FBISD

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EXTENDED LEARNING

Extended Learning Parent Handbook

2026 – 2027

August 2026

Department of Extended Learning

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www.fortbendisd.gov/departments/extended-learning

Office Hours:
Monday – Friday
8:00am – 4:30pm

For general questions: extendedlearning@fortbendisd.gov

For financial questions: extendeddaybilling@fortbendisd.gov

For Community Education questions: communityed@fortbendisd.gov

Mission

FBISD exists to inspire and equip all students to pursue futures beyond what they can imagine. Extended Learning provides a supportive climate and safe environment for children to flourish while fulfilling the District's mission.

Handbook Acknowledgement

This handbook will familiarize you with the Department of Extended Learning's policies and procedures. Changes in District policies and Extended Learning procedures will be reflected in our respective handbooks and may supersede, modify, or render obsolete the information summarized in Extended Learning's Parent Handbooks. Some topics outlined in the handbook and its amendments are addressed in further detail in Fort Bend Independent School District Policy and the Texas Department of Family and Protective Services Minimum Standards for School-Aged and Before and After-school Programs. Any modifications to our operating procedures will be captured in amendments to our Parent Handbook, and we will use our Parent Communication board and email distribution lists to advise you of changes you may wish to review. Your electronic signature on the registration card is your acknowledgement that you have reviewed this handbook and understand its contents.

Program Overview

Extended Learning operates the following programs: the Extended Day Program (EDP), at Fort Bend elementary school campuses, Club Excel at FBISD middle school campuses, the Little Learners Program at District Pre-K campuses and Community Education classes at elementary campuses and other district facilities. In addition, the department offers program and enrichment classes during spring break, summer and student holidays, and other special events throughout the year.

Extended Learning Experience

Extended Learning has many components to keep your child engaged afterschool. Each campus is unique, but all campuses include the following:

Homework Time

Students are provided a quiet environment and dedicated time to complete homework. Books are available for students to read once homework is completed. The amount of time dedicated to homework and/or reading varies by grade level. Grades K-2 have approximately 30-45 minutes and grades 3-8 have approximately 45-60 minutes. Students that require or request additional quiet time will be accommodated to the extent possible based on staffing and accommodations. Each child is responsible for remembering and completing his or her own homework. Extended Learning staff is not responsible for checking a child's homework or confirming whether they have an assignment on a given day. Staff provides direction but does not provide tutoring or direct homework assistance. Extended Learning does not use homework or reading as a discipline tool.

Snack

Each student is offered a daily snack that is provided by the Child Nutrition Department.

Clubs

Twice a week students are offered the opportunity to participate in clubs. The offerings vary at each campus. Check with your campus Site Coordinator to see what clubs are offered at your campus. Sample clubs include chess, science, sports, and art.

SPARK Curriculum

SPARK is designed to provide children with inclusive, highly active movement opportunities that foster social and motor development while maximizing time spent in moderate to vigorous physical activity and fitness pursuits.

The SPARK curriculum includes cooperative, cultural and aerobic games, and enjoyable skill and sport activities. Students participate in SPARK three times a week at each campus.

Outdoor/Gym
Children are provided structured and unstructured time for physical activity.

Centers
The Extended Day room has age-appropriate centers to keep children entertained.

Computer Time
Either in the computer lab or other designated area, children are permitted to use devices to go on District-approved websites to continue learning. Availability of the computer lab and devices will vary by campus.

Program Options

For your convenience, multiple program options are available. Choose the one that best fits your family's needs. All programs require a non-refundable $50 registration fee.

MORNINGS ONLY

- Open before school begins, until campus opens
- Afternoons are not available with this option
- Full service days and early dismissal days are available for an additional fee
- Spring Break and Summer are an additional weekly fee

AFTERNOONS ONLY

- Provides care from school dismissal until 6:30 p.m.
- Mornings are not available with this option
- Early dismissal days are included, full service days are available for an additional fee
- Spring Break and Summer are an additional weekly fee

MORNINGS & AFTERNOONS (COMBO)

- Open before school begins - a great way to avoid the morning drop off lines
- If you anticipate your student will ever need both before and after school care, then select this option
- Early dismissal days are included, full service days are available for an additional fee
- Spring Break and Summer are an additional weekly fee

Note: Afternoon and morning care is not available on a daily rate. Only early dismissal and full-service days have daily rate options. Summer and spring break camps will be provided outside of the school year program for an additional fee. These camps are offered at select campuses throughout the District.

Program Information

Attendance

If your child will not be attending Extended Learning due to illness, vacation or other circumstances, please notify your Site Coordinator by email or telephone. If you need to send a note through the front office, please address it to your Site Coordinator to ensure its delivery. On days your child is absent from school due to illness or suspension, attendance in the program is not permitted. Parents will be contacted on days that a child is absent, if notification has not been provided.

Communication with Campus Staff

Extended Learning staff members are employees of FBISD and, as such, are school officials who have access to a child's FBISD records. Extended Learning is not a part of the FBISD academic program and, as such, student

records reviewed by Extended Learning staff will be utilized for reference only. Extended Learning staff will occasionally consult with teachers, administrators, and other campus employees regarding children in the program.

Community Education Program

Through FBISD Extended Learning Department's Community Education Program, we offer a variety of youth, adult, and multigenerational classes. Classes are conducted for the benefit and enjoyment of the community and are offered to participants regardless of where they live. The program welcomes all students and community members to expand their knowledge and skills and inspires them to become life-long learners.

Elementary Classes (Success Zone)

Success Zone is an exciting afterschool enrichment program that offers classes to all district and non-district elementary age students. We collaborate with professionals throughout the community to bring students the perfect mix of a fun learning environment, imaginary curriculum, and high-energy activities. The program is a tuition-based, self-supporting program that is offered at various elementary campuses throughout the district.

Secondary Classes

As part of the District's Profile of a Graduate, FBISD is continuously working to develop graduates who have a strong academic foundation and prepare them to be ready for their post-secondary ventures. Through our Community Education Program, we provide several classes to our middle school and high school students that include study skills and college exam prep courses.

Adult Classes

With the District's Community Education Program, we are excited that members of our community will now be able to set examples for our students by becoming life-long learners themselves. From recreational activities to learning a new language, we believe there is something for everyone. So, whether you are a parent, grandparent, former student, or new member of the community, we welcome you and invite you to participate in our classes. We hope our program demonstrates our commitment to the community that we serve, as we know that our community members are truly partners in everything we do!

For additional information on the Community Education, including Success Zone, refer to the General Policies page of the current Community Education website or the information available in Eleyo.

Days and Hours of Operation

School year programs operate Monday through Friday from 6:30 a.m. - 7:30 a.m. and from school dismissal until 6:30 p.m. On early dismissal days, Extended Learning is open from early dismissal until 6:30 p.m.

Extended Learning is closed on most holidays but will provide all-day service on certain staff development/student holidays for Extended Learning students. Service will not be provided for Club Excel students on student holidays. A calendar is published each year and is made available on our webpage and parent information boards. Not all campuses will be open during these days, but arrangements will be made to provide care for your student at a nearby school. Advanced registration and fees are required in advance. Attendance may not be available for morning only students depending on campus availability. Parents will need to find alternate care for students not signed up and paid in advance. Parents will need to confirm the location and details for the day before registration, especially since there are no refunds or credits.

Dress Code

All students in our program adhere to the District's dress code, which is detailed in the FBISD Student Handbook. Clothing must fit properly and provide adequate coverage in any position, including when the student is engaged in vigorous physical activity. Children not properly dressed, including footwear appropriate for the day's activities, will not be permitted to participate. If your child is not properly dressed and must be removed from any ELD activity, there will be no refunds or credits.

Emergency Closing of Schools

Students and parents should listen to local radio and television stations or visit the District website or social media accounts for weather closing announcements before and during school. If the school is closed, so is Extended Learning. If you receive notification that the school is closing for the day, Extended Learning will be closed as well. If the school is opening on a delay, the morning program is canceled. If a school needs to close due to unforeseen circumstances (i.e., power outage), the students may be relocated to a nearby campus, if possible.

Emergency Preparedness Plan

Every FBISD campus has a comprehensive Emergency Operations Plan. Extended Learning staff is familiar with the plan for their campus. All Extended Learning operated programs are required to conduct regular fire and weather disaster drills. An emergency preparedness plan is designed to ensure the safety of children during an emergency by addressing staff responsibility and facility readiness with respect to emergency evacuation and relocation. The plan addresses the types of emergencies most likely to occur, including but not limited to natural events such as tornadoes, floods or hurricanes, health events such as medical emergencies, communicable disease outbreak, and human-caused events such as intruder with weapon, explosion, or chemical spill.
Our Emergency Operations Plans include written procedures for:

- Evacuation, relocation and sheltering/lock-down of children, including how children will be relocated to designated safe areas or alternate shelter, evacuation and relocation diagrams, staff responsibilities, name and address of alternate shelter, and how we will account for children in the event relocation is required.
- Communication, including emergency telephone numbers and our procedures for communicating with local authorities.

Enrollment, Eligibility and Ratios

Typically, students may attend the school-year Extended Day Program if they are currently enrolled in grades kindergarten through fifth grade. Students enrolled in grades 6 – 8 can attend Club Excel at select middle schools throughout the District. Students enrolled in the District Pre-K program can attend the Little Learners Program before or after school at their designated campus. All programs operate under a staff-to-student ratio of 1:18. You may complete the online registration application at https://fortbendisd.reg.eleyo.com/.

Please submit any requests for reasonable accommodations as part of your online application or contact the campus-based Site Coordinator of Extended Learning. We may need to discuss your child's needs and any required accommodations with you before your child begins attending. Extended Learning administration will engage in an individualized and thorough review and assessment of any student's special needs or requests for accommodation. This may include consulting with teachers, administrators and other campus employees to consider whether reasonable accommodations would make Extended Learning accessible for your child. Particular areas of concern may include if your child refuses to stay in their designated area, exhibits aggressive behaviors, or is unable to toilet independently. Extended Learning staff members are employees of FBISD and, as such, are school officials who have access to a child's FBISD records. Student records reviewed by Extended Learning staff will be utilized for reference only. Knowing your child's needs prior to enrollment will give Extended Learning the best opportunity to help your child be successful in the program. FBISD remains committed to providing reasonable accommodations to enable students with disabilities an equal opportunity to participate.

Fee and Payment Information

Tuition and Fee Guidelines

- Registration fee and tuition are non-refundable and non-transferable to another student or program.
- Fees can be paid online in Eleyo using a credit card, debit card or ACH payment.
- Tuition is due on the first working day of each month. After this date, late fees of $10 a day, per student, accrue on any remaining account balance.
- Eleyo allows credit cards to be saved and auto drafted on the tuition due date. Parents are strongly encouraged to utilize automatic payments to avoid any late fees.
- Tuition is charged at a monthly rate regardless of the number of days of attendance or school days in a month. Tuition for August and December are prorated due to the number of calendar days of service.
- Parents have the option to unenroll from automatic payments by removing the credit card on file after the contract has been submitted. By removing auto pay, parents must log in to their account to make payment each month and are responsible for any late fees accrued.
- Late fees will continue to accrue throughout the month and when payment is not made, parents will be contacted about their child being dismissed from the program for non-payment.
- Late payment fees are due at the time they are added. Late fees should be paid at the time they are invoiced to avoid additional charges.
- Extended Learning ends at 6:30 p.m. each day. Parents that arrive after 6:30 p.m. will be charged additional late pick-up fees. Refer to the late pick-up information chart in the Parent Handbook.
- Late pick-up fees are applied to accounts after each incident and are due with the next tuition payment.
- Children will be removed from the program if the balance of ANY fees is outstanding two weeks after the due date
- Discounts only apply to students attending the morning and afternoon full tuition program. No other programs will receive a discounted rate.
- There is no split payment tuition option.
- When submitting a registration application, parents will select the first day that the student will attend the program. Students may not attend until the contract has been approved. Extended Learning will work to accommodate the requested start date to the best of our ability unless the campus is on a wait list.
- If a parent needs to change the requested start date prior to attendance, the contract can be updated in Eleyo if the contract is still pending approval. If the contract has been approved and a parent needs to change a requested start date, parents will need to send an email to ExtendedDayBilling@fortbendisd.gov and put the request for a new start date in writing.
- Parents may delay their child's start date one time per school year and start dates can only be pushed back up to two months. We will not be able to hold a students seat for more than a two month period.
- The registration fee will be processed to the payment method tied to the contract when the application is approved by the Extended Learning Main Office. Please note that the approval process can take up to three weeks.
- Enrollment will not be approved if the registration fee cannot be processed.
- The registration fee must be paid again to re-enroll and outstanding balances must be cleared before re-entry is granted, provided there is availability at the campus.
- When withdrawing your child, parents must submit notice in Eleyo two weeks prior to the end of the month in order to avoid the next months tuition. Parents are responsible for any tuition through the withdrawal effective date.
- Outstanding balances at the time of the withdrawal are the responsibility of the parent. Any balance not paid may be turned over to the District's collection agency. Tuition is billed monthly regardless of the number of days a student attends in the month. Tuition will not be prorated for students withdrawn during the month.
- Paper withdrawal forms are no longer accepted by the department.
- No refunds will be issued for withdrawing during the month.
- Any requests for refunds for Camp BLAST must be made at least 7 business days prior to the start of the session and will be charged a $10 processing fee per child, per week.
- Fees and/or tuition are non-refundable in the event your child is suspended or removed from the program for any reason.
- A fee of $35 will be assessed to any credit card disputes, regardless of the outcome.
- Returned ACH payments will be assessed a $35 fee, along with any applicable late fees. If an ACH payment is returned more than one time, parents will need to provide a saved credit card in place of future ACH payments.
- There will be no refunds or credits for suspension or dismissal of any student, inclement weather conditions, school closures, parent behavioral issues, spring break charges, missed field trips/in-house activities or any non- refundable fees paid.

Full-Service Days

On student holidays/professional learning days, Extended Learning is open from 6:30 a.m. to 6:30 p.m. at select campuses as a full-service day. Students in prekindergarten through 5th grade are eligible to attend. Students must attend the assigned campus based on their home campus and will need to sign up and pay additional fees in advance. Full-service days are not included as part of monthly tuition, and parents must register their student in Eleyo and pay the daily fees. An additional registration fee will not need to be paid if the student is already attending a before and/or afterschool program during the school year. Priority is given to students currently enrolled in Extended Learning (Extended Day & Little Learners) programs. Non-Extended Learning students may sign up for the event, however acceptance will be based on campus availability. Space is limited and only students that have been approved for the day are eligible to attend. Only currently enrolled Little Learner students are eligible to attend on full-service days.

Health Information

Child Health

Extended Learning does not maintain a school nurse or other health professional on staff. In the event that a child soils his/her clothes, a parent and/or guardian will be contacted to pick up his/her student. Parents are encouraged to send an extra set of clothes in the child's backpack to provide them to change. Extended Learning staff is not responsible for assisting in the changing of the student's clothes. Extended Learning does not provide or keep extra clothes on site.

Per FBISD policy, school personnel will not apply or provide insect repellent or sunscreen during the day. Concerned parents are strongly encouraged to apply these to their child before they leave for school. Parents may send these items with their child to be used during the day. Children who do not require assistance are able to apply these items themselves throughout the day.

Illness and Exclusion Criteria

Children cannot attend if they are suffering from an illness that meets the following conditions:

- Their illness prevents them from participating comfortably in program activities, including outdoor and gym play.
- The illness results in a need for more care than we can provide without compromising the health, safety, and supervision of other children
- The child has one of the following:
    - o fever of 100.4 or higher
    - o symptoms and signs of possible severe illness, such as lethargy, abnormal breathing, diarrhea, vomiting, rash with fever, symptoms of a communicable disease or illness, behavior changes, or other signs the child may be severely ill; or
- A health care professional has diagnosed the child with a communicable disease or condition (i.e., lice, ringworm, etc.), and the child does not have medical documentation indicating he or she is no longer contagious.
- If a child appears ill at arrival or becomes ill while under our care, the Site Coordinator will contact the parent to pick up the child and provide appropriate care apart from other children until the parent arrives.
- Every child must be free of fever, without fever reducing medications, for 24 hours before returning to Extended Learning.

COVID-19 Protocols

The safety of students and staff is the District's foremost priority. Extended Learning programs adhere to all District established health and safety protocols and procedures. Refer to the District website for up-to-date information.

Injuries

All injuries and incidents will be documented and presented to you for signed acknowledgement. Minor injuries such as scrapes will be treated onsite, and you will be notified when you arrive to pick up your child. If a child

becomes ill or suffers a significant injury while in our care, you will be contacted by phone and asked to pick your child up as soon as possible. If we determine the illness or injury requires it, we will call for an ambulance to transport your child to the nearest hospital. Hospital preference listed on the registration card will be shared with emergency medical personnel; however medical personnel will make final decision on the destination.

While student safety is a high priority for the District, under state law, the District is not responsible for medical costs associated with student injury. By signing the acknowledgement on the registration card, you expressly waive all claims for medical expenses, loss of services, or other claims that may result from your child's participation in Extended Learning activities, and agree to indemnify and hold harmless the District, its Trustees, employees, and agents from all claims made against it or them on behalf of your child.

Medication

We strongly recommend that whenever possible, medication should not be administered at Extended Learning programs. All medications must be listed on the emergency card, whether or not it will be administered at Extended Learning. In the event of an emergency, this information is critical to determining treatment and preventing potentially harmful drug interactions. ELD staff is not allowed access to medication administered at the school.

If medication is to be administered to a child at Extended Learning, and administration of that medication meets the guidelines in the District's Student/Parent Handbook, the following conditions must be met. All medicine, prescription or non-prescription, must be hand-delivered in its original container by the parent—not the child—to the Site Coordinator. Site coordinators do not have access to medicine stored in the nurse's office. Parents are required to complete an *Authorization for Dispensing Medication Form* and *Medication Authorization Form.* Prescription medication must be labeled by the pharmacist. The label must include the student's name, physician's name, name of the medication, amount of medication to be given, frequency, and the date the prescription was filled. A note from the physician must accompany medication taken for more than 15 days. There shall be no more than one medication per properly labeled container. The Site Coordinator will clear other medical needs with their Supervisor.

Notification Process

In the event of an emergency, our first priority is to ensure the safety of all children. Site staff will keep in contact with the parents, the school principal and keep their Extended Learning Supervisor informed. In the event of an emergency, the Site Coordinator will communicate details and instructions through email and also by initiating phone calls to parents when possible. Staff will communicate with other District departments and local authorities, as needed.

Late Pick-up

Extended Learning ends at 6:30 p.m. each day. After 6:30 p.m., the late pickup fees are as follows:

Times	Fees after 1st Incident	Fees after 2nd Incident
6:30-6:45 p.m.	**$15/child**	**$30/child after 2 incidents**
6:45-7:00 p.m.	**$30/child**	**$60/child after 2 incidents**
After 7:00 p.m.	**$50/child**	**May result in dismissal**

Late pick-up fees are due with the next month's tuition payment. Upon the fourth incident, your child may be dismissed from the program. Dismissal may occur prior to the fourth occurrence under the circumstances described below. Late pick-up history will remain on record until the start of the following school year.

Lateness in excess of 20 minutes may result in dismissal after the second occurrence.

Failure to pay fees by the 1st of the following month may result in removal from the program.

If it is 7 p.m. and Extended Learning staff are unable to reach a parent or alternate contact, or if the child's emergency/registration card does not include an alternate person who is available to retrieve the child, the District Police Department will be contacted. In any case involving District Police, the District Police may, at their discretion, involve the local police, sheriff, or other authorities. If a child is dismissed for this cause, no refunds or credits will be given.

Legal Custody Agreements

Students will only be released to the named person(s) listed on the registration card or the student's legal guardian listed in Skyward Family Access. If there is a change in guardianship or a court ordered custody agreement that will impact a parent's access to a student while attending Extended Learning, a copy of the signed court documentation will have to be submitted to the Extended Learning office or the campus leader on site. All court documents are subject to review by our FBISD Legal Department. Once reviewed and authenticated, the Extended Learning Department will implement and adhere to the court order. We know that custody arrangements may be less amicable in nature, but Extended Learning staff will not mediate domestic disputes, including those between divorced or separated parents.

Meals and Food Service Practice

During the school year, snacks are provided to children each afternoon by the FBISD Child Nutrition Department. Please do not send food that needs to be heated or refrigerated if your child opts to not consume the provided snacks.

In general, the Extended Learning will not provide lunch or snacks on full-service days or on early dismissal days. Parents are responsible for providing lunch and snacks for their student/students on these days. Again, please do not send food that needs to be heated or refrigerated at the site. Occasionally, Extended Learning may provide meals; specifics will be provided in advance of the event.

Middle School Program (Club Excel)

Club Excel is offered at select campuses throughout the District. We are always looking to have the program expand to more middle schools if there is enough interest at the campus. If you would be interested in the Club Excel program coming to your child's campus in the future, please complete the Club Excel Interest Form on the website. Once there is significant interest at a campus, Extended Learning will work with campus personnel on possible plans to bring the program to the school.

Daily activities in Club Excel consist of time to complete homework, physical activity, and project-based learning.

In Club Excel, students are permitted to check themselves in and, with parent permission, are able to check themselves out. Parents do not need to sign them in and out each day.

Parent Behavior

It is important to the achievement of our goals that staff and parents work cooperatively. Parents are welcome to address any issues or concerns directly with their Site Coordinator or by calling the Extended Learning Office. We understand that your children are your highest priority, and that issues that affect them can elicit strong emotions. However, parents are not permitted to threaten, bully, or harass staff or students in person, via telephone or email, or in any other manner. Any threat of physical violence toward a child, staff member or another parent, explicit or implied, will be reported to police and will result in the child's dismissal. While we welcome open discussion regarding any concerns about our program, respectful speech and behavior is expected.

Parents who fail to follow procedures and policies, interfere with the program's normal operation, or impede the staff in the completion of their normal tasks may have their child dismissed from the program. If a child is dismissed for parent behavior, there are no refunds or credits. Parents may not have contact with other students without permission from the Site Coordinator. Under no circumstances may a parent discipline, interrogate, or reprimand someone else's child.

We will not discuss or attempt to mitigate issues between parents or guardians—custodial or otherwise. Due to

confidentiality, we will not give other parent's or student's contact information to anyone.

If a parent's designated alternate pick-up person or emergency contact fails to comply with the program's rules, the parent may be asked to designate another person or withdraw from the program.

Parents must use the main Extended Day room door when entering and exiting the program.

Parent Communication

We will use our website, email and campus bulletin boards to share updates to our operating procedures with employees and parents. It is the parents' responsibility to utilize our communication tools for updates, upcoming events, etc. Time sensitive issues, including information related to emergency conditions or illness or injury to a child will be immediately communicated with parents via telephone, text message and/or email distribution list, depending on the situation. Any changes in Extended Learning policy will be communicated to parents through email and the parent board at the campus. Please inform the Site Coordinator of any updates to your contact information, including your email address. Information can also be updated in your Eleyo account. Parents are responsible to keep their email address and phone number current in Eleyo.

Participating in Program Activities

If you would like to participate in off-campus activities and field trips, we require that you:

- Provide your own transportation
- Pay for your own admission and the admission of those attending with you
- Complete a District volunteer background check if interacting with children other than your own
- Sign your child out if you remove them from their group
- Sign them back in if they will be returning to campus with us
- Fees will only be covered for children entering with the Extended Learning group

Permission to Release

Updated contact information is essential to your child's continued safety. Please include information for at least one emergency contact and one individual authorized to sign your child in and sign them out in the event you are unable to be reached. This information must be updated so that it is current at all times. Your child will only be allowed to leave with the persons listed on the registration card.

Personal Belongings

The Extended Learning Department is not responsible for lost or stolen items. Please do not send electronics, toys, games, or other personal belongings with the students. Be sure to label all jackets, backpacks, and other items with your child's name.

Positive Behavior Intervention and Supports (PBIS)

Positive Behavior Intervention and Supports (PBIS) is the department's discipline system that focuses on celebrating positive behavior. PBIS is an evidence-based framework used by schools to improve school culture and student behavior, while encouraging a safe environment for learning. Promoting student motivation and engagement is the foundation of a child's learning - academic, behavioral, or social. Students learn best when they know what is expected of them. Extended Learning staff work with students to define core social expectations, teach the behaviors associated with those expectations, and reward the use of those behaviors.

Parents play an important role in their child's success in a learning environment. It is important for parents to support their child's education and positive behavior. When we collaborate, students reach a higher level of achievement and school success. We look forward to working together to ensure your child's success.

Pre-Kindergarten (Little Learners Program)

Extended Learning will provide a tuition-based, before and after care program, the Little Learners Program, at FBISD's Pre-K campuses for eligible Pre-K students. Students must be 4 years old by September 1st and be enrolled in PK4 to attend the Little Learners Program. In addition, students must be able to toilet independently and have a basic level of self-care in order to be accepted into the Little Learners Program.

Registration

You may complete the online registration through the Extended Learning website by logging into Home - FBISD Extended Learning Department (eleyo.com). Registration for all Extended Learning programs is through Eleyo.

Reporting Child Abuse and Neglect

Our staff receives annual training to prevent, identify and respond to child abuse and neglect. Anyone who suspects or has any knowledge of suspected abuse or neglect must report it within **48 hours** to Texas Department of Family and Protective Services through the following means:

- Phone number: 1-800-252-5400 or website: www.txabusehotline.org (24 hours a day, 7 days a week)
- Staff will call 911 if a child appears to be in immediate danger

Request for Records

If a parent is interested in requesting records from the Extended Learning Department, they need to submit a Public Information Request through the District website: FBISD Public Information Center Upon review, the FBISD Legal Department will send a request to Extended Learning for the records; and then Legal will provide them to the requestor. Extended Learning employees do not provide the records directly to the parent.

Safety in Schools

The safety and security of our students and staff is our top priority in Fort Bend ISD. Extended Learning staff following all FBISD established safety protocols on a daily basis.

Students, staff, and parents can submit information through the Fort Bend ISD Crime Stoppers program at (281) 491-TIPS, through the See Something, Share Something app, or by contacting the Fort Bend ISD Police Department directly at (281) 634-5500. Reporting information quickly allows us to take swift and immediate action to keep our students and staff safe. We appreciate your partnership and cooperation in keeping our schools safe.

Senate Bill 1098

In accordance with Senate Bill 1098, an act related to the rights of parents or guardians with a child in certain child-care facilities, parents and guardians of children in Extended Learning have the right to:

- Enter and examine the child-care facility during its operation and without advance notice;
- Review the child-care facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive and review inspection reports and information about how to access the child-care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child-care facility's local childcare regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child;
- Obtain a copy of the facility's policies and procedures;
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.

Public information may be requested from Fort Bend ISD via the Public Information Center.
You may contact your campus Site Coordinator or the Extended Learning Main Office for any further questions.

Sign-in and Sign-out Policy

All students must be signed in and out by an authorized person upon arrival and departure from the program. No student will be admitted to or released from the program unless he or she is accompanied by a parent, legal guardian, or a pre-designated person 16 or older with identification. Extended Learning will not release a child to anyone who is under the age of 16 or anyone who cannot or will not present valid photo identification.

Identification must be shown whenever a student is picked up by someone unfamiliar to the staff. Students may only be signed in and out of the program once per day; once a student leaves for the day, they may not return.

For your child's safety, he or she must be accompanied to the Extended Day room by an adult. If they come unsupervised, they will not be allowed to attend the program. Bad weather days are no exception. Students will not be released to ride their bikes home, walk home, or ride the bus.
If your child attends an on-campus after-school activity, including tutoring, mentoring, and other school-sponsored activities, you must give Extended Learning written permission in advance of the event. Multiple dates may be authorized in a single letter, but the letter must include dates, times, responsible parties, and the location of the event. Extended Learning will not release children to activities for which we do not have advance permission from a parent or guardian.

The registration card indicates who is authorized to pick a child up. If you call to give pick-up authorization to someone not listed on the card, the Site Coordinator must complete a verification process. If we are unable to verify a person's authorization through our defined process, we will not release the child.

FBISD does not allow private tutors and therapists to come on campus and work with students. Extended Learning adheres to this procedure and does not allow it while the children are in our care.
For safety reasons we do not allow in and out pick up for Extended Learning students other than for dental and medical appointments, in which case the dental/medical return to school note is required. A child who missed the school day will not be allowed to attend Extended Learning that day.

Student Dismissal

If a student is dismissed from an Extended Learning program for any reason, they may not be eligible for re-entry for a full calendar year (12 months) at any campus. If the campus has a waiting list, you may add your child to the waiting list once the one-year period has elapsed.

Student Behavior and Discipline

Extended Learning expects children to conduct themselves responsibly, demonstrate respect toward others, follow all program rules, remain with their assigned group and staff at all times, care for materials and equipment properly, and return items to their designated place before selecting new materials. Employees will communicate and enforce clear, consistent behavior expectations to ensure each child is safe and engaged in the Extended Learning experience.

Students who are unable to follow District, school, or Extended Learning rules will be disciplined according to the severity of the offense and the disciplinary options available to Extended Learning, up to and including dismissal from the program. Parents will be notified of disciplinary concerns involving their child and advised of the consequences that may result if the behavior continues.

The goal of disciplinary measures is to redirect behavior and teach children to follow acceptable behavior standards. All disciplinary concerns will be documented, discussed with parents, and carefully reviewed before consequences—including probation, suspension, or dismissal—are issued.

Students who exhibit disruptive or escalating behavior that cannot be safely redirected or de-escalated will need

to be picked up from the program as soon as possible. A parent, guardian, or authorized pickup person will be contacted and expected to make arrangements for the child's prompt pickup.

When warranted, students may be suspended from the program and will not be permitted to attend on the designated day or days. This includes any activities scheduled during the suspension period. There will be no refunds or credits for gaps in service resulting from a suspension or dismissal.

Students who exhibit violent behavior or other behavior that leads to injury of other students or staff will be removed from the program. Students who possess or display a weapon at Extended Learning will be dismissed. Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or rented by the school District. Parents, guardians, or students guilty of damaging property, whether it belongs to the school District, community, or private citizen, shall be liable for damages in accordance with the law. Failure to make restitution will lead to dismissal from the program.

If the Extended Learning Department decides on suspension or dismissal as an appropriate course of disciplinary action, the school principal may be apprised of the situation.

Extended Learning staff will not enforce consequences imposed by parents or school staff for infractions committed at school or at home.

In general, disciplinary records and consequences will carry through the Summer Program and will be refreshed at the beginning of the following school year. However, repeated behaviors occurring during late spring or summer may carry over into the fall. Children who have been dismissed from the program will not be allowed to return for one full calendar year, and children who have been dismissed twice will not be allowed to return. Parents seeking to reenroll a child who has been dismissed are subject to availability and waiting list requirements. Decisions on consequences of disciplinary action will be handled on a case-by-case basis.
If a child is dismissed due to his/her behavior, there will be no refunds, nor will a credit be issued.

Extended Learning adheres to the following discipline and guidance policy:

(a) Each disciplinary measure must:
(1) Be consistent with our policies and procedures.
(2) Not be physically or emotionally damaging to the child;
(3) Be appropriate to the child's age and level of understanding;
(4) Be appropriate to the incident and severity of the behavior demonstrated.
(b) An employee may only use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
(1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
(2) Reminding a child of behavior expectations daily by using clear, positive statements;
(3) Redirecting behavior using positive statements;
(4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

What types of discipline and guidance or punishment are prohibited?
There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
(1) Corporal punishment or threats of corporal punishment;
(2) Punishment associated with food, naps, or toilet access;
(3) Pinching, shaking, or biting a child;
(4) Hitting a child with a hand or instrument;
(5) Putting anything in or on a child's mouth;
(6) Humiliating, ridiculing, rejecting, or yelling at a child;

(7) Subjecting a child to harsh, abusive, or profane language;
(8) Placing a child in a locked or dark room, bathroom, or closet;
(9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Transfers

You may transfer from one program to another within the District at no additional charge and with no interruption in service after notifying your current Site Coordinator and the Extended Learning office, provided there is space for your child in the new school's program and your account is up to date.

Visiting the Program

Parents are welcome to visit the program to observe their child, the facility, or program activities. All visitors to the program, including parents, must sign in with the Site Coordinator upon arrival and sign out when they depart. To ensure a safe environment, no visitor will be left unattended with children or permitted to walk the facility unaccompanied. Staff will escort any parents or guardians visiting the program. When parents visit the program, they must enter and exit through the Extended Day doors.

Waiting Lists

The Extended Learning Department works diligently to meet the demand for before and after school care. At times, schools may need to be placed on wait lists until additional staff members can be hired for a campus. The safety of our students is our top priority, and we need to ensure that we have adequate staff to meet the demand and maintain a safe and secure environment at each campus. Enrollment and staffing are monitored frequently to add more students as soon as it is safe to do so at each school. When a school reaches capacity, contracts can continue to be submitted but will not be processed until a spot becomes available. Parents will need to complete the registration form to be added to the waiting list but will not pay the required registration fee. When a spot becomes available, parents will receive a confirmation acceptance email and will be charged the registartion fee at that time. Students cannot attend until they have been accepted into the program and the fees have been paid.

Withdrawal

Parents who withdraw their child from the program at any time during the month are still responsible for the full tuition that month. A two-week notification is required in order to avoid being charged for the following month. Parents are able to enter a withdrawal date in their Eleyo account, however, please note that the withdrawal has to be approved by Extended Learning administration and parents are required to pay any applicable tuition and fees. Parents will be held responsible for outstanding balances at the time of the withdrawal. Returning students may be placed back on the waiting list if one exists at the campus.

For example, if on September 2nd, you submit notice to withdraw your child from the program, the withdrawal would be effective October 1st. Tuition is still due for September and no partial refund would be given. The number of days of attendance in September is not taken into consideration. Notice must be received two weeks prior to the 1st of the month in order not to be charged for that month.

Comments, Suggestions and Concerns

We welcome your feedback, and we appreciate the opportunity to address any concerns you have about the program or your child's experience in it. General program questions (registration, hours, contacts, etc.) can be directed to the Site Coordinator at your child's campus. However, it is recommended to schedule a time in advance to ensure that he/she is available. We also encourage you to use the suggestion box feature found on our web page www.fortbendisd.gov/departments/extended-learning or you can provide feedback via email to extendedlearning@fortbendisd.gov. If your concern is not resolved at that level, please contact the Supervisor for your child's campus. For other concerns or issues, please call the main number at 281-634-4220 and you will be directed to the appropriate contact or administrator.