

Westminster School District
Extended School Program (ESP)
2026-2027 Family Handbook



Students in the Extended School Program (ESP) explore, create, and grow in a safe, inspiring environment where academic support, enrichment, and social-emotional learning come together to spark curiosity and build confidence.

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Dear ESP Families,

In the Extended School Program (ESP), students engage in experiences aligned with the Westminster School District's [Strategic Plan](#), promoting academic excellence, equity, engagement, and wellness. The program offers a balanced approach that integrates enrichment, academic support, high-dosage tutoring, and social-emotional learning opportunities. Students participate in community service projects, student showcases, and other student-driven events that build leadership, creativity, and collaboration. They also take part in sports and fitness activities that enhance coordination, balance, and strength through both structured games and student-initiated play. Additionally, ESP provides dedicated time for academic and homework support to reinforce classroom learning and help students achieve academic success.

Building relationships remains a key focus of the program. When students feel safe in a caring, supportive environment, they are free to learn and grow. Through meaningful relationships, they deepen their sense of trust, gain self-awareness, and strengthen social skills.

Should you have any questions, please do not hesitate to contact the Extended School Program representative from the list below. Our team is committed to helping your child grow and thrive throughout the year—we appreciate your partnership!

Sincerely,

Expanded Learning Director

VeNae Valentin

vvalentin@wsdk8.us

Extended Learning Program, Staff Secretary

Lisa Preciado

lpreciado@wsdk8.us

Extended Learning Program, Program Supervisor

Julia Sanchez

jsanchez@wsdk8.us

Extended Learning Program, Program Supervisor

Extended-Learning Programs

Extended School Program Office

7200 Trask Ave.

Westminster, California 92683.

The ESP Office can be reached at (714) 372-8860.

Family Enrollment Specialist- Ext.3709

Community Liaison Spanish- Ext. 3707

Community Liaison Vietnamese- Ext. 3712

Program Supervisors- Ext. 3706 or Ext. 3705

Thank you for your interest, and we welcome you and your family to the Westminster School District Extended School Program (ESP). The Westminster School District serves students at a number of school sites with the Extended School Program (ESP), including:

ESP Schools:

<u>School</u>	<u>Grade Level</u>
Anderson Elementary	TK - 2nd
Clegg Elementary	TK - 5th
DeMille Elementary	TK - 5th
Eastwood Elementary	TK - 6th
Finley Elementary	TK - 1st
Fryberger Elementary	TK - 6th
Hayden Elementary	TK - 5th
Meairs Elementary	TK - 5th
Schmitt Elementary	TK - 1st
Schroeder Elementary	TK - 6th
Sequoia Elementary	TK - 6th
Stacey Middle School	6th - 8th
Webber Elementary	TK - 2nd
Willmore Elementary	TK - 6th

Program hours are between 6:00am-6:00pm. Please call the program office at 714-372-8860 for more information. The Extended School Program (ESP) offers high-quality after school opportunities that combine enrichment, rigor, creativity, curiosity, with joy and learning.

Enrichment and academic support programs include:

- ❖ Social and Emotional Learning (SEL)
- ❖ Student Leadership Opportunities
- ❖ STEAM
- ❖ Youth Voice and Choice
- ❖ Homework Assistance
- ❖ High-Dosage Tutoring
- ❖ Literature
- ❖ Physical Education & Sports

Extended School Program Locations

Anderson Elementary

Site Supervisor:
Ivan Medina
714-894-7201 ext. 1339
TK-2nd

Clegg Elementary

Site Supervisor:
Roxanna Perez-Pineda
714-372-8815 ext. 1438
TK-5th

DeMille Academy

Site Supervisors:
Alicia Jimenez & Autumn Arnett
714-891-5185 ext. 1546
TK-5th

Eastwood Elementary

Site Supervisor:
Carolina Altamirano
714-891-7476 ext. 1654
TK-6th

Finley Elementary

Site Supervisor:
Helen Flores
714-895-1747
TK-1st

Fryberger Elementary

Site Supervisor:
Angelina Avila
714-894-7237 ext. 1849
TK-6th

Hayden Elementary

Site Supervisor:
Rosie Barrera
714-894-7261 ext. 1958
TK-5th

Meairs Elementary

Site Supervisor:
Laura Costa
714-372-8800 ext. 2260
TK-5th

Schmitt Elementary

Site Supervisor:
Sarah Cardenas
714-894-7268 ext. 2358
TK-1st

Schroeder Elementary

Site Supervisor:
Marilyn Smith
714-372-8808 ext. 2425
TK-6th

Sequoia Academy

Site Supervisor:
Cleo Henderson
714-373-1701 ext 2549
TK-6th

Helen Stacey Middle

Site Supervisor:
Hanan Naber
714-894-7212 ext. 2644
6th-8th

Webber Elementary

Site Supervisor:
Jasmine Balandran
714-894-7288
TK-2nd

Willmore Elementary

Site Supervisor:
Susan Lopez
714-895-3765 ext. 3050
TK-6th

Program Policies

- ❖ The Extended School Program will attempt to notify families of any program changes as soon as possible. Please understand that due to unforeseen circumstances, changes may be made without immediate notification.
- ❖ The Extended School Program operates on Westminster School District school campuses and is governed by the regulations set forth by the California Department of Education, as well as the policies pertaining to WSD, grant funding, and program administration.
- ❖ Acceptance into the school year Extended School Program does not guarantee enrollment in Fall, Winter, Spring or Summer Camps. The Extended School Program reserves the right to restrict camps to CCTR, OCDE and CHS subsidized grant families only.
- ❖ While all students are presently supported by ELOP funding, other grants may be accessible for families who require tuition assistance.
- ❖ The CCTR grant provides funding for a duration of 24 months upon qualification, with recertification required every two years, ensuring enrollment in all camps and during the school year. Must be income eligible. Please note that the CCTR grant is available only at designated school sites.
 - Applications for this grant can be coordinated through the Westminster School District's Extended School Program Family Enrollment Specialist.
 - Additionally, families may explore funding through OCDE by applying via the county and through the Children's Home Society of California (CHS) by submitting an application on their website.

**For further details about available grant options and where to apply,
please contact the ESP Office at 714-372-8860 or espwsd@wsdk8.us.**

Attendance Policies

Regular participation helps students build relationships, receive consistent academic support, and take part in ESP's enrichment activities. It also helps the Extended School Program (ESP) plan staffing and provide a safe, well-organized program.

Families are asked to identify the days their child will attend ESP and to maintain a consistent schedule. Families should notify their ESP site when their child will be absent or when their usual attendance schedule changes. ESP staff will record each student's actual attendance, including arrival and departure times.

ESP recognizes that students may have appointments, family circumstances, and activities outside the program. Families should communicate these needs to the site so staff can plan appropriately and maintain accurate attendance and release records. A child's schedule may be reviewed with the family when participation differs substantially from the schedule provided at enrollment.

ATTENDANCE EXPECTATIONS & FAMILY COMMITMENT

Families agree to:

- ❖ Provide the ESP site with their child's anticipated days of attendance.
- ❖ Notify the site of an absence or schedule change as early as practicable.
- ❖ Follow the site's check-in, sign-out, and authorized pickup procedures.
- ❖ Work with site staff in advance when their child has a recurring commitment that affects attendance or pickup.

Other funding programs: Families participating through CHS, OCDE, or CCTR must also follow the attendance and contracted-hour requirements applicable to their individual agreement. Site staff can help families identify which requirements apply to them.

PROGRAM OFFERINGS AVAILABLE THROUGH 6:00 P.M.

- ❖ Snack
- ❖ Social-Emotional Learning
- ❖ Homework Help
- ❖ Enrichment Opportunities
- ❖ Tutoring
- ❖ Organized PE/Sports

REGULAR PICKUP WINDOW: 4:00–6:00 P.M.

ESP operates from school dismissal until 6:00 p.m. The **regular pickup window is 4:00–6:00 p.m.** This schedule supports a consistent block of academic assistance, intervention, enrichment, and other activities. It also allows ESP to plan staffing and supervise student transitions.

Families should plan to pick up their child during the regular pickup window and no later than 6:00 p.m. A request for pickup before 4:00 p.m. should be communicated to the site as early as practicable and handled through the early-release process below.

EARLY RELEASE AND RECURRING ACTIVITIES

ESP recognizes that a student may need to leave before 4:00 p.m. for a medical or other appointment, a family need, sports practice, another organized activity, or an unexpected circumstance. The parent or guardian should notify the ESP site of the anticipated pickup time and reason. The student must be released through the site's supervised sign-out procedure to an authorized adult.

When an activity occurs regularly, for example, practice on certain weekdays, the family should work with the ESP site **in advance** to document the student's anticipated attendance and pickup schedule. Families should notify the site when that arrangement changes. An unexpected need for early pickup will be addressed when it arises.

ESP staff will record the student's actual departure time and the reason for every early release in CareConnect or the District's designated attendance system. Staff may coordinate pickup at a designated location or during an appropriate transition to limit disruption to activities.

Arrival & Departure Policy

- ❖ The regular pickup window is 4:00–6:00 p.m. If a student needs to leave before 4:00 p.m., the parent/guardian must follow the early-release procedures described in this handbook. When possible, families should notify the site in advance; unexpected early-release needs will be addressed when they arise.
- ❖ Only authorized individuals aged 18 or older with a valid ID may sign a child in or out of the program.
- ❖ ESP is a closed-campus program; parents and guardians may not enter campus to check out students.
- ❖ All check-outs must occur at the designated location/gate with program staff.
- ❖ Each child must be signed in and out daily with a full signature on CareConnect; initials are not accepted.
- ❖ State regulations allow employees of the Extended School Program to deny access to any parent or guardian exhibiting behavior that poses a risk to the safety of students or staff.

Authorized Student Release Policy

- ❖ If the person picking up the child is not listed on the authorization form, the parent or guardian must provide written notice at least 24 hours in advance.
- ❖ In emergencies, a parent or guardian may call to authorize someone not on the list, who must still present a valid photo ID.
- ❖ Anyone without proper authorization will not be allowed to sign out a child.
- ❖ Unless we have legal documentation, such as a restraining order, we cannot prevent either parent from picking up their child.

Late Pick Up Policy

- ❖ If you are unable to pick up your child by their designated pick-up time, it is your responsibility to arrange for another authorized adult to do so.
 - If you are unable to reach anyone, please contact your child's ESP site to inform them of your expected arrival time.
 - If your child has not been picked up by 6:00 p.m. and we have not received communication from you, an authorized adult listed on your emergency contact card will be notified.
 - If no authorized adult can be reached to pick up your child by 6:30 p.m., the appropriate law enforcement authorities will be contacted to ensure your child's safety.

Please Note: Repeated late pickups may result in a conference with the parent/guardian and, after consideration of the circumstances and prior communication, may affect continued participation in the program. A serious or ongoing failure to pick up a child may result in removal from the program.

Emergency Contact Policy

- ❖ If there are any changes to your contact information or the contact information of your emergency contacts, please notify the Extended School Program immediately and update the information on Aeries & CareConnect.

- ❖ Please note that changes can only be made by a child's legal guardians.

Parent/Guardian Communication Policy

An effective attendance policy for the Extended School Program (ESP) must align with the requirements of the California Department of Education (CDE), the Child Care and Development Division (CCTR), the Orange County Department of Education (OCDE), the Children's Home Society of California (CHS), and the Expanded Learning Opportunities Program (ELO-P) as outlined in California Education Code § 46120.

This policy promotes regular attendance, ensures compliance with state and district regulations, and supports both student wellness and academic success. By implementing these guidelines, the Westminster School District fosters student engagement while maintaining adherence to all regulatory and funding requirements. Attendance policies are subject to change based on updates from the CDE, Education Code, grant funding sources, or district policy, with notification provided for any revisions.

Confidentiality Policy

- ❖ All information about children, their families, and ESP staff is kept confidential, in accordance with California Education Code § 49076 and the federal Family Educational Rights and Privacy Act (FERPA).
- ❖ By law, discussions regarding your child or family occur only between a parent or guardian and designated program staff. If you have concerns about another child, you may speak with a supervisor, but the conversation will focus on your child and any disciplinary action will remain confidential.
- ❖ If you have concerns about a staff member, you may speak with a supervisor, but all personnel matters will remain confidential.

Snack & Lunch Policy

- ❖ In the Extended School Program, a nutritious snack will be provided to children in the afternoons during the school year.
- ❖ For those participating in the full-day program (Summer, Fall, Winter and Spring Camp), both morning and afternoon snacks will be available.
- ❖ Breakfast and lunch will not be provided during camps (with the exception of Summer Camp) unless notified otherwise.
- ❖ Due to California Health & Safety Code (HSC) § 114016, we cannot reheat meals for students.
- ❖ In accordance with California Education Code §§ 49431 and 49431.2, candy, gum, soda, and other foods of minimal nutritional value are not permitted on campus.

Toys & Personal Equipment Policy

We are pleased to provide a wide variety of activities and equipment for all our programs to ensure a

fun, safe, and engaging environment for every child.

- ❖ To help maintain this, please do not allow your child to bring personal items from home, as we cannot guarantee their safety or return.
- ❖ Toys or items that depict weapons, violence, or destruction—such as firearms, replica weapons, or other war-related items—are strictly prohibited and will be confiscated immediately.
 - Students who violate this policy may face consequences in accordance with California Education Code § 48900, which addresses behaviors that disrupt school safety or poses a risk to others.
 - This policy helps ensure that all students can play and learn in a safe and positive setting.

Technology Policy

- ❖ Students are expected to follow the district's Chromebook use policies while participating in the Extended School Program (ESP).
- ❖ Except for Chromebooks or other school-issued devices used at designated times, all other personal technology, including but not limited to cell phones, smartwatches, tablets, personal laptops, earbuds/headphones, and handheld gaming devices are not permitted.
- ❖ Students bring devices at their own risk; the District and Extended School Program are not responsible for loss, damage, or theft of personal property.
- ❖ Unauthorized or disruptive use of devices may result in confiscation and student discipline.

Accident & Injury Policy

The Extended School Program (ESP) is committed to keeping all children safe while having fun. We carefully select safe, age-appropriate equipment and materials, and staff work to prevent accidents. However, children are active, and accidents can happen.

For minor injuries, staff provide basic first aid, such as cleaning scrapes or cuts and applying cold compresses or bandages. Staff are trained in first aid, but this is not a substitute for professional medical care.

If your child is seriously ill or injured, staff will:

- ❖ Give immediate care.
- ❖ Call paramedics for serious injuries.
- ❖ Notify parents/guardians as soon as possible.

For injuries that do not require emergency care, parents/guardians will be contacted promptly to arrange appropriate medical attention. Parents/guardians are legally and financially responsible for any emergency medical treatment, including paramedics, ambulance services, or hospital care. Please make sure your contact and emergency contact numbers are always up to date on Aeries & CareConnect.

To help us support your child's health, please update the school office with any changes to medical needs, including allergies, medications, or other conditions, so our student information system reflects the most recent information.

While we prioritize safety, the Westminster School District, including ESP and its staff, cannot assume financial responsibility for accidents or injuries that may occur during program activities, use of equipment, or off-site field trips.

Child Abuse Reporting Policy

It is essential that all individuals report any suspected cases of child abuse or neglect.

- ❖ Under California Penal Code §§11165.7 and 11166, certain professionals and community members—known as mandated reporters—are legally required to notify the proper authorities if abuse or neglect is known or reasonably suspected.
- ❖ As school employees, we are mandated reporters and must fulfill this legal obligation. In accordance with Penal Code §11167(d), all mandated reports and the identity of the reporter are kept strictly confidential.

Safety Policies

- ❖ **Drive with caution:** Please drive slowly and carefully when arriving at or departing from the school.
- ❖ **Parking:** Do not park at red curbs. Park only in designated parking spaces or on the street. The City of Westminster patrols school parking lots and may issue citations for violations.
- ❖ **Stay informed:** Check the ESP Newsletter, parent board, and your email regularly for important notices and updates.
- ❖ **Check-in and check-out:** These will occur at designated locations or gates on campus. As a closed campus, parents/guardians are not permitted to enter campus.
- ❖ **Sign-in/out:** Sign your child in and out daily through CareConnect using your full signature (not initials). Parents/guardians must pick their child up at designated locations.
- ❖ **Student Release:** Students will not be released to parents/guardians that are not present at the gate. If students leave campus unattended, parents will be contacted to discuss disciplinary action.
- ❖ **Communication with staff:** Please communicate with the staff on duty during drop-off and pick-up times. Concerns or questions should be directed to the Site Supervisor.
- ❖ **Illness:** Children who are out of school due to illness or fever may not attend the afterschool program. After a child has been ill, they must be fever-free for 24 hours without fever-reducing medications before returning.
- ❖ **Shoes and dress code:** Tennis shoes or similar closed-toe shoes must be worn daily. Regular school dress standards must be followed at all times.
- ❖ **Emergency procedures:** In the event of a disaster or national emergency, children will remain at their program site until an authorized adult listed on the emergency card arrives. If relocation is necessary, contact the Westminster School District Office at (714) 894-7311 for information.

Parent Conference Policy

Parent conferences are a vital component of the Extended School Program for our subsidized families, taking place twice during the academic year, or as required. These conferences address your child's social-emotional needs and support their overall development. Findings from our Desired Results Developmental Profile (DRDP) assessments are shared to provide insight into growth, highlight strengths, and guide next steps. Parents/guardians are encouraged to ask questions and collaborate with staff to support their child's success.

Homework & Tutoring Policy

The Extended School Program provides daily homework support, during which students work on their assignments for a set period of time in accordance with district homework recommendations.

- ❖ Any challenges are documented and shared with parents/guardians and teachers when appropriate.
- ❖ Please note: ESP staff cannot provide individualized in-person tutoring or guarantee homework completion, so parents/guardians should continue to monitor and review their child's work.

In addition to homework help, some ESP sites may provide small-group, high-dosage tutoring by professional tutors that directly supports the learning taking place during the school day.

- ❖ This targeted instruction helps students reinforce and master the Common Core State Standards, ensuring continuity between classroom learning and afterschool support.

Complaint Process Policy

The Extended School Program (ESP) has established a clear process for addressing complaints to ensure that concerns are handled fairly and efficiently.

If you have a concern, please follow these steps to seek resolution:

1. **Discuss concerns with the Site Supervisor:** Begin by documenting your concern in writing and discussing it with the site supervisor assigned to your child's site. The site supervisor will review your complaint and work with you to address the issue.
2. **Contact the Program Supervisor:** If the concern is not resolved, contact the program supervisor at 714-372-8860, Ext. 3706 or Ext. 3705 for further assistance.
3. **Contact the Director:** If the issue remains unresolved, call 714-372-8860 to speak with the Director. The Director will review the situation, provide guidance, and take appropriate action to address the concern.
4. **Submit a Formal Complaint to the District:** Should the matter still not be resolved, you may submit a formal complaint through the Westminster School District website. This ensures that your concern is formally documented and reviewed at the district level.

Following these steps helps ensure that complaints are handled consistently and that every concern is taken seriously, with opportunities for resolution at multiple levels.

Please be assured that the Westminster School District will provide a written response to your concern. However, it is important to note that issues pertaining to district personnel and other students are treated with confidentiality.

Discipline Policy

CONFLICT RESOLUTION

Students are expected to follow the same rules used during the regular school day to help maintain a consistent and supportive environment. Our program focuses on teaching children the skills they need to resolve disagreements in socially appropriate ways. We provide alternative solutions and encourage verbal communication to help children address and resolve conflicts independently. When staff intervention is necessary, team members model appropriate behaviors, guide problem-solving discussions, and reinforce available strategies for resolution.

STUDENT DISCIPLINE

Our staff works to redirect inappropriate behavior and may apply temporary, reasonable consequences when necessary. Additionally, we value the partnership of parents/guardians in guiding their children's behavior and appreciate their support in addressing any instances of inappropriate behavior.

Disciplinary measures are intended to be fair, consistent, and supportive of each child's self-esteem. Common measures may include:

- ❖ Replacing broken or stolen items
- ❖ Limiting participation in certain activities
- ❖ Providing a quiet space for reflection and calming down
- ❖ Verbal reminder or discussion about appropriate behavior
- ❖ Temporary loss of privilege
- ❖ Behavior plan

While staff do their best to address behavioral issues, some behaviors may require a student to be sent home immediately.

- ❖ If a child's behavior poses a risk to their own safety or the safety of others, parents/guardians will be contacted immediately to pick up their child from the program.
- ❖ Such behaviors may result in a suspension from the program.
- ❖ **Please note: If your child is suspended from school, they will not be permitted to attend the Extended School Program during the suspension period.**

Program Participation/Discontinuation Policy

Failure to follow program policies may result in communication with the family, a conference, an individualized support or corrective plan, and, when concerns remain unresolved, discontinuation of services. Immediate action may be taken when conduct presents a significant safety risk, involves fraud or knowingly false information, or otherwise requires immediate action under law or District policy.

Parental Responsibilities

Parents are expected to familiarize themselves with and adhere to the policies outlined in The Extended School Program Parent Handbook and Westminster School District Parent Handbook.

- ❖ Failure to follow program policies may result in family communication, a conference, a corrective plan, or discontinuation of services. Immediate action may be taken for serious safety concerns, fraud, false information, or as required by law or District policy.
- ❖ In accordance with Board Policy 1313(a) on civility, family members who display inappropriate, threatening, or unsafe behavior may lead to dismissal from the Extended School Program (ESP).
- ❖ By signing the Parent Handbook Acknowledgment, you confirm your understanding of and commitment to comply with the policies articulated in this document and the Westminster School District Parent Handbook.

Subsidized Grant Policy

Families receiving the CCTR grant are required to attend one (1) recertification meeting every 24 months. CCTR grant families must notify the Westminster School District within thirty (30) days if their ongoing income exceeds 85% of the State Median Income. Students within the CCTR Grant must utilize a minimum of 75% of their contracted hours. CCTR parents/guardians are required, under penalty of perjury, to provide accurate explanations for any and all student absences. CCTR families are also required to report any changes of income (increase or decrease) within 30 days of the change, under penalty of perjury. Failure to report may result in the removal from the program and/or loss of subsidized funding. Families may be asked at any time by Westminster School District for additional supporting documents, for their subsidized funding.

Families utilizing subsidized funding (California Department of Education's Child Care and Development Division (CCTR), the Orange County Department of Education (OCDE), and Children's Home Society of California (CHS) are required to attend their contracted hours, this includes all non-school days that the Extended School Program (ESP) provides such as Fall Break, Winter Break, Spring Break and Summer Break. CCTR is only for students up to the age of 13, students will be removed from the program when they turn 13 or if the family becomes income ineligible, whichever comes first. Families may lose program eligibility or funding if inaccurate information is submitted or if attendance requirements are not met. Parents/Guardians are expected to maintain communication with the Extended School Program (ESP). Subsidized families who do not respond to communications (including electronic communication such as email) within seven days may be removed from subsidized funding due to Abandonment of Care.

Westminster School District adheres to the guidelines set forth by California Department of Education's Child Care and Development Division (CCTR) and policies are subject to change in accordance with guidelines. Failure to comply with the subsidized grant policies may result in the removal of funding source and possibly removal of the program.

Westminster School District Extended School Program Family Handbook Acknowledgment

A hard copy or PDF of the Family Handbook Acknowledgment can be requested via email

to: espwsd@wsdk8.us

It is the intent of the Westminster School District Extended School Program (ESP) to maintain clear and consistent policies for all enrolled families. Our goal is to build and sustain positive, professional relationships with the students and families we serve.

Please initial below:

- ❖ _____ I agree to review the information in the handbook and to follow all policies and procedures outlined. I understand that failure to follow these policies and procedures may result in my child being withdrawn from the Extended School Program (ESP).
- ❖ _____ I understand that it is my responsibility to sign this agreement in order for my child to participate in the ESP program.
- ❖ _____ I understand that Westminster School District may revise, update, or add to program policies and procedures in response to changes in law, California Department of Education guidance, funding requirements, or District procedures. Families will be notified of material changes.

By signing below, I acknowledge that I have received the Westminster School District Extended School Program (ESP) Family Handbook and agree to read, understand, and follow the policies and procedures outlined within it.

Student Name

Student ID #

ESP/School Site

Parent/Guardian Print Name

Parent/Guardian Signature & Date