



Kate Sullivan

EDEP

Welcome Packet
2024-2025

IT'S GOING TO BE A GREAT YEAR!

MRS. JULIE LAWSON, PRINCIPAL

MRS. STEPHANIE JOHNSON, MANAGER

MENARDS@LEONSCHOOLS.NET

MS. TRINITY HAMILTON, ASSISTANT MANAGER

HAMILTONT@LEONSCHOOLS.NET

850.488.1834

Kate Sullivan Elementary School's
Welcome Packet

Kate Sullivan Elementary School 927 Miccosukee Rd, Tallahassee, FL 32308

Director: Stephanie Menard

Email: menards@leonschools.net

Assistant Manager: Trinity Hamilton

Email: hamiltont@leonschools.net

Phone: 850.488.1834

Follow us on Instagram: @kse_extended_day

Before school:

Hours: 7:00-7:45 a.m.

Location: In the multi-purpose room. From the front parking lot, follow the sidewalk to the main building and will be the first few sets of double doors. If you are at the main entrance, you have gone too far.

Afterschool Pick up:

Hours/Location: Dismissal-3:30 (front office) 3:30-6:00 (new café)

- Great news! Text to pick up will now be on the Remind app.
- It is mandatory to sign up for the Remind App for parents/guardians to stay up to date with important notifications and reminders.
 - Remind
 - 3 ways to sign up
 - Web search rmd.at/edepcrocs on your smartphone to download the app
 - Text @edepcrocs to 81010
 - Web search rmd.at/edepcrocs on your desktop computer to sign up for email notifications

Check out process:

Pick-Up Procedures: To ensure the safety of all children, a government ID or car tag is required for pick-up, regardless of whether the staff personally knows you. Please have your ID or car tag ready at the time of pick-up. This policy is strictly enforced for the protection of your child. We appreciate your cooperation and understanding, and kindly ask that you remain patient with our staff as they verify identification.

- We are now located in the new cafeteria for parent pick up from 3:30-6:00.
- Parent pick up from dismissal-3:30 will be located in the front office.
- Parents will be required to park in a space and walk into the new cafeteria for pick up daily unless otherwise stated.
- Croctoberfest will be in October. We will have pick up at the bus loop between Cobb Middle and Kate Sullivan.
- Parents will need to access the back gate by driving through Dr.'s drive, through the back gate. Please park and walk up to the new cafeteria for sign out.
- Payments
 - Click on the Make a Payment button to go directly to the e~Funds website.
 - We strongly encourage you to make payments online at <https://www.leonschools.net/Page/35460>
 - This new website allows you to make a payment with a credit card, a debit card or a check online
 - This website also allows you to schedule payments in advance to avoid the late fees
 - This website does include convenience fees
 - To make a payment in person, please call 850.488.1834 to make an appointment
 - Payments in person can only be made by check or money order. No cash. Make all payments made out to LCS.

Parking lot access:

- **Location:** Back parking lot nearest to the new cafeteria. To access this parking lot, you will turn onto Doctors Drive (next to Mad Dog Construction), then make a right at the stop sign and follow the road to the back-parking lot. (See map)
- **Gate Hours:** Open 3:30-6:15 p.m. for pick up, unless other-wise stated. The gate is



Once in the parking lot, follow the road, then take a right. Find an available parking spot and walk up towards the building and follow the side walk, leading straight to the building. If you are having issues locating us, please give us a call at 850.488.1834 and a member of our team will assist you.

How to make a payment:

- Click on the Make a Payment button to go directly to the e~Funds website.
 - We strongly encourage you to make payments online at



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

- This website allows you to make a payment with a credit card, a debit card or a check online
- This website also allows you to schedule payments in advance to avoid the late fees.
- This website will include a convenience fees.



Scan here for 2024-2025 Registration Booklet
Fee schedule located in book