

Kate Sullivan Elementary School's
Extended Day Enrichment Program
Presents

\$30.00 Registration Fee
\$165.00 Tuition

Come and
ROCK
& ROLL
all school year long

2022-2023

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.

Mrs. Julie Lawson Principal
Ms. Menard, Director
menards@leoncountyschools.net
Ms. Kayala Yeomans, Assistant Manager

<https://www.leonschools.net/Page/4059>

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.



It's important that we all continue to 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,

- We want to welcome our new assistant principal, Mr. Dobie and our new assistant manager Kayla Yeomans. We are excited to have them join our family.
- Parents must sign up for the Remind App and 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. Refunds will be mailed and can take 4-6 weeks.

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.

Protocols for Symptomatic or COVID-19 Positive Students

If a student tests positive, the student may return to school when:

Five days have passed since the onset of symptoms or positive test result, the student has had no fever for 24 hours and the student's symptoms are improving; OR

The student receives written permission to return to school from a medical doctor licensed under Chapter 458, F.S., an osteopathic physician licensed under Chapter 459, F.S., or an advanced registered nurse practitioner licensed under Chapter 464, F.S.

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.

Making a Payment with a Money Order or Check

Example of Money Order Payment Received:

Leon County Schools

WESTERN UNION MONEY ORDER INTEGRATED PAYMENT SYSTEMS, INC. - ISSUER
 Englewood, Colorado
 ***PAY EXACTLY \$54.00 09-014698306
 AGENT 709439 DATE 011009 54.00
 TIME 0953 10 090146983068 LOCATION 000024
 PAY EXACTLY FIFTY-FOUR DOLLARS AND NO CENTS ***
 PAY EXACTLY
 PAY TO THE ORDER OF **Leon County Schools** *Jane Doe Cycle 1*
 PURCHASER'S ADDRESS
 PURCHASER SIGNER FOR ORDER
 Western Union Money Order and Design is a service mark of Western Union Holdings, Inc. Payable at Wells Fargo Bank Grand Junction - Downtown, N.A., Grand Junction, Colorado
 @ 10 2 100400: 40090 146983068 @
 MONEY ORDER RECEIPT - NON NEGOTIABLE
 The Holidays are coming! If you can't be there in person give a gift they'll be sure to appreciate. Cash! The perfect gift. Money Order! Money Transfer! Bill Pay! Give the gift of Western Union.
 AGT 709439 LOC 000024 DT 011009 \$54.00 **54DOLLARS AND NO CENTS *****
 RETAIN THIS MONEY ORDER RECEIPT IT MUST BE INCLUDED WITH ALL REFUND REQUESTS. BE SURE TO READ IMPORTANT INFORMATION BELOW AND ON BACK.
 PURCHASE AGREEMENT: You the purchaser agree that Integrated Payment Systems Inc. (IPS) need not stop payment on, or refund, or replace a lost or stolen Money Order unless (1) you file in the back of the Money Order at the time of purchase, and (2) you notify the loss or theft to Integrated Payment Systems Inc. in writing immediately, and (3) you provide IPS with this original Money Order receipt issued by Integrated Payment Systems Inc., Englewood, Colorado. For customer service, call 1-800-999-9999.
 * 09014698306 *

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

JOHN DOE OR JANE DOE
 123 MAIN STREET
 ANYTOWN, TN 01234
 PHONE 555-1212
 August 19, 2022
 Pay to the Order of **Leon County Schools** \$ 165.00
 One hundred Sixty Five dollars and 00 Dollars
 Bank of Yourtown
 YOURTOWN, TN
 For **Madison Deck** *John Doe*
 @ 10 2 3456 78 @ # 98 76 54 3 2 #

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 & Jane Doe</u> Student Name: <u>Jillian Doe</u>		KATE SULLIVAN ELEMENTARY EDEP No. 0031 927 Miccosukee Road Tallahassee, FL 323308
DATE: August 31, 2022	DESCRIPTION	
Tax ID No. 59-6000-709	After-School Tuition Cycle	① 2 3 4 5 6 7 8 9 10 \$ 165.00
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: _____	\$ 35.00
	SIGNATURE: <i>Ms. Menard</i>	\$ 195.00

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.

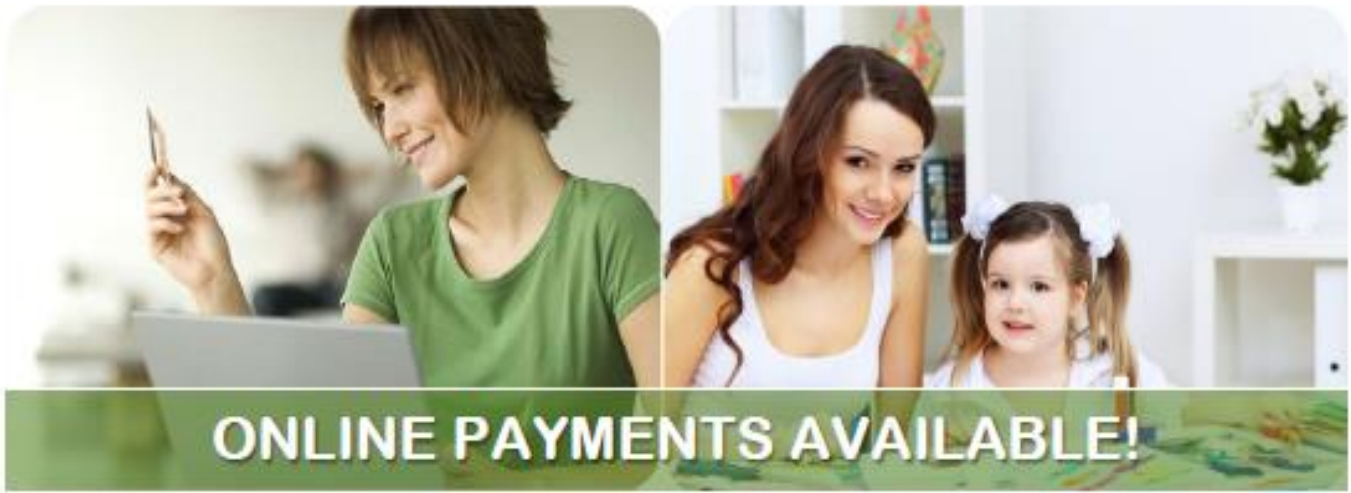
To get started, go to:

<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.





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>
1	At registration along with registration fee		N/A	August 10th – September 2nd
2	Tuesday	August 30 th 2022	August 31, 2022	September 6th – September 30th
3	Monday	September 26 th 2022	September 27th 2022	October 3rd – October 27th
4	Friday	October 21 st 2022	October 22nd 2022	October 28th – November 30th
5	Friday	November 18 th 2022	November 25th 2022	December 1st – January 11th
6	Wednesday	January 5 th 2023	January 6th 2023	January 12th – February 7th
7	Wednesday	February 1 st 2023	February 2nd 2023	February 8th – March 6th
8	Tuesday	February 28 th 2023	March 1st 2023	March 7th – April 10th
9	Monday	April 4 th 2023	April 5th 2023	April 11th – May 4th
10	Friday	April 28 th 2023	April 29th 2023	May 5th – May 24th (Prorated)

****IMPORTANT: We will not accept payments in person after 12:00 p.m. on the last day of school prior to a long weekend or break to allow ample time to go to the bank. All payments made after 12:00 p.m. will need to be made online. All late payments will need to include a \$10.00 late fee.**

** Cycle 5 will be due 11/18/2022, the last day before Thanksgiving Break.

Payments made online have until 11/24/2022.

Cycle 6 will be due 1/5/2023, the day after students return from Winter Break

Registration Fee: ** \$35.00 for the 1st child and \$5.00 each additional child.

(Required at time of registration; No discounts can be applied)

AFTERSCHOOL	Full Cycle Rate	PC REDUCED	PC FREE	LCS
1 CHILD	\$165.00	\$95.70	\$41.25	\$132.00
2 CHILDREN	\$313.50	\$191.40	\$82.50	\$264.00
3 CHILDREN	\$462.00	\$287.10	\$123.75	\$396.00
4 CHILDREN	\$610.50	\$382.80	\$165.00	\$528.00
BEFORE SCHOOL				
1 CHILD	\$70.00	\$42.00	\$17.50	\$56.00
2 CHILDREN	\$133.00	\$84.00	\$35.00	\$112.00
3 CHILDREN	\$196.00	\$126.00	\$52.50	\$168.00
4 CHILDREN	\$ 259.00	\$168.00	\$70.00	\$224.00
BEFORESCHOOL DROP IN	\$7.00			
AFTERSCHOOL DROP IN	\$20.00			

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

Supervision begins at 7:00 a.m. Parents must walk their students into portable 2 for check-in. Parents must sign their students in. 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 are required to go to the new cafeteria between dismissal and 4:00 p.m. 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. Parent pick up will not be available during poor weather conditions. Parents will need to sign their students out in portable 4 unless otherwise stated. Details of changes will be posted in the remind app.* 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.



EARLY RELEASE DAYS

THE PROGRAM WILL BE OPEN EXTENDED HOURS May 23-25, 2023

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, May 25, 2023. The program will close at 4:00 p.m. sharp. There will be \$1.00 per minute late fee will apply promptly at 4:00 p.m.

HOLIDAYS/DAYS THE PROGRAM WILL BE CLOSED

August 1st- 5th 2022	Teacher Planning Days
August 8th-9th 2022	Teacher Planning Days
August 10th 2022	Students Report
September 5th, 2022	Labor Day Holiday (Districtwide)
September 26th, 2022	Fall Holiday (Districtwide)
October 17th, 2022	Teacher Planning Day
November 11th, 2022	Veterans Day (Districtwide)
November 21st-25th, 2022	Thanksgiving Holiday
December 19th-30th, 2022	Winter Holidays (Districtwide)
January 1st-2nd, 2023	Winter Holidays (Districtwide)
January 16th, 2023	Martin Luther King Holiday (Districtwide)
February 20th, 2023	President Day (District Holiday)
March 13th-17th, 2023	Spring Break
March 20th 2023	Teachers planning day
April 7th, 2023	Spring Holiday
May 25th-26th, 2023	Teacher planning days
May 29th, 2023	Memorial Day (Districtwide)
June 19th, 2023	Juneteenth Holiday (Districtwide)
July 3rd-July 7th, 2023	Fourth of July Holiday
July 27th, 2023	Last day of Four Day Workweek

SUMMER CAMP

We look forward to a Rocking summer with you!

Weekly rates, fees and more information will be released in April 2023.

Camp will officially open June 6, 2023-July 29, 2023

Closed July 3-7, 2023 and June 19th

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.

There is a 10% sibling 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 2022 through those entering 6th grade, Fall 2023.

DISCIPLINE CHART

This guide is an example of a few actions and consequences, to help student, parents, and staff understand Kate Sullivan’s E.D.E.P. discipline procedures. Disciplinary actions are based on the discretion of the director. 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>ACTION</u>	<u>CONSEQUENCE</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 staff member. (1-2 days of suspension)	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 (2-3 days of suspension)	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 (2-3 days of suspension)	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 the 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 or immediate expulsion the child will be removed from the program for the duration of the school year. Refunds will not be given due to misconduct.

Discipline Continued

Three strike offenses are, but are not limited to the following

Disobedience/Defiance	Inappropriate touching	Texting/phone calls
Disrespect	Inappropriate language	Vulgarity / profanity
Unexcused tardiness	Removal from classes	Defacing school property
Dress code violation	Leaving designated area	Fighting
Distraction	without permission	Bullying
Disorderly conduct		Class destruction

Immediate Expulsion :(student does not have to have any other strikes)

Stealing
Weapons
Threats
Damaging school
Spitting on another student

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/edepcroc>

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/edepcroc. Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app. rmd.at/edepcroc
2. If you don't have a smartphone, get text notifications.
Text @edepcroc to the number 81010
3. Don't have a mobile phone? Go to rmd.at/edepcroc on a desktop computer to sign up for email notifications.

Trouble Shooting

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

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](tel:8507781393) indicating your name, your child's name and vehicle type. Please allow 10-15 min in advanced. If you are texting before 4:00 p.m. your child will be waiting for you downstairs in the new cafeteria. If you text after 4:00 pm then your child will be waiting for you with a staff member in at check outs. During poor weather conditions, your child will be in portable 4.

Please be patient with us. **This number is for texting only!**
Please do not attempt to call. 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>