

KATE SULLIVAN ELEMENTARY SCHOOL'S  
EXTENDED DAY ENRICHMENT PROGRAM  
PRESENTS



# **SULLYWOOD SUMMER CAMP**

*Registration Book*

**927 Miccoukee Road  
Tallahassee, Florida 32308**

**Mrs. Julie Lawson, Principal  
Mr. Gautney, Assistant**

**Mrs. Stephanie Menard-Johnson, Manager  
Ms. Trinity Hamilton, Assistant Manager**



## POLICY STATEMENT

**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 \$65.00 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. Trinity Hamilton, 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 Friday, May 23, 2025.*** Please see cancellation info on the following page. **If your child misses a day, you are still responsible for the weekly payment.**

**SUMMER CAMP HOURS:** Our summer camp will span seven weeks, running from June 2, 2025, to July 25, 2025. Please note the following closures: June 19-20, 2025, for Juneteenth observance; the week of June 30-July 4, 2025, for Independence Day observance; and July 25, 2025. The final day of camp is July 24, 2025. Our operating hours are 7:00 a.m. to 6:00 p.m. daily, unless otherwise specified. A late fee of \$1.00 per minute will be charged for pickups after 6:00 p.m., as per Leon County School policy, which is non-negotiable. Payments must be made via check, money order, or online payment. Online payment is exclusively available for current Kate Sullivan Elementary School students; **incoming students will not have this option.** For further information, please visit the payment page.

**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 for further instructions.

**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.

**REGISTRATION FEES:** The registration fee is a ***non-refundable*** fee of \$65.00 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 and backpack. 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 \$65.00 payment.**

**TUITION:** 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** are to be permitted, except for documented cases of prolonged illness (2 weeks or more) or family relocation. Absolutely no refunds will be given on registration fees. Refunds must be requested in writing. Refunds can take up to four weeks after the request has been submitted, for processing. There are no refunds for days missed.

**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. Excessive late pick-ups (3 or more occurrences) may result in my child's dismissal from the program.

**SIBLING DISCOUNTS/ EMPLOYEE DISCOUNT:** There is a 10% discount for each additional child, this applies to siblings only. Sibling discounts are only offered on full time rates. This discount cannot be applied to other family members, i.e. cousins, etc. LCS discount is only available for Leon County School Employees that are actively working in the summer. LCS discounts are only available for employees during the weeks they are working.

**SCHOLARSHIP/DISCOUNTS:** Project Care scholarship aren't offered in the summer. See camp director for other scholarship opportunities. 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, together towards any fees.

**CANCELLATION:** The last day to cancel registered weeks without a penalty is **Friday May 23, 2025**. 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.

**LEON COUNTY SCHOOL DISCOUNT:** A 20% discount is available off 5-day full time fee will be available for campers whose parent/guardian is working during the summer. Leon County School Employee discount can only be redeemed by Leon County School employees that are actively working for Leon County Schools during the 2025 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 is a before school part time option for an additional cost. See fee schedule. 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.

**CHAPERONS:** Chaperones are more than welcome to attend trips. All chaperons are required to complete an LCS volunteer at least one week prior to a field trip. <https://volunteers.leonschools.net/> Chaperones are required to pay for their entry to all trips. Due to limited seating on the buses all




chaperones must follow or meet the buses at the trip destination. We ask that parents sign their student in/out when chaperoning on trips.

## PAYMENT SCHEDULE



	Dates	PAYMENT DUE		LATE	
<b>Week 1: SULLYWOOD FILM AWARDS</b>	JUNE 2-6, 2025	<b>MONDAY</b>	JUNE 2, 2025	<b>TUESDAY</b>	JUNE 3, 2025
<b>Week 2: SULLIVAN MUSIC AWARDS</b>	JUNE 9-13, 2025	<b>MONDAY</b>	JUNE 9, 2025	<b>TUESDAY</b>	JUNE 10, 2025
<b>Week 3: KATE ACTOR'S GUILD *CLOSED JUNE 19-20</b>	JUNE 16-20, 2025	<b>MONDAY</b>	JUNE 16, 2025	<b>TUESDAY</b>	JUNE 17, 2025
<b>Week 4: K.S.E. AWARD</b>	JUNE 23-27, 2025	<b>MONDAY</b>	JUNE 23, 2025	<b>TUESDAY</b>	JUNE 24, 2025
<b>No Camp: IN OBSERVATION OF INDEPENDENCE</b>	JUNE 30-JULY 4, 2025	<b>CLOSED</b>			
<b>Week 5: K.S.E. FASHION WEEK</b>	JULY 7-11, 2025	<b>MONDAY</b>	JULY 7, 2025	<b>TUESDAY</b>	JULY 8, 2025
<b>Week 6: GOLDEN KATE AWARDS</b>	JULY 14-18, 2025	<b>MONDAY</b>	JULY 14, 2025	<b>TUESDAY</b>	JULY 15, 2025
<b>Week 7: KID'S CHOICE AWARDS</b> CLOSED JULY 25, 2025	JULY 21-25, 2025	<b>MONDAY</b>	JULY 21, 2025	<b>TUESDAY</b>	JULY 22, 2025
CAMP IS CLOSED JUNE 19-20, 2025; JUNE 30- JULY4, 2025 AND JULY 25, 2025					



	FULL WEEK	WEEK 3	WEEK 7	LCS	PART TIME 4 DAY SCHEDULE	* PART TIME 5 DAY SCHEDULE
<b>1 CHILD</b>	\$185.00	\$ 111.00	\$148.00	\$148.00	\$74.00	\$105.00
<b>2 CHILDREN</b>	\$351.50	\$ 210.90	\$281.20	\$296.00	\$148.00	\$210.00
<b>3 CHILDREN</b>	\$518.00	\$ 310.80	\$ 414.40	\$444.00	\$222.00	\$315.00
<b>4 CHILDREN</b>	\$684.50	\$410.70	\$ 547.60	\$592.00	\$296.00	\$420.00

**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.**

## EXAMPLE OF RECEIPT OF PAYMENT

KATE SULLIVAN ELEMENTARY EDEP RECEIPT			RECEIPT NO. <b>1111</b>
<b>Payee Name:</b> John & Jane Doe <b>Student Name:</b> Jillian Doe		<b>KATE SULLIVAN ELEMENTARY EDEP No. 0031</b> 927 Miccosukee Road Tallahassee, FL 323308	
<b>DATE:</b> June 3, 2025	<b>DESCRIPTION</b>		<b>AMOUNT</b>
<b>Tax ID No. 59-6000-709</b>	After-School Tuition Cycle	1 2 3 4 5 6 7 8 9 10	\$ 185.00
<b>Grade:</b> (K) 1 2 3 4 5	Before-School Tuition Cycle	1 2 3 4 5 6 7 8 9 10	\$
<b>Rate:</b> SIB LCS PCF PCR ELC	Summer Camp Week	(1) 2 3 4 5 6 7 8	\$185.00
<b>Check Number:</b> 2670 <b>Money Order:</b> _____	(REG FEE) LATE FEE DROP-IN EARLY RELEASE ACTIVITY FEE OTHER: _____		\$65.00
	SIGNATURE: Mrs. Johnson		\$ 250.00

**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.



LCS stands for Leon  
County Schools.

## MAKING A PAYMENT WITH A MONEY ORDER OR CHECK

**Do not make this out to  
Kate Sullivan**

Amount Paid

Student(s) Name & Week  
payment for

Payees Name

Please keep attachment  
for your records

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

### 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.
- The last day to cancel registered weeks without a penalty is Friday, May 23, 2025.

**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.**

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.

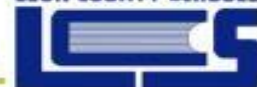




## Step-by-Step Guide for Parents

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**.



### 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.**



**Disclaimer:** The EDEP assumes no responsibility for incorrect information entered by customers. Customers are responsible for ensuring payments are made in sufficient time to meet required deadlines.



Customers are responsible for printing and retaining the confirmation of their payment. **Payments received after 6:00 pm will be credited the next business day and may have a late fee applied.** Failure to understand any information provided herein will not constitute grounds for waiver of any penalties

**e-FUNDS FOR SCHOOL:** The e-Funds for school is an electronic payment service provided to the school by a third-party service provider that charges parents a convenience fee for processing payments, similar to other online banking services. The site is secured and uses industry standard data encryption. The district does not request to keep records of family credit card account information. Online payment options are only available for students previously enrolled at Kate Sullivan. Parents must have the student's id number to create an account.



**NSF & FEES:** The provider has a nominal fee for their service.

The system carries a non-sufficient funds (NSF) charge of \$15.00 for each returned payment. e-Funds will make a second attempt to retrieve funds from the account. If it is returned as an NSF on the second attempt, then 2 \$15.00 fees will be charged. Kate Sullivan Elementary School will also charge a \$20.00 NSF fee. If you have an NSF, **DO NOT MAKE ANOTHER PAYMENT.** E-Funds will automatically attempt to run the payment for a second time. If the payment is returned for a second time as a NSF, then services will be automatically suspended until we receive a payment in the form of a credit card payment online (not debit) or money order in person. In the event that this occurs twice, parents will not have the option to pay with a check or debit card payment.

**FEES DUE:** Unfortunately, it does not reflect accurate fee/balances on the account and will show that the student has no fees due. For balance inquiries please reach out to Mrs. Menard-Johnson or Ms. Trinity. You have to choose optional fees, this amount will be defaulted to the private weekly rate. Parents may choose to select, delete and add the desired amount. Parents will have the option of paying fees by having funds electronically withdrawn from their checking account, credit card, or debit card. However, be mindful that this is not aligned with our fee schedule, auto drafts from the system are based on once a month withdrawals.

#### **PARENT INSTRUCTIONS FOR MAKING A PAYMENT ON E-FUNDS:**

1. Make sure you are at the correct e-Funds site by noting this information at the top of your screen: Leon County Schools, FL - EDEP & VPK (see first arrow below)
2. You will need your child's student ID. You can access this number from FOCUS. This option is unavailable for incoming students and students attending another school.
3. Once in the site, select "Pay for Optional Fees". After selecting the appropriate fee item, it will bring you to the page as pictured below.
4. You MAY adjust the dollar amount for any payment item. Simply click on the fee amount, and use the cursor to change to the amount you wish to pay (see second arrow below).
5. You will be required to select the month or cycle intended for your payment (as noted in the third arrow). You cannot proceed without this information.
6. When your fee information is complete, click on "update cart" (noted in the fourth arrow). You may then select an additional fee option, or proceed to check out.

A screenshot of the 'e-Funds for Schools' website showing the 'Optional Fees' section. The page has a blue header with the 'e-Funds for Schools' logo and the text 'Leon County Schools, FL - EDEP & VPK'. Below the header is a sidebar with navigation links: Home, Make a Payment, Student Fees, Optional Fees, and Cart. The main content area is titled 'SUMMER CAMP' and shows a fee of \$50.00 with a default of \$175.00. There is a text input field for specifying which cycle(s) payment should be applied, with the number '1' entered. A blue 'UPDATE CART' button is at the bottom of the main content area. To the right is a 'Cart' section showing 'Alexis Auter After School Full Time' for \$50.00, a 'Subtotal' of \$50.00, and a 'BEGIN CHECKOUT' button. Four blue arrows with numbers 1 through 4 point to specific elements: Arrow 1 points to the 'Leon County Schools, FL - EDEP & VPK' text in the header; Arrow 2 points to the '\$50.00' fee amount; Arrow 3 points to the 'Please specify which cycle(s) payment should be applied' text input field; Arrow 4 points to the 'UPDATE CART' button.

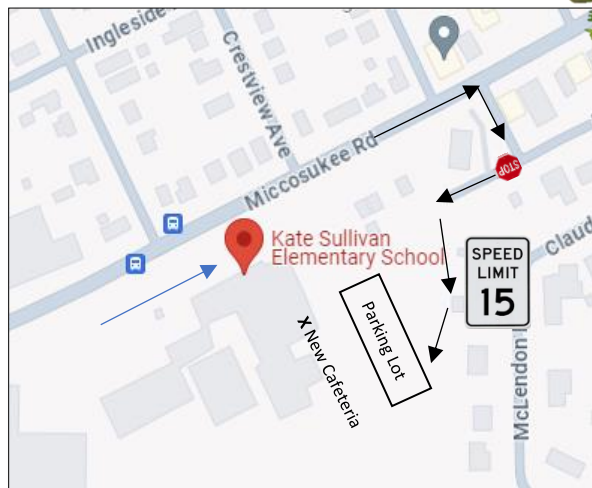




**LOCATION:** Camp will take place at the back entrance of the school. See detailed directions:

1. On Miccosukee heading towards make a right onto Doctors Drive.
3. Continue straight until you reach a stop sign, where you'll make another right.
4. Follow the road through the gate until you reach your first right.
5. Park in any available space and walk up to check in/out gate.

**MAP:**



**CAUTION:**

Speed limit in the parking area is 15 miles per hour. Please be mindful of your speed entering and exit the back entrance and parking lot.



**BACK GATE HOURS:**

7:00-9:30 Open

9:30-3:30 Closed, you will need to use the call box at the entrance of the back gate and request access to summer camp.

The call box is unavailable on Fridays. Please call 1850.488.1834

**PARKING:**

We are asking that all parents park in a parking space upon drop off and dismissal to avoid accidents. We thank you for your assistance in this manner.

**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.

**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) & [hamiltont@leonschools.net](mailto:hamiltont@leonschools.net)

**IDENTIFICATION:** We are requesting that parents provide us with a copy of your id. We kindly ask for your patience and cooperation with our front desk staff should they request identification from you. This precautionary measure is implemented for the safety and security of all students under our care.

Kate Sullivan Elementary School's  
Ritz Sullivan Summer Camp 2025  
Sign In Sheet  
Date: June 21, 2025

Student Name:	Time	Guardian Signature:
Blue Ivy Carter	5:00	<i>Blue Ivy Carter</i>
Jane Doe	3:30	John Doe Sr
John Doe	5:06	John Doe Sr
Miley Cyrus	1:23	Billy Ray Cyrus

Sample Sign In Sheet



Our staff members have been instructed to ask for identification in situations where there may be uncertainty regarding the individual's identity during the pick-up process. We apologize for any inconvenience this may cause and sincerely appreciate your understanding and cooperation in advance.

**SOME HELPFUL TIPS:** Have Id or car pick up tag readily available at the time of pick  
Notify all pick up personal to have their identification on hand during the pick-up process.

**CAMP SHIRT, & SUPPLIES:** Campers will receive one 2025 SULLYWOOD camp shirt, backpack. Camp items will be available for pick up May 28, 2025. These items must be signed off on for proof of receipt, please allow additional time in your schedule for pick up.

**WEB STORE:** Additional shirts and other camp items may be purchased via our online web store for a discounted rate. The web store will be open **April 3, 2025** through **May 12, 2025**. All items will be produced within a 2-week turnaround time after the store close date. Items will be shipped to the address requested.

Please visit our programs site <https://sullivanedep2025.itemorder.com/shop/home/> For more details.



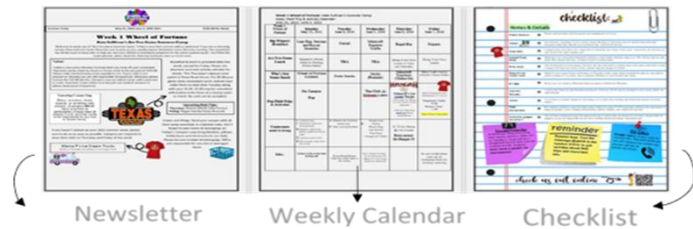
**BUYING EXTRA ITEMS AFTER THE WEBSTORE HAS CLOSED:** Additional shirts will available for purchase after the May 12, 2025 web store deadline, while supplies last, available the first day of camp. Shirts can be purchased for \$10.00, back packs for \$20.00.



**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. Trinity. We cannot refund or credit your account due to attendance.



**WEEKLY NEWSLETTER/MEMO:** Newsletters with calendar and check list will be provided every Monday morning at the time of drop off. A

*check us out online* → 

digital copy may also be found on the summer remind app. Please note any changes to meals, events and special attire, etc. We will always alert you of any changes to our schedule.

**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. Parents will be notified either via phone call, text through the remind app or in person at the time of pick up.

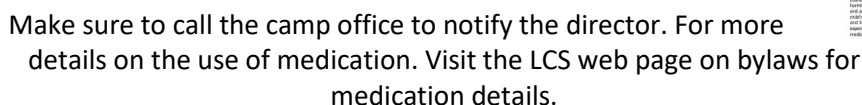
**ILLNESS:** If your child appears sick or should become sick while participating in Summer Camp, they will be sent to our designated area for assessment. A parent or guardian will be contacted and must pick their student up immediately.

**TOO SICK FOR CAMP:** Deciding when a child is too sick to go to camp can be a difficult decision to make. When trying to decide, use these guidelines to help make the best decision.

- **Fever:** Keep a child at home if they have a temperature of 100 degrees Fahrenheit or higher.
- **Sore throat:** Be mindful of sore throats, especially those with a fever or swollen glands in the neck. If your child has strep throat, they can return to school after 24 hours of appropriate treatment.
- **Diarrhea:** Three or more loose stools in a 24-hour period.
- **Vomiting:** Keep a child at home if they've thrown up two or more times in a 24-hour period.
- **Rash:** Watch for rashes, especially those that cause a fever, itching or swelling.
- **Chronic cough and/or green nose discharge:** These conditions may be contagious and require treatment. Please visit your healthcare provider.
- **Ear:** Any ear pain with a fever should be evaluated by a physician. Untreated ear infections can cause permanent hearing loss.
- **Eye Redness:** Eyes that have matted or crust on the eyelids after sleep, mucus or pus drainage, redness, and pain should be evaluated by a health care professional for possible "pink eye" or conjunctivitis.
- **Chicken Pox:** Children with Chicken Pox must remain home for five days after the beginning of blisters, or until all pox are scabbed over and dry.
- **Other Symptoms:** Unusually tired, pale, has a lack of appetite, is difficult to wake, confused or irritable. If symptoms persist, check with your doctor.





[illegible]



**TUESDAY CRUISE DAY:** Students are allowed to bring their skates, scooters, bikes, and anything wheels, on select Tuesday's, please weekly calendar. 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).



**WHAT TO BRING:** Campers are allowed to keep their items on campus daily, however they must be taken home for sanitization at the end of each week. All students are required to bring a change of underwear/clothing in case of emergency. Please label all belongings.



- |  |  |
|--|--|
| <input type="checkbox"/> A ready to eat lunch and two snacks (in a closable lunch box)                     | <input type="checkbox"/> One electronic, if desired    |
| <input type="checkbox"/> An extra set of clothing (this is good practice for all ages, but especially K-2) | <input type="checkbox"/> A book to read                |
|  | <input type="checkbox"/> Crate                         |
|  | <input type="checkbox"/> Water bottle                  |
|  | <input type="checkbox"/> Blanket, pillow and mat (K-2) |

**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**

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

**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, loss of privileges (i.e., not being able to attend field trips or requiring a chaperone) 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.



**ELC:** Our program does accept ELC.



**WHAT IS ELC?** : The ELC helps at-risk and low-income working families by providing child care tuition assistance through the School Readiness program. Law requires the ELC to determine eligibility partly on purpose for care (working, attending school, etc.), household income, and the number of people in the household. We enroll into the School Readiness program when there are available funds. Typically, there is a waitlist to receive services. To apply for this program, access Florida's Early Learning Family Portal via <https://elcbigbend.org/parents/school-readiness/> For more information, call us at (850) 385-0504.

**SCHOOL READINESS WAITLIST:** The Early Learning Coalition of the Big Bend Region, Inc. (ELC) is currently enrolling families into the School Readiness program. Families interested in receiving child care tuition assistance through this program must complete an application in Florida's Early Learning Family Portal. If the information you enter appears to meet the program's requirements, you will be added to the ELC's waitlist. Once funds are available, the ELC will contact you to schedule an eligibility appointment. If you have questions about the waitlist, please call us at (850) 385-0504.

**ATTENDANCE/SIGN IN AND SIGN OUT:** To verify your child's attendance, you must sign with your full signature each day on the sign in and out sheets. Failure to sign in and out daily will result in a verbal warning the first time and could result in termination of services the next time.

**ABSENCES/USE OF SERVICES:** Reimbursement for absences is authorized for up to three (3) absences per child per month. However, additional absences of up to ten (10) days may be reimbursed with written documentation justifying the excessive absence. Please note that the total monthly reimbursed absences shall be, at most, thirteen (13) calendar days. You are responsible for paying the difference of the private rate tuition per day minus the payment of your daily payment parent fee if we do not have a Dr./Mommy note. In the event of an extraordinary circumstances in which case the ELC of Tallahassee shall provide written approval for payment based on the appropriate documentation from you for up to an additional 7 days (example: hospitalization of the child or parent). If your child is absent three (3) consecutive days with no contact to provider, the Family Eligibility Specialist will determine the need for continued care, possibly resulting in termination of scholarship child care services. If your child is out of child care services for more than thirty (30) days, services will be terminated.

**EXAMPLES OF EXTRAORDINARY CIRCUMSTANCES INCLUDE THE FOLLOWING:**

1. Hospitalization of the child or parent with appropriate documentation
2. Illness requiring home-stay as documented
3. Death in the immediate family with appropriate documentation (i.e., obituary, death certificate)
4. Court ordered visitation with appropriate documentation (i.e., court order)
5. Unforeseen documented military deployment or exercise of the parent(s)



## **TALLAHASSEE AQUATICS: POOL RULES**



- The City of Tallahassee is not responsible for personal belongings. Please do not bring valuables into aquatic facilities.
- All children under the age of 5 must be within arm's reach of a parent or guardian at all times while in the pool and in the facility.
- Smoking (including vaping) is not permitted inside the facility gates.
- Abusive or profane language is not permitted.
- Tattoos with visible nudity or profanity must be covered.
- Swimmers must wear proper swimming attire. Male and female swimmers of all ages must wear actual bathing suits. "Basketball style" shorts are allowed. Thong-style and suits that are "see through" are not allowed.
- Diapers are not permitted in the pool. Swim diapers only.
- Children may not ride on a parent's back or be tossed into the air.
- No running on deck, rough play, diving off or sitting on shoulders or throwing objects (balls, toys, etc.) allowed.
- All guests must shower before entering the pool.
- Flotation devices, such as plastic floats and water wings, are not permitted; however, the City will provide Coast Guard approved life jackets, at no charge, upon request.
- Coolers are not permitted inside the facility gates. Food and drinks are not permitted within 10ft of the edge of the pool. Drinks and snacks may be purchased from the snack bar or vending machine.
- Mask, fins, and snorkels are only permitted while lap swimming. Swim goggles are permitted anywhere in the pool.
- Adults only are permitted to use swim team equipment (kickboards, fins, hand paddles, etc.).
- Swim tests are mandatory at City aquatic facilities for minors who wish to swim in deep water areas. To pass a swim test, one must be able to swim 25 yards, without stopping, using an efficient front crawl stroke. Front crawl is performed correctly with face in the water.
- Plastic brightly colored wristbands are issued once a swimmer passes the swim test and must be worn to swim in deep water. No swimmer under the age of 18 is allowed in deep water unless wearing a wristband.
- Safety rest breaks will be given every hour during peak public swim hours. A signal is given at 5 minutes before the top of the hour and all swimmers under the age of 18 must exit the pool for 10 minutes. Restroom visits are encouraged during this time for our guests.
- Must be 42 inches tall to use the large slide at Robinson Trueblood and Trousdell Aquatics Centers and 48 inches tall to use the large slide at Jack McLean Aquatics Center.
- Position to be maintained while going down large slides: lie flat on back, arms crossed over chest, and ankles crossed.
- Sunglasses, T-shirts and lifejackets must be removed prior to using the large slides. Shirts designed for swimming are allowed on the slides.
- Only one person allowed on slides at a time. Parents may not ride any slide with child in lap.
- No animals allowed in pool or on pool deck.





# Remind App



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](https://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.

This is the summer remind app. Please note that we have two remind classes. One for the school year and one for camp. You must sign up for each class separately. 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](https://rmd.at/akf24) Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app. [rmd.at/akf24](https://rmd.at/akf24).

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



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

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

**TEXT TO PICK UP:** Text your students name that you are on the way in remind to have your student ready at pick up. Do not text and drive.





### **Nondiscrimination Notification and Contact Information**

"No person shall on the basis of sex, 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:

**Tonja Fitzgerald, Divisional Director**

Equity Compliance Officer (Students)  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7309  
fitzgeraldt@leonschools.net

**Wallace Knight, Director**

Equity Compliance Officer (Employees)  
Title IX Compliance Officer  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7210  
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