



**Kate Sullivan
Elementary School's
2019-2020
Extended Day Enrichment Program**

"We're Wild About Extended Day!"

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 Hours 7:00 a.m. to 8:00 a.m.

After School Hours 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. Snacks are provided in the Afterschool program. A snack calendar will be available upon request or online. Snacks are subject to change. 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 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. 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.

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.

NOTIFICATION OF RIGHTS UNDER FERPA Parental Rights: Student Records 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 & 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

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, 2019	DESCRIPTION	
Tax ID No. 59-6000-709	After-School Tuition Cycle	(1) 2 3 4 5 6 7 8 9 10 \$ 160.00
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: _____	\$ 25.00
	SIGNATURE: <i>Ms. Menard</i>	\$ 185.00



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. Tax letters will only be addressed to the name of the person on the check.

Making a Credit Card Payment

EDEP payment link is now accessed through the Focus Parent Portal!

1. To access: Visit <https://www.leonschools.net/site/Default.aspx?PageID=4059>
2. Click on the **Make a Payment** button to go directly to the Focus Parent Portal.
 - If you do not already have access, please contact your school's registrar to obtain the necessary parent portal letter information to set up a parent FOCUS account.
3. Log in using your FOCUS account info
4. Located to the bottom right hand side of the page will be the EDEP payment link, click and complete the form.

Please note: The district EDEP office is not able to assist with creating your portal account as we do not have access to your child's parent portal letter.

If you still need additional assistance with your portal account after you have your portal letter from the school, you may contact our Helpdesk @ 850-487-7524

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 Dates & Rates



CYCLE	PAYMENT DUE		LATE	CYCLE DATES
1	**At the time of Registration plus registration fee of \$30.00 for the 1 st child and \$5.00 each additional child.		August 13, 2019	August 12 - September 5
2	Friday	August 30, 2019	August 31, 2019	September 6 – October 2
3	Thursday	September 26, 2019	September 27, 2019	October 3 - October 29
4	Wednesday	October 23, 2019	October 24, 2019	October 30-December 2
5	Friday	November 22, 2019	November 27, 2019	December 3, - January 10
6	Tuesday	January 7, 2020	January 8, 2020	January 13 – February 6
7	Friday	January 31, 2020	February 1, 2020	February 7 - March 4
8	Thursday	February 27, 2020	February 28, 2020	March 5 - April 7
9	Wednesday	April 1, 2020	April 2, 2020	April 8 - May 4
10	Tuesday	April 28, 2020	April 29, 2020	May 5 - May 29

Registration Fee: ** \$30.00 for the 1st child and \$5.00 each additional child.
(Required at time of registration; No discounts can be applied)

After School	Full Cycle Rate	4 Day-Week Cycle Rate	3 Day-Week Cycle Rate	PC REDUCED	PC FREE	LCS
DROP IN	\$20.00	N/A	N/A	N/A	N/A	N/A
1 CHILD	\$160.00	\$145.00	\$110.00	\$92.80	\$40.00	\$128.00
2 CHILDREN	\$304.00	\$275.50	\$209.00	\$174.00	\$80.00	\$256.00
3 CHILDREN	\$448.00	\$406.00	\$308.00	\$261.00	\$120.00	\$384.00
4 CHILDREN	\$555.00	\$536.50	\$407.00	\$348.00	\$160.00	\$512.00
BEFORE SCHOOL						
DROP IN	\$6.00	N/A	N/A	N/A	N/A	N/A
1 CHILD	\$60.00	N/A	N/A	\$34.80	\$15.00	\$48.00
2 CHILDREN	\$114.00	N/A	N/A	\$69.60	\$30.00	\$90.00
3 CHILDREN	\$168.00	N/A	N/A	\$104.40	\$45.00	\$135.00
4 CHILDREN	\$ 222.00	N/A	N/A	\$139.20	\$60.00	\$192.00



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.

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.

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

Before School Sign In

Parents must come to portable 4 to sign your child in. Children will be walked to the new cafeteria for breakfast at 8:00 a.m. Breakfast will not be served before that.

After School Sign Out

Parents must come to the new cafeteria to sign your child out if you are picking up before 4:15 p.m. Pick up after 4:15 p.m. will be in the normal parent pick up lane. This is for all grade levels. Please note that it may take up to 15 minutes depending on a number of factors, such as weather, location of your child at the time of pick up, etc. Please be patient with our team as we are working to get your child to you as soon as possible. Please be prepared to provide identification if asked. If you or someone else refuses to provide identification at any time, we will be unable to release your student until one is provided.

Kate Sullivan E.D.E.P.
2019-2020 Before School Sign In Sheet
Date: May 01, 2020

Student Name:	Time	Parent/Guardian Signature:
Jane Doe		
John Doe		
Bill Gates	7:30	<i>Bill Gates Sr.</i>
Taylor Swift		
Justin Beaver	7:15	<i>Mommy Beaver</i>
Beyonce Knowles		
Henry Ford		

CYCLE 10 TUITION DUE: May 4, 2019

*The next cycle due date is located on sign in/out sheets for your convenience

CAR-PICK UP LOCATIONS :

All grade levels will be picked up in the Kate Sullivan parent pick up lane

*Croctoberfest: Car pick up will be at the Cobb bus loop between Cobb and Kate Sullivan for all grade levels.



EARLY RELEASE DAYS

THE PROGRAM WILL BE OPEN EXTENDED HOURS

December 20, 2019

May 27, 28, & 29, 2020

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. on all extended days except for the last day before winter break which is December 20, 2019 and the last day of school, May 29, 2020. The Program will close at 4:00 p.m. \$1.00 per minute late fee will apply promptly at 4:00 p.m.

HOLIDAYS/DAYS THE PROGRAM WILL BE CLOSED

September 2, 2019	Labor Day Holiday (Districtwide)
September 30, 2019	Fall Holiday (Districtwide)
October 14, 2019	Teacher Planning Day
November 11, 2019	Veterans Day (Districtwide)
November 25-29, 2019	Thanksgiving (Districtwide)
December 20, 2019	Winter Early Release- Closed at 4:00 p.m.
December 23-31, 2019	Winter Holidays (Districtwide)
January 1-3, 2020	Winter Holidays (Districtwide)
January 6, 2020	Teacher Planning Day
January 20, 2020	Martin Luther King Holiday (Districtwide)
February 17, 2020	President Day (District Holiday)
March 16-20, 2020	Spring Break
March 23, 2020	Teacher Planning Day
April 10, 2020	Spring Holiday
May 25, 2020	Memorial Day
May 27-29, 2020	Early Release Days
May 29, 2020	Last Day of School- Closed at 4:00 p.m.



We look forward to One Wild Summer with you!

Weekly rates, fees and more information will be released in April 2020.

We will be open for camp June 1, 2020 - July 28, 2020

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

Registration is per child and will include a camp shirt.

Backpacks will not be provided this summer.

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 2020 through those entering 6th grade, Fall 2020.

Summer Camp Brochures will be available online

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 activities and taken to the office. The student will be spoken to by Ms. Menard, E.D.E.P. Director or Ms. Margie/Ms. Madison Assistant managers. Parents will be notified, and will need to pick their student up immediately. 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/edepcroc>

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/edepcroc](https://www.remind.com/join/edepcroc). Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app. [rmd.at/edepcroc](https://www.remind.com/join/edepcroc)
2. If you don't have a smartphone, get text notifications.
Text @edepcroc to the number 81010
3. Don't have a mobile phone? Go to [rmd.at/edepcroc](https://www.remind.com/join/edepcroc) on a desktop computer to sign up for email notifications.

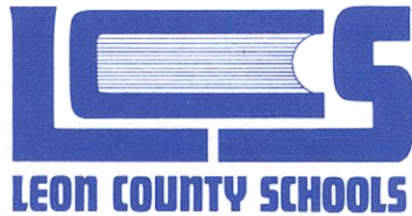
Trouble Shooting

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

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>