

ESP Student Registration - Please print - Only one student per registration sheet

***** The first day of ESP will be Tuesday, September 4th, 2018**

1. Student's last name _____ First name _____ Birthdate _____ Grade _____
2. Parent/guardian last name _____ First name _____ Cell phone _____ Home phone _____ Work phone _____
3. Emergency contact and phone number in case the parent/guardian cannot be reached _____

Bus service is provided to drop off points in Gilby, Mekinock, Forest River and Ardoch. Drop off times are as follows: Gilby and Forest River - 5:40pm, Mekinock and Ardoch - 5:50pm. Parents are responsible for arranging pick-up of their child at the drop off point on time. Parents may provide their own transportation instead of using the school's bus service.

4. Will your child ride the ESP bus? Yes____ No____
 To which town? Ardoch____ Forest River____ Mekinock ____ Gilby____
 Will the parent provide transportation? Yes____ No____

5. Check the days you wish to enroll your child in ESP and the type of transportation for each day at ESP.

Day of the week	Attending ESP	Riding the ESP bus	Picked up by parent and time
Monday			
Tuesday			
Wednesday			
Thursday -			
ESP is not available on Friday.	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX

Please remember that your child is expected to follow the schedule you have indicated. For your child's safety you must notify ESP in writing to make changes. Send notes to Mrs. Bina or Mrs. Muir. Do not call the office to make changes in your child's ESP schedule. For the sake of your child's safety, students are not allowed to leave the program without parent/guardian consent.

6. List the day and date of your child's first attendance at ESP (this form must be completed, signed and returned before attending). _____
7. I grant permission for my child to have their name and/or picture used for ESP publicity. Yes____ No____ (Names are used in Midway's monthly newsletter.)
8. I grant permission for my child to participate in ESP field trips that occur between 3:30 and 5:30pm. Yes____ No____
 Notification of these field trips can be found in the monthly newsletter sent home with your child during the first week of every month.
9. List any medical or health concerns relevant to your child's participation in ESP. _____
 List your child's allergies and medications taken. _____
10. The breakfast program is available to students from 7:30-8:30am, Monday through Friday. Are you interested in morning tutoring from 7:30am - 8:30am? Bus service is not available for morning tutoring. Yes____ No____
11. How many total individuals are living in your house? (Count all people even if they are not related to you.) _____
12. A \$5 donation to ESP is suggested on the day of registration. Your donation is used for student projects and activities during the year.
 Donation given? Yes____ No____

Signature of parent/guardian _____ Date _____

This section is only for those parents re-enrolling their children in ESP in the spring. Do not fill out at fall registration.

- My child will attend ESP on (circle the days your child will attend ESP) M T W TH
 My child will ride the bus to (circle one town) Gilby Forest River Ardoch Mekinock.
 My child's first day at ESP will be on _____.
 Please update #2, #3, and #9 above.
 Parental signature _____ Today's date _____

Please read and sign below regarding parent expectations of the afterschool program at Midway.

To keep the ESP program running after school parents are expected to...

- 1. Send a jar of peanut butter, jelly, Nutella or marshmallow fluff the 1st week of EACH month your child attends ESP. It will be used to make sandwiches for kids in ESP. Parents have generously donated these sandwich supplies for the past 12 years without fail, and students are very appreciative of it everyday. We make over 9,000 sandwiches each year at ESP. Your monthly donation is very important.**
- 2. Attend at least 3 of the Family Nights offered throughout the year.**
- 3. Read the monthly ESP Newsletter. It will come home with your child; ask them for it at the beginning of each month. It includes info about Family Nights, field trips, days off of ESP...**
- 4. Help your child to maintain the same good behavior they exhibit during the school day at ESP as well.**
- 5. Read the Midway ESP Parent Information sheet.**
- 6. Provide daily notes to Mrs. Bina, Mrs. Muir or your child's teacher when making changes to your child's ESP schedule. Please do NOT call the school office to make changes to your child's schedule.**

Parent Signature

Read the Midway ESP Parent Information sheet on the following pages.

Midway ESP - Parent Information

Welcome to Midway's Extended School Program!



Goals of ESP:

- Provide a safe environment with positive role models during after school hours
- Provide students with the opportunity to socialize with their peers in a healthy manner
- Provide academic support and homework assistance
- Provide enrichment activities not available during school hours (65% of which focus on math, science and reading)
- Provide the opportunity for students to learn about fair play during recreational and physical fitness activities

Our project is constantly changing. Activities are modified at any time to best suit the needs of our students.

Eligibility and Registration:

ESP is open to all K-8 students in the Midway School district. Students must have a completed registration sheet signed by a parent before attending ESP. Parents may register their children for ESP during August registration or anytime during the school year. Registration forms are in the school office. Enrollment may be limited due to staff size and classroom space. Waiting lists are used when enrollment has been filled.

Transportation and Hours:

Midway ESP is available from 7:30am – 8:30am and 3:30pm-5:30pm on days when school is in session.

ESP buses provide transportation to the following towns: Mekinock, Gilby, Forest River and Ardoch. Parents will pick their children up at the following times in the following towns: Gilby and Forest River at 5:40pm, Ardoch and Mekinock at 5:55pm. Parents may provide their own transportation for their child if they wish. All students must be picked up by 5:30pm. If a child must be picked up after 5:30pm, previous permission must be obtained from the site coordinator.

Schedule: 3:30 - Attendance in the lunchroom
3:35 to 4:00 - Recess K through 8
4:00 to 4:15 - Snack in the lunchroom (combined parent/school/grant)
4:15 to 5:30 - Homework and enrichment activities
5:30 - Buses leave Midway

Changing Your Child's ESP Schedule:

For the safety of your child, notes that are **signed and dated** by parents must be provided to ESP to change your child's ESP schedule. Students should give ESP notes to their child's teacher, Mrs. Muir, or Mrs. Bina. If our ESP staff does not receive a note, the schedule you provided us at registration will be followed. Parents are always welcome to pick their child up at ESP at any time without a note. ***The school's main office is not responsible for ESP issues. Please do not call the school office to make changes to your child's ESP schedule. Send notes to the ESP staff.***

Check-Out:

For your child's safety, parents are required to come into the building or onto the playground to pick up their children especially during winter months when it is dark in the parking lot. Parents must sign the check-out sheet when picking their children up early. The sign-out sheet is in the office.

Student Discipline:

The following behavior management strategies will be used when disciplining students:

- Verbal warnings
- Private reprimands
- Temporary time outs
- Temporary removal from activities

Extended or permanent removals from ESP activities and the ESP bus are possible (but not limited to) in the case of student misbehavior which prevents the safety and/or well-being of other ESP students or staff or refusal to cooperate with staff and students at ESP. Removals and suspensions from ESP are the responsibility of the site coordinator. Parents will be notified in cases of removals and suspensions.

Students are expected to follow the rules that are followed during the school day. Students are not allowed to use personal electronic devices during ESP.

ESP Resolution Policy:

ESP's resolution policy follows Midway School's Complaint Policy procedure with the following additions: Complaints regarding ESP are to begin by discussing the matter with the employee most closely related to the complaint. Any problems not resolved in that manner go to the Site Coordinator. Formal complaints will involve the Superintendent. Formal complaints must be in writing and specific to the incident, condition, practice, or person to which the complaint is in regards.

To read the details of the procedure, please ask the Business Manager for a copy of the Complaint Procedure D.7.

Parent Responsibilities:

Parents are expected to...

1. Make a monthly donation of peanut butter, jelly, Nutella, or marshmallow fluff for sandwiches for ESP students. (Parents have always supported this program generously to be sure their children have a substantial snack after school. Midway School provides a drink, a small snack and bread for the sandwiches.)
2. Attend Family Nights held 4 times throughout the year.
3. Read the monthly ESP Newsletter. It will come home with your child; ask them for it at the beginning of each month. It includes info about Family Nights, field trips, days off of ESP...
4. Help and remind your child to maintain the same good behavior they exhibit during the school day at ESP as well. Remind your child to exhibit good bus behavior as well.
5. Provide daily notes to Mrs. Bina, Mrs. Muir or your child's teacher when making changes to your child's ESP schedule. Please do NOT call the school office to make changes to your child's schedule.

Please contact Betty Bina or Diane Muir with questions at the school, 701 869-2432.