

# Kate Sullivan Elementary School's Extended Day Enrichment Program

## Totally Groovy

### School Year

### 2023-2024

Registration  
\$40.00  
\$185.00  
Tuition

## Program Hours

Monday - Friday  
Before School 7:00-7:45 a.m.  
After School 2:50 p.m.-6:00 p.m.

Mrs. Julie Lawson, Principal  
Mrs. Leslie Moore, Assistant Principal  
Stephanie Menard-Johnson, Director  
Trinity Hamilton, Assistant Manager

<https://www.leonschools.net/site/Default.aspx?PageID=4059>

# Letter From Ms. Menard

Dear Parents,

We are thrilled to welcome you and your child to our Extended Day Program for the upcoming 2023-2024 school year! As we gear up for another exciting year of learning and growth, we want to extend a warm welcome to both returning and new families.

Our Extended Day Program is designed to provide a safe, nurturing, and enriching environment for your child beyond the regular school hours. We understand the demands of your busy schedules, and our dedicated team is committed to ensuring that your child's time with us is enjoyable.

Throughout the year, your child will have the opportunity to engage in a variety of activities that promote social interaction, creativity, and skill development. From arts and crafts to outdoor adventures and homework support, our program aims to cater to a range of interests and needs.

Communication is key to a successful partnership between parents, students, and our program staff. We encourage you to stay connected with us, ask questions, and provide feedback. Your insights are invaluable in helping us create the best possible experience for your child.

Please be on the lookout for further communication regarding program details, schedules, and any upcoming events. If you have any immediate questions or concerns, feel free to reach out to Mrs. Stephanie Menard-Johnson, Director or Ms. Kayla Yeomans Assistant Manager.

Thank you for entrusting us with your child's after-school experience. We look forward to a wonderful year of growth, fun, and learning in the Extended Day Program! Stay groovy!

Warm regards,

Mrs. Stephanie Menard-Johnson  
Director  
Kate Sullivan Elementary School  
850.488.1834  
menards@leonschools.net



# 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.**

**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 7:45 am after before school, for breakfast. Snacks are provided in the Afterschool program. If you have a picky eater or student with allergies, please provide them with a snack.



**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. Space is limited. Scholarships are based on the program's income. 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:** 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

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATER MARK - HOLD AT AN ANGLE TO VIEW

**WESTERN UNION MONEY ORDER** INTEGRATED PAYMENT SYSTEMS, INC. - ISSUER  
Englewood, Colorado

\*\*\*PAY EXACTLY \$54.00 09-014698306

AGENT 709439 DATE 011009 TIME 0553 10 54:00  
090146983068 LOCATION 000024-2-2 \*\*\*

PAY EXACTLY FIFTY-FOUR DOLLARS AND NO CENTS \*\*\*\*\*

PAY EXACTLY  
PAY TO THE ORDER OF LCS or Leon County Schools Jane Doe /Cycle 1 Afterschool

PURCHASER'S ADDRESS Momma Dee

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

4021004001 40090146983068

**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.

ACT 709439 LOC 000024 DT 011009 \$54.00 \*\*54DOLLARS AND NO CENTS\*\*\*\*\*

Payable to: **WESTERN UNION MONEY ORDER RECEIPT** IT MUST BE INCLUDED WITH ALL REFUND REQUESTS. BE SURE TO READ IMPORTANT INFORMATION BELOW AND ON BACK.  
PURCHASER AGREEMENT: You, the purchaser, agree that Integrated Payment Systems Inc. (IPS) need not stop payment on, or replace or refund a lost or stolen IPS Money Order unless (1) you file in the back of the Money Order at the time of purchase, and (2) you report 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 1-800-999-9660.

\* 09014698306 \*

Amount Paid

Student(s) Name & Cycle Payment

Payee's Signature

Please keep attachment for your records

Money orders must have the following information:

- Payee's Name
- Students name, cycle payment is for and what program (i.e. before school, afterschool or both)
- 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

2670  
87-823/641

August 19, 2023

Pay to the Order of LCS or Leon County Schools \$ 185.00

One hundred eighty five dollars Dollars ☒ Security deposit on back

Bank of Yourtown  
YOURTOWN, TN

For Jane Doe, Cycle 1 Afterschool Momma Dee

⑆012345678⑆ ⑈98765432⑈

Amount Paid

Student(s) Name & Cycle & Program Payment Is For

Account Holders Signature

Checks must have the following information:

- Payee's Name
- Students name, cycle payment is for and what program (i.e. before school, afterschool or both)
- 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 1, 2023	DESCRIPTION			AMOUNT
Tax ID No. 59-6000-709	After-School Tuition Cycle	1 2 3 4 5 6 7 8 9 10	\$ 185.00	
Grade: K 1 2 3 4 5	Before-School Tuition Cycle	1 2 3 4 5 6 7 8 9 10	\$	
Rate:	Summer Camp Tuition Week	1 2 3 4 5 6 7 8	\$	
SIB    LCS    PCF    PCR ELC	<div>REG FEE</div> <div>LATE FEE    DROP-IN    EARLY RELEASE    ACTIVITY</div> <div>FEE    OTHER: _____</div>			\$40.00
Check Number: 2670 Money Order: _____	SIGNATURE: Ms. Menard			\$ 225.00

# 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 5-10 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.



e~Funds for Schools  
Powered by Magic-Wrightier





## 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.**

# Tuition

<u>CYCLE</u>	<u>PAYMENT DUE</u>		<u>LATE</u>	<u>CYCLE DATES</u>
1	At registration along with registration fee		N/A	August 10 <sup>th</sup> – September 5 <sup>th</sup>
2	Wednesday	August 30, 2023	August 31, 2023	September 6 <sup>th</sup> – October 2 <sup>nd</sup>
3	Tuesday	September 26, 2023	September 27, 2023	October 3 <sup>rd</sup> – October 27 <sup>th</sup>
4	Monday	October 23, 2023	October 24, 2023	October 30 <sup>th</sup> – November 30 <sup>th</sup>
5	Friday	**November 17-24, 2023	November 25, 2023	December 1 <sup>st</sup> – January 12 <sup>th</sup>
6	Tuesday	January 9, 2024	January 10, 2024	January 16 <sup>th</sup> – February 8 <sup>th</sup>
7	Friday	February 2, 2024	February 3, 2024	February 9 <sup>th</sup> – March 6 <sup>th</sup>
8	Thursday	February 29, 2024	March 1, 2024	March 7 <sup>th</sup> – April 10 <sup>th</sup>
9	Thursday	April 4, 2024	April 5, 2024	April 11 <sup>th</sup> – May 6 <sup>th</sup>
10	Tuesday	April 30, 2024	May 1, 2024	May 7 <sup>th</sup> - May 24 <sup>th</sup> (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 payments made with check or money order will be due 11/17/2023, the last day before Thanksgiving Break. Payments made online have until 11/24/2023.**

**Cycle 6 will be due 1/9/2024, the day after students return from Winter.**



**Registration Fee:** \*\* \$40.00 for the 1<sup>st</sup> child and \$5.00 each additional child.  
(Required at time of registration; No discounts can be applied)



## Multiple Student Rate Break Down

Fee Types	Tuition Amount	After-School	5-day Tuition	3-Day Tuition	LCS	PCF	PCR
After School 5 Days	\$ 185.00	2 Children	\$351.50	\$294.50	\$296.00	\$92.50	\$214.60
Sibling After School 5 Days	\$166.50	3 Children	\$517.50	\$434.00	\$444.00	\$138.75	\$321.90
After School 3 Days	\$ 155.00	4 Children	\$684.00	\$573.50	\$592.00	\$185.00	\$429.20
Sibling After School 3Days	\$139.50						
Before School 5 Days	\$80.00	<b>Before-School</b>	5-day Tuition	3-Day Tuition	LCS	PCF	PCR
Sibling Before School 5 Days	\$72.00	2 Children	\$152.00	N/A	\$128.00	\$40.00	\$92.80
Both Before& After School	\$265.00	3 Children	\$224.00	N/A	\$192.00	\$60.00	\$139.20
Sibling Both Before& After School	\$238.50	4 Children	\$296.00	N/A	\$256.00	\$80.00	\$185.60
LCS/ After School 5 Days	\$148.00						
LCS/ Before School 5 Days	\$64.00						
LCS/ Both Before & After School	\$212.00						
After School PCF Scholarship	\$46.25						
After School PCR Scholarship	\$107.30						
Before School PCF Scholarship	\$20.00						
Before School PCR Scholarship	\$ 46.40						
Before & After School PCF Scholarship	\$ 66.25						
Before & After School PCR Scholarship	\$ 153.70						
Before School Drop In (Daily, per student)	8.00						
After School Drop In (Daily, per student)	\$20.00						

**Payment:** We collect tuition one week prior to the start of the new cycle. **The due date is the last day to make a payment.** A \$10.00 late fee will be automatically assessed for fees paid after 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 payment and late fee are paid. Accounts must be at a zero balance for students to return. As a courtesy we will send reminders via remind. This is not a requirement of the program. Failure to send or post reminders will not result in the program waiving late fees. It is the parents' responsibility to make a payment on time. Please post this chart on your fridge and set reminders on your phones calendar.

**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, LCS employee discount, ELC, or Project Care together towards one child's fees. We do not offer a multiple program discount.

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

# Before school

We are excited to provide a safe and convenient Before School Supervision program for your children. Here are some important details for a smooth start:

**Location and Drop-off:** Before School Supervision will be held in the Multi-Purpose Room. For drop-off, please park in the front parking lot and proceed to the building. Follow the sidewalk to the left, and you'll find us at the first set of double doors.

**Supervision Hours:** Supervision begins promptly at 7:00 a.m. Parents are required to walk their students to the door and sign them in every morning. This is a vital safety measure to ensure accountability.

**Attendance Policy:** Signing in your child each morning is crucial. Failure to do so may lead to termination from the program. Your cooperation helps us maintain a secure environment.

**Breakfast Details:** At the conclusion of Before School, students will be escorted to the new cafeteria at 7:45 a.m. Please note that breakfast will be served starting from this time and not before.

Thank you for entrusting us with the care of your child during these early hours. We appreciate your adherence to these guidelines, which contribute to a positive and safe experience for everyone.

# After school

We want to ensure a smooth and secure pick-up process for all students participating in our Extended Day Program. Please take note of the following important instructions:

**Text to Pick Up:** Before checking out, parents and guardians must use the "Text to Pick Up" feature now on the Remind App. This step is crucial to streamline the pick-up process.

**Location and Timing:** Parents/guardians should proceed to the new cafeteria for pick-up between dismissal and 6:00 p.m. Depending on various factors, such as weather and your child's location, the process may take up to 15 minutes. We will no longer be located in the front of the school for car pick up. Parents must park in a space to prevent accidents. You can access the new cafeteria by entering the back parking lot on Dr.'s drive. The gate will remain open from dismissal- 6:30.

**Late Pick-Ups:** Will require a \$1.00 per minute fee to be paid prior to the start of the next cycle, and can not be paid in cash.

**Sign-Out Location:** Parents must sign their students out in the new cafe, unless stated otherwise. Any changes will be communicated through the Remind app.

**Patience Appreciated:** We kindly request your patience during this pick-up period as we prioritize the safety and well-being of every child.

**Special Pick-Ups:** For special pick-up arrangements, please contact the Extended Day Office at 850.488.1834 or use our Text to Pick Up number. Students will only be released to authorized adults with photo I.D. upon request. No student will be released to individuals refusing to provide identification or displaying signs of aggression.

**Age Restriction:** Children will not be signed out by anyone under 18 years of age unless a written authorization has been submitted to the E.D.E.P. Director and Principal at least 48 hours prior to the special pick-up, and has been approved.

Thank you for your cooperation and understanding as we prioritize the safety and security of all our students. Please feel free to contact us with any questions or concerns.



# Early Release

**THE PROGRAM WILL BE OPEN EXTENDED HOURS May 22-24, 2024**

Hours will be extended from the time students are released from school at 12:20 p.m.-6:00 p.m. on all extended days except for the last day of school, May 24, 2024. 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.

## Holiday Program Closure

August 10 <sup>th</sup> , 2023	Students Report
September 4 <sup>th</sup> , 2023	Labor Day Holiday (Districtwide)
September 25 <sup>th</sup> , 2023	Fall Holiday (Districtwide)
October 16 <sup>th</sup> , 2023	Teacher Planning Day
November 10 <sup>th</sup> , 2023	Veterans Day (Districtwide)
November 20 <sup>th</sup> -24 <sup>th</sup> , 2023	Thanksgiving Holiday
December 19 <sup>th</sup> , 2023	Last Day before Winter Break (Closed at 4:00 p.m.)
December 20 <sup>th</sup> -29 <sup>th</sup> , 2023	Winter Holidays (Districtwide)
January 1 <sup>st</sup> -5 <sup>th</sup> , 2024	Winter Holidays (Districtwide)
January 8 <sup>th</sup> , 2024	Students Return
January 15 <sup>th</sup> , 2024	Martin Luther King Holiday (Districtwide)
February 19 <sup>th</sup> , 2024	President Day (District Holiday)
March 11 <sup>th</sup> -15 <sup>th</sup> , 2024	Spring Break
March 18 <sup>th</sup> , 2024	Teachers planning day
March 19 <sup>th</sup> , 2024	Students Return
April 1 <sup>st</sup> , 2024	Spring Holiday
May 22 <sup>nd</sup> -24 <sup>th</sup> , 2024	Early Release
May 24 <sup>th</sup> , 2024	Last Day of school (Closed at 4:00 p.m.)

## Summer Camp

Weekly rates, fees and more information will be released in April 2024.

Camp will officially open June 3, 2024-July 25, 2024

Closed July 1-5, 2024 and June 19<sup>th</sup>, and July 26, 2024

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 will offer an LCS discounts during the summer,  
verification of LCS summer employment is required.

We will be accepting students entering Kindergarten,  
Fall 2024 through those entering 6th grade, Fall 2024.

This information is subject to change.

# Behavior

Ensuring a safe and respectful environment is a top priority in our Extended Day Program. We kindly ask you to review the following guidelines with your child to promote positive behavior and a productive experience for everyone involved:

Expectations for Behavior: Students are expected to exhibit exceptional behavior at all times while participating in the Extended Day Program. Failure to do so may result in consequences determined by the Director and Assistant Manager. Below is a list of some examples of prohibited behavior.

## **Examples of Prohibited Behaviors**

- Inappropriate touching
- Inappropriate language/profanity
- Violation of privacy towards another student
- Refusal to follow instructions
- Disrespecting authoritative figures (staff, manager, director, etc.)
- Violating cell phone policy (including social media usage, texting, phone calls)
- Violent/inappropriate games
- Fighting/hitting
- Vandalism
- Petty theft
- Teasing, taunting, or harassing
- False information/dishonesty
- Written or verbal threats
- Possession of a weapon
- Leaving designated area without permission
- Keeping bodily fluids to themselves
- Inappropriate exposure of self/others

## **Consequences for Behavior Offenses**

Minor offenses may lead to consequences such as a warning, verbal apology, reflection time, contacting parents, written documentation, conferences, or temporary removal from activities. More severe cases may result in referral, suspension, or even expulsion based on the discretion of the director and assistant manager. We want to work together to create a safe and respectful space for all students. Your cooperation and support in reinforcing these behavioral expectations are greatly appreciated. If you have any questions or concerns, please feel free to reach out to us.

# Remind App



We appreciate your cooperation and look forward to providing you with an enhanced and efficient experience. Enroll in Remind for Seamless Extended Day Program Updates! We are delighted to introduce Remind, our chosen communication platform, designed to foster effective engagement between the Extended Day Program and our esteemed parents. In adherence to this year's protocol, we kindly request the enrollment of all parents into the Remind system. This is mandatory. This implementation aims to streamline information, ensuring that you receive prompt notifications via text or email. Stay informed about fees, upcoming EDEP meetings, special programs, and emergency updates - all delivered straight to your phone or inbox.

Joining is a breeze - simply visit <https://www.remind.com/join/edepcroc> to sign up today! It's not only easy and free, but it could also help you save both time and money. Remind will send you convenient reminders about tuition payments, ensuring you never miss a due date and avoid any late fees. As an added bonus, you'll receive important updates directly from Ms. Menard-Johnson and Ms. Kayla. Don't miss out on staying connected and informed. Sign up now and experience the convenience of having E.D.E.P information right at your fingertips!

## **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](https://www.remind.com/join/edepcroc). Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app. [rmd.at/edepcroc](https://www.remind.com/join/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](https://www.remind.com/join/edepcroc) on a desktop computer to sign up for email notifications.

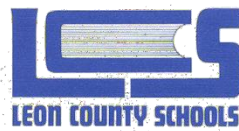
## **Trouble Shooting**

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

# Text to pick up on Remind

We are thrilled to share some exciting news with you: our services are evolving to make your experience even smoother and more convenient! As part of this advancement, we are merging our Text-to-Pickup feature into the Remind app, creating a unified platform for your communication needs. This enhancement means that you can now seamlessly manage your communication and pickup arrangements through the Remind app. Say goodbye to wait times during checkouts by sending us a quick message through Remind to let us know you're on your way. This simple step can significantly reduce your wait time and streamline the pickup process. By providing your name and your child's name through Remind app, you can ensure that your child is prepared and ready when you arrive. For optimal coordination, we recommend sending your message 10-15 minutes in advance. Please be advised that this service is exclusively for texting within the Remind app. For safety reasons, we kindly ask you to refrain from calling and avoid texting while driving.





## Nondiscrimination Notification & 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, military status, 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:

**Deana McAllister, Assistant Superintendent**

Equity Compliance Officer  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7193

**[mcallisterd@leonschools.net](mailto:mcallisterd@leonschools.net)**

**Tonja Fitzgerald, Director**

Equity Compliance Officer (Students)  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, FL 32304  
(850) 487-7309

**[fitzgeraldt@leonschools.net](mailto:fitzgeraldt@leonschools.net)**

**Wallace Knight, Director**

Title IX Compliance Officer  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, FL 32304  
(850) 487-7193

**[knightwa@leonschools.net](mailto:knightwa@leonschools.net)**

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

**Jennifer Benton, 504 Specialist**

(850) 487-7317

**[bentonj@leonschools.net](mailto:bentonj@leonschools.net)**

**For more details visit us online at**

**<http://www.leonschools.net/site/Default.aspx?PageID=4059>**