



Kate Sullivan **Elementary School's** **2018-2019** **Extended Day** **Enrichment Program**

“Everything is awesome when you’re in afterschool!”

927 Miccosukee Road
Tallahassee, FL 32308
EDEP Office: (850) 488.1834
Front Office: (850) 487.1216

Mr. Michael Bryan, *Principal*
Ms. Stephanie Menard, *Director*
menards@leonschools.net

Ms. Margie Reese, *Assistant Manager*
Ms. Madison Phillips, *Office Manager*
phillipsm1@leonschools.net

PROGRAM HOURS

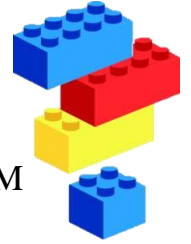
Monday-Friday

Before School...7:00 a.m. to 7:45 a.m.

After School...2:50 p.m. to 6:00 p.m.



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.

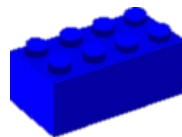
PAYMENTS AND FEES: Fees are to be paid in full by the appropriate due date each cycle. If this is not financially feasible, participants must pay the drop in rate each day of participation. No other method of fee payment has been approved. All payments made after the program's due date must include a \$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. Payments must be made in portable 4, unless paid online.

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.



BREAKFAST/SNACKS: Students will be escorted to the new cafeteria at 8:00 am after before school for breakfast. Otherwise breakfast will not be provided. Nutritious snacks are provided in the Afterschool program. Lunch is not provided on full days, such as summer camp and activity days, unless otherwise stated. Parents/guardian must provide their child with a lunch on these days.

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 faculty 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. 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.

New Changes: 1st Grade: We are proud to announce that we will be integrating first grade with 2-5. 1st graders will now be able to participate in class selection and homework center. **1 pick:** This year will attempt one pickup. Car pick up will still begin at 4:15 p.m. Parents using this service will need to come through the parent pick up lane. **Text to Pick Up:** Please refer to the text to pick up section for more details.

Making a Payment with a Money Order or Check

Example of Money Order Payment Received:

Leon County Schools

WESTERN UNION MONEY ORDER INTEGRATED PAYMENT SYSTEMS, INC. - ISSUER
 Englewood, Colorado
 ***PAY EXACTLY \$54.00 09-014698306
 AGENT 709439 DATE 01/09/09 TIME 0553 10 54.00
 090146983068 LOCATION 000024-2-49 ***
 PAY EXACTLY FIFTY-FOUR DOLLARS AND NO CENTS
 PAY EXACTLY TO THE ORDER OF **Leon County Schools**
 Michael Phelps Week 3
 PURCHASER'S ADDRESS
 John Doe
 MONEY ORDER RECEIPT - NON NEGOTIABLE
 The Holidays are coming! If you can't be there in person give a gift they'll be sure to appreciate. Cash! The perfect gift. Money Under! Money Transfer! Bill Pay! Give the gift of Western Union.
 ACT 709439 LOC 000024 DT 01/09/09 \$54.00 **54DOLLARS AND NO CENTS**
 * 0 9 0 1 4 6 9 8 3 0 6 *

Amount Paid

Student(s) Name & Week Payment Is For

Payee's Signature

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 Payment Received

Payment Date

Leon County Schools

JOHN DOE OR JANE DOE
 123 MAIN STREET
 ANYTOWN, TN 01234
 PHONE 555-1212
 2670
 87-8217641
 June 19, 2018
 Pay to the Order of **Leon County Schools** \$ 172.00
 One hundred seventy-two dollars and 00/100 Dollars
 Bank of Yourtown
 YOURTOWN, TN
 For **Michael Phelps Week 3 tuition**
 John Doe
 12345678 987654321

Student(s) Name & Week Payment Is For

Amount Paid

Account Holders Signature

Checks must have the following information:

- Payee's Name
- Students name & Camp week
- Pay to the order of LCS (Leon County School's)

Receipts and tax letters will only be made out to the payee. This is non-negotiable

EXAMPLE OF RECEIPT OF PAYMENT

KATE SULLIVAN ELEMENTARY EDEP RECEIPT		RECEIPT NO. 1111
Payee Name: <u>John & Jane Doe</u> Student Name: <u>Jillian Doe</u>		KATE SULLIVAN ELEMENTARY EDEP No. 0031 927 Miccosukee Road Tallahassee, FL 323308
DATE: August 19, 2018	DESCRIPTION	AMOUNT
Tax ID No. 59-6000-709	<i>After-School Tuition Cycle</i> ① 2 3 4 5 6 7 8 9 10	\$ 160.00
Grade: K 1 2 3 4 ⑤	<i>Before-School Tuition Cycle</i> 1 2 3 4 5 6 7 8 9 10	\$
Rate: SIB LCS PCF PCR ELC	<i>Summer Camp Tuition Week</i> 1 2 3 4 5 6 7 8	\$
Check Number: 2670 Money Order: _____	(REG FEE) LATE FEE DROP-IN EARLY RELEASE ACTIVITY FEE OTHER: _____	\$ 25.00
	SIGNATURE: <i>Ms. Menard</i>	\$ 185.00

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 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.

Making a Credit Card Payment

Credit Card Payments

- Go to the LCS website <https://www.leonschools.net/>
 1. Select the Parents and Students link, and click on Extended day Programs and payments.
 2. In the blue box on the left towards the top of the page, click on EDEP payment.
 3. Click on the Make a Payment option. You will be brought to the EDEP payment portal.
 4. All information with a RED Asterisk is required information. If you are paying for more than one child, please include additional names and grades).
 5. **It is critical that you select the right school from the drop down box.** Otherwise the payment will not be applied to your account.
 6. You **MUST** include an email address to receive a receipt. We cannot create written receipts for online credit card payments. Please be certain that you double check your email for accuracy. In order to confirm payment.
 7. Please print a copy of your receipts for your records.

Terms and Conditions:

- *Pricing varies by location. Contact Ms. Menard at Kate Sullivan at 850.488.1834 or menards@leonschools.net for your balance information prior to making a payment.*
- *No refunds are permitted after the first week of participation, except for the cases of prolonged illness (two weeks or longer) or family relocation. Requests for refunds should be made, in writing, to the school's EDEP manager.*
- *No refunds will be allowed for any reason on money received for summer camp or activity fees.*

Credit Cards Disclaimer:

- *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 4:30pm will be credited the next business day. Failure to understand any information provided herein will not constitute grounds for waiver of any penalties.*

Payments may be received until midnight on the day the tuition fees are due. Payments made after midnight on the due date will be considered late. Please print a copy of your receipt in order to have your student attend if when using this method, otherwise we won't be able to confirm receipt of payment until later.

If you have any questions or concerns please contact us at 850.488.1834

Payment feature is now live!!

We accept the following credit cards for EDEP payment





CYCLE PAYMENT CHART



CYCLE	PAYMENT DUE		LATE	CYCLE DATES
1	**At the time of Registration plus registration fee of \$25.00		August 13, 2018	August 13 - September 6
2	Friday	August 31, 2018	September 1, 2018	September 7 – October 3
3	Thursday	September 27, 2018	September 28, 2018	October 4 - October 30
4	Wednesday	October 24, 2018	October 25, 2018	October 31-December 3
5	Tuesday	November 27, 2018	November 28, 2018	December 4, - January 11
6	Monday	January 7 2019	January 8, 2019	January 14 – February 7
7	Friday	February 1, 2019	February 2, 2019	February 8 - March 6
8	Friday	March 1, 2019	March 2, 2019	March 7 - April 9
9	Thursday	April 3, 2019	April 4, 2019	April 10 - May 6
10	Tuesday	April 30, 2019	May 1, 2019	May 7 - May 31

Registration Fee: \$25.00 per household (Required at time of registration; No Discounts can be applied)

AFTER SCHOOL	AMOUNT	PC REDUCED	PC FREE
DROP IN	\$17.00 (per day/child)	N/A	N/A
1 CHILD	\$160.00	\$92.80	\$40.00
2 CHILDREN	\$304.00	\$174.00	\$80.00
3 CHILDREN	\$448.00	\$261.00	\$120.00
4 CHILDREN	\$555.00	\$348.00	\$160.00
BEFORE SCHOOL			
DROP IN	\$6.00 (per day/child)	N/A	N/A
1 CHILD	\$60.00	N/A	N/A
2 CHILDREN	\$114.00	N/A	N/A
3 CHILDREN	\$140.00	N/A	N/A

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, multiple program discount, LCS employee discount, ELC, or Project Care together towards one child's fees.



****25% DISCOUNT FOR
LCS EMPLOYEES**

Children	After School	Before School
1 Child	\$120.00	\$45.00
2 Children	\$240.00	\$90.00
3 Children	\$360.00	\$135.00

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

Payment: The due date is the last day to make a payment. A \$10.00 late fee will be automatically assessed for fees paid after 6:00 p.m. on 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 a payment and late fee is collected. Accounts must be at a zero balance for students to return.

EARLY RELEASE DAYS

THE PROGRAM WILL BE OPEN EXTENDED HOURS”

December 19, 20, 21, 2018

May 29, 30, & 31, 2019

Hours will be extended from the time students are released from school at 12:20 p.m. to normal closing time at 6:00 p.m.

HOLIDAYS/DAYS THE PROGRAM WILL BE CLOSED

September 3, 2018	Labor Day Holiday (Districtwide)
September 19, 2018	Fall Holiday (Districtwide)
October 12, 2018	Teacher Planning Day
November 12, 2018	Veterans Day (Districtwide)
November 19-23, 2018	Thanksgiving (Districtwide)
December 24-31, 2018	Winter Holidays (Districtwide)
January 1-4, 2019	Winter Holidays (Districtwide)
January 7, 2019	Teacher Planning Day
January 21, 2019	Martin Luther King Holiday (Districtwide)
February 18, 2019	President Day (District Holiday)
March 18-22, 2019	Spring Break
March 25, 2019	Teacher Planning Day
April 19, 2019	Spring Holiday
May 27, 2019	Memorial Day
May 29-31, 2019	Early Release Days
May 31, 2019	Last Day of School

SUMMER CAMP

We look forward to an awesome summer with you!

Weekly rates, fees and more information will be released in April 2019.

Camp will be open Monday-Friday 7:00 a.m. – 6:00 p.m.

Registration is per child.

There is a 10% discount offered for each additional child on tuition.

We do not offer LCS discounts during the summer.

We will be accepting students entering Kindergarten, Fall 2019 through those entering 6th grade, Fall 2019.

Look for more information during the Spring of 2019.

A MORE DETAILED SUMMER CAMP BROCHURE WILL BE AVAILABLE DURING CAMP REGISTRATION*



DISCIPLINE CHART

This guide is to help student, parents, and staff understand Kate Sullivan's E.D.E.P. discipline procedures. The first step taken to aid students in gaining control of their behavior:

1. Acknowledgement and discussion to address the issue and problem solving
2. Redirection
3. Reflection/Redirection Time Out (5 to 15 minutes)
4. Courtesy phone call or parent discussion upon pick up

The next step taken depending upon the action is as follows:

<u>ACTION</u>	<u>CONSEQUENCE</u>
1. Disruption to class (talking, not following directions, etc.)	The student will be removed from the activity and asked to sit out for the remaining duration of the activity. Further action may be taken.
2. Verbal out lashing or disrespect towards another student using inappropriate language	The student will be removed from the activity and asked to sit out for the remaining duration of the activity. The student will be spoken to by EDEP Director or assistant manager. Parents will be notified.
3. Verbal out lashing or disrespect towards a teacher.	The student will immediately be removed from activity and taken to the EDEP office. Child will be spoken to by EDEP Director or assistant manager. Parents will be notified.
4. Physically harming another student	The student will be asked to sit out and removed from the activity for up to an hour; if an accident report is needed for the other student, the child will be asked to sit out in the office for the rest of the day. The student will be spoken to by EDEP Director or assistant manager. Parents will be notified.
5. Physically harming an adult/ teacher	The student will immediately be removed from activity and taken to the office. The student will be spoken to by Ms. Menard, E.D.E.P. Director or Ms. Margie/Ms. Sam, Assistant managers. Parents will be notified, and a discipline report will be filed. A referral will then be written and added to the child's afterschool file. After 3 referrals the child will be removed from the program for the duration of the school year. Refunds will not be given due to misconduct.

If the student's behavior continues to occur, the next step will be to contact the student's parents to schedule a conference. Furthermore, the conference will discuss ways to implement measures needed to assure appropriate behavior and participation. Inappropriate behavior that occurs after the parent conference and is not corrected with the behavior plan discussed will result in a three-day temporary suspension from the EDEP program. A permanent suspension will be implemented as a final consequence if the inappropriate behavior is displayed again after the temporary suspension.



The Extended Day Program will be using this tool to help stay in contact with our parents. Parents will be able to receive messages via text or email with updates on the program such as reminders about fees, any EDEP meetings or programs being hosted, and updates in case of an emergency. This is a voluntary option for parents. It is not required.

<https://www.remind.com/join/edepcros>

Sign up today! It's easy & free. Not to mention it could help save not only the day but save you money by reminding you of up & coming tuition payments, so you won't have to pay a late fee! Plus get important updates from Ms. Menard. The best part is the information for E.D.E.P will come right on your phone.

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/edepcros. Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app. rmd.at/edepcros
2. If you don't have a smartphone, get text notifications.
Text @edepcros to the number 81010
3. Don't have a mobile phone? Go to rmd.at/edepcros on a desktop computer to sign up for email notifications.

Trouble Shooting

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

Text to pick up:

We offer a text ahead program to make sure your child is ready when you arrive. To use this program, simply text this number (850) 792-6725 and indicate which child you are picking up. Please allow 10-15 min in advanced. If you are texting before 4:15 p.m. your child will be waiting for you downstairs in the old cafeteria. If you text after 4:15 pm then your child will be waiting for you at parent pick up. This is the first time we are trying this out. Please be patient with us for the first few months, until we can work out all of the kinks. Please do not text and drive.



NONDISCRIMINATION NOTIFICATION AND CONTACT INFORMATION

Nondiscrimination Notification and 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 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:

Dr. Kathleen L. Rodgers, Assistant Superintendent
Equity Coordinator (Students) and
Title IX Compliance Officer
Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7306
rodgersk@leonschools.net

Deana McAllister, Labor and Relations
Equity Coordinator (Employees)
(850) 487-7207
mcallisterd@leonschools.net

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

Karin Gerold, 504 Specialist
(850) 487-7160
geroldk@leonschools.net

For more details visit us online at
<http://www.leonschools.net/site/Default.aspx?PageID=4059>