

# Extended Day Enrichment Program

## Registration Details

*Before and after school slots will be capped*

### **Early Registration:**

**Early registration opens July 15, 2025:** Registration booklets & forms will be available in person and online via our website at <https://www.leonschools.net/Page/35462>

**Registration will not be permitted for any student with an outstanding balance. All fees must be paid in full before enrollment can be processed**

### **How to Registration:**

*\*Please see the registration calendar listed below for early registration dates and times.*

1. Print and complete registration form. Hard copies available on site.
2. Sign up for the Remind app (mandatory)
3. Review the registration booklet, EDEP manual and tuition schedule.
4. Review the behavioral contract with your student
5. Submit forms with registration fee and cycle 1 tuition. Applications will not be accepted without payments.
6. Payments must be made in the form of a check, money order or online payment.  
**Check or money order will no longer be available moving forward. We will only be able to accept online payments.**
7. If you are paying online, ensure that you have a spot in the program before submitting payment online. Online payments require student id.

### **Submission Check list:**

- ☐ Registration form per student
- ☐ Registration Fee \$40.00 + Cycle 1 tuition of \$190.00 (registration fee is \$5.00 each additional student)
- ☐ Parent Payment Agreement
- ☐ Behavioral Agreement
- ☐ Project Care Approval Letter (Only for those applying, submitted on Thursday August 7, 2025 during project care orientation.)
- ☐ LCS Badge (A copy of a valid LCS badge is required in order to receive the LCS discount. Otherwise, the full tuition cost will be due at the time of registration and adjusted once we receive your id.)
- ☐ ELC Contract (Only for those applicable)

**Registration will not be permitted for any student with an outstanding balance. All fees must be paid in full before enrollment can be processed**

## **Project Care Scholarship Application:**

**What is project care?:** Project Care, is a scholarship initiative designed to provide financial assistance to families in need. To be considered, families must submit a new application each school year, and eligibility will be determined based on financial income per household.

The availability of this scholarship depends on our annual program enrollment. Scholarships are awarded on a "first come, first serve" basis. Applicants will be notified by August 26<sup>th</sup>, 2024. Applicants are required to pay the full tuition cost for cycle one. If awarded, your cycle 1 payment will be distributed amongst the following cycles, until a payment is due again.

**Example:** Our tuition rate per cycle is \$190.00. If you qualify and have been awarded the "free lunch" reduction, your tuition payment for each cycle will be \$47.50. The \$190.00 paid at the time of registration will be divided equally among cycles 1-4.

**When will we be accepting applications?** We will be accepting project care applications on Thursday, August 7, 2025 at 12:00 pm. In the new cafeteria.

1. Applicants MUST apply online at <https://www.schoolcafe.com/LEONCOUNTYSCHOOLS>

Note: Applications will be available online July 17, 2025. Please email Timothy Williams (details below) for more information.

- ☐ Contact Mr. Timothy Williams in nutrition services, to verify your application.
2. Request that a copy of the meal benefits determination is emailed to you.
3. Bring a copy of your approved determination letter to the project care registration in order to verify that you qualify.
4. **Qualifying for the scholarship does not automatically mean you have been awarded. You must attend our Project care registration on August 7th, 2025 in the new café at 12:00 p.m. Spaces are limited and are given on a first come first service bases.**
5. You may register your child in the program prior to project care registration. You do not have to wait for the project care registration to apply for EDEP.
6. If you remove your student from the program and you were rewarded a scholarship, please consider your spot forfeited.
7. We will have a waiting list. I constantly review our budget and will contact parents if we have additional funding.

### **Leon County Schools Is Not Ready to Accept Online.**

For more information, please contact Timothy Williams [williamst1@leonschools.net](mailto:williamst1@leonschools.net)  
850-488-7426 2230

- **Free Lunch Benefits:** Parents/guardians of children who qualify for free lunch benefits are responsible for paying 25% of the regular full-time fee.
- **Reduced Lunch Benefits:** Parents/guardians of children who qualify for reduced lunch benefits are responsible for paying 58% of the regular full-time fee.
- **Attendance Requirement:** Regular program attendance is mandatory. The Program Manager reserves the right to suspend or terminate Project Care benefits if a student has excessive absences in a cycle without a valid reason and timely communication.
- **Compliance with Program Guidelines:** Approved recipients must adhere to all other EDEP program guidelines, including disciplinary policies and late payment/pick-up fees.
- Refer to the tuition chart for pricing discounts if you have been approved.

## LCS Employee Registration for EDEP and 21st Century Programs

Leon County Schools is pleased to offer **free childcare** at **all LCS elementary and middle school sites** for the children of our employees (grades K–8) through our **EDEP and 21st Century programs**.

Employees taking advantage of this would have needed to register for this opportunity during the special **employee-only registration window from June 16–27, 2025**.

### **What You Need to Know:**

- **Eligible participants** include the child (biological or adopted), step-child, foster child, or a child for whom the employee has legal guardianship.
- Employee **must be listed in FOCUS as a legal guardian** of the child, and must qualify for benefits as a full-time or part-time employee for the 2025-2026 school year.
- The registration form **requires a valid LCS email address**. You are unable to access the form with a personal email address.
- Additional registration information must be completed at your child's program site, once you have received an acceptance notification.
- Participants receiving free childcare must adhere to the **attendance requirements** listed below. Employees who do not wish to follow these requirements may register and pay the discounted LCS rate during your site's regular enrollment period.
- It is the responsibility of the parent/guardian to notify the district EDEP office immediately of any employment changes during the 2025-2026 school year, including a transition from one school or worksite to another, or a termination of employment from LCSB. Program fees MAY be assessed for any employment changes during the 2025-2026 school year.

### **Attendance Requirements:**

- **All participants** receiving free LCS childcare are required to maintain a minimum attendance rate of 90% to continue enrollment in the program.
- **21st CCLC program participants** are expected to attend and stay the entire length of the program. Attendance is monitored and inconsistency in attendance, being picked up early or past the end time of the program, may result in a student being dismissed from the program. If a student is absent, the Site Coordinator will make every attempt to determine why that student is not present and determine if the absence is "excused" or "unexcused".
- **EDEP participants** must adhere to the following drop-off and pick-up times for daily attendance to be counted.

	<u>Elementary School</u>	<u>Middle School Sites</u>
	<u>Sites</u>	
<b>Before School Drop-Off</b>	No later than 7:15 a.m.	No later than 7:45 a.m.
<b>After School Drop-Off</b>	No earlier than 4:30 p.m.	No earlier than 5:00 p.m.

\*If the participant's attendance falls below this threshold without prior notice or valid excuse, the Program Coordinator reserves the right to review the participant's enrollment status and take appropriate action, which may include dismissal from the program. LCS parent/guardian will be assessed a late pick-up fee of \$1.00 per minute for participants picked up later than 6:00pm.

**Please visit the LCS Employee Registration:** <https://www.leonschools.net/Page/59687>

**Capacity is limited.** If demand exceeds available slots, staff will be placed on a priority waitlist. Acceptance notifications will be sent by **July 18, 2025**, along with instructions for site-based registration. LCS staff will also be able to register their children during the open enrollment at each school site at a later date, pending availability. The window from June 16-27 is to provide preference to LCS Staff ahead of opening registration to the community.

### **Frequently Asked Questions:**

Payments can be made online using our secure payment system, which accepts credit cards, debit cards, and ACH transfers. For a detailed explanation of our online payment features and step-by-step instructions, please visit our website under eFunds. All payments after cycle 1 must be paid through eFunds. We will no longer be able to accept check or money orders.

**Q. How much will I need to pay in order to register/ when is tuition due?**

**A.** The registration fee is \$40 for the first student and \$5 each additional student. Tuition is \$190.00 per cycle. The registration fee and cycle 1 payment is due at the time of application submission.

**Q. If I have a credit, do I still have to register my child this school year?**

**A.** *Yes, you will still need to register your child for the 2025-2026 school year. If you secure a slot for your student during registration then the credit will be applied to your registration fee. Your credit doesn't guarantee a spot in the program.*

**Q. Is there a cap?**

**A.** Yes, we will cap the program. Once we've reached our cap, we will adjust as needed and contact parents when an opening becomes available. Each grade level will have their own individual caps.

**Q. Why do I have to make a full tuition payment if I apply for project care?**

**A.** Project care is a scholarship based on our enrollment and funding. We can only offer a limited number of spaces. I can only guarantee the first three slots. Any other applicant must wait to hear back from me regarding their status. Please be prepared to pay the full tuition cost. A credit will be applied if a slot becomes available to you.

**Q. Can I submit my forms via email?**

**A.** No, all applications need to be submitted in person. Please see times and dates for submission. We will not accept forms via email.

**Q. Where can I find the registration booklet and tuition chart?**

**A.** Registration booklet and fee schedule can be located online at <https://www.leonschools.net/Page/35462>

Kate Sullivan Extended Day  
**Registration Calendar**

## JULY 2025

Registration will take place in the new cafeteria. Please refer to the registration calendar for specific dates and times, as hours may vary. The EDEP office will be closed from **July 25 – August 6, 2025**. Registration will reopen on **August 7, 2025**, while space remains available.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
13	14 EDEP Registration Form Available Online	15 Early Registration Opens 12:30-3:00 p.m.	16 Registration Unavailable	17 Early Registration 12:30-2:00 p.m.	18 Registration Unavailable	19
20	21 Registration 10:00-12:00 Cafeteria Last Day for Early Registration	22 Registration Closed	23 Registration Closed	24 Registration Closed	25 Registration Closed	26
27	28 Registration Closed	29 Registration Closed	30 Registration Closed	31 Registration Closed		

## August 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Registration Closed	2
3	4 Registration Closed	5 Registration Closed	6 Registration Closed	7 Project Care 12:00-1:00 p.m. Registration 1:00p.m. - spaces run out	8 Registration Closed	9
10	11 1 <sup>st</sup> day of school Cycle 1 starts	12	13	14	15	16