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

Our Extended School Program provides a safe, nurturing, and engaging environment for students beyond regular school hours. Designed to support working families and enrich students' lives, our program offers a variety of activities that foster academic, social, and emotional growth. From tutoring to recreational games, arts and crafts, and STEM activities, we strive to create a well-rounded experience that caters to the diverse interests and needs of our students. We believe that education extends far beyond the classroom walls, and our program is dedicated to nurturing well-rounded individuals who are equipped to succeed in both academic and personal endeavors. 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

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.

ESP TAX IDENTIFICATION NUMBER: 62-1823874 **Revised: 4/6/2026**

TUITION RATES

Registration Fee Rates for 26-27 School Year Program

Registration Fee	Description	Cost
1 child	Non-refundable	$50
2 or more children	Non-refundable	$75 total

School Year Program Weekly Rates and Billing Options (beginning August 3, 2026)

Option	Description	1 Child
Before Care Only	6:00 am until school starts	$30 a week
Before Care Only Pre-K	6:00 am until school starts	$70 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
After Care Only	School dismissal until 6:00 pm	$60 a week
After Care Only Pre-K	School dismissal until 6:00 pm	$67 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	Before and after school care until 6:00 pm	$70 a week	$10 discount
Before & After Care Pre-K	Before and after school care until 6:00 pm	$90 a week	$10 discount

- Before & After Care 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.
- *The $10 additional child discount applies **only** to the before and after care billing option.*

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.), they will be billed full rate for their child's attendance. If actively working for MCS, their fee will be $10/day drop-in rate.
- Substitutes will be eligible to receive the MCS discount for any days that are worked. The children will remain on normal weekly billing, and credit will be placed on the account to go towards the following week of tuition. It is the parent's responsibility on Fridays to send any days worked that week to ESP so that the tuition can be adjusted.

Fall, Thanksgiving, Winter, and Spring Break Tuition Rates

Option	Description	1 Child	Each Additional Child
Break Week Rate	6 am until 6 pm	$26 per day	$10 per day discount
Break Week Rate Pre-K	6 am until 6 pm	$28 per day	$10 per day discount

- During break weeks, DHS tuition fees will double, and Grant tuition fees will be a percentage of the full rate.

TUITION RATES

- The Extended School Program accepts Department of Human Services Childcare Certificates through Families First and Smart Steps. Parents can apply here.

- ESP does not participate in any other subsidies or tuition reimbursement programs outside of Families First and Smart Steps.

- 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. Please reach out to your site director for more information.

REGISTRATION

- ESP requires registration through the online portal. 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 5 business days.**

- ESP does not allow students to begin enrollment in the middle of a week. **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, potty trained 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 the Director of ESP, to be made aware of any accommodations or special needs that would require preemptive planning.

- The enrolling party is responsible for being forthcoming on your registration form about any known accommodations or special needs. ESP is not given access to all school records. Parents/Legal Guardians must provide documentation to ESP directly.

- **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. **Step-parents 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.

- Murfreesboro City Schools maintains compliance of 504 plans in ESP and complies with the ADA.

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 before registration closes.

- Field Trips may be offered during ESP. Registration must be completed in advance through the online parent portal. Registration will be open at least 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 in which 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 is subject to any applicable waitlists.

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 so that we may 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 p.m., the account will become delinquent. **If the account is not paid in full by Tuesday at 6:00 p.m., the account will become suspended, and the child(ren) will not be able to attend until payment is made. Once the account enters the suspended status, payment must be received by 1:00 pm on the day that you would like your child to return to utilizing services**.

- 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.**

- If enrollment is withdrawn for any reason, a new application, including registration fees, will be required. 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.

- Having two or more declined electronic check payments will result in the loss of electronic check privileges.

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 one (1) week processing time. Attendance records will be sent electronically by default.

- Only primary account holders are eligible 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 shortened weeks due to legal holidays, snow days, in-service days, or child absences (after the 5 flex days have been used). Fees are calculated on a full-week basis.

- ESP will offer all families, regardless of their enrollment option, five (5) flex days, each semester, to use for any absence or closure that they wish to receive credit for, except for bereavement (see below for additional information). Flex day credit will be added back to your ESP account for future tuition charges. The summer intersession will also allow for five (5) flex days.

    - Once all five (5) flex days have been used, no credit will be given back for any additional days absent. Flex days can be used for any absence including vacation, illness, doctor's appointments, family visits, 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 account once the absence has been confirmed.

- Bereavement day 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 Day 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 and 12 hours 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, per DHS requirements. When a child exceeds the allowed number of absences, ESP is required by DHS to terminate the student's certificate. If your certificate is terminated, you must contact your DHS case worker for further assistance. If your certificate is terminated, tuition will become your responsibility beginning the following week.

- Changing enrollment options is only allowed once per semester, pending availability. This request can be made through your parent portal or through email request to your accounts manager.

- 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
  - Bereavement Day Form
  - ESP Withdrawal Form

ADDITIONAL FEES

- The Extended School Program closes at 6:00 pm. A phone call is required if you foresee arriving for pick-up after 6:00 PM. *This notification does not release you from paying the late fee.* If an authorized pickup arrives after 6:00 PM, the account will be charged an additional fee of $10.00 per child for each 10 minutes, 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 Director 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 the 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.

- Murfreesboro City Employees, DHS, and 21st CCLC Grant students will be charged fees related to classes, field trips, special activities, half-days and full days within the school year, etc., as these are not included in their discounted tuition.

REFUNDS

- Refunds are only eligible for advance pre-payments beyond the current week's tuition, and the child has been completely withdrawn from the program.

- Payments made towards programs, field trips, or activities that have been cancelled by ESP or the vendor will be refunded back to the card/bank account on the original payment transaction.

YEAR-END TAX STATEMENT

- ESP will provide, for your convenience, a year-end tax statement by e-mail to the primary account holder, if accounts have been paid in full. This document can also be found 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 any student 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. Each child should be signed in upon arrival at the site and signed out when leaving 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 then 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/qr.

- 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. General curbside hours are 6:00 AM-9:00 AM and 3:00 PM- 6:00 PM. 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 driver, Uber, Lyft), nor will they be released to anyone whose behavior may place the child(ren) at immediate risk. If a parent/guardian or other authorized person arrives to pick up a child, and they show signs of either being under the influence of drugs or alcohol or impaired, the Murfreesboro Police Department will be called. Appropriate assistance will be offered to ensure the child's safety.

- Tennessee state law T.C.A. 55-9-602 and T.C.A. 55-9-603 requires child restraint devices to be used. Parents are expected to adhere to this law at ESP drop-off and pick-up.

- 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 a.m. at your home school.
    - If school is dismissed early because of weather, ESP will operate from dismissal until 5:00 p.m.

- ESP is closed for business on major holidays that are defined in the ESP Calendar each year.

- 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.

- Once the parent is notified, a sick child must be picked up within the hour in the event of illness while in ESP**.**

- 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, 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 the original prescription bottle to include the name of the medication and student.

- During break weeks, ESP does not have access to medications that are stored in the nurse's office. It is the parent's responsibility to provide ESP with any required medications.

- 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, and backpacks. The Site Director must approve any other items. Any approved personal items should be kept in the child's backpack while not in use.

- ESP will follow the MCS Policy regarding all electronic devices. 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, and during ESP unless approved by the principal or the principal's designee or the ESP site director or 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. Improper use or storage of PCDs and PEDs may result in confiscation of the device until it can be released directly to a student's parents and/or guardians. A student in violation of this policy is subject to related disciplinary action.

- Students may not share any personal belongings, including food.

- ESP students will not be able to access their classroom or other unauthorized areas during ESP hours.

- 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).

ESP CODE OF CONDUCT FOR STUDENTS

The ESP Code of Conduct is aligned with Murfreesboro City Schools Board Policy 6.313. Behavior levels and responses are intended to reflect the district's framework for progressive discipline, including the use of intervention strategies and administrative decision-making.

Students participating in ESP are expected to behave in a manner that promotes a safe and respectful environment and does not disrupt program activities or the ESP environment. Inappropriate and unacceptable behaviors in ESP include, but are not limited to, the following:

CATEGORY 1 BEHAVIORS – Category 1 Behaviors are behaviors that do not significantly disrupt safety or program functioning. Typically, Category 1 offenses will be addressed by the staff/teacher of the student's group. Examples include, but are not limited to:

- Noncompliance or refusal to follow directions
- Minor disruptions
- Obscene or inappropriate language with peers
- Rude or Impolite Remarks
- Disrespectful behavior to other children or staff
- Misuse of equipment or materials
- Throwing balls, or other outside equipment, while inside the building (except for the gymnasium)

CATEGORY 2 BEHAVIORS – Category 2 Behaviors are behaviors that disrupt the ESP environment or misbehaviors that continue despite intervention. A discipline referral is submitted and is addressed by the Site Director or designee. **Category 2 Behaviors may result in suspension.**

- Repeated Category 1 behaviors
- Disruptive conduct that interferes with learning, safety, and overall program environment.
- Unauthorized use of devices (cell phones, smart watches, etc.)
- Use of vulgar or profane language
- Property damage to school or ESP materials
- Destruction of personal property of another person
- Unsafe behavior in bathrooms (crawling under stalls, climbing on sinks, splashing water, turning lights on/off, etc.)
- Peer conflict that may rise to bullying/harassment under Board Policy 6.304

CATEGORY 3 BEHAVIORS – Category 3 Behaviors are behaviors that pose a safety concern or significantly disrupt the ESP program. **These behaviors may result in immediate suspension and/or expulsion**.

A discipline referral will be submitted and is addressed by the Site Director. Parent contact by the Site Director is required.

- Repeated Category 2 behaviors
- Physical Aggression (i.e., fighting, biting, wrestling, spitting) towards peers or staff
- Climbing on furniture
- Theft
- Leaving the group without permission (i.e., running away, hiding, etc.)
- Throwing objects (rocks, sticks, desks, tables, etc.)
- Bullying, harassment, intimidation, or hazing
- Cyberbullying using electronic devices
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CATEGORY 4 BEHAVIORS – Category 4 Behaviors are behaviors that significantly threaten the safety of others in the program. **These behaviors may result in immediate suspension and/or expulsion.**

A discipline referral will be submitted, and the behavior will be addressed by the Site Director or Program Director. Parent contact by the Site Director is required.

- Repeated Category 3 offenses
- Inappropriate sexual behavior or exposure of body part
- Possession of non-firearm dangerous objects
- Inappropriate physical contact

ZERO TOLERANCE OFFENSES

ESP operates in alignment with Murfreesboro City Schools Board Policy 6.309. The following behaviors are classified as Zero Tolerance Offenses and are not subject to the ESP progressive discipline system:

- Unauthorized possession of a firearm on school property
- Unlawful possession of drugs or controlled substances on school grounds or at a school-sponsored event
- Aggravated assault or assault resulting in bodily injury to school staff
- Valid threats of mass violence on school property or at a school-related activity as determined by a school district threat assessment team

Pursuant to Board Policy 6.309, these offenses require mandatory expulsion from school for a minimum of one (1) calendar year, unless modified by the Director of Schools.

CHILD DISCIPLINE POLICY

- Parents/Guardians will be notified, in writing, when a child engages in misbehaviors within Categories 2-4. Suspensions from ESP will be determined by the Site Director or designee. Parents/guardians will be notified of the reason for suspension and duration. A child may be suspended from the program for 1-5 days due to behavior issues. ESP staff may take immediate action, including removal from an activity or the program, when a student's behavior poses a direct threat to the safety of students or staff. Fees are not prorated or refunded for days missed due to suspension from the ESP program.

- If behavioral concerns persist after interventions and disciplinary actions, a student may be removed from the ESP program. In such cases, tuition and registration fees will not be refunded. ESP complies with federal and state laws, including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act. Students with disabilities who have an Individualized Education Program (IEP) or Section 504 Plan remain entitled to the procedural safeguards afforded under those laws while participating in ESP. Disciplinary decisions for students with disabilities will be made in accordance with district policies and may include review by the student's IEP or Section 504 team, as appropriate.

- Bullying, cyberbullying, harassment, intimidation, hazing, and discrimination are strictly prohibited in ESP. Board Policy 6.304 will apply to misconduct reported to the ESP program. Any behavior that may meet the definition of bullying, harassment, or discrimination must be reported immediately to the Site Director and will be investigated pursuant to Board Policy 6.304.

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 primary account holder withdrawals the child(ren).**

At Site Request

- If the site requests withdrawal, a 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 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

Cynthia Hopkins, Director of ESP
Cynthia.Hopkins@cityschools.net
615-225-9372

Carla Offutt, Assistant Director of ESP
carla.offutt@cityschools.net
615-893-2313 ext. 10082

Stephanie Turner, Enrichment Specialist
stephanie.turner@cityschools.net
615-225-9357

Amanda Jones, Lead Account Manager
Amanda.Jones@cityschools.net
615-225-9388

Karen Robinson, Account Manager
karen.robinson@cityschools.net
615-898-7104

Dianne Click, ESP Grant Generalist
Dianne.Click@cityschools.net
615-898-7105

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

www.cityschoolsesp.net

@ESPatMCS

@MurfreesboroCitySchoolsESP