



KATE SULLIVAN ELEMENTARY SCHOOLS  
EXTENDED DAY ENRICHMENT PROGRAM  
PRESENTS

# KATECHELLA MUSIC FESTIVAL SUMMER CAMP

*MAY 30-JULY 27, 2023*

HOURS OF OPERATION:  
MONDAY-FRIDAY  
7:00 A.M.-6:00 P.M.

927 MICCOSUKEE ROAD,  
TALLAHASSEE, FLORIDA 32308

*Mrs. Julie Lawson, Principal  
Mrs. Stephanie Johnson, Director  
Ms. Kayla Yeomans, Assistant Manager*

# welcome to Kateshella MUSIC FESTIVAL Summer Camp



meet



**Mrs. Johnson**

Welcome! I am excited to announce that this year's 2023 summer camp theme is music festival. Get ready for a festive summer. My name is Mrs. Johnson, some of you may know me as Ms. Menard. It's such a pleasure and an honor for you to be joining us this summer. I want to take the time to thank you for choosing Kate Sullivan Elementary School's Extended Day Enrichment Program for your student's summer camp needs. I know you could have easily chosen to go to any other camp, but you chose to come to us. Words cannot express my gratitude.

Each week we'll explore different genres of music and have our own version of popular music festivals associated with the theme of the week. Your festival goer is in for an excited summer! They will participate in challenging games and activities that will test their ability to think outside the box, agility, and build on their ability to work with their peers! We are dedicated to encouraging, supporting and molding our campers! Our goal for this summer is to provide a fun and safe environment to empower your child to be bold and dynamic. This will give students an opportunity to build long lasting relationships with new and old friends.

Our friendly staff will be at your service to provide your family with quality assistance! If you have a question or need help with something, I'll be sure to do my best to assist you. My door is always open! I've put together this parent handbook with some helpful information. If you're new to the school/camp you'll find some detailed information that should help you understand how things operate. If you're a returning veteran, then you'll find that there is some added information to go over and to brush up on. Please be sure to read through this booklet for detailed information regarding policies, procedures and important information. To all of our new parents, we provide a weekly newsletter distributed on Monday mornings at check-ins. Please note any changes to meals, events and special attire, etc. We will always alert you of any changes to our schedule. We are sure to have an outstanding summer.



Newsletter



Weekly Calendar



Checklist



check us out online ➡





## Kate Sullivan's Music Festival Summer Camp Policies & Information

**Eligibility and Enrollment:** Summer camp participants must be rising kindergartners through rising sixth graders and meet the basic entry-level criteria in the areas of self-care, communication, mobility, and social-emotional development and be potty-trained. All participants must complete the Kate Sullivan Summer Camp registration form prior to program participation. Your child will only have a reserved slot when we have received all registration forms and \$60.00 registration fee per child. If you need to cancel your child's attendance on any given week, please alert Ms. Menard/Johnson, Director or Ms. Kayla Yeomans, the Assistant Manager, as soon as possible. Please only sign up for weeks you are needing.

***The last day to cancel on registered weeks without a penalty is Wednesday, May 24, 2023.*** Please see cancellation info on the following page. **If your child misses a day, you are still responsible for the weekly payment.**

**Camp Hours:** Summer Camp will run for eight weeks, from May 30, 2023- July 27, 2023. We will be closed **June 19, 2023** in observance of Juneteenth. The **week of July 3-7, 2023;** in observance of Independence Day. Camp will reopen Monday July 10, 2023 and will be business as usual. Our last day of camp is **July 27, 2023 and closed July 28, 2023.** Hours of operation are 7:00 a.m.-6:00 p.m. daily, unless otherwise stated.

Please be sure to review the weekly memo for important detailed information. There is late fee of \$1.00 per minute charged for late pick-ups after 6:00 p.m. This is a Leon County School policy and is non-negotiable. All payments must be made in the form of check, money order or online payment. See the payment page for details.

**Drop-off and Pick-up:** For the safety and well-being of our students, each child must be signed in & out by a parent or guardian daily. No child will be released to a person not authorized in writing by a custodial parent. Parents/guardians must sign their child out in the presence of E.D.E.P. staff. An adult must escort the student(s) into the designated drop off area each day and sign them in. When picking up a student, an authorized adult 18 years or older will need to come to the same designated drop off area unless otherwise stated. Please remember to email us if someone other than you or a designated person is picking up your child. We will verify their name by an ID. Your student will not be released to any individual without their identification or car tag.

**Emergency Pickup:** If someone other than a designated person on the enrollment application comes to pick up your child, prior notification in writing via letter or email must be provided to the E.D.E.P. Director. Once the email has been sent, please notify us by phone to check the receipt of the email. A picture ID will be required for verification at the time of pickup. Emergency e-mail notification may be sent to [menards@leonschools.net](mailto:menards@leonschools.net) & [yeomansk@leonschools.net](mailto:yeomansk@leonschools.net)

[illegible]

### **Camp Shirt, Water Bottle & Supplies:**

Campers will receive one 2023 Kate Sullivan's "Music Festival Summer" Camp shirt. These items must be signed off on, for proof of receipt. Additional shirts may be purchased, while supplies last. A \$10.00 fee per shirt and \$20.00 for backpacks. Sales for additional shirts and backpacks will be available the first day of camp. The week of Skate World, students must have socks on.



### **Discipline:**

To achieve the goal of providing a quality program for your child(ren), in an environment of cooperation and respect, all members of the Kate Sullivan Summer Camp staff utilize positive discipline practices. The policies and practices are

consistent and conform to Kate Sullivan's discipline policy. If these discipline practices do not facilitate the appropriate behavior, parents will be notified and then a consequence suitable to the disciplinary offense will occur. Consequences may be, but are not limited to sitting out for activities, writing lines, or not being allowed to attend camp for a number of days. If a student continues to choose to demonstrate inappropriate behaviors within the program, their behavior will be interpreted to mean that the student does not have the desire to participate in the program. At such time, the student will be dismissed from the program at the discretion of the Summer Program Director. Students may be asked to get picked up early or may not attend camp if there is a refusal to follow directions. Students may not be able to attend field trips without a chaperone if they have displayed that they require additional assistance/supervision due to conduct. If a chaperone is unable to accompany the student, then they will not be able to attend the trip. Should it be deemed that the participant chooses not to behave in an appropriate manner, then the student will be dismissed from the program for the remainder of the summer and **no refund will be given**. This is non-negotiable. All consequences are at the discretion of the director.

### **Attendance:**

If your child is going to be absent or picked up by someone other than you, please notify our office staff immediately at 850.488.1834 or e-mail Mrs. Menard-Johnson or Ms. Kayla. We cannot refund or credit your account due to attendance.

### **Weekly Newsletter/Memo:**

Newsletters/Memo will be provided every Monday morning at check-ins. Please note any changes to meals, events and special attire, etc. We will always alert you of any changes to our schedule.

### **Illness:**

If your child appears sick or should become sick while participating in Summer Camp, they will be sent to our designated area for assessment. A parent or guardian will be contacted and must pick their student up immediately. Your student will not be able to return to camp until they are feeling better and fever free for 72 hours.



### **Breakfast, Lunch & Snack:**

Breakfast and lunch are provided daily unless otherwise noted on your weekly itinerary. Students will be responsible for their own lunch on out of town field trips. Students will need to bring their own snacks unless other-wise mentioned. Please be sure your child has a replacement meal or snack if you have a picky eater. Snack will not be provided. Students will have the opportunity to purchase meals from our take-out Thursdays menu from our featured vendors.

### **Registration Fees:**

The registration fee is a **non-refundable** fee of \$60.00 per child. This is required at time of registration. We must receive both the registration forms and fee together. They will not be accepted separately. No discounts can be applied to the fee. The registration fee secures a spot for your child, allows us to begin processing your paperwork and will cover the cost of your child's camp shirt, mask and water bottle. Please only sign up for the weeks you intend your camper to participate in.

**Your registration fee will be forfeited in the event that you cancel/or your child doesn't show during any of the weeks you registered for after the registration deadline. In order to return, you will need to re-register, and submit another \$50.00 payment.**

### **Medication:**

Medication may only be given if a medication form is on file with our program. Medication must be left with us in its original bottle; otherwise we will not be able to issue it. Please allow for enough time to do a pill count with the director or assistant manager to confirm the number of pills that have been issued. When your student has taken all of the medication, the empty bottle must be picked up from our office in exchange for a new dosage (if necessary). Please do not send your sick child to camp.

Make sure to call the camp office to notify the director. For more details on the use of medication. Visit the LCS web page on bylaws for medication details.

or scan 



<https://www.leonschools.net/cms/lib/FL01903265/Centricity/Domain/58/5330%20-%20Use%20of%20Medications.pdf>

### **Tuition:**

#### LEON COUNTY SCHOOLS MEDICATION PERMISSION FORM (One form for each medication)

I hereby certify that it is necessary for \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(Full Name of Student - List all names used by student)  
Teacher/Homeroom: \_\_\_\_\_ Grade Level: \_\_\_\_\_  
to be given the medication listed below during the school day, including when he/she is away from school property on official school business. Without this medication, he/she will not be able to attend school.

Signed form is necessary for all the following: medicines given by mouth, inhaled, by nebulizer, on skin, patch, injection, etc.) Only FDA-approved medicines will be accepted.

Name of Medication: \_\_\_\_\_

Reason for Medication (Diagnosis): \_\_\_\_\_

Dosage to be given: \_\_\_\_\_ Route (mouth, injection, etc.): \_\_\_\_\_

Time(s) of administration: \_\_\_\_\_ Allergies: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Amount of Liquid or Count of Pills: \_\_\_\_\_

Emergency Telephone Numbers: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ H: \_\_\_\_\_ C: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ H: \_\_\_\_\_ C: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Prescription and non-prescription medication shall come in the original container and shall be labeled. Changes in the medication times or dosage can only be made by written prescription from the physician, which may be faxed to school health personnel. This permission form is valid for the current school year only.

Parents are requested to pick up any leftover medication within ONE WEEK after the ending date. Medication left after this time will be discarded.

I hereby consent to protected health information being used and disclosed to carry out treatment, payment, or health care operations of my child. I understand that the Leon County School District may need to give and receive protected health information pertaining to the management of my child's medical condition with the health care provider listed above, and I hereby authorize the exchange of this information as needed to carry out the treatment, payment or healthcare operations of my child. I also give permission for the information on this form to be reviewed and utilized by the staff of this school and any school health personnel providing school health services in the district for the limited purpose of meeting my child's health and educational needs.

I hereby authorize the School Board of Leon County, Florida (LCSB") and Leon County Health Department ("LCHD"), and their officers, employees, contractors and agents to assist my child with medication administration and/or to supervise my child's self-administration of medication(s) as directed by his or her prescribing physician(s). I acknowledge and agree that non-health professionals, trained in medication administration, may assist my child with medication administration. I hereby release, indemnify, and hold harmless LCSB and LCHD and any of their officers, employees, contractors and agents any and all lawsuits, claims, demands, expenses, and actions against them associated with their activities assisting my child with medication administration and/or supervising my child's self-administration of medication(s), provided they follow the physician's orders on record. I also hereby agree to indemnify and hold LCSB, LCHD and their officers, employees, contractors and agents harmless from any and all lawsuits, claims, demands, expenses, and actions against them arising from harm to any person caused by my child's actions with regards to a self-carried medication.

Tuition is charged by the week. Payments must be made in the form of check, money orders, or credit card on or before **Monday mornings**, before your camper can participate. **Credit Card Payments:** Kate Sullivan's Extended Day is unable to accept credit card payments in person. The online payment page is accessible through the FOCUS parent portal. If you do not already have access, please contact our school's registrar for further information to set one up. **If your child is not yet enrolled in school or attends another school, the online payment option will not be available to you.** Parents/guardians are responsible for paying for tuition prior to their camper(s) starting. We are not responsible for any technological errors or computer malfunctions. In the event of computer issues/malfunctions with the web-site or payment, another form of payment must be made. Cash is not accepted as a form of payment, this is a L.C.S.B. policy. Please refer to our tuition chart for tuition cost. Payments must be received prior to a camper participating in camp. No exceptions. Make all checks/money orders payable to Leon County Schools (LCS.) Please include your child(ren)'s first and last name and what your payment is intended for in the memo line. Receipts will be provided at the time of payment. **NO REFUNDS** will be given during summer camp except for cases of prolonged illness of 3 days or more days or students needing to quarantine. Parents must submit a refund request as well as a doctor's note. Refunds can take up to four weeks after the request has been submitted, for processing. There are no refunds for days missed. We do not offer a half time or drop in rates.

#### Late Payment Fee:

There is a \$10.00 late fee if tuition is NOT paid on Monday morning. This applies to students that are absent on Monday, no exceptions. Parents/guardians are still required to make a payment in the event that child is out on Monday when tuition is due, regardless of illness/out of town. Payments are always welcome prior to the due to prevent late fees.

#### Late Pick Up:

There is a late pick up fee of \$1.00 per minute after 6:00 p.m. This payment is due at the time of pick up and can't be paid in cash.

#### Sibling Discounts/ Employee Discount:

There is a 10% discount for each additional child, this applies to siblings only. This discount cannot be applied to other family members, i.e. cousins, etc. LCS

#### Scholarship:

Project Care scholarship aren't offered in the summer.


#### Cancellation:

The last day to cancel registered weeks without a penalty is **Wednesday May 24, 2023**. Any cancellations made after that date will result in forfeiting your registration, and result in having to re-register your child to reserve any other week. This is non-negotiable.

# PAYMENT SCHEDULE



	Dates	PAYMENT DUE		LATE	
<b>Week 1: Rock &amp; Roll *closed May 29, 2023</b>	May 30-June 2, 2023	<b>Tuesday</b>	May 30, 2023	<b>Wednesday</b>	May 31, 2023
<b>Week 2: Hispanic/Latin &amp; Caribbean</b>	June 5-9, 2023	<b>Monday</b>	June 5, 2023	<b>Tuesday</b>	June 6, 2023
<b>Week 3: Pop</b>	June 12-16, 2023	<b>Monday</b>	June 12, 2023	<b>Tuesday</b>	June 13, 2023
<b>Week 4: R&amp;B *closed June 19, 2023</b>	June 20- June 23, 2023	<b>Tuesday</b>	June 20, 2023	<b>Tuesday</b>	June 21, 2023
<b>Week 5: Country</b>	June 26-30, 2023	<b>Monday</b>	June 26, 2023	<b>Wednesday</b>	July 27, 2023
<b>No Camp: In Observation of Independence</b>	July 3-7, 2023	<b>CLOSED</b>			
<b>Week 6: Hip Hop</b>	July 10-14, 2023	<b>Monday</b>	July 10, 2023	<b>Wednesday</b>	July 11, 2023
<b>Week 7: Today's Hits</b>	July 17-21, 2023	<b>Monday</b>	July 17, 2023	<b>Tuesday</b>	July 18, 2023
<b>Week 8: Old School *closed July 28, 2023</b>	July 24-28, 2023	<b>Monday</b>	July 24, 2023	<b>Tuesday</b>	July 25, 2023
<b>Camp Is Closed Friday July 28, 2023</b>					



	AMOUNT Full Weeks	*4 Day weeks	LCS	*LCS 4 Day Weeks	* PART TIME 4 DAY SCHEDULE	* PART TIME 5 DAY SCHEDULE
<b>1 CHILD</b>	\$180.00	\$144.00	\$144.00	\$115.20	\$72.00	\$ 108.00
<b>2 CHILDREN</b>	\$ 342.00	\$273.60	\$288.00	\$230.40	\$144.00	\$216.00
<b>3 CHILDREN</b>	\$504.00	\$ 403.20	\$432.00	\$345.90	\$216.00	\$324.00
<b>4 CHILDREN</b>	\$666.00	\$532.80	\$576.00	\$461.10	\$288.00	\$432.00
<b>*Weeks with 4 days are reduced. This is only applicable for the following weeks: 1, 4 and 8.</b>						

Leon County School Employee discount can only be redeemed by Leon County School employees that are actively working for Leon County Schools during the 2023 Summer. Employment must be verified first. Employees will need to include a copy of their LCS id at the time of registration.

Part Time Rate: This rate is only for students in summer school. Hours offered are 1:00-6:00 p.m. There isn't a before school option. Students may not opt to attend a trip instead of going to summer school, unless the parent chooses to pay the full-time camp tuition. Part time 4-day rate is Monday-Thursday. Part time 5 day includes all day Friday.

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

**\*Part time rates are only available for students attending summer school.**

**IRS STATEMENT:** The Federal Tax Identification number is **59-6000709**.

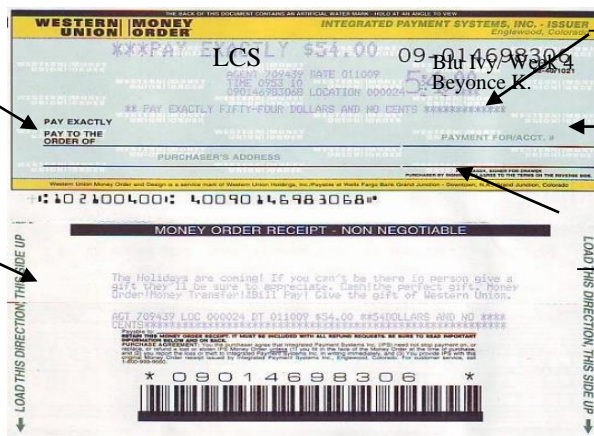
Please keep receipts for accurate records. **Parents are required to wait for a receipt at the time of payment. Payments may not be mailed in.** Please be sure to input the correct email for credit card payments in order to receive a receipt. We are unable to provide one for you.



LCS stands for Leon County Schools, do not make this out to Kate Sullivan

Please keep attachment for your records

## Making a Payment with a Money Order or Check



Amount Paid

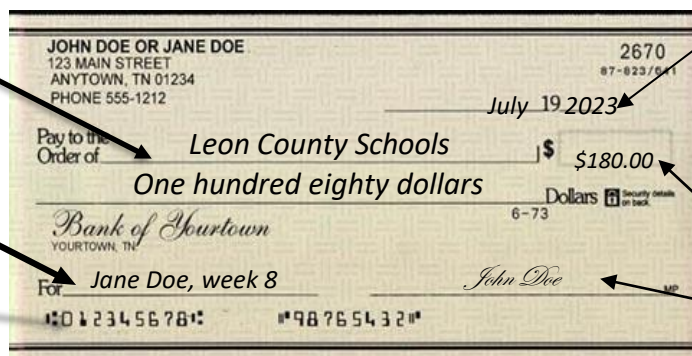
Student(s) Name & Week payment for

Payees Name

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 Check Payment:



Pay to the order of  
LCS, not Kate Sullivan

Student(s) name & week payment is for

Payment Date:

Amount Paid

Account holders' signature

## Example of Receipt of Payment

KATE SULLIVAN ELEMENTARY EDEP RECEIPT			RECEIPT NO. 1111
Payee Name: John & Jane Doe Student Name: Jillian Doe		KATE SULLIVAN ELEMENTARY EDEP No. 0031 927 Miccosukee Road Tallahassee, FL 323308	
DATE: May 31, 2023	DESCRIPTION		AMOUNT
Tax ID No. 59-6000-709	After-School Tuition Cycle	1 2 3 4 5 6 7 8 9 10	\$ 180.00
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 Week	(1) 2 3 4 5 6 7 8	\$180.00
Check Number: 2670 Money Order: _____	REG FEE LATE FEE DROP-IN EARLY RELEASE ACTIVITY		
	FEE OTHER: _____		
SIGNATURE: Mrs. Johnson			\$ 210.00

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

**Tip:** Above is a sample 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.





## 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.*

### Payment Policy Summary

- Students may not participate in camp until a payment is made in full.
- Late fee will be added to your account of \$10.00 regardless if your child was not here on Monday.
- Late fee must be included with payment for a student to return.
- Payments are to be hand delivered by an adult to a camp staff member. Kate Sullivan Elementary School's Summer Camp will not be responsible for payments delivered in any other way.
- We only accept check, money order or credit card payments as a form of payments. Cash will not be accepted.
- When paying with a credit card, please print a copy of your receipts for your records and provide a copy as a receipt of payment Monday morning during drop off.
- There is a late pick up fee of \$1.00 per minute after 6:00 p.m. This payment is due at the time of pick up and can't be paid in cash.
- A receipt will be given at the time of payment.
- Employee Discount/ Project Care Scholarship: There is no Leon County School discount or scholarship offered in the summer.
- The last day to cancel registered weeks without a penalty is Wednesday, May 24, 2023.

### Insurance:

Leon County Schools and Kate Sullivan Elementary School/Summer Camp does not carry accident insurance on participants. It is the parent's responsibility to carry adequate insurance. Such policies are available through Leon County Schools. If needed please check the school's secretary for an application or visit <https://www.floridakidcare.org/>

### The Rest & Recharge Hour:

We offer 45 minutes- 1 hours of down time to rest & recharge. During this time, students in k-2 grade can enjoy soft music, to help relax students and aid in rest. We ask that you provide your child with a pillow and blanket. (See bringing extra stuff for details). They may bring a book or magazine to read during this time. Students in 3<sup>rd</sup>-6<sup>th</sup> have the option of resting or using their electronics, in their designated areas.

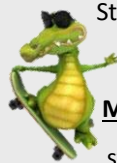


### Electronic Games:

Campers are allowed to bring electronic toys to camp for designated electronic times. All devices & games should be labeled with your child's name. If a student misuses or does not follow game guidelines, he/she will risk not being able to bring their game back to camp. If the electronic is lost or stolen, we will try everything we can to locate the item, however Kate Sullivan Elementary School and camp are not responsible for any lost, stolen or damaged items.



### Tuesday Cruise Day:




Students are allowed to bring their skates, scooters, bikes, and anything wheels, on select Tuesday's. There will be a designated hour of class time for students to ride. Students **MUST HAVE A HELMET TO PARTICIPATE.** For added safety we suggest that younger students bring padding. Please label your child's belongings. All items must be taken home at the end of the day. ( See calendar for details).

### Bringing Extra Stuff:

**Campers are required to bring a labeled water bottle, a milk crate or backpack for storage, and encouraged to bring a pillow and blanket for rest time.** Campers are allowed to keep their items on campus daily, however they must be taken home for sanitization at the end of each week unless otherwise stated. All students are required to bring a change of underwear/clothing in case of emergency. Please take all items home on the last day of the week, at pick up.






**Summer Remind:**

Get up to date notifications about Reminders, Field trips, Money and more! If you aren't signed up for the entire summer, mute weeks not attending.

This service is not required, but recommended. Just another option for communication and notifications!

😊



## Sign up for important updates from Ms. Menard.

Get information for Kate Sullivan Elementary School right on your phone—not on handouts.


Pick a way to receive messages for Summer Camp:

**A** 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/akf24](http://rmd.at/akf24)

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.




**B** If you don't have a smartphone, get text notifications.

Text the message @akf24 to the number 81010.

If you're having trouble with 81010, try texting @akf24 to (850) 460-9003.

\* Standard text message rates apply.



Sign up for important updates from Ms. Menard. Get info on summer camp updates right on your phone.

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/akf24](http://rmd.at/akf24) Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app. [rmd.at/akf24](http://rmd.at/akf24).

B) If you don't have a smartphone, get text notifications. Text the message [@akf24](#) to the **number 81010**. If you're having trouble with 81010, try **texting @akf24 to (850) 460-9003**.

**\* Standard text message rates apply.**

Don't have a mobile phone? Go [to rmd.at/akf24 on a desktop computer to sign up for email notifications](http://rmd.at/akf24).

## TEXT TO PICK UP

### ○ Text2PickUp (850)778-1393

- Text the number above to lower the wait time of checkouts
- Text the number with your name, your child's name and vehicle type

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### **NonDiscrimination Notification Statement**

“No person shall on the basis of race, color, ethnicity, national origin, religion, age, sex (including transgender, gender nonconforming and gender identity), marital status, disability, pregnancy, sexual orientation or genetic information be denied employment, receipt of services, access to or participation in school activities or at Lively Technical Center if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any vocational 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. Admission policies and practices are outlined in the Lively Technical Center Course Catalog/Student Handbook, as well as at [www.livelytech.com](http://www.livelytech.com).

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

**Dr. Kathleen L. Rodgers**

Equity Coordinator and Title IX Compliance Officer  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7306  
[rodgersk@leonschools.net](mailto:rodgersk@leonschools.net)

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

**Dr. Alan Cox, 504 Specialist**

Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7190  
[coxa@leonschools.net](mailto:coxa@leonschools.net)  
[coxa@leonschools.net](mailto:coxa@leonschools.net)

**Rocky Hanna**

Superintendent of Leon County Schools

**Sha’Rhonda Brown**

Executive Assistant to the Superintendent  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Fl. 32304  
(850) 487-7128

**Sandra Morgan**

District E.D.E.P. Director  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7128

**Leon County School District  
Tallahassee, Florida**