2019-2020
ESBOCES
Extended Day Enrichment Program
at Comsewogue
Dear Parents,

Eastern Suffolk BOCES is pleased to inform you that we have been selected once again by the Comsewogue School District to administer the Extended Day Enrichment Program at Comsewogue. Our program will continue to provide the homework room staffed by New York State teachers, scheduled clubs and special educational shows that make this such a unique educational opportunity for Comsewogue students.

An informational meeting will be held on **Thursday, August 15th**, at 5:30 p.m. in the Cafeteria of Norwood Avenue Elementary School, 290 Norwood Avenue, Port Jefferson Station, for parents who are new to our program or wish additional information.

Please note the following changes and highlights for the 2019-20 program:

1. The cost of the program will increase by $1.00 in all areas for 2019-20.
2. Students in Kindergarten and Grade 1 will continue to be grouped with a counselor throughout the entire program. Students will go to snack, homework room, gym, activity room and outdoor recreation with their counselor.
3. All refunds will be applied to any unpaid balances first.
4. The registration deadline for purchasing days is Thursday at 10:00 p.m. of the week PRIOR to the days your child is attending. This means that days can be purchased on the website as late as Thursday at 10:00 p.m. for a child attending the program the following week. It is hoped that this extended registration time will allow parents with flexible schedules to avoid the additional fees of registering late.
5. The program will still be conducted on SOME days that school is “not in session” as listed in the handbook. However, the district has decided to close during all of the full-week school recesses.
6. The program will be fully staffed with a nurse and security guard during program hours.

Once again, thank you for your continued support.

Jennifer Leen
Assistant Administrative Coordinator for Curriculum and Assessment
Educational Support Services
Eastern Suffolk BOCES
750 Waverly Avenue
Holtsville, NY 11742
Phone: 631-244-4249
Email: jleen@esboces.org
**Introduction**

Eastern Suffolk BOCES is proud to sponsor the Extended Day Enrichment Program in the Comsewogue School District. ESBOCES has been a leader in providing enhanced educational activities for students of all ages and grades for many years and looks forward to providing a safe, secure and economically affordable program to the children and parents of the Comsewogue community.

The first and most important concern is the safety of the students enrolled in the program. Since students are attending this program from different schools, the monitoring of the students as they are transported to and from the program and released to their parents or guardians in the afternoon must be given special attention and shall always be the most important priority of the employees.

Since this is an enrichment program rather than merely a day care program, a variety of educational opportunities such as the homework room, various clubs and interactive activities will be offered.

**Students Eligible**

This program will be available for all students enrolled in the Comsewogue School District attending grades Kindergarten through sixth. In order to attend, the child must be registered with the ESBOCES Extended Day Enrichment Program and have completed the ESBOCES medical and emergency contact forms.

**Hours of Program**

The Program will be conducted from 7:00 a.m. until 8:45 a.m. and from 2:30 p.m. until 6:00 p.m. at Boyle Road Elementary School. Students not attending Boyle Road Elementary School will be bused to their home schools in the morning and bused to Boyle Road Elementary School in the afternoon. Parents are to pick up students at the entrance leading to the south parking lot and in the back of the building. Proper picture identification is required to pick up children. Only parents, guardians or other adults listed on a child’s emergency contact card may pick up that child.

When dropping students off in the morning, parents are to ensure that an employee is present and has admitted the child to the program before leaving Boyle Road Elementary School.

**Cost of Program**

1. A.M. Session when using weekly payment schedule  
   8 if purchased by Thurs, 10:00 p.m., $11 if late

2. P.M. Session when using weekly payment schedule  
   $10 if purchased by Thurs, 10:00 p.m., $13 if late

3. Monthly Payments: A.M. and P.M.  
   20% discount. See page 7 for monthly fee schedule

4. Monthly Rates for 2, 3 or 4 days per week  
   20% discount. Calculated on individual basis for A.M. and P.M.

5. Non-School full-days  
   $31 per day if purchased in advance; $41 if not purchased in advance. See page 8 for available days

6. Non-School half-days  
   $21 per day. See page 8 for available days

7. Late pick-up fee at 6:01 p.m.  
   $6, and $6 for every 15 minutes, thereafter

**Cancellations and Re-scheduling**

Maintaining an accurate up-to-date list of students attending the Extended Day Enrichment Program is an important task for our staff, especially in the afternoon session. In order to assist with this, all parents must use the following procedures when adding a day, cancelling a day or making changes to the dates purchased.
1. For parents using the “weekly” payment schedule, days must be purchased by THURSDAY at 10:00 p.m. prior to the beginning of each week. Failure to do so will result in schedule change fees.

2. In the event a child will not be able to attend a session, a parent must call the main office of the school the child attends and email the Extended Day Enrichment Program at enrichment@comsewogue.k12.ny.us as soon as possible. This applies to students on the weekly payment schedule as well as students on the monthly payment schedule.

3. While it is understood that unforeseen events occur and changes are necessary, it is hoped that changes are kept to a minimum and change fees are avoided.

Note: 50% of the purchase price will be refunded for days purchased using a weekly payment schedule (rather than on a monthly basis) if the program is notified of the absence ahead of time. Refunds will first be applied to any outstanding balances. No refunds will be offered to dates purchased with a monthly discount.

Busing

The bus route number to transport the children will be designated by Comsewogue School District's Transportation office. The child's parents and the child's home school will be notified of the bus route number. The bus letter for our program at the elementary schools is “Z”. Students at the middle school will be notified of the bus route in late August. While the home school staff will assist the Extended Day Enrichment participants, it will be the parent’s responsibility to ensure that their children know which bus to take for the Extended Day Enrichment program, and which days the children will be attending.

Health Services-Employees and Participants

No student or staff member may attend the ESBOCES Extended Day Enrichment Program while he or she has acute symptoms of any infection or communicable disease. If a participating child becomes sick or is injured during his/her stay in the program, the child will be separated from the group and given individual attention. The child's parent, guardian or emergency contact person will be notified immediately and directed to pick up the child as soon as possible. In an emergency, the parent will be contacted and 911 will be called for ambulance assistance. No medication of any type including, but not limited to, any prescription drugs, cough drops, vitamins, aspirins or ear drops may be administered and no medical procedure will be carried out except upon the written consent of the parent/guardian and in original prescription containers with the child’s name on it. Medications will be returned to the parent or guardian when no longer needed. Medications will not be made accessible to the children. All necessary program forms must be completed by the parent/guardian, for medication administration. Spray sunscreen can be applied with written permission from the parent or guardian.

Refreshments

Refreshments consisting of a nutritious snack and milk or juice will be available each afternoon for each student. Note – if a child has any type of special dietary restrictions and/or needs (for example - diabetes, lactose intolerance, food allergies, celiac disease, etc.), the parents must inform the staff and provide a Food Safety Kit. If there are any concerns or questions regarding the contents of the Food Safety Kit, the parents should discuss the issue with the school nurse and the Extended Day Enrichment Program Director.

Communication with Program

Parents are encouraged to use the email address enrichment@comsewogue.k12.ny.us to communicate with the program. In the event that a phone conversation is necessary, please call (631) 474-8263. A message can also be left during the day at (631) 474-8263. If you need to reach the nurse, the phone number is (631) 642-4336.

Activities of Program

Students will be provided time for a snack and recreation activities during the first portion of the program. Recreational activities available will include use of the gymnasium, use of the activity room and use of the playgrounds outside Boyle Road Elementary School. A staff member will be instructed to maintain a constant line of vision with all students.
Students will also be asked to enter the homework room, where they will be provided assistance with their homework by a certified teacher and counselors if they should request it. Parents are encouraged to communicate with their children about their progress in the homework room and may communicate special requests to staff by email regarding homework priorities. Staff members in the homework room will be trained in techniques to assist students with homework, but the responsibility to complete all assignments rests entirely with the student. Please inform your children that they will attend homework room every day for approximately thirty minutes to complete homework or to read quietly.

Students in Kindergarten and Grade 1 will be grouped with a counselor throughout the entire program. Students in these two grades will go to snack, homework room, gym, activity room and outdoor recreation with their counselor.

During the course of the year, certain clubs will be made available for students to join. A list of clubs will be provided to parents and students so that students may select a club. As participation in a club may be limited, members will be chosen on a first come, first served basis. Any students closed out of a club will get the first opportunity to join the club the next time it is offered. Clubs will be organized into groups of grades K-2 and grades 3-6 students. Students signing up for a club are expected to attend every session of that club.

**Staffing of Program**

The ESBOCES Extended Day Enrichment Program will be managed by a Director, who must possess a valid and current NY State teaching certification.

The Director will be responsible to:
1. oversee the instruction provided in the program
2. manage all staff
3. ensure that all students are properly transported to and from the program every day
4. communicate with the Comsewogue business office and the elementary school principals on a daily basis
5. communicate information to the parents regarding the needs and concerns of their children
6. confirm all educational programs scheduled prior to the presentation
7. obtain the necessary snacks and supplies
8. oversee the homework room to ensure that the instruction is provided in accordance with the training provided
9. ensure proper supervision of students is maintained during the program
10. address any other items that would have an effect on the decorum of the program

Counselors will be responsible to:
1. provide supervision by maintaining a direct line of sight of every student
2. ensure students are escorted to the appropriate home school in the morning and to the program from their home schools in the afternoon
3. understand the methods of communication used between parents and the program, Comsewogue Business Office and the program, and the Principal’s Office and the program
4. ensure students are dismissed according to ESBOCES guidelines and provide behavior management techniques when appropriate according to the ESBOCES guidelines
5. Maintain all policy and procedures as put forth by program directors and ESBOCES

Teachers may be added to:
1. assist in the homework room
2. oversee specific clubs or activities
3. provide enrichment instruction to the students in the program

Teachers must possess a valid and current NY State teaching certification.

**Disciplinary Action**

The Extended Day Enrichment Program is a service provided by the Comsewogue School District for children who are enrolled in Comsewogue schools. There is an established Code of Conduct that each participant and their parent or guardian
will be expected to review and agree to. If a participant does not comply with the Code of Conduct, a progressive discipline plan will be established to assist the participant in meeting the expectations of the program. Failure to respond to the interventions set forth in the progressive discipline plan may result in the dismissal of the participant. Such dismissal may be for a day, several days or indefinitely. Any disciplinary action taken will be first discussed with the participant's parent or guardian. The following disciplinary actions are prohibited: room isolation, corporal punishment, deprivation of snacks, and methods of discipline which frighten, demean, or humiliate a child. Discipline will be prescribed, administered and supervised only by the staff. The ESBOCES Director will fully document actions taken and the reasons for taking such action when deemed necessary. This includes a conference between the Director and the parent/guardian followed by written communications when necessary. An appeal may be brought to the ESBOCES Director for review and final determination. If a child is having difficulty adjusting to the program, a conference will be arranged between the parent/guardian and the staff. Appropriate behavior is a requirement for continued enrollment, and determination of appropriate behavior shall be at the discretion of the Director.

Snow Days/School Cancellations

When the Comsewogue School District declares a snow day or closes school for any other reason, the Extended Day Enrichment Program will be cancelled for that day.

When a two-hour delay is called, the Extended Day Enrichment Program will be delayed 2 hours and begin at 9:00 a.m. Students will be transported on the usual bus assignments, 2 hours later than usual.

On days that school is shortened, Extended Day Enrichment will be conducted at the close of school; however, parents are urged to pick-up their children as soon as possible. Only students originally assigned to the Extended Day Enrichment Program will be accepted into the program on shortened school days.

Registration Procedure, Payment Procedure and Scheduling Days

1. All forms on pages 10, 11, 12 and 13 of this handbook must be submitted for each child being registered to The Extended Day Enrichment Program, Boyle Road Elementary School, 424 Boyle Road, Port Jefferson Station, NY 11776.
2. Visit the Core Commerce website at http://comsewogueuf556.corecommerce.com/ and press the link for “Annual Enrollment” to create a new account or to log in to an existing account.
3. There will be an annual registration fee of $26 per family to be paid at registration.
4. Payments may be made by credit card, debit card or check through PayPal.
5. Payments made at the school site are discouraged.
6. There are no second or third child discounts.
7. Parents/Guardians who have not selected the monthly payment procedure will select and purchase the days their child will attend Extended Day Enrichment on a weekly basis by 10:00 p.m. on the Thursday of the week before their child is attending Extended Day Enrichment.
8. For persons who purchase weekly, 50% of the purchase price will be refunded on days your child cannot attend, provided the program is notified. Refunds will first be applied to any outstanding balances.
9. People paying monthly, who receive a discounted rate, will not receive any refund for unused days.
10. There will be a $6.00 late charge per child from 6:01 p.m. until 6:15 p.m. and cumulative additional $6.00 charges for each 15 minutes thereafter.
11. There will be no charge for the special programs and clubs sponsored by the ESBOCES Extended Day Enrichment Program.
12. Failure to keep your account current could be reason for dismissal from the program.
Eastern Suffolk BOCES Extended Day Enrichment Program
Rates and Schedule: 2019-2020

Days Purchased on a Daily Basis

A.M. Session
Pre-purchase price $8
Purchase after deadline $11

P.M. Session
Pre-purchase price $10
Purchase after deadline $13

Days Purchased on a Monthly Basis

<table>
<thead>
<tr>
<th>Month</th>
<th># Sch. Days</th>
<th>Purchase Deadline</th>
<th>A.M. Rate</th>
<th>P.M. Rate</th>
<th>Both A.M./P.M.</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>19</td>
<td>August 29</td>
<td>121.60</td>
<td>152.00</td>
<td>273.60</td>
</tr>
<tr>
<td>October</td>
<td>20</td>
<td>September 26</td>
<td>128.00</td>
<td>160.00</td>
<td>288.00</td>
</tr>
<tr>
<td>November</td>
<td>16</td>
<td>October 31</td>
<td>102.40</td>
<td>128.00</td>
<td>230.40</td>
</tr>
<tr>
<td>December</td>
<td>15</td>
<td>November 28</td>
<td>96.00</td>
<td>120.00</td>
<td>216.00</td>
</tr>
<tr>
<td>January</td>
<td>19</td>
<td>December 26</td>
<td>121.60</td>
<td>152.00</td>
<td>273.60</td>
</tr>
<tr>
<td>February</td>
<td>15</td>
<td>January 30</td>
<td>96.00</td>
<td>120.00</td>
<td>216.00</td>
</tr>
<tr>
<td>March</td>
<td>22</td>
<td>February 27</td>
<td>140.80</td>
<td>176.00</td>
<td>316.80</td>
</tr>
<tr>
<td>April</td>
<td>15</td>
<td>March 26</td>
<td>96.00</td>
<td>120.00</td>
<td>216.00</td>
</tr>
<tr>
<td>May</td>
<td>20</td>
<td>April 30</td>
<td>128.00</td>
<td>160.00</td>
<td>288.00</td>
</tr>
<tr>
<td>June 19 in a.m.</td>
<td>May 28</td>
<td>128.00</td>
<td>280.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 19 in p.m.</td>
<td>May 28</td>
<td>152.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Monthly payment schedules for 2, 3, and 4-day options are calculated on an individual basis.

Non-School Full Days Pre-purchase $31
After deadline $41

Non-School Half Days Pre-purchase $21
After deadline $26

Late pick-up fee at 6:01 p.m. of $6, and $6 for each 15-minute interval thereafter

Cancellations and Re-Scheduling

Maintaining an accurate up-to-date list of students attending the Extended Day Enrichment Program is an important task for our staff, especially in the afternoon session. In order to assist with this, all parents must use the following procedures when adding a day, cancelling a day or making changes to the dates purchased.

1. In the event a child will not be able to attend a session, a parent must call the main office of the school the child attends and then email the Extended Day Enrichment Program at enrichment@comsewogue.k12.ny.us as soon as possible. This applies to students on the daily pay schedule as well as students on the monthly payment schedule.
2. For persons who purchase by the daily rate, 50% of the purchase price will be refunded on days that your child cannot attend provided the program is notified. **Refunds will first be applied to unpaid balances.**
3. While it is understood that unforeseen events occur and changes are necessary, changes should be kept to a minimum so that schedule change fees are avoided.
The Full Half-Day Schedule is in addition to the Extended Day Enrichment Program. Any parent using the full half-day schedule must register for these days on their weekly sessions, including those who have paid monthly. The monthly sessions do not include any full half days. Days purchased after the deadline will be charged $41.

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>09/30/19</td>
<td>Rosh Hashanah</td>
<td>$31.00</td>
</tr>
<tr>
<td>Tuesday</td>
<td>10/01/19</td>
<td>Rosh Hashanah</td>
<td>$31.00</td>
</tr>
<tr>
<td>Wednesday</td>
<td>10/09/19</td>
<td>Yom Kippur</td>
<td>$31.00</td>
</tr>
<tr>
<td>Tuesday</td>
<td>11/05/19</td>
<td>Superintendent's Conference</td>
<td>$31.00</td>
</tr>
<tr>
<td>Wednesday</td>
<td>11/27/19</td>
<td>Superintendent's Conference</td>
<td>$31.00</td>
</tr>
<tr>
<td>Friday</td>
<td>04/17/20</td>
<td>PJSTA Union Conference Day</td>
<td>$31.00</td>
</tr>
</tbody>
</table>

*Snow day add-ons will be made available on an as-needed basis as per the published district calendar.

*2 Unused Snow Days: 5/22/20 and 5/26/20
*1 Unused Snow Day: 5/22/20

**Additional half days may be added and are subject to change.
Eastern Suffolk BOCES Board and Administration

President
Lisa Israel

Vice President
William K. Miller

Member and Clerk
Fred Langstaff

Members
Arlene Barresi
William Wm. Denzler, Jr.
Stephen L. Gessner, Ph.D.
Linda S. Goldsmith
William Hsiang
Susan Lipman
Joseph LoSchiavo
Anne Mackesey
James F. McKenna
Brian O. Mealy
Catherine M. Romano
John Wyche

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David Wicks

Chief Operating Officer
Julie Davis Lutz, Ph.D.

Associate Superintendent
Ryan J. Ruf  -  Management Services

Associate Superintendent
Peggie Staib, Ed.D.  -  Educational Services

Assistant Superintendent
R. Terri McSweeney, Ed.D.  -  Human Resources

Directors
Keith Anderson  -  Building Services
Leah Arnold  -  Career, Technical and Adult Education
Kate Davern  -  Educational Support Services
Colleen Lipponer  -  Business Services
Susan Maddi  -  Administrative Services
Grant Nelsen  -  Technology Integration
Gina Reilly  -  Special Education
Darlene Roces  -  Regional Information Center

www.esboces.org

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. This policy of nondiscrimination includes: access by students to educational programs, student activities, recruitment, appointment and promotion of employees, salaries, pay, and other benefits. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. ESBOCES fully complies with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Education Amendments of 1972, §504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, Dignity for All Students Act, §303 of Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Boy Scouts of American Equal Access Act of 2001). Inquiries regarding the implementation of the above laws should be directed to either of the ESBOCES Civil Rights Compliance Officers at ComplianceOfficers@esboces.org; or the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.
MEDICAL INFORMATION FORM

Student’s Name_________________________________________ Date of Birth________________________ Male ( ) Female ( )

Home Address____________________________________________

Home Phone_____________________________________________ Cell Phone____________________________________________

E-mail address____________________________________________

B. Health History: (List Month and Year if student had illness)

<table>
<thead>
<tr>
<th>Illness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ear Infection</td>
</tr>
<tr>
<td>Mumps</td>
</tr>
<tr>
<td>Rheumatic Fever</td>
</tr>
<tr>
<td>Asthma</td>
</tr>
<tr>
<td>Poison Ivy</td>
</tr>
<tr>
<td>Hay Fever</td>
</tr>
<tr>
<td>Measles</td>
</tr>
<tr>
<td>Convulsions</td>
</tr>
<tr>
<td>Insect Stings</td>
</tr>
<tr>
<td>Chicken Pox</td>
</tr>
<tr>
<td>Diabetes</td>
</tr>
<tr>
<td>German Measles</td>
</tr>
</tbody>
</table>

Any Allergies (foods, drugs, plants, insects, other?)____________________________________________

Please Explain______________________________________________________________________________

Operations or serious injuries (type and date)______________________________________________

Chronic or recurring illness:_____________________________________________ Other diseases:________________________

Does your child wear glasses? _______ Does he/she wear them all the time? _______ Contact lenses? _______ Hearing Aid? _______

Are there any specific activities to be restricted? ________________________________________________

Can your child participate in water activities at camp (sprinklers)? ________________________________

C. Please describe any conditions that our staff should have knowledge of in order to assure a safe environment for your child.

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

D. Parent Authorization: (required)

This health history is correct as far as I know, and the person herein described has permission to engage in all prescribed program activities, except as noted above. In the event that my emergency contact person or I cannot be reached in an EMERGENCY, I hereby give permission to the physician selected by the program director to hospitalize, secure proper treatment for and to order injection, anesthesia or surgery for my child as named above. I, the undersigned, hereby acknowledge my child’s voluntary participation in the recreational and educational activities of the Eastern Suffolk BOCES Extended Day Enrichment Program. I accept that my child’s participation in these activities and events is made with full knowledge of the risks and perils, after the nature of the same was duly explained to me prior to my child’s engagement in it.

Legal Guardian Signature________________________________ Date________________________
Eastern Suffolk BOCES
Extended Day Enrichment Program
Educational Support Services

EMERGENCY CONTACT FORM

Location of Program__________________________

Student’s Name:_________________________________________Date of Birth:_________________________
(Please print) Last First

School Attended and District:_________________________________________Home Phone: ____________________________

Name of Parent(s)/Guardian(s):__________________________________________________________

Home Address:__________________________________________________________________________

Street City State Zip

Email Address:__________________________________________________________

Parent/Guardian Place of Employment:

Father/Guardian:________________________________________Work Phone: ___________________________Cell Phone: ___________________________

Mother/Guardian:________________________________________Work Phone: ___________________________Cell Phone: ___________________________

Student’s Physician:________________________________________Phone: ___________________________

I GIVE PERMISSION FOR MY CHILD TO BE PICKED UP BY ANY OF THE PEOPLE LISTED BELOW:

Name:________________________________________Relation to Student:__________________________Phone: ___________________________

Name:________________________________________Relation to Student:__________________________Phone: ___________________________

Name:________________________________________Relation to Student:__________________________Phone: ___________________________

Signature:________________________________________Date signed: ____________________________
If the student named below is 18 years of age or older, the student may complete and sign this form and return it to his/her teacher.

If the student named below is under 18 years of age, this form must be completed and signed by the student's parent/guardian and returned to the student's teacher.

Current School Year 2019-2020  Name of Student ______________________________

Building ________________________________________________________________

Summary: Eastern Suffolk BOCES takes photographic, audio, and video footage of students for the purpose of informing various constituents about the activities, programs, and objectives of ESBOCES, as well as for promoting the achievements of students and staff.

ESBOCES may use this footage in both print and electronic media, including, but not limited to, newsletters, bulletin board displays, the ESBOCES website, and ESBOCES social media sites, as well as any and all media used for educational student and staff training and related purposes, and to inform the public via news media outlets.

☐ I give consent for photographic, audio, and video footage of the above-named student to be obtained and utilized as indicated above. This consent will remain valid for all perpetuity unless ESBOCES receives written instructions advising otherwise from the parent/guardian or student 18 years of age or older.

☐ I do not give consent.

_________________________________________  _______________________________  /   /20
Authorized Signature          Print Name         Date

Indicate relationship to student:  ☐ Parent/Guardian  ☐ Self (if over age 18)
ESBOCES Extended Day Enrichment Participation Policies & Code of Conduct

I have reviewed the Extended Day Enrichment Handbook for 2019-20 with my child(ren) and we acknowledge and agree to the following:

ESBOCES EXTENDED DAY ENRICHMENT CODE OF CONDUCT

It is our philosophy that rules are made to keep you safe. We have three basic rules:

1. Take care of yourself.
2. Take care of others.
3. Take care of your environment.

The Code of Conduct is intended to be a guide for general behavior for the members of our community and includes the following expectations. Each person:

a. values and respects others in our community.
b. is responsible for the appropriate use of the facility and the property belonging to others.
c. is expected to choose appropriate behaviors and language, and encourage others to do so.
d. is expected to think about the results of one’s actions and how they impact others.
e. is expected to solve disagreements by talking, listening and compromising.
f. is expected to help make ESBOCES Extended Day Enrichment a safe and positive learning environment for everyone.

Consequences for Inappropriate Behavior

If a program staff member is unable to solve the problem through discussions, redirections, and reviewed expectations, they will proceed with the following stages:

1. Give a verbal warning and help the student identify the misbehavior through a discussion about expectations and some alternative behaviors that could be used in the future. Age appropriate re-direction or an alternate activity may be provided.
2. Give a second warning with a discussion about expectations and arrange for the teacher or director to communicate with parent(s)/guardian(s) regarding the concern.
3. Schedule a conference with the student, parent(s)/guardian(s) and program director to discuss a plan of action for resolution of the concern.
4. Prohibit the student from participating in a future activity for a pre-determined amount of time.

By signing below we indicate that we have read, reviewed, and understand all of the above statements.

Student(s) Name(s): __________________________________________________________

Student(s) Signatures: ____________________________________________________________________________

Parent or Guardian Name: ______________________________________________________ Date: __________________________

Parent or Guardian Signature: ________________________________________________________________

This form must be signed and returned in order to complete your registration.