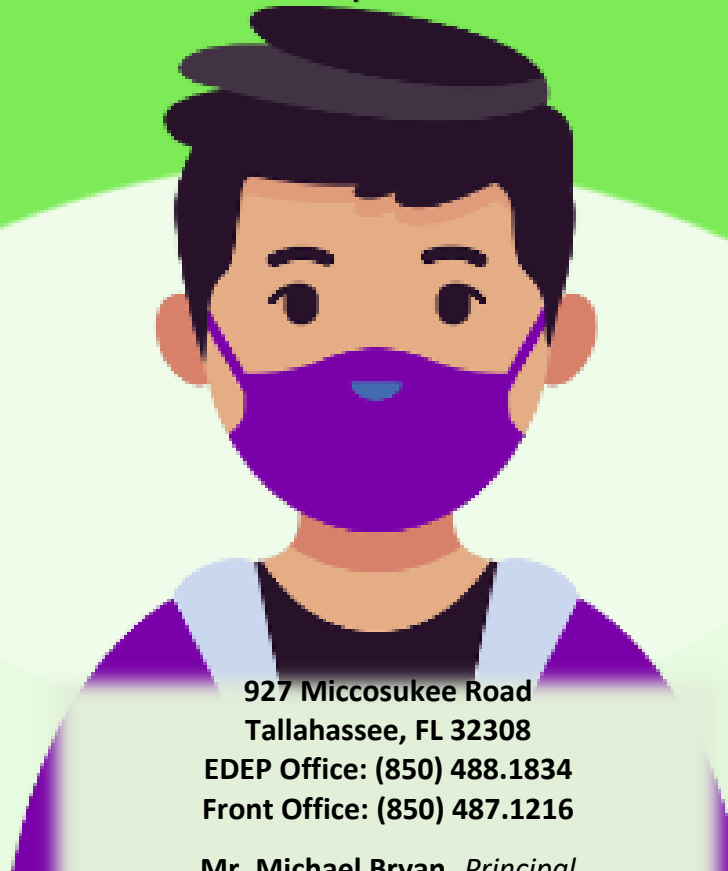


# Kate Sullivan Elementary School's Extended Day Enrichment Program 2020-2021

"Safety First"



927 Miccosukee Road  
Tallahassee, FL 32308  
EDEP Office: (850) 488.1834  
Front Office: (850) 487.1216

Mr. Michael Bryan, *Principal*

Ms. Stephanie Menard, *Director*  
[menards@leonschools.net](mailto:menards@leonschools.net)

Ms. Madison Phillips, *Assistant Manager*  
[phillipsm1@leonschools.net](mailto:phillipsm1@leonschools.net)

## PROGRAM HOURS

Before School Hours 7:00 a.m. to 8:00 a.m.

After School Hours 2:50 p.m. to 6:00 p.m.

Monday-Friday

Office Hours 10:00-6:00 p.m.

# Letter From Ms. Menard

## Dear Parents/Guardians

Welcome to all of our new families and welcome back to our returning ones. Thank you for selecting Kate Sullivan Elementary School for your childcare needs. My name is Ms. Menard, and I am the program director for the before/after school and summer camp program here at Kate Sullivan Elementary School. I have been the director of the program since July 1, 2015. Prior to that I was the assistant manager and a former E.D.E.P. counselor at DeSoto Trail Elementary School. I've worked with lived in Tallahassee and worked with Leon County Schools since 2007.



This year is certainly one like no other. With so many changes due to the pandemic it is important that we all work together to ensure the safety of everyone in our Kate Sullivan Family. In this registration booklet you'll find some important information and new policies.

Some changes that you can expect this year,

- Ms. Margie has retired and will not be returning. We will certainly miss her. Margie was with K.S.E. for over 30 years as the assistant manger.
- We are only accepting full time tuition.
- We will no be accepting drop-ins.
- We have a new and exciting payment system.
- Parents must remain in their vehicle for drop off
- New mask policy
- Temperature policy
- Parents are now required to sign up for Remind
- Parents are required to use text to pick up
- And so much more...

If you have any questions please feel free to email me or give us a call.

We look forward to an amazing year with you all!

Sincerely,

Ms Menard

# LEON COUNTY SCHOOLS

## KATE SULLIVAN EXTENDED DAY ENRICHMENT PROGRAM

### POLICY STATEMENT

**ELIGIBILITY AND ENROLLMENT:** Extended Day Enrichment Program participants must be school age and meet the basic entry-level criteria in the areas of self-care, communication, mobility and social-emotional development. All participants must complete the Extended Day Enrichment Program registration form prior to participation.

**PAYMENTS AND FEES:** Fees are to be paid in full by the appropriate due date each cycle. If this is not financially feasible, participants must pay the drop in rate each day of participation. No other method of fee payment has been approved. All payments made after the program's due date must include a \$10.00 late payment fee. Children will not be permitted to attend the EDEP program each cycle until payment is received. All monies received for payments must be in the form of check or money order (payable to Leon County Schools), or via credit/debit card using the LCSB EDEP payment portal. No cash will be accepted. Payments must be made in portable 4, unless paid online.

**ARRIVAL AND DEPARTURE:** For the safety and well-being of participants, each child **MUST** be signed in and out either by a parent/guardian, or another adult authorized in writing by the custodial parent. Parents who have legal documentation limiting the rights of one parent's access to the child must provide these documents to the EDEP program. Parent access to a child will not be denied without a copy of a court order. If there are concerns in which we need to be aware, please arrange to meet privately with the EDEP program manager.

**LATE PICKUP FEES:** Your child must be picked up by 6:00 pm at the **LATEST**. Otherwise, a late fee of \$1 per minute will be assessed. All fees assessed for late pick up must be paid prior to the start of the next cycle. If a child has not been picked up by 7:00pm, LCS Safety and Security office or the school's resource officer will be contacted for assistance.

**RETURN CHECKS:** Returned checks are processed through the LCSB District Office. If your check is returned unpaid, the finance department will attempt to redeposit a second time. In the event your check is returned again, the district office will send it to the school's EDEP manager for collection. You will be notified and a return check fee of \$20 will be assessed, and services will be suspended until payment is made. If two checks are returned unpaid in a single school year, parents will be required to pay by money order for the remainder of the year.

**REFUNDS:** No refunds are permitted after the first week of participation, except for documented cases of prolonged illness (two weeks or longer) or family relocation. No refunds will be allowed for any reason on money received for summer camp, activity fees or registration fees. Refunds must be requested in writing.

**BREAKFAST/SNACKS:** Students will be escorted to the new cafeteria at 8:00 am after before school for breakfast. Otherwise breakfast will not be provided. Snacks are provided in the Afterschool program. A snack calendar will be available upon request or online. Snacks are subject to change. Lunch is not provided on full days, such as summer camp and activity days, unless otherwise stated. Parents/guardian must provide their child with a lunch on these days

**DISCIPLINE:** To achieve the goal of providing quality enrichment activities for children in an environment of cooperation and respect, positive discipline practices are utilized by all members of the Extended Day staff. These policies and practices are consistent with and conform to the school's discipline policy. If normal discipline practices such as non-punitive interaction, redirection and time-out do not facilitate the appropriate behavior, parents of students requiring special attention will be asked to join us in a conference to discuss and assist in implementing measures to assure appropriate behavior and allow continued program participation. If a student chooses not to, or cannot, demonstrate appropriate behavior within the program, the behavior will be interpreted to mean that the student does not have either the capability or desire to participate in the program. At such time, the student will leave the program at the request of the Extended Day Enrichment Program Coordinator. Should it be deemed that the participant is capable, but chooses not to behave in an appropriate manner, no refund will be given.

**PROJECT CARE SCHOLARSHIPS:** Children who qualify for free or reduced lunch may receive a subsidy to the extent funds are available. Space is limited and scholarships are provided on a first come, first served basis. An online application through nutrition services are required for verification. See your school's EDEP manager for details.

**ILLNESS/MEDICATION:** Should a child become ill while participating in the Extended Day Enrichment Program, parents will be contacted to pick up the child. No child may be dismissed from the school's clinic to attend the After School Program. Whenever a child is to be given prescription or over-the-counter medicine during EDEP hours, the parents must provide a separate Medication Authorization Form to the EDEP program. All medications must be provided in the original container, labeled with the student's name, name of the medication, and the time and exact dosage to be given.

**INSURANCE:** Leon County Schools EDEP does not carry accident insurance on its participants. It is the parent's responsibility to carry adequate accident insurance. Such a policy is available through Leon County Schools. Check with your school's secretary for an application.

**ACCIDENTS:** If an accident with your child should occur, the Extended Director or Assistant Managers will assess the severity of the injury. For all injuries occurring above the neck, injuries that cause or leave a mark, or for injuries requiring additional assistance or attention (i.e. ice, medication, ambulance, etc.), our standard procedure is to file an accident report and notify parents. We maintain a 50% staff minimum certified in CPR and First Aide at all times.

**OPEN DOOR POLICY:** Parents are granted access, in person and by phone to their child care facility during normal business hours of operation and anytime the child is in care. Due to the pandemic we ask that you call our office to set an appointment first for further instructions.

**NOTIFICATION OF RIGHTS UNDER FERPA Parental Rights:** Student Records The Family Educational Rights and Privacy Act (FERPA) protects the accuracy and privacy of the education records of students. FERPA, Section 1002.22, Florida Statutes, and Leon County School Board Policy 8330 afford parents and 34

## COVID-19 FACE COVERING POLICY

**Rationale: EVERYONE** on campus always has a shared responsibility and expectation to protect the safety and health of **ALL** occupants. As per the Centers for Disease Control and Prevention guidance, cloth face coverings have been proven to reduce the spread of Covid-19 when used by people in public settings. Cloth face coverings worn over the nose and mouth, serve as a protective barrier to prevent respiratory droplets from traveling into the air and onto other people when a person wearing the cloth covering coughs, sneezes, talk or raises their voice. To protect the **SAFETY** and **HEALTH** of **ALL** students, faculty and staff on campus, face coverings will be required, and the following Covid-19 Face Covering Policy will be implemented and enforced during the 2020-2021 school year.

### FACE COVERING ZONE IS CAMPUS-WIDE

This includes but is not limited to all areas afterschool uses.

#### CLASSROOM POLICY

Face coverings will be required in all classrooms. Face covering breaks will be determined and supervised by teachers. Face Covering Breaks will be conducted as per current CDC physical distancing guidelines.

#### SNACK POLICY

Face coverings may be removed for the consumption of food and beverages during breakfast. Face coverings will be placed back on when food consumption is complete. Seating will be assigned and limited to adhere to recommended CDC physical distancing guidelines.

#### NON-COMPLIANCE POLICY & PROCEDURES

<b>1<sup>st</sup> Offense – Documented in FOCUS – Level 1 Offense – (Dress Code) – Office Disciplinary Referral</b>	
<b>Step 1:</b>	Director/Staff Member will notify Student Services/Administration
<b>Step 2:</b>	Student will be escorted to isolation room
<b>Step 3:</b>	Parent/Guardian Contact and/or Conference will be conducted by Administration (Dean of Students, Assistant Principal or Principal)
<b>Step 4:</b>	<b>Assigned Disciplinary Consequence:</b> Student will be required to attend a Mandatory “Educational Consultation” with emphasis on Public Health & Safety/Personal Responsibility/SEL prior to their return to the regular classroom setting. Consultation will be conducted by a Guidance Counselor, New Horizons Program Counselor or Mental Health Counselor.
<b>* Special Notes:</b>	<ul style="list-style-type: none"> <li>(1) If the student continues to be non-compliant, they will be placed in the Non-Compliance Isolation Area until parent/guardian pick-up or until they comply with the face covering policy.</li> <li>(2) If the offense is classified as a <b>Level 2 Offense (Violation of Campus Safety Rules)</b>, additional Disciplinary Consequences will be assigned at the discretion of Administration.</li> </ul>
<b>2<sup>nd</sup> Offense – Documented in FOCUS – Level 2 Offense – (Defiance) – Office Disciplinary Referral</b>	
<b>Step 1:</b>	Director/Staff Member will notify Student Services/Administration
<b>Step 2:</b>	Student will be escorted to isolation room
<b>Step 3:</b>	Parent/Guardian Contact and Notification of 2 <sup>nd</sup> Policy Violation will be conducted by Administration (Dean of Students, Assistant Principal or Principal). A request for Mandatory Enrollment in the Extended New Horizons Program (Social Emotional Learning Emphasis) for Behavioral Support. Program Enrollment paperwork will be provided.

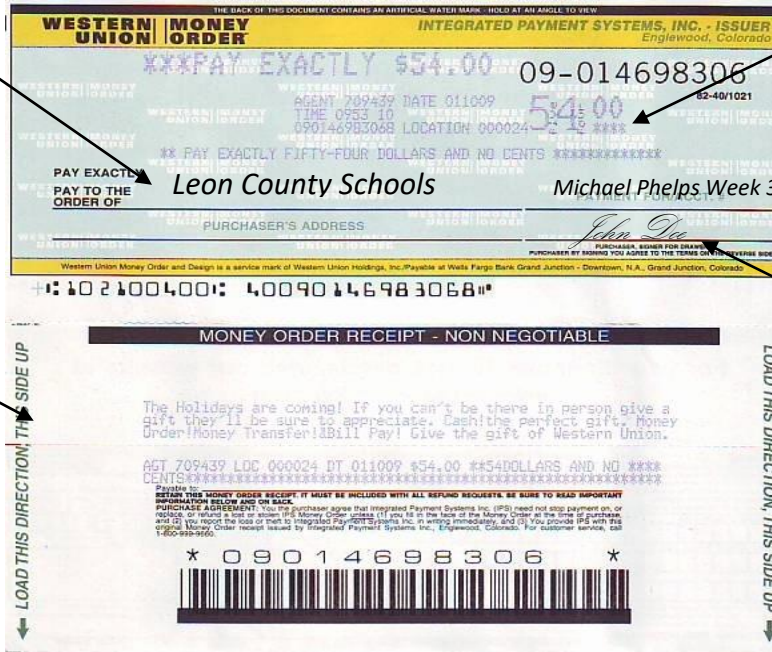
<b>Step 4:</b>	<b>Assigned Disciplinary Consequence:</b> (1) Student will be enrolled in the school-based New Horizons Program (Social Emotional Learning Emphasis) (2) Student will be assigned 1 day of Opportunity for Improvement (OFI)
<b>*Special Notes:</b>	(1) If the student continues to be non-compliant, they will be placed in the Non-Compliance Isolation Area until parent/guardian pick-up or until they comply with the face covering policy. (2) If the offense is classified as a <b>Level 2 Offense (Violation of Campus Safety Rules)</b> , additional Disciplinary Consequences will be assigned at the discretion of Administration.

<b>3<sup>rd</sup> Offense – Documented in FOCUS – Level 2 Offense – (Violation of Campus Safety Rules) Office Disciplinary Referral</b>	
<b>Step 1:</b>	Director/Staff Member will notify Student Services/Administration
<b>Step 2:</b>	Student will be escorted to Student Services
<b>Step 3:</b>	Parent/Guardian Contact and Notification of 3 <sup>rd</sup> Policy Violation will be conducted by Administration (Dean of Students, Assistant Principal or Principal). In addition, a recommendation for enrollment in ( <b>School's</b> ) Digital Academy for the remainder of the 1 <sup>st</sup> semester, upon a 4 <sup>th</sup> Policy Violation. Notification of the DA recommendation and supporting intervention documentation will be sent to the District Office Personnel.
<b>Step 4:</b>	<b>Assigned Disciplinary Consequence:</b> (1) Student will be assigned 2 days of Opportunity for Improvement (OFI)
<b>*Special Note:</b>	If the student continues to be non-compliant, they will be placed in the Non-Compliance Isolation Area until parent/guardian pick-up or until they comply with the face covering policy.
<b>4<sup>th</sup> Offense – Documented in FOCUS – Level 2 Offense – (Repeated Violation of Campus Safety Rules) Office Disciplinary Referral</b>	
<b>Step 1:</b>	Director/Staff Member will notify Student Services/Administration
<b>Step 2:</b>	Student will be escorted to Student Services
<b>Step 3:</b>	Parent/Guardian Contact and Notification of 4 <sup>th</sup> Policy Violation will be conducted by Administration (Dean of Students, Assistant Principal or Principal). In addition, they will be notified of the student's enrollment in ( <b>School's</b> ) Digital Academy for the remainder of the 1 <sup>st</sup> semester. Notification of the DA enrollment and supporting intervention documentation will be sent to the District Office Personnel (Divisional Director of Secondary Schools.)
<b>Step 4:</b>	<b>Assigned Disciplinary Consequence:</b> Dismissal from the extended day program.
<b>*Special Notes:</b>	If the student continues to be non-compliant, they will be placed in the Non-Compliance Isolation Area until parent/guardian pick-up or until they comply with the face covering policy.

# Making a Payment with a Money Order or Check

## Example of Money Order Payment Received:

Leon County Schools



Amount Paid

Student(s) Name & Week Payment Is For

Payee's Signature

Please keep attachment for your records

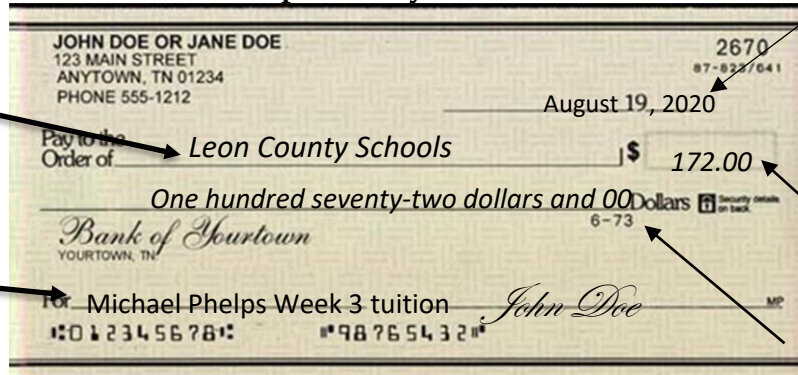
Money orders must have the following information:

- Payee's Name
- Students name & Camp week
- Pay to the order of LCS (Leon County School's)

## Example of Payment Received

Payment Date

Leon County Schools



Student(s) Name & Week Payment Is For

Amount Paid

Account Holders Signature

Checks must have the following information:

- Payee's Name
- Students name & Camp week
- Pay to the order of LCS (Leon County School's)

Receipts and tax letters will only be made out to the payee. This is non-negotiable

# Example of Receipt of Payment

KATE SULLIVAN ELEMENTARY EDEP RECEIPT		RECEIPT NO. 1111
Payee Name: <u>John &amp; Jane Doe</u> Student Name: <u>Jillian Doe</u>		KATE SULLIVAN ELEMENTARY EDEP No. 0031 927 Miccosukee Road Tallahassee, FL 323308
DATE: August 31, 2020	DESCRIPTION	
Tax ID No. 59-6000-709	After-School Tuition Cycle ① 2 3 4 5 6 7 8 9 10	\$ 160.00
Grade: K 1 2 3 4 ⑤	Before-School Tuition Cycle 1 2 3 4 5 6 7 8 9 10	\$
Rate: SIB LCS PCF PCR ELC	Summer Camp Tuition Week 1 2 3 4 5 6 7 8	\$
Check Number: 2670 Money Order: _____	REG FEE LATE FEE DROP-IN EARLY RELEASE ACTIVITY FEE OTHER: _____	\$ 30.00
	SIGNATURE: <i>Ms. Menard</i>	\$ 190.00

## IRS STATEMENT

The Federal Tax Identification number is 59-6000709.

Please keep your receipts for accurate records of your expenses.

Parents are required to wait for a receipt at the time of payment. Those not wishing to wait for a receipt will have their check or money order returned to them and their child's balance will be considered unpaid. Payments may not be mailed in.

**Tip:** Above is a copy of what your receipt will look like upon submission of payment. Please plan accordingly when submitting payment, be sure to allow up to 5 minutes for your receipt. Make sure to keep all receipts for your records. The tax ID number is located on all receipts. Tax letters are available upon request during tax season. Tax letters will only be addressed to the name of the person on the check.





## Kate Sullivan Elementary School's E.D.E.P.



Dear Parents/Guardians,

Kate Sullivan Elementary School is pleased to offer you *e~Funds for Schools*. This program offers various options for parents/guardians wanting to make payments online for Before and After School Childcare, Registration and Fees, and it is extremely user friendly. You also have the flexibility to make a payment at any time through the school's website or on any mobile device.

You are in full control of your account and can make payments at any time that is convenient for you. No payments will be processed without your knowledge and authorization. By providing your home or work email address, an email notification informing you of the student's name, purpose of the payment, and the amount of the item, will be sent to you each time that a payment is to be processed.

The *e~Funds for Schools* electronic payment service is provided to the school by a third-party service provider. The service provider has a nominal fee for their service. *The system carries a Non-Sufficient Funds (NSF) charge of \$15 if the payment is "bad." For payments made by credit or debit card, there is a convenience fee of \$2.65 per \$100.00 payment increments and there is a \$1.00 per each transaction fee for checking account payments, regardless of amount. When you set up your account, please review your options carefully.* The site is secure and uses industry standard data encryption. The district does not request or keep records of family credit card account information.

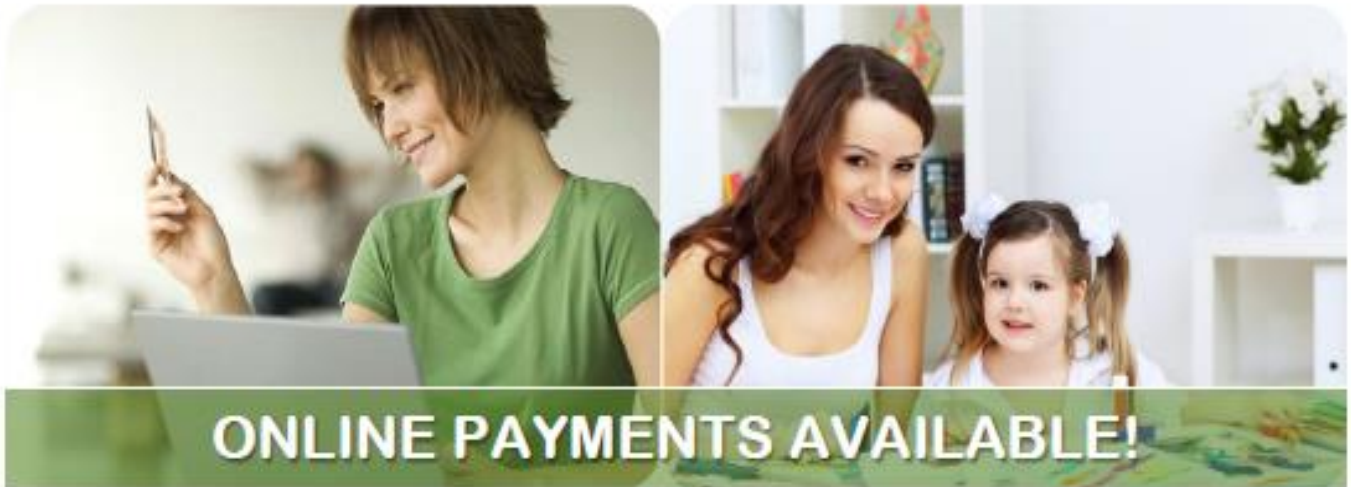
To get started, go to:

<https://payments.efundsforschools.com/v3/districts/56428>

### Features of e~Funds for Schools:

- ◆ Families set up and maintain their own logins, passwords, and payment preferences. Your account information is retained in a password-protected file.
- ◆ *e~Funds for Schools* will help to eliminate last minute check writing hassles, improve efficiencies, and help cut costs for both you and the school district
- ◆ Online payments will help eliminate the worry that your children could lose or forget the money intended for or fees or that it might be spent on other non-school related items.
- ◆ Payments from a debit/credit card or checking account may easily be set up.
- ◆ Parents/Guardians may establish a recurring payment or may opt to make a one-time payment. Your payment history for the year is available with the click of the mouse.





## ONLINE PAYMENTS AVAILABLE!

**Kate Sullivan Elementary School** is pleased to have partnered with e~Funds for Schools! Parents and Guardians can make payments to the school for Before and After School Care, Registration and Student Fees, all online, in-person or through mobile pay!



*Convenient, saves time and makes payments easy!*

### ◆ Online Payments

By registering for *e~Funds for Schools*, parents can pay online for services! You will also have access to your full payment history. Make payments for multiple students in one easy transaction!

### ◆ Security

All payments are secure with the latest encryption technology. Plus, *e~Funds for Schools* will never post any payments to your student's account without your prior knowledge and authorization.

### ◆ Mobile Payments

Mobile Pay is a responsive website, optimized for smart phones and tablets that use either Android or Apple operating systems. You will have the ability to make payments and update account information from the palm of your hand. Simply use your *EFS* username and password to login.

### Parent Benefits



- \* *Make payment for multiple students in one easy transaction.*
- \* *Eliminate the need for your child to carry cash or checks to school.*
- \* *Sign up for low balance alerts, and never worry about your account running out of funds.*
- \* *Receive email notifications on all payments made.*
- \* *Establish recurring transactions for the ultimate convenience.*
- \* *Online access to a detailed payment history of all transactions.*



**Ready to get started?**

**Go to:**

<https://payments.efundsforschools.com/v3/districts/56428>



**Kate Sullivan Elementary School's E.D.E.P.**





# Step-by-Step Guide for Parents

Getting started with e-Funds for Schools



## Kate Sullivan Elementary School's E.D.E.P.



\*

### CREATING A NEW ACCOUNT

1. Visit <https://payments.efundsforschools.com/v3/districts/56428>
2. Click on **Create an Account**.
3. Provide requested information.
4. Click **Create Account**.



### ACCOUNT MANAGEMENT – STUDENTS

1. Log into your account.
2. Select **Manage Students** under **Manage Account**.
3. Enter student Last Name and Family or Student ID#.
4. Select **Add Student(s)**.
5. Repeat steps 2-4 to add additional students.



### ACCOUNT MANAGEMENT - PAYMENT INFORMATION

1. Log into your Account
2. Select **Payment Methods** under **Payment Settings**.
3. Select **New Credit Card** or **New Direct Debit** to add new payment information.
4. After entering all required information, read **Consent** and select **Add** to save information to account.

### \*MAKE A PAYMENT

1. Select type of payment you would like to make.
2. Select student.
3. Enter amount of payment.
4. Select **Begin Checkout**.
5. Choose payment method or enter new method.
6. Review items and total.
7. Select **Pay Now**.



*\* There is a \$1.00 transaction convenience fee for each checking account transaction, regardless of amount and \$2.65 per \$100.00 payment increments for each credit or debit card transaction. When you set up your account, please review your options carefully.*

# Cycle Dates & Rates



<u>CYCLE</u>	<u>PAYMENT DUE</u>		<u>LATE</u>	<u>CYCLE DATES</u>
<b>3</b>	Thursday	October 15 , 2020	<b>October 16, 2020</b>	<b>October 22 - November 19</b>
<b>4</b>	Thursday	November 13 , 2020	<b>November 14, 2020</b>	<b>November 20-December 18</b>
<b>5</b>	Monday	December 15 , 2020	<b>December 16 , 2020</b>	<b>January 5- February 1</b>
<b>6</b>	Tuesday	January 26, 2021	<b>January 27 ,2021</b>	<b>February 2 – February 26</b>
<b>7</b>	Monday	February 22, 2021	<b>February 23 ,2021</b>	<b>March 1 - March 31</b>
<b>8</b>	Thursday	March 25 , 2021	<b>March 26, 2021</b>	<b>April 1- April 28</b>
<b>9</b>	Thursday	April 22 , 2021	<b>April 23,2021</b>	<b>April 29 - May 24</b>
<b>10</b>	Tuesday	May 18, 2021	<b>May 19 ,2021</b>	<b>May 25 - June 10*</b>

**Registration Fee:** \*\* \$30.00 for the 1<sup>st</sup> child and \$5.00 each additional child.  
(Required at time of registration; No discounts can be applied)

<b>After School</b>	<b>Full Cycle Rate</b>	<b>PC REDUCED</b>	<b>PC FREE</b>	<b>LCS</b>
1 CHILD	\$160.00	\$92.80	\$40.00	\$128.00
2 CHILDREN	\$304.00	\$174.00	\$80.00	\$256.00
3 CHILDREN	\$448.00	\$261.00	\$120.00	\$384.00
4 CHILDREN	\$555.00	\$348.00	\$160.00	\$512.00
<b>BEFORE SCHOOL</b>				
1 CHILD	\$60.00	\$34.80	\$15.00	\$48.00
2 CHILDREN	\$114.00	\$69.60	\$30.00	\$90.00
3 CHILDREN	\$168.00	\$104.40	\$45.00	\$135.00
4 CHILDREN	\$ 222.00	\$139.20	\$60.00	\$192.00



**WE WILL NOT BE ACCEPTING DROP-INS FOR BEFORE AND AFTER SCHOOL.  
WE ARE ONLY OFFERING FULL TIME RATES.**

**Note:** For families with multiple children, each additional child is only allotted **ONE** type of discount. You cannot receive any combination of the sibling discount, multiple program discount, LCS employee discount, ELC, or Project Care together towards one child's fees.

**Payment: The due date is the last day to make a payment.** A \$10.00 late fee will be automatically assessed for fees paid after 6:00 p.m. on the due date. Tuition may be paid prior to the due date to avoid late payment charges. Students will not be allowed to return to the program until a payment and late fee is collected. Accounts must be at a zero balance for students to return.

**Tip:** Try setting a reminder of all tuition due dates, in your phone, planner & online calendar to avoid late fees.

# Before School Sign In

Parents must remain in their vehicle at the time of drop off. Parents and students must have a mask on. Students will receive a non-contact temperature check prior to being signed in. If a student has a temperature of 99.00 degrees, they will not be allowed to attend the program. Fevers will be documented and administration will be contacted. Students will not be able to attend school or the program for the next 72 hours.

Children will be required to wear a mask when they are not socially distant. We ask that parents provide students with their own toys or electronics. Students will not be able to share any items with another student. At the end of before school students will be walked to the new cafeteria for breakfast at 8:00 a.m. Breakfast will not be served before that.



# After School Sign Out

Parents and guardians must use text to pick up prior to check out See text to pick up info under the remind app instructions. Parents/guardians will not be allowed to enter the building to sign children out. If you come to pick your student up before 4:00 p.m. Please go to the front office and an extended day staff member will greet you at the door, unless otherwise instructed. This is for all grade levels. Please note that it may take up to 15 minutes depending on a number of factors, such as weather, location of your child at the time of pick. Parents picking up between 4:00-6:00 p.m. will need to stay inside of their vehicle and wait for an E.D.E.P. staff member to approach them with a sign out sheet. We ask that everyone please be patient during this time. Children must be signed out by an authorized adult. If you have a special pick up please contact the extended day office at 850.488.1834, or text us at our text to pick up number. For the safety of your student, individuals picking up will be required to have their photo I.D. upon request. Students will not be released to anyone refusing to provide this information or anyone that shows signs of aggression. Your child may not be signed out by anyone under the age of 18, unless you have submitted a written authorization to the E.D.E.P. Director and principal at least 24 hours prior to the special pick up, and will require approval.

# Temperature Check:

Students will be temperature check prior to stepping on campus and various times throughout the normal school day and afterschool. This is contactless. Any student with a temperature of 99.0 degrees will be required to be picked up immediately. Administration will be notified, and the temperature will be documented. The student will not be able to return to school for 48 hours after the fever has gone away.



# EARLY RELEASE DAYS

THE PROGRAM WILL BE OPEN EXTENDED HOURS

June 8-10, 2021

Hours will be extended from the time students are released from school at 12:20 p.m. to normal closing time at 6:00 p.m. on all extended days except for the last day of school, June 10, 2021. The program will close at 4:00 p.m. \$1.00 per minute late fee will apply promptly at 4:00 p.m.

# HOLIDAYS/DAYS THE PROGRAM WILL BE CLOSED

September 7, 2020	Labor Day Holiday (Districtwide)
September 28, 2020	Fall Holiday (Districtwide)
October 30, 2020	Teacher Planning Day
November 11, 2020	Veterans Day (Districtwide)
November 25-27, 2020	Thanksgiving Holiday
December 21-31, 2021	Winter Holidays (Districtwide)
January 1-4, 2021	Winter Holidays (Districtwide)
January 15, 2021	Teacher Planning Day
January 18, 2021	Martin Luther King Holiday (Districtwide)
February 15, 2021	President Day (District Holiday)
March 15-19, 2021	Spring Break
April 2, 2021	Spring Holiday
April 5, 2021	Teacher Planning Day
May 31, 2021	Memorial Day
June 8-10, 2021	Early Release Days
June 10, 2021	Last Day of School- Closed at 4:00 p.m.



*We look forward to One Wild Summer with you!*

Weekly rates, fees and more information will be released in April 2021.

Camp dates TBA

Camp will be open Monday-Friday 7:00 a.m.– 6:00 p.m.

Registration is per child and will include a camp shirt and water bottle.

Backpacks will not be provided this summer.

There is a 10% discount offered for each additional child on tuition.

We do not offer LCS discounts during the summer.

We will be accepting students entering Kindergarten, Fall 2021 through those entering 6th grade, Fall 2021.

Summer Camp Brochures will be available online

During Camp Registration\*



# DISCIPLINE CHART

This guide is to help student, parents, and staff understand Kate Sullivan’s E.D.E.P. discipline procedures. The first step taken to aid students in gaining control of their behavior:

1. Acknowledgement and discussion to address the issue and problem solving
2. Redirection
3. Reflection/Redirection Time Out (5 to 15 minutes)
4. Courtesy phone call or parent discussion upon pick up

The next step taken depending upon the action is as follows:

<u><b>ACTION</b></u>	<u><b>CONSEQUENCE</b></u>
1. Disruption to class (talking, not following directions, etc.)	The student will be removed from the activity and asked to sit out for the remaining duration of the activity. Further action may be taken.
2. Verbal out lashing or disrespect towards another student using inappropriate language	The student will be removed from the activity and asked to sit out for the remaining duration of the activity. The student will be spoken to by EDEP Director or assistant manager. Parents will be notified.
3. Verbal out lashing or disrespect towards a teacher.	The student will immediately be removed from activity and taken to the EDEP office. Child will be spoken to by EDEP Director or assistant manager. Parents will be notified.
4. Physically harming another student	The student will be asked to sit out and removed from the activity for up to an hour; if an accident report is needed for the other student, the child will be asked to sit out in the office for the rest of the day. The student will be spoken to by EDEP Director or assistant manager. Parents will be notified.
5. Physically harming an adult/ teacher	The student will immediately be removed from activities and taken to the office. The student will be spoken to by Ms. Menard, E.D.E.P. Director or Ms. Margie/Ms. Madison Assistant managers. Parents will be notified, and will need to pick their student up immediately. A discipline report will be filed. A referral will then be written and added to the child’s afterschool file. After 3 referrals the child will be removed from the program for the duration of the school year. Refunds will not be given due to misconduct.

If the student’s behavior continues to occur, the next step will be to contact the student’s parents to schedule a conference. Furthermore, the conference will discuss ways to implement measures needed to assure appropriate behavior and participation. Inappropriate behavior that occurs after the parent conference and is not corrected with the behavior plan discussed will result in a three-day temporary suspension from the EDEP program. A permanent suspension will be implemented as a final consequence if the inappropriate behavior is displayed again after the temporary suspension.

# Remind & Text to Pick Up

The Extended Day Program uses this tool to help stay in contact with our parents. This year it is mandatory that all parents sign up for remind. Parents will be able to receive messages via text or email with updates on the program such as reminders about fees, any EDEP meetings or programs being hosted, and updates in case of an emergency. This is required, since this is the quickest way to share important information with our families



<https://www.remind.com/join/edepecrocs>

Sign up today! It's easy & free. Not to mention it could help save not only the day but save you money by reminding you of up & coming tuition payments, so you won't have to pay a late fee! Plus get important updates from Ms. Menard. The best part is the information for E.D.E.P will come right on your phone.

## **There are 3 easy ways to join!**

1. If you have a smartphone, get push notifications. On your iPhone or Android phone, open your web browser and go to the following link: [rmd.at/edepecrocs](https://www.remind.com/join/edepecrocs). Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app. [rmd.at/edepecrocs](https://www.remind.com/join/edepecrocs)
2. If you don't have a smartphone, get text notifications.  
**Text @edepecrocs to the number 81010**
3. Don't have a mobile phone? Go to [rmd.at/edepecrocs](https://www.remind.com/join/edepecrocs) on a desktop computer to sign up for email notifications.

## **Trouble Shooting**

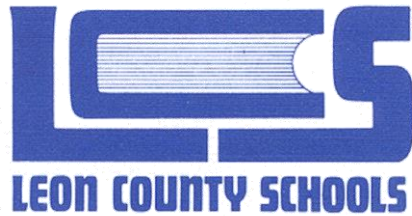
If you're having trouble with 81010, try texting @edepecrocs to (850) 460-9003.  
To 81010 Message @edepecrocs.

## **Text to pick up:**

Text the number above to lower the wait time of checkouts

We offer a text ahead program to make sure your child is ready when you arrive. To use this program, simply text this number (850)778-1393 indicating your name, your child's name and vehicle type. Please allow 10-15 min in advanced. If you are texting before 4:15 p.m. your child will be waiting for you downstairs in the old cafeteria. If you text after 4:00 pm then your child will be waiting for you with a staff member in the front office. Please be patient with us. **Please do not text and drive.**





## **NONDISCRIMINATION NOTIFICATION AND CONTACT INFORMATION**

### Nondiscrimination Notification and Contact Information

“No person shall on the basis of sex (including transgender, gender nonconforming and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

Dr. Kathleen L. Rodgers, Assistant Superintendent  
Equity Coordinator (Students) and  
Title IX Compliance Officer  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7306  
rodgersk@leonschools.net

Deana McAllister, Labor and Relations  
Equity Coordinator (Employees)  
(850) 487-7207  
mcallisterd@leonschools.net

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

Karin Gerold, 504 Specialist  
(850) 487-7160  
geroldk@leonschools.net

**For more details visit us online at**  
**<http://www.leonschools.net/site/Default.aspx?PageID=4059>**