KATE SULLIVAN ELEMENTARY SCHOOL'S
EXTENDED DAY ENRICHMENT PROGRAM

2024-2025

Before School 7:00-7:45 a.m.
After School 2:40-6:00 p.m.

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

Letter From Ms. Menard

Dear Parents,

We are thrilled to welcome you and your child to our Extended Day Program for the upcoming 2024-2025 school year! We are going for gold, as we gear up for another exciting year, we want to extend a warm welcome to both returning and new families.

Our Extended Day Program is designed to provide a safe 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 Trinity Hamilton 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!

Warm regards,

Mrs. Stephanie 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 programs 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. If we can not reach you

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. Since the pandemic we ask that you call our office to set an appointment first.

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:

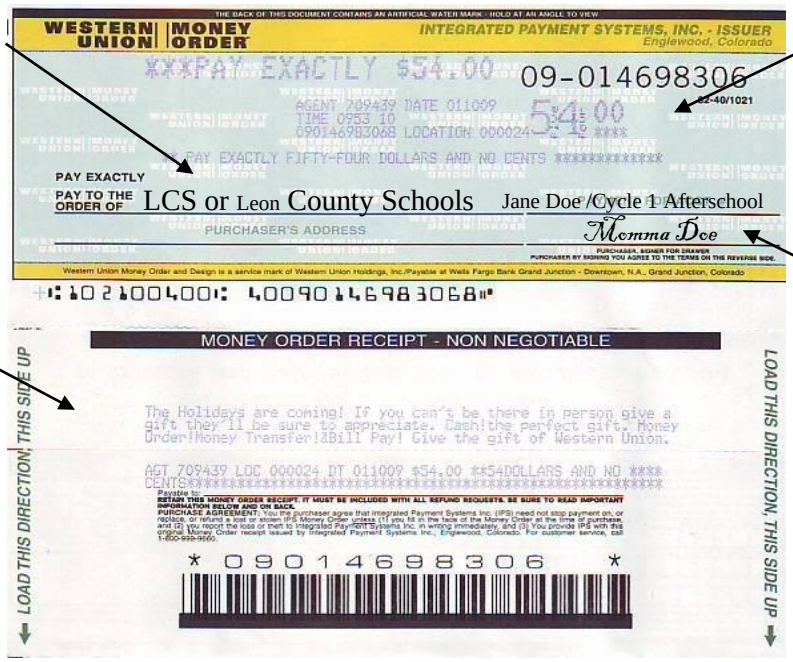
Leon County Schools

Amount Paid

Student(s) Name & Cycle Payment

Please keep attachment for your records

Payee's Signature



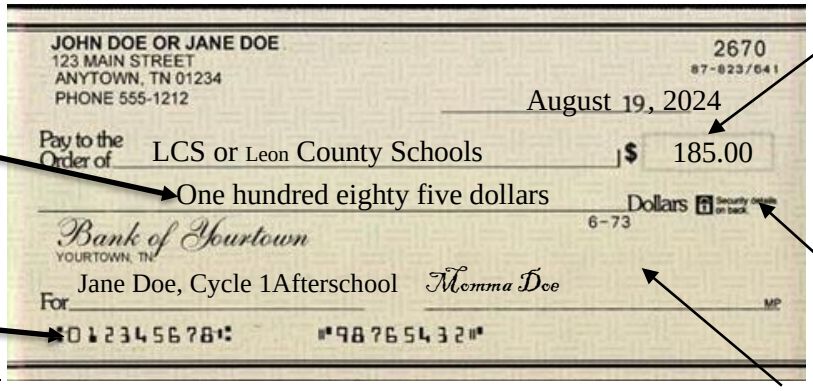
Money orders must have the following information:

- 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

Payment Date

Example of Payment Received

Leon County Schools



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: John & Jane Doe **Student Name:** Jillian Doe		**KATE SULLIVAN ELEMENTARY EDEP No. 0031** 927 Miccosukee Road Tallahassee, FL 323308	
DATE: August 1, 2024	**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: **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:_____		$40.00
	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-Wrighter

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.*

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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

LEON COUNTY 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**.

Scan here to visit the site

e~Funds for Schools

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.

Funds FAQ

Q: Can I transfer payment/money from one student to another?
A: Payments made through the e~Funds for Schools website are deposited directly into your school district's bank account and applied through their student management system. Unfortunately, e~Funds for Schools does not have access to transfer funds within your school districts student management system. Because of this, we are unable to transfer funds among students or issue refunds. To have your funds transfer between students, you will need to contact your school district or their food service department directly.
Q: How do I get a refund?
A: Payments made through the e~Funds for Schools website are deposited into your school district's bank account. Unfortunately, we do not have access to the funds in this account. Therefore, we are unable to issue refunds. To have your payment refunded, you will need to contact the school or their food service department directly.
Q: Why am I continuously being charged for my NSF payment?
A: There is a $15 charge for each payment that is returned NSF and the original payment is automatically scheduled for 1 additional retry payment. If the $15 charge is returned NSF, there is an additional $15 charge and this $15 charge is scheduled for 1 additional retry payment (in attempt to collect the NSF charge). No further charges or attempts to collect the funds will be attempted after the retry payments.
Q: Can I cancel the retry of my NSF payment?
A: Payments processed through the e~Funds for Schools website are deposited into an account designated by the school. Returned NSF payments are automatically scheduled for 1 retry payment (in an attempt to collect the original funds). We are unable to cancel retry payments without the school districts consent. To cancel a retry payment, you are strongly encouraged to contact the school district directly; however, we will gladly reach out to your school district to request the cancellation of your NSF Retry payment on your behalf. If approved, we will be in contact with you to confirm the retry has been cancelled. As mentioned earlier, you are strongly encouraged to contact the school directly as we have no way of guaranteeing the school will grant us permission to cancel the retry.
Q: Why was my credit/card payment declined?
A: We are not given the reason why payments were declined by your credit/debit card company/financial institution. To identify why your payment was declined, you would need to contact your credit/debit card company or financial institution in order to determine why your payment was declined.

Funds FAQ continued

For frequently asked questions regarding e-funds such as the questions below and more, scan the qr code for more details.
What is the correct e~Funds for Schools (EFS) website for my school district?
How do I create an e~Funds for Schools user account?
How do I look up my username?
How do I reset my password?
How can I reset my password if I no longer have access to the email address linked to my account?
Can I change my username?
What is my school district's number to login?
Is there a particular internet browser that works best with e~Funds for Schools website?
Can I delete my e~Funds for Schools user account?

Tuition

* Parents/Guardians are responsible for making tuition payments on time regardless if the proram sends out reminders or not.

CYCLE	PAYMENT DUE		LATE	CYCLE DATES
1	At registration along with registration fee		N/A	August 12th – September 5th
2	Thursday	August 29, 2024	August 30, 2024	September 6th – October 1st
3	Wednesday	September 25, 2024	September 26,2024	October 2nd – October 29th
4	Wednesday	October 23,2024	October 24,2024	October 30th – December 2nd
5	Friday	November 22, 2024**	November 23,2024	December 3rd– January 13th
6	Tuesday	January 7, 2025	January 8, 2025	January 14th – February 7th
7	Monday	February 3, 2025	February 3, 2025	February 10th – March 6th
8	Friday	February 28, 2025	March 1, 2025	March 7th – April 9th
9	Thursday	April 3, 2025	April 4, 2025	April 10th – May 6th
10	Wednesday	April 30,2025	May 1, 2025	May 7th -May 23rd (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 [illegible] ank. All payments made after 12:00 p.m. will need to be made online. All late payments will need to include a $10.00 la[illegible] may not be available during the Thanksgiving/winter break. Parents making payments online run the [illegible]nical issues with the website. We are unable to wave any late fees due to tech issues.**

**** Cycle 5 payments made with check or money order will be due 11/22/2024 no later than 12:00 p.m. the last day before Thanksgiving Break. Payments made online have until 11/22/2024 11:59 p.m., as long as the e-funds website is up.**

Cycle 6 will be due 1/8/2025, the day students return from winter break.

Registration Fee: ** $40.00 for the 1st child and $5.00 each additional child, must be in the same family.
(Required at time of registration; No discounts can be applied to the registration fee)

Fee Types	Tuition Amount
After School 5 Days	$190.00
Sibling After School 5 Days	$171.00
Before School 5 Days	$80.00
Sibling Before School 5 Days (each additional)	$72.00
Both Before & After School	$270.00
LCS/ After School 5 Days	$152.00
LCS/ Before School 5 Days	$64.00
LCS/ Both Before & After School	$216.00
After School PCF Scholarship	$47.50
After School PCR Scholarship	$110.20
Before School PCF Scholarship	$20.00
Before School PCR Scholarship	$ 46.40
Before & After School PCF Scholarship	$ 67.50
Before & After School PCR Scholarship	$156.60
Before School Drop In (Per day/student)	10.00
After School Drop In (Per day/student)	$25.00
After School Drop In Early Release (Per day/student)	$30.00

Multiple Student Rate Break Down

After-School	5-day Tuition	3-Day Tuition	LCS	PCF	PCR
2 Children	$361.00	$160.00	$304.00	$95.00	$220.40
3 Children	$532.00	$304.00	$456.00	$142.50	$330.60
4 Children	$703.00	$448.00	$600.00	$190.00	$440.80

Before-School	5-day Tuition	3-Day Tuition	LCS	PCF	PCR
2 Children	$152.00	N/A	$128.00	$40.00	$92.80
3 Children	$224.00	N/A	$192.00	$60.00	$139.20
4 Children	$296.00	N/A	$256.00	$80.00	$185.60

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.

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 cannot be paid in cash.

Identification: Parents must provide their identification to the checkout staff at the time of check-out.

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 21-23, 2025
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 23, 2025. 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 10th, 2024	Students Report
September 4th, 2024	Labor Day Holiday (Districtwide)
September 25th, 2024	Fall Holiday (Districtwide)
October 16th, 2024	Teacher Planning Day
November 10th, 2024	Veterans Day (Districtwide)
November 20th-24th,2024	Thanksgiving Holiday
December 19th, 2024	Last Day before Winter Break (Closed at 4:00 p.m.)
December 20th-29th,2024	Winter Holidays (Districtwide)
January 1st-5th, 2025	Winter Holidays (Districtwide)
January 8th, 2025	Students Return
January 15th, 2025	Martin Luther King Holiday (Districtwide)
February 19th, 2025	President Day (District Holiday)
March 11th-15th, 2025	Spring Break
March 18th, 2025	Teachers planning day
March 19th, 2025	Students Return
April 1st, 2025	Spring Holiday
May 21st-23rd, 2025	Early Release
May 23rd, 2025	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 2, 2025-July 25, 2025
Closed June 19th, 2025, June 30- July 4, 2025 and
July 25, 2025
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 2025 through those entering 6th grade, Fall 2025.

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/edepcrocs 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/edepcrocs.** Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app. **rmd.at/edepcrocs**

2. If you don't have a smartphone, get text notifications.
Text @edepcrocs to the number 81010
3. Don't have a mobile phone? Go to **rmd.at/edepcrocs** on a desktop computer to sign up for email notifications.

Trouble Shooting

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

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

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

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

For more details visit us online at

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