood, John Pittard, Mitchell-Neilson, Northfield, and Reeves-Rogers are eligible to participate in the 21st Century Community Learning Center grant based on referral to the program.
- Parents/legal guardians may submit a scholarship application for approval if denied for a childcare certificate from DHS.

REGISTRATION

- ESP requires registration through the online portal at www.ezchildtrack.com/esp/parent. Parents/legal guardians must register children online and receive confirmation by e-mail before children are considered active. **Students are not able to attend ESP on a pending application. Processing time is a minimum of 3 business days.**
- ESP does not allow students to begin enrollment in the middle of a week. **The enrollment start date will be set to the Monday following the application approval date.**
- Students must be fully registered through Skyward for a Murfreesboro City School to be eligible to attend ESP (this includes school year, break weeks, and summer programs).
- Children must be at least 4 years old, toilet trained (unless related to a disability listed in a 504 plan) and registered with a Murfreesboro City School to attend the Extended School Program. First time Pre-K students are not eligible to attend ESP until their first full day of school.
- To ensure the health, safety, and welfare of all ESP students and staff, it is important for ESP Administration, including but not limited to, ESP Site Directors, ESP Assistant Site Directors, and ESP Coordinator, to be made aware of any disabilities or special needs that would require preemptive planning.
- The enrolling party is responsible for being forthcoming on your registration form about any known disabilities or special needs. ESP is not given access to all school records. Parents/Legal Guardians must provide documentation to ESP directly. Knowingly and intentionally withholding such information will result in immediate termination of ESP services.
- **A parent's or guardian's electronic signature on the registration form, contract, permissions, and Statement of Understanding via online registration verifies agreement and compliance with all ESP policies.** The policies, procedures, rules, and regulations in this handbook may be amended during the year as needed to protect the health, safety, and welfare of students. Please check your email for any changes and/or updates.
- ESP facilitates mass communications by e-mail and smartphone applications such as Class Dojo. For this reason, a valid e-mail address is required for the primary account holder to receive the most up-to-date ESP information.
- A valid phone number is required of the primary account holder to maintain enrollment in the program. It is the responsibility of the primary parent/guardian to keep this information current. If it is found that the phone number is not valid, you will be notified and required to update the information immediately or risk termination of enrollment.

- Only a parent or legal guardian has the legal right to sign consent for the children being enrolled in the program. **Stepparents do not typically have these rights.** If it is found that the person enrolling does not have the legal right to enroll and sign consent, the children will be withdrawn from ESP. The parent or legal guardian will be required to submit a new application and pay all fees associated with the new application. Please contact your site director or account manager with questions.
- There will be no ESP care for incoming Kindergarteners during the week of Kindergarten Phase In. They may start attending on their first full day of school.

SUMMER REGISTRATION

- Summer ESP is available for incoming Kindergarten students and those who have completed Kindergarten through Fifth Grade.
- Students who have completed 6th grade are not eligible to attend ESP for the summer unless they are participating in the Murfreesboro City Schools summer school program. Once summer school is complete, the 6th grader is no longer eligible for ESP enrollment.
- Registration for enrichment camps is a separate online registration from your regular summer ESP registration. Any associated camp fees are due in addition to your regular weekly tuition. Camp fees are due upon registration and are refundable with written notification at least 2 weeks before the camp start date.
- Field Trips may be offered during ESP. Registration must be completed in advance through the online parent portal. Registration will be open 2 weeks in advance and will close 4 business days before the date of the field trip, or sooner if all spots are filled. Field trip fees are due upon registration and are refundable with written notification at least 4 business days before the field trip date. Your account must not have an outstanding balance to register for field trips.

WAITLIST

- ESP reserves the right to enable limited enrollment to maintain state regulated student to staff ratios. It is the goal of ESP to keep from enabling these limits, but safety is our #1 concern.
- Should capacity be reached at a site, the waitlist will be enabled. Once a spot becomes available, waitlist applicants will be contacted in the order they were received.
- Once contacted, the primary account holder will have 2 business days to accept the registration and pay all applicable fees to secure registration. If no response is received, placement will be forfeited. New registration subject to any applicable waitlists will then be necessary to enroll.

PARENT INVOLVEMENT POLICY

- Families are a part of the Extended School Program. Family nights, newsletters about program activities, bulletin boards with announcements, and individual feedback to parents/guardians on each child's participation in the program will help in creating the best experiences for the children in the program.
- Parent/Guardian suggestions on enrichment offerings are always appreciated. The Site Director will keep parents/guardians informed about special happenings in ESP through postings and newsletters. Other forms of communication can include Twitter, Facebook, email, texts, and apps such as Class Dojo. Please check daily for any announcements at the site.
- Should a situation arise regarding changes in a child's environment, such as illness in the family, a change in living location or any other stressful situation that may be important to the child, please feel free to reach out and let us know to better meet the needs of your child.

PAYMENT POLICIES

- When a child is enrolled in ESP, a space has been reserved for the school year or summer program. **Payment for enrollment option is due regardless of attendance.**
- The enrolling parent/guardian is solely responsible for all fees related to the child's enrollment. ESP is not able to hold any other party responsible for payment.
- Tuition payments must be made by Monday, the week of services. If payment is not received by Monday at 6:00 pm, the account will be delinquent. **If the account is not paid in full by Tuesday at 6:00 pm, the account will be suspended, and child(ren) will not be able to attend until payment is made.**
- Students cannot attend ESP on a suspended account. **If payment is not received within 10 business days of the original due date, the student will be withdrawn.**
- ESP reserves the right to withdraw enrollment for children on an account that enters suspension status 3 or more consecutive weeks. If enrollment is withdrawn, a new application, including registration fees, will be necessary. New applications will be subject to any active waitlist.
- Acceptable forms of payment include credit/debit or electronic check. Payments can be made by phone, in person, or through your online parent portal at www.ezchildtrack.com/esp/parent. ESP does not accept cash, paper checks, or money orders as forms of payment.
- ESP does not participate in any subsidies or tuition reimbursement programs outside of the DHS Childcare Certificate Program. For your convenience, invoices and statements are available through the online parent portal if an individual needs documentation to turn in for tuition reimbursement.
- A 3% processing fee will be added to all payments made by debit/credit card. Electronic checks will not be charged a processing fee.
- ESP offers autopay services as a form of payment for your convenience. Registration for autopay can only be completed through your online parent portal. After two consecutive declined autopay transactions, your autopay enrollment will be cancelled.
- 2 or more declined electronic check payments puts your account at risk of losing electronic check privileges.
- If more than two insufficient funds are reported, ESP may not allow electronic checks as a form a payment.

ACCESS TO ACCOUNT INFORMATION

- Biological parents will have access to student attendance records. Requests for records should be made in writing and allow for a minimum of 1 week processing time. Attendance records will be sent electronically by default. Should you need printed copies of attendance records a \$25 document processing fee will apply.
- Only primary account holders are able to receive financial records/statements. For this reason, the primary account holder owns their online parent portal account. ESP does not have access to specific login credentials.
- It is the responsibility of the primary account holder to communicate payment/accounting information to any other party. **ESP is not able to share account information with anyone other than the primary account holder.**

ATTENDANCE & CREDIT FOR ABSENCES

- A child must be present at school and dismissed from the classroom to attend ESP in the afternoons.
- Children may not be dropped off on a full day of ESP after the designated lunch time without making arrangements through the ESP Site Director.
- There is no reduction in the weekly fee for legal holidays. Fees are computed on a full-week basis. ESP closings for holidays, snow days, in-service, child absences, etc. that shorten the week are to be paid and will not be credited.
- ESP will offer all families, regardless of their enrollment option, five (5) flex days, each semester, to use for any absence that they wish to receive credit for. Flex day credit will be added back to your ESP account for future tuition charges. The summer intersession will allow for five (5) days.
 - Once all five (5) flex days have been used, no credit will be given back for any additional days absent, with the exception of bereavement. Flex days can be used for any absence including vacation, illness, doctor's appointments, family visiting, etc. However, flex days cannot be used towards absences related to suspension or expulsion.
 - Submitting flex day(s) must be done through the Flex Day Submission Form by the Primary Account Holder and the email used to submit must match the email on file in EZChildTrack. Requests must be submitted no later than one (1) week after the absence has occurred. Flex day credit can be applied back to the ESP account once the absence has been confirmed.
 - Full credit will be given for days absent due to a death in the immediate family (father, mother, brother, sister, or grandparent). A maximum credit of five (5) days will be allowed. A bereavement form must be submitted to receive the credit.
- Students participating in the 21st Century Community Learning Center grant must meet the minimum attendance requirement of 4 days per week. Should the student fail to meet this attendance requirement, they will be removed from the grant.
- Students participating in the Department of Human Services Childcare Certificate Program cannot exceed 20 consecutive absences. When a child exceeds the allowed number of absences, ESP is required to terminate the student's certificate with DHS. If your certificate is terminated, you must contact your DHS case worker for further assistance.
- Changing enrollment options is only allowed, pending availability, one time per semester. This request can be made through your parent portal.
- Anytime a child is withdrawn from ESP and a new application is re-submitted, you will be required to pay a new registration fee. New registrations will only be accepted when the account balance is current at all sites and will be subject to availability.
- Flex Day Credit Submission Form, ESP Bereavement Form, and ESP Withdrawal Form are linked below for your convenience.
 - [Flex Day Submission Form](#)
 - [ESP Bereavement Form](#)
 - [ESP Withdrawal Form](#)

ADDITIONAL FEES

- The Extended School Program closes at 6:00 pm. If an authorized pickup arrives later, the account will be charged an additional fee of \$10.00 per child for each 10 minutes, or a portion thereof, after the 6:00 pm sign-out time.
 - 1-10 minutes late, \$10 fee per child
 - 11-20 minutes late, \$20 fee per child
 - 21-30 minutes late, \$30 fee per child
 - **Failure to comply with the 6:00 p.m. closing time on 3 occasions per semester will result in expulsion from ESP. You must appeal to the Coordinator of ESP for reinstatement.**
 - Late fees are to be paid upon pickup of the child.
- If your child attends a full day of ESP that falls within a regular week of school, additional fees will be applied to your account according to your regular weekly enrollment option. See Tuition Rates section (page 3) for more details.
- Most enrichment classes are included in your weekly tuition charge. There may be additional fees for enrichment classes that require special materials. Registration through the parent portal for the class is a commitment to pay the extra fee regardless of the child's attendance. If you owe a balance, you will not be allowed to sign up for enrichment classes. Actual fees vary by site and by class – see Site Director for full list of class fees.
- DHS, 21st CCLC Grant, and Scholarship students will be charged fees related to classes, field trips, special activities, etc., as these are not included in their discounted tuition.
- Murfreesboro City Schools employees will be charged fees related to classes, field trips, special activities, registration, etc., as these are not included in their discounted tuition.

REFUNDS

- Payments made towards tuition are only eligible for a refund when the child has been completely withdrawn from the program. If the child has not been withdrawn, tuition credits will remain on the account to be used towards future charges.
- Payments made towards programs, field trips, or activities that have been cancelled will be refunded back to the card/bank account on the original payment transaction.

YEAR-END TAX STATEMENT

- For your convenience, ESP will provide a year-end tax statement by e-mail to the primary account holder if accounts have been paid in full. There is a \$25 fee to duplicate this information if the original is misplaced. This document can also be found for free through the online parent portal when logged in on a desktop or laptop computer. The ESP tax identification number is on the front of the Parent Manual and printed on your receipts and statements.

DROP OFF AND PICK-UP OF CHILDREN

- State childcare laws require all students to be officially registered for ESP to attend. The Department of Children's Services or Murfreesboro Police Department will be contacted for all students dropped off in ESP without proper ESP registration.
- State policy requires that parents/guardians/authorized pick-ups must sign child(ren) in/out from the ESP program daily. All children must be personally checked into/out of the program in the morning/afternoon by means of electronic signature. Children will not be allowed to wait for pickup or be dropped off in the parking lot. Each child should be signed in upon arrival at the site.
- To ensure safety, each authorized pickup will be assigned their own electronic pin code. Electronic pin codes should then be used to register for a QR code. QR codes will be scanned to check students in/out of the program. Parents should not share their personal pin code or QR code with anyone. ESP is not responsible for pickups using a code that is not assigned to them. To acquire a QR Code, follow the prompts at www.ezchildtrack.com/esp/gr.

- No student is to be left outside the school's main office for ESP personnel to watch. The person who leaves the child unattended will be held responsible and liable for whatever happens to the child. ESP staff cannot, and will not, be responsible for any child who is not officially registered in ESP. Children not enrolled in ESP must wait for parent pick-up in the main school office under the supervision of school day personnel.
- Curbside will operate as weather permits. If curbside is closed for any reason, the parent must park in a designated parking space and enter the building to properly sign their child in/out of ESP. ESP reserves the right to close/change the location of curbside as deemed necessary by site administration.
- Children will not be released to any person other than the parent or other persons authorized to pick up the child. Parents, legal guardians, and authorized pickups will be required to show a valid government-issued photo ID at drop-off and pickup. Students will **not** be released to pickups that refuse to show ID.
- Additional pickups may be added by the primary account holder to your child's account through the online parent portal. Authorized pickups cannot be added with permission by phone.
- Children will not be released to commercial transportation personnel (i.e., taxi drivers), nor will they be released to anyone whose behavior may place the child(ren) in immediate risk. If a parent/guardian or other authorized person arrives to pick up a child and they appear to be under the influence of drugs or alcohol, the Murfreesboro Police Department will be called. A ride home or other appropriate assistance will be offered to ensure the child's safety.
- After all emergency numbers are contacted and no communication from the parent has been received by 6:30 p.m., the local authorities and/or Department of Children's Services may be called for assistance with the child(ren). Excessive violation of this policy will result in dismissal from the program with the contract agreement to be paid in full.

BREAK WEEKS & INCLEMENT WEATHER POLICY

- Breaks are defined as inclement weather days, vacation days, school holidays, fall break, spring break, winter break, and teacher in-service days. It is the responsibility of the parent/legal guardian to provide breakfast, lunch, snacks, and drinks for children on these days.
- ESP desires to serve working parents who depend on ESP for their childcare needs during inclement weather. However, there are times when safety may cause ESP to adjust its hours or close completely.
- If school is closed for the entire day due to weather and ESP remains open, ESP will operate at combined locations with condensed hours, from **7:00 am - 5:00 pm**.
 - If school opens late, ESP will open at 7:00 am at your home school.
 - If school is dismissed early because of weather, ESP will operate from dismissal until 5:00 pm.
- ESP is closed for business on major holidays that are defined in the ESP Calendar each year. These dates are subject to change based on staff availability or unforeseen circumstances.
- ESP reserves the right to close/combine sites based on circumstances beyond our control.

SICK CHILD POLICY

- The Extended School Program cannot provide care for sick children. ESP follows the Murfreesboro City Schools sick child policy. These policies are subject to change due to CDC/state guidelines and can be found on the Murfreesboro City Schools website at www.cityschools.net.
- In the event of illness while in ESP, a sick child must be picked up as soon as possible once the parent is notified.
- The Department of Human Services may be contacted if a child continues to be dropped off with an illness or symptoms of an illness without medical attention (including lice).
- Administrative Directive STU 16 Lice (Pediculosis) for Murfreesboro City Schools also applies to ESP. Parents of students with live or active infestation will be asked to pick up their student as soon as possible to begin the treatment process.

MEDICATION POLICY

- ESP follows the medication policy for Murfreesboro City Schools. **If a child has to be given daily medication (such as Ritalin or seizure medication), a medication form must be on file with the Site Director.** This form must clearly state instructions such as the name of the medication, dosage, and time of day to be administered. The instructions should include the physician's signature. The medication must be given to the Site Director in a prescription bottle.
- Antibiotics and over-the-counter medications including cough syrup, aspirin, or cold medicines cannot be administered in ESP.
- The medication drop-off form must be filled out each time medication is dropped off and picked up from ESP.

PERSONAL BELONGINGS POLICY

- Students should not bring personal items to ESP with the following exceptions: personal water bottles, lunchboxes, backpacks, and nap towels (for Pre-K students). The Site Director must approve any other items. Any approved personal items should be kept in the child's backpack while not in use.
- The use of personal communication devices including but not limited to, cell phones, tablets, and watches, is forbidden during the academic day, on a school-sponsored trip, or during ESP unless approved by the principal/the principal's designee or the ESP site director/ESP site director's designee. This is not intended to discourage these devices' use for instructional purposes but to establish parameters and appropriate oversight for them.
- Pre-K nap towels must be taken home daily for washing.
- Students may not share any personal belongings, including food.
- ESP will not be responsible for broken, lost, or stolen items (including toys, clothing, backpacks, books, food items, eyewear, money, electronics, jewelry, or any other personal item brought into the building).

RULES OF CONDUCT FOR STUDENTS

- Inappropriate and unacceptable behaviors in ESP includes but is not limited to the following: **These behaviors may result in immediate suspension and/or expulsion.**
 1. Possession of weapons, contraband, or other dangerous objects (Zero Tolerance Policy applies)
 2. Fighting, wrestling, spitting (with or on peers or staff)
 3. Destruction of center/school property

4. Destruction of personal property of another person
 5. Vulgar language, cursing
 6. Improper display of private body parts
 7. Disrespectful behavior to other children or staff
 8. Climbing on desks, tables, cabinets, etc.
 9. Playing in the bathrooms (crawling under stalls, climbing on sinks, splashing water, turning lights on/off, etc.)
 10. Throwing balls, or other outside equipment while inside the building
 11. Stealing
 12. Physical attacks on staff or other students (Zero Tolerance Policy applies)
 13. Tackle football
 14. Improper use of ESP & school equipment
 15. Throwing objects (rocks, sticks, desks, tables, etc.)
 16. Leaving group without permission (i.e., running away, hiding, etc.)
 17. **Behavior deemed inappropriate and unacceptable by the Site Director, Principal, or the Program Coordinator**
- IEPs (Individual Education Plans) do not include services for before and after school childcare services in the Extended School Program (ESP).
 - Murfreesboro City Schools maintains full compliance of 504 plans in ESP and complies with the ADA.

CHILD DISCIPLINE POLICY

- Children enrolled in the Extended School Program are expected to exhibit behavior which does not disrupt or interfere with the school climate or the learning process and social interaction of other children. ESP staff will enforce school rules throughout ESP hours. Parents/Legal Guardians will be notified in writing when a major discipline problem occurs. A child may be suspended from the program for 1-5 days due to behavior issues. Depending upon the seriousness of the misconduct, ESP reserves the right to immediately suspend or expel the child from the program. **No credit for absences due to suspensions will be given. After any additional write-ups, the parent/guardian may be asked to withdraw the child from the program with no tuition/registration refund.**
- A major incident (deemed so by the Site Director or Principal) **will result in immediate expulsion.** The Zero Tolerance Policy for Murfreesboro City School System also applies to ESP.
- Parents/Legal Guardians are asked to cooperate with ESP staff in stressing the importance of good behavior patterns for all children. Parents/legal guardians must work with the Site Director to correct any behavior interfering with the child's success in ESP. This helps keep the Extended School Program fun and instructionally sound.

WITHDRAWAL POLICY

One-week notice of withdrawal is required by submitting the online [Withdrawal Form](#). Parents are responsible for fees during the one-week notice period. **If withdrawal is not requested, the account will be charged accordingly each week until the parent/guardian withdraws the child(ren) by using the ESP Withdrawal Form.**

At Site Request

- If the site requests withdrawal, notification period prior to withdrawal is not required.
- ESP has the legal option to withdraw a child for any of the following reasons:
 1. Non-payment of fees (including DHS or Special Rate Co-Pays)
 2. Repeated failure of parents to pick the child up from the program on time
 3. Failure to provide site with current emergency/medical information as stipulated by state licensing
 4. Disciplinary problems
 5. Inappropriate conduct of parent or legal guardian
- Immediate termination of ESP services with no tuition refund will occur for parents/legal guardians who demonstrate abusive language and/or inappropriate scenes or disturbances to children, staff, or other adults during ESP hours. Harassment or bullying will not be tolerated.
- Immediate termination of ESP services with no tuition refund will occur if it is found that the enrolling party knowingly and intentionally withheld information related to a child's special needs and/or disability.
- Immediate termination of ESP services with no tuition refund will occur if it is found that the enrolling party is not the child's legal guardian, or if the enrolling party is not able to provide documentation giving them legal ability to sign consent forms for the child.
- Parents are responsible for any authorized pickup listed on their child's account. Authorized pickups who demonstrate abusive language and/or inappropriate scenes or disturbances to children, staff, or other adults during ESP hours will be removed from the child's authorized pickup list.
- If a child is dismissed from the program, they are not eligible for re-enrollment for the duration of the school year.

CONTACT US

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For site specific questions, please reach out to your school's ESP Site Director.
www.cityschoolsesp.net > Sites



www.cityschoolsesp.net



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