



GRAPEVINE-COLLEYVILLE INDEPENDENT SCHOOL DISTRICT

Parent/Student Handbook

Phone: (817) 251-5545

Email: EDP@gcisd.net

Website: www.gcisd.net

AM Care: 6:30 am – 7:15am

PM Care: 3:05 pm – 6:00 pm

Camp: 7:15 am – 6:00 pm

Mission

Our mission is to support and develop children's personalities, talents, and abilities by creating opportunities to develop character, inspire life-long learning, and foster community.

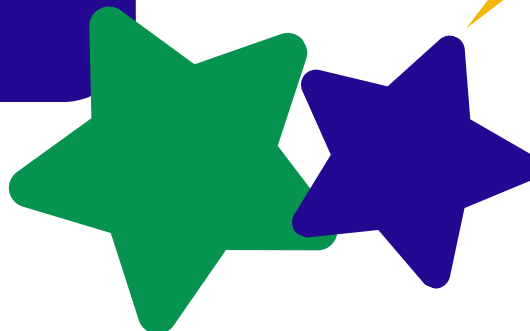
LEADERSHIP

Jamie Torres

Principal of Extended Learning

Sarah Wiseman

Assistant Coordinator of Extended Day Program



Registration



EDP uses Community Pass for all registration and family information. **Staff do not have access to the school's Skyward system**, so any changes must be updated through Community Pass.

Eligibility and Program Standards

GCISD's Extended Day Program (EDP) is a fee-based service separate from the district's Free Appropriate Public Education (FAPE) mandate. Enrollment is subject to the following criteria and limitations:

Student Requirements

- Students must be *4–12 years old* and enrolled in PreK4 – 5th grade at a participating GCISD elementary school.
- All students must be *fully toilet trained*. Unlike the regular school day, EDP lacks the resources to assist with personal care; staff is unable to help in the restroom, change clothes, or provide access to a school nurse.
- EDP provides reasonable accommodations to its policies and procedures to integrate children with disabilities into its programs unless doing so would constitute a direct threat to the health and safety of others or would create a fundamental alteration to the program. Any such determination is made on the basis of an individual determination of the student's needs. If your child has a disability and needs disability-related accommodations, please contact Jamie Torres, Principal of Extended Learning (jamie.torres@gcisd.net) to make a request for accommodations or if you have any questions. All accommodation requests must be made in writing, via email, to the person designated above. Upon receipt of a written request for accommodations, EDP staff will contact you regarding your request and next steps in this process.
- If your child is currently receiving special education services through GCISD, we ask that you please provide specific written consent to permit EDP access to your child's latest Individualized Education Program (IEP) or, 504 Plan, or Behavior Intervention Plan (BIP) directly from the child's home campuses for purposes of considering whether an EDP accommodation plan is necessary for your child. Please note that providing this consent does not mean that all accommodations and supports in your child's IEP or 504 plan will be implemented in the EDP environment.
 - If you do not give EDP consent to access your child's IEP or 504 plan, you are welcome to provide your child's latest records directly to jamie.torres@gcisd.net

Communication

At the Extended Day Program, we prioritize clear and efficient communication to ensure your child's safety and your peace of mind. **Email** is our main tool for sharing program updates. We value your time and will send only essential information.

Please take a moment to note your specific **Lead Coordinator's email address** for direct inquiries. All GCISD employees use addresses with the format `firstname.lastname@gcisd.net`

You are welcome to call or email at any time if you have a question or concern. EDP administration can be reached at 817-251-5545 or edp@gcisd.net

Waitlist Policy

Each EDP program has limited capacity. If a program is full, you will be notified during registration that your child has been placed on a waitlist.

When a spot becomes available:

- You will be notified immediately via email with your child/ren's anticipated start date.
- You have a designated window to pay the non-refundable Registration Fee and tuition.

If payment is not received within this window, the spot will be forfeited and offered to the next student on the list.

Campus Phones 817-251-5620

School	Extension
BCE	2471
CAN	3465
CES	2660
GES	3660
GHE	3765
HES	2701
OCT	2861
SLE	3850
TES	3981

Program Capacity and Staffing

- Our target adult-to-child ratio is 1:20, though it may reach 1:26 during specific activities or times.
- Maximum enrollment varies by campus. If a program reaches capacity, a waitlist will be maintained. A minimum number of students is required for a program to remain operational.

Tuition

Registration Fees

\$60 Individual – \$75 Family

A non-refundable fee is required each year to secure your child's spot.

Monthly Tuition

Tuition is a flat monthly fee charged for your child's placement in the program, not attendance.

After School Care	\$380
Before School Care	\$125

Before school care opens daily at 6:30 AM. This service will only be provided at a campus in which 5 or more students are enrolled. This service is not guaranteed at every campus.

EDP is no longer offering a **Before & After Program**. If needing before and after-school care, please register for both programs separately if needing AM care.

Additional Fees

Late Pick up	\$25 at 6:00pm	\$1 per minute/per child after 6:00pm
Early Release Days	\$15	Additional to monthly tuition. Charged after 3:30pm
Late Payment	\$50	Applied on the 3 rd day after tuition due date. Withdrawal from program after 3 rd late payment
Full Day Camp	\$45	Per day/per child

Re-enrollment: If a child withdraws for any reason, a new registration fee must be paid to re-enroll.

Status Changes: All enrollment changes must be submitted in writing at least one week in advance. Email edp@gcisd.net

Discounts

Multi-student – 10% off the oldest student(s)

Reduced lunch – 10% Free lunch – 20% Email nutrition approval letter to edp@gcisd.net

Tuition & Fees Policy



Billing and Deadlines

- Schedule: Tuition is charged on the 1st of each month (September–May) or the following business day.
- Late Fees: Payments not received in full by the 3rd of the month will incur a late fee.
- Routine payment reminders are not guaranteed.

Account Status and Late Payments

- Accounts with past-due balances are subject to immediate withdrawal.
- Three (3) late payment occurrences will result in withdrawal from the program.
- Your account must be current to request any changes to your enrollment status.

Withdrawal and Refunds

- To Withdraw: Provide a one-week written notice to edp@gcisd.net. Please note that we do not offer refunds for withdrawals mid-month.
- To Return: You must re-register and pay the registration fee. If the program is full, your child will be added to the waitlist and enrolled in the order received.

New Enrollments:

- Registered 1st–14th of the month: Full month's tuition due.
- Registered 15th–End of the month: Half a month's tuition due.

No Refunds: Refunds are not issued for mid-month withdrawals.

No Adjustments: Tuition is not adjusted for school closures beyond GCISD's control (e.g., inclement weather, holidays, or emergencies).

Payments are applied to the oldest outstanding balance first. If a payment does not cover both the old balance and current tuition, the account remains delinquent.

Payment Exclusions

Flexible Spending Accounts (FSAs) and American Express cards are not accepted forms of payment.

Receipts

A receipt for tax purposes, flex spending accounts, and reimbursement can be found in your Community Pass account. Please see the FAQ's on the GCISD website for more info.

GCISD Staff

All employees of GCISD will be required to pay via payroll deduction for monthly tuition. GCISD employees receive a 25% discount. All **additional charges** (camps, fees, etc.) will need to be paid separately through your Community Pass account.

Days of Operation



Early Release Days

- EDP will operate as usual. Students will be released directly into our care at dismissal. We remain open until 6:00 p.m.
- An additional \$15 fee will be applied at 3:30 p.m. for any child in attendance.

Non School Day Camps

EDP offers full-day camp options for many school holidays.

- **Camp Hours: 7:15am – 6pm.** Late pick up fees apply
- Pre-registration and pre-payment are required prior to attendance. **\$45 per day, per child**
- Staff is scheduled, and resources are allocated based on your reservation. Refunds will not be issued if a child does not attend any of the days for which they are registered

Registrations are valid only for the specific date(s) selected and are non-transferable to other camp days.

Camp will not be held on the following dates:



26–27 Observed Holidays and Program Closures

Monday	September 7	Labor Day
Thursday	November 26	Thanksgiving
Friday	November 27	Thanksgiving
Friday	December 24	Christmas Eve
Friday	December 25	Christmas Day
Friday	January 1	New Years Day
Monday	January 18	MLK Jr Day
Friday	May 28	Summer PD Holiday

Drop-Off and Pick-Up



Check-In Policy

- EDP staff will check students in on Digital Attendance each day
- EDP uses an electronic Check-In/Check-Out system using your Community Pass family ID.
- A family ID will be assigned to you via Community Pass. It will be emailed to you & you can find it on your account.
- Before School care and camp days: an adult must walk the child to the building and sign the child in.

Check-out Policy

- Only authorized individuals listed on the child's registration contact form may pick up the child.
- Late pick-up fees apply after 6:00 PM
- Parents or guardians must walk to the building and sign the child out before leaving the premises. EDP staff will not send/walk children to their car.
- For safety reasons, students are not permitted to walk home alone from the EDP program

Safety Reminder: Help us keep your kids safe! Please have your **photo ID** ready at the door so we can verify authorized pickups. We ask that caregivers remain outside during transitions to help us maintain a secure, locked-door environment.

Siblings between the ages of 15 and 17 are permitted to pick up with parental pre-authorization and documentation during the registration process. They must also present a photo ID.



If you need to add a new adult to your authorized pickup, log in to your Community Pass account and click on the **Add Adult Pickup** button. Then please email edp@gcisd.net to let us know you added an Authorized Pickup. This adult must present a valid Driver's License at Check-In or Check-Out.

As a continuation of a district-wide focus on school security, all **doors** on campus will remain **locked** throughout the day. This will provide an added layer of protection to ensure our schools remain secure environments for students, staff, and visitors.

Late Pick-Up Policy



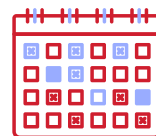
- Our program ends at 6:00 PM. If you are running late, **please call us immediately** to reassure your child; however, late fees still apply and must be paid within five business days to avoid student dismissal.
- If a child remains at the program after closing time, we will attempt to reach every contact person listed on your account. For safety and liability reasons, district employees are not permitted to transport students in their personal vehicles. If we cannot reach any authorized contact after a reasonable amount of time, we are required to contact local police to report child abandonment and release the student into their custody.
- In the case of shared custody or visitation rights, the program must have a copy of the court document stating the custody agreement.

After-School Club Procedure



- **Check-in First:** All students must report directly to EDP immediately after the school bell rings. They must check in with us first.
- Once they've accounted for everyone, EDP staff will release students to their respective clubs or programs.
- To avoid unnecessary emergency calls, students must check in with EDP before any other after-school activity. Repeated failure to follow this procedure may lead to removal from the program.

Absence & Attendance Notification



- If your child will not be attending EDP for any reason (illness, leaving school early, or ride change), you must **notify the EDP staff by 2:00 PM.**
- If a child does not check in with EDP and we haven't heard from you, we must stop everything to search for them. Promptly notifying your Lead Site Coordinator ensures every student is accounted for and safe.

Parent Conduct

We value the active involvement of caregivers and consider it essential to the success of our program. Inappropriate or disrespectful conduct is not tolerated. Such behavior may result in program restriction or the termination of your child's enrollment.

Adults are prohibited from approaching or confronting any child other than their own. Furthermore, parents may not request to speak with another student or request their family information regarding incidents that occur during the program. EDP staff will mediate all concerns to ensure a safe and neutral environment for everyone.

Children will not be released to any adult who appears impaired or under the influence of drugs or alcohol. If at any time an employee feels threatened, they are directed to contact the local police department.

Please follow all program guidelines to maintain a safe and positive environment for all.



Media / Photo Release

GCISD Extended Learning may use registered students' names, likenesses, images, voices, appearance, and/or performance in all forms of information and publicity releases, internal and external to the District, including the media. If you wish for your student to opt out, please contact edp@gcisd.net.

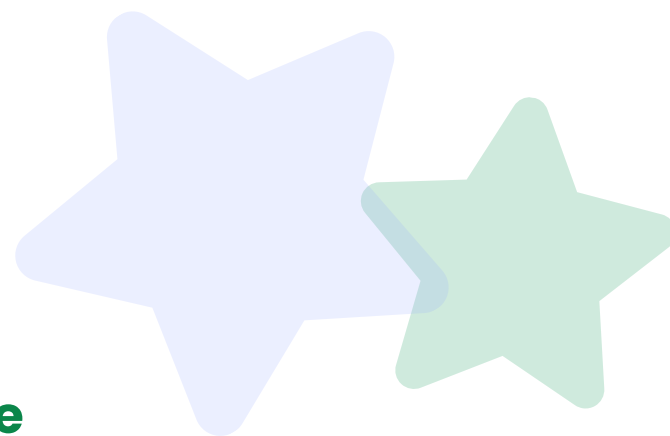
Emergency Text Alerts

In the event of an emergency or time-sensitive update, we use Community Pass to send text notifications. You must opt in to this feature through your Community Pass account.

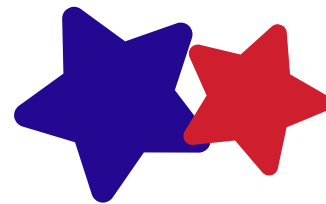


EDP Staff

All of our Leads are CPR and First Aid certified. All staff are required to attend training sessions that include topics such as safety and security, behavior management, bullying prevention, child development, developmentally appropriate practices, and child abuse prevention.



Behavior Contract



EDP is a community.

It may take some time for children to adjust to new routines, expectations, and peers. To help everyone start strong, staff work with each group to set Group **Expectations** such as using kind language, respecting personal space and property, and treating others with care. While expectations may look a little different by age, all are centered on creating a respectful, responsible, and positive environment.

We believe EDP works best when staff, children, and parents partner together.

Staff will keep parents informed of emerging concerns and may request support when needed. Children are expected to follow the behavioral guidelines in this handbook, the **GCISD Student Code of Conduct**, and any safety rules set by District staff. Parents and students should also stay alert and report safety concerns, such as unfamiliar visitors or threats, to staff right away.

Guidance and Discipline

Our staff are trained in positive discipline, focusing on praise, redirection, and clear reminders of expectations. They will use methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. If needed, a brief supervised break from the group may be used. Parents will be notified when behavior becomes a concern.

Students who attend EDP are expected to adhere to GCISD's Student Code of Conduct and are subject to all applicable disciplinary procedures. Disciplinary actions and behavior support plans may be implemented on an individualized, case-by-case basis, taking into consideration each student's developmental age and grade level.

However, persistent behavior issues that impact the safety or well-being of the child or others may result in temporary or permanent removal from the program. Examples include repeated disrespect, noncompliance, tantrums, or physical aggression. Possession of a weapon or making threats with one will result in immediate expulsion. All incidents are documented, and any suspension or expulsion decisions are made by the administration.

Our goal is always to help every student have a safe, fun, and successful experience at EDP. Let us know how we can partner with you to support your child.

Activities and Curriculum



Your child/ren will be rotating through different stations throughout EDP with their assigned group. This includes the cafeteria, gym, playground, or school classrooms. Please be aware of individual campus pick-up locations and procedures.

Stations	
Create	When we're here we paint, craft, design, master technique, and discover aesthetics.
Stories & Problem Solving	When we're here, we read, create stories, play games, and learn the rules.
Discover Your Character	When we're here we cooperate, understand respect, be fair, and use our imagination.
Explore	When we're here we observe, measure, experiment, formulate, and modify our predictions.
Get Up & Move	When we're here we run, jump, learn teamwork, and workout our bodies and minds.

Homework

We provide the space and time, but we do not offer individualized tutoring. Staff will encourage homework completion, but we cannot compel a student to do their work. Use of Chromebooks or iPads for homework is only permitted if the student provides a note from their teacher confirming the assignment requires a device.

Personal Items



Supplies:

- We provide everything needed for activities. No outside supplies are required unless requested. Toys from home are discouraged.

Electronics Policy:

- Personal devices (phones, tablets, smartwatches) are prohibited to ensure student privacy and engagement. We provide a full schedule of activities from start to finish.

Clothing & Safety:

- Please dress your child for active play. Closed-toe shoes are highly recommended for safety and required to participate in gym activities.
- If a student soils their clothes, parents will be called to bring a change or pick them up immediately. EDP does not stock spare clothing. Staff are unable to help in the restroom, change clothes, or provide access to a school nurse.
- Parents should pack a backup outfit in their child's backpack.

Pro Packing Tip: Label everything with the student's first and last name.

Personal items left at EDP will be kept for 2 days before being placed in the campuses Lost and Found.

Health Guidelines



If your child is ill, we implore you to keep them at home, both for their sake and for the sake of the other students and staff. EDP will continue to follow all safety guidelines outlined in GCISD's health and wellness protocols. **A sick child must be picked up within 30 minutes of being contacted.**

When to Keep Your Child at Home

- Fever of 100°F or higher (must be fever-free for 24 hours without medication to return).
- Vomiting or diarrhea in the past 24 hours.
- Signs of possible severe illness such as lethargy, rash with fever, mouth sores, behavior changes, or other signs that the child might be severely ill
- Persistent cough, difficulty breathing, or flu-like symptoms.
- The following communicable diseases exclude children from care: pink eye, impetigo, infectious mouth sores, strep throat, chickenpox, head lice, scabies, vomiting, diarrhea, or other symptoms/signs of possible contagious or severe illness.

When We Will Contact You

- If a child develops symptoms, they will be isolated, and parents will be notified. The school nurse will also be informed.
- Children must be fever and symptom-free for at least 24 hours (without the use of fever-reducing medication) before returning.
- A doctor's note is required for return if the child was seen by a healthcare professional for their illness.
- **Reporting Absences:** If your child is sick, please notify the office by 9:00 AM with their symptoms or diagnosis.
- Families will be notified via email if their child has been exposed to a communicable disease at the center.

Students with special medical needs who require special training may not be able to be accommodated at EDP. You must speak with program staff if you have any questions or concerns regarding your child's medical needs.

Health Guidelines



Minor Injuries and First Aid

- Our site is stocked with essential first aid supplies, and our team is trained to manage minor injuries. Staff will only use soap and water to clean minor wounds. No ointments or medications will be applied.
- If we suspect a child needs medical attention, the parent/guardian will be contacted. 911 will be called if there is a serious medical emergency requiring immediate medical care.
- The District is not responsible for the costs of treating injuries and cannot assume liability for any other costs associated with an injury.

Medication

Medication of any kind may not be stored in a child's school bag. Children may not self-administer any form of medication.

Any medication to be administered to your child by staff must:



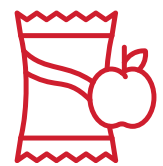
- Be given to EDP staff by the parent or guardian.
- Be in the original container. The original container must be labeled with the child's name, date, directions and the physician name. Without complete labels and instructions, medication will not be accepted &/or administered.
- Be accompanied by the "AUTHORIZATION FOR DISPENSING MEDICATION" form with the time and dosage medication is to be given. This form must filled out by the parent/guardian in order for our staff to administer medication.

Nutrition & Food Safety

Snacks

EDP provides one daily healthy snack following school nutritional guidelines.

- Students are encouraged to eat but aren't forced to.
- Students are welcome to bring their own snacks if they have specific preferences or would like more than one, as our provided options may be limited.
- Outside Snacks: Students may bring their own snacks from home.
- Safety First: Sharing food is prohibited to prevent allergic reactions.



Lunch – Camp days

- Please send home-packed meals.
- A reusable, labeled water bottle is also encouraged.



Allergy Awareness & Food Safety

- Parents must inform the school of any food allergies during registration.
- EpiPens & Emergency Medication must be provided if the child has a severe food allergy.
- Staff members are trained in allergy response and emergency medical procedures. Staff will make every effort to accommodate each child on an individual basis.



Freedom from Discrimination



We believe that all students develop emotionally and socially best in an environment free of harassment and that their welfare is best served when they can work and play free from discrimination.

EDP does not discriminate against children on the basis of gender, race, religion, national origin, ancestry, creed, parental status, homeless status, sexual orientation, or physical, mental, emotional, or learning disability in its program. EDP will serve all students eligible for its program if space is available, unless:

- Accommodating the student would require a fundamental alteration of the program, or
- The student poses a direct threat to the health and safety of self or others

EDP will consider each student individually to determine if it can serve that student and will consider all relevant factors in making its determination. These factors may include, but will not be limited to, the following:

- The student's ability to function in an open area like the gym, playground, field or courtyard.
- The student's ability to function with a staff-to-student ratio of 1:26
- The student's need for individual supervision
- The student's health care needs

EDP will also consult with teachers, school administrators, and medical personnel as part of its consideration. Administration will discuss the recommendation with the student's parent(s) or guardian(s). This policy is intended to supplement but not replace any state and federal laws applicable to the After-School Care program. **Please note that while we strive to support all students, the individual supports outlined in IEP and 504 plans do not carry over to EDP.**

Child daycare operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301 (voice) or (800)-514-0383 (TTY).

Emergency Plan



EDP will follow the same fire, severe weather, evacuation, relocation, and lockdown procedures as GCISD schools. In the event of a tornado, students will be moved to the closest inner room. In the event of an intruder, the staff have and have trained the students in their lockdown location. Students are expected to line up and walk calmly to the designated safe area during emergencies. Once everything is clear, students will return to the program. In the event of a fire or any other emergency situation on the campus, all students and staff will be relocated. They will communicate with local authorities, parents, and childcare licensing. District employees will bring attendance sheets with them when relocating in the event of an emergency to account for children.

Updates regarding the relocation will be posted on the GCISD website, www.gcisd.net. EDP will also utilize Community Pass to send out text communication for parents in the event of emergencies. You must authorize and sign up for text alerts on Community Pass.

Accident Insurance



Parents have the opportunity to purchase low-cost accident insurance that will help meet medical expenses in the event of injury to their child through their child's school. By declining the insurance offer or failing to respond to it, the parents are accepting full responsibility for the costs associated with a student's injury or injuries. The District is not responsible for the costs of treating injuries and cannot assume liability for any other costs associated with an injury.

Air Quality, Outdoor Play, Weather

Children will not play outdoors when the temperature/heat index exceeds 100° or the wind chill is below 32°. Air quality is also a factor in determining whether outdoor play is safe for our children and staff. GCISD employees are advised to use precautions on days when the temperature or heat index is high.

The staff will limit outside time and ensure that the students have access to adequate water prior to, during, and after outside play. Students will not be allowed outside when there is evidence of lightning in the immediate area.



Inclement Weather Plan

EDP follows the District's plan for inclement weather and will not operate if the schools are closed for inclement weather. When inclement weather delays school openings, the Before School care programs will open one hour prior to the school start time. EDP may close early due to inclement weather and will close if afterschool activities are canceled District-wide. The staff will notify parents by email and/or phone if this occurs. You can also view the District website for information.



Tobacco Prohibited

The school district and staff strictly enforce prohibitions against the use of tobacco products by students and others on school property.

Child Maltreatment & Reporting



District employees are trained in the prevention, recognition, and reporting of child maltreatment. They are required by law to report if they have cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse, neglect, or if the child is a victim of indecency with a child by any person. The report is made to the Child Protective Services Hotline, 1-800-252-5400.

If an allegation is made against a staff member, a report will be made to Child Protective Services immediately. The staff member will be immediately placed on administrative leave or reassigned to another area where there is no contact with children until an investigation has been completed.

