

Ruediger Elementary

Extended Day Enrichment Program



~Home of the Roadrunners~

Reaching Every Student!

All day, Every Day, in Every Way!

EDEP Director: Jeramie Lee Payne

526 West 10th Avenue

Tallahassee, FL 32303

Main Office: 850.488.1074

EDEP Office: 850.921.4130

EDEP Cell: 850.363.6756

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Email: paynej@leonschools.net

“No person shall on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, or disability 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.”

Ruediger Elementary Extended Day Enrichment Program Policy Statement

Ruediger Elementary Extended Day Program provides an educational and enriching curriculum within a safe and fun environment for student participants. Developing social skills is one of the many facets that the program enhances through instruction, practice, and reinforcement. There may be times when we will need to speak with you about your child's behavior. Disruptive and inappropriate behavior will not be allowed and may result in dismissal from the program. The safety of all our children is our first priority; therefore, LCS emergency procedures during regular school days are also put into effect during the extended day hours. Specific details regarding the discipline plan for the Extended Day Enrichment and Before School Program are found in the program handbook. Helping children grow and learn is very important. A strong partnership between the school, the Extended Day Enrichment Program, and home is vital to the overall success of our students.

ELIGIBILITY AND ENROLLMENT: Extended Day Enrichment Program participants must be school age and meet the basic entry-level criteria in the areas of self-care, communication, mobility and social-emotional development. All participants must complete the Extended Day Enrichment Program registration form prior to participation.

PAYMENTS AND FEES: Fees are to be paid in full by the appropriate due date each cycle. If this is not financially feasible, participants must pay the drop-in rate each day of participation. No other method of fee payment has been approved. All payments made after the program's due date must include a \$10.00 late payment fee. Children will not be permitted to attend the EDEP program each cycle until payment is received. All monies received for payments must be in the form of check or money order (payable to *Leon County Schools*), or via credit/debit card using the LCSB EDEP payment portal. No cash will be accepted.

ARRIVAL AND DEPARTURE: For the safety and well-being of participants, each child **MUST** be signed in and out either by a parent/guardian, or another adult authorized in writing by the custodial parent. Parents who have legal documentation limiting the rights of one parent's access to the child must provide these documents to the EDEP program. Parent access to a child will not be denied without a copy of a court order. If there are concerns in which we need to be aware, please arrange to meet privately with the EDEP program manager.

LATE PICKUP FEES: Your child must be picked up by 6:00 pm at the **LATEST**. Otherwise, a late fee of **\$1 per minute** will be assessed. All fees assessed for late pick up must be paid prior to the start of the next cycle. If a child has not been picked up by 7:00pm, LCS Safety and Security office or the school's resource officer will be contacted for assistance.

RETURNED 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.

SNACKS: Nutritious snacks are provided in the Afterschool program.

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 Afterschool Program. ***Children must be fever free for 72 hours prior to returning to the EDEP 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.

DAILY SCHEDULE

Our Before School Program operates from 7:00am until 8:15am. Before School will be held in the school's MEDIA CENTER. Parents will need to enter campus from 10TH Avenue and drive into the far-right parking lot located behind the media center. Parents are required to sign in their child every morning and will be met by an EDEP Staff. Before School sign in will end promptly at 7:30am. After that time, parents will be required to wait until 7:45am to have their child enter the school's campus, so please make it in prior to the cut off time. The Extended Day Enrichment Program begins immediately upon dismissal from the regular school day at 2:50p.m. Students report to their designated locations for attendance to ensure that each student has arrived safely. After attendance is complete, each group will operate in staggered shifts to receive a nutritious meal provided by Leon County Schools Food Services. **If your child has a dietary restriction or request, please indicate it on the enrollment application form.** Reasonable accommodations will be provided. If we are unable to meet your child's need or your child wants larger portions than allowed, you are free to provide your own snacks to be eaten at the same time snack is served.

We consider all allergies when providing a nutritious snack; therefore, please take into consideration allergies of other students when preparing a personal snack for your child during snack time.

Homework Centers are scheduled for students Monday through Thursday immediately following snack. Students are given 30-45 minutes to complete their assignments. **EDEP staff assigned to centers will be responsible for monitoring homework for grades 1ST through 5th. EDEP Staff will assist your child in understanding the extent of their assignment; however, Homework will NOT be graded or checked for accuracy by the EDEP staff.** The Homework Center is not designed to be a tutorial center; therefore, it is the student's responsibility to complete their homework assignments while in the centers.

After homework centers, students are divided into groups by grade level to participate in activities with their peers on their selected days. Activities for the Kindergarteners will be centered on weekly themes that are developmentally appropriate.

ABSENCE

Attendance is taken daily for each grade level. Parents are asked to call the E.D.E.P. Office and leave a message by 1:00 p.m. if your child will not be attending as scheduled. Parents may also send an email regarding any absence to paynej@leonschools.net. If a child does not arrive at the program as scheduled, the director or designee will attempt to contact the parents. If parents are not reached after initial contact attempts, the student will be considered absent and the Daily Absentee Report documented.

DISMISSAL

Parent Sign out will be at the rear of the campus (THARPE STREET PARENT PICK UP LOOP). Parents will receive curb side pick -up. SIGNOUT WILL BEGIN AT 4:30PM. IF YOU PICK UP PRIOR TO THAT TIME, YOU WILL NEED TO CALL THE DISTRICT CELL PHONE. THE NUMBER IS 850-363-6756. Parents will need to stay inside of their vehicle and wait for an EDEP Staff to approach them with their individual sign-

out sheet. Children must be signed out by an authorized adult before they can be released. **If someone other than a legal guardian or a listed secondary contact will be picking up your child, please call and/or send a written note to let us know who will be picking up your child. For the safety of all enrolled students we will be asking to see picture I.D. (Driver's License preferred) for all parents, guardians, caregivers, and any other persons picking up your child.** Your child may not be signed out by anyone under the age of 18, unless written authorization has been submitted to the EDEP Director by the parent.

LATE PICK UP FEE

Extended Day activities conclude at 6:00 p.m. All children must be picked up by the close of business each day. A late pick-up fee will be assessed at a rate of \$1.00 per minute after 6:00pm (per family) payable by the next Cycle Payment. After **two nonemergency late pick up fees, the parents will be contacted by the program director. If a third non-emergency late pick up occurs, the child may not be allowed to participate in the program.**

PARENT INVOLVEMENT/VOLUNTEER OPPORTUNITIES

Parents are always welcomed to volunteer in the Extended Day Enrichment Program. We offer many opportunities for parents to get involved such as working with small or large groups of children during homework centers, indoor/outdoor activities, keeping bulletin boards updated, and arts & crafts. If you are interested in volunteering, please notify the program director to complete a volunteer form and be cleared by Leon County Schools.

Extended Day Enrichment Program



We have an Open-Door Policy:
Parents are welcomed to come for a site visit during regular
operating hours of the program.

The 2024-2025 school year registration will require a non-refundable \$40.00 registration fee (per child) for all participants. Registration packets WILL NOT be accepted unless registration and Cycle payments are paid in full

The program offers a 10% sibling deduction off of the fulltime rate and is not applicable towards registration fees, LCS Employees, ELC, Before School nor Project Care recipients. Cycle fees are to be paid in full on the specified due dates. Checks, Money Orders or online payments are the only method of fee payments approved by the School Board. Parents are responsible for full payment of all cycle fees. Attendance of one or more days within a cycle constitutes parents to pay for the full cycle. A cycle consists of 18 school days spread out over 10 cycles per school year. **Weekends, Holidays, and Teacher Planning Days are not considered school days.** Ruediger's Extended Day Enrichment Program (EDEP) **will not** be open on any Teacher Planning Days.

| Monthly Supervision | Extended Day Hours 2:50pm to 6:00p.m. |
|--|--|
| Per Cycle | First Child \$175.00 Sibling #2 \$157.50 Sibling #3 \$141.75 |
| Monthly Supervision | Before School Day Hours 7:00am-8:15am |
| Per Cycle | First Child \$50 Sibling #2 \$45 Sibling #3 \$40 |
| LCS Afterschool: LCS Before School: | Per Student \$140 Per Student \$40 |

LCS Employees: A **20% discount** of the Board approved fee schedule will be offered to LCS employees who are the parent or legal guardian of a child that is a participant in any Leon County School's K-8 Extended Day Enrichment Program. All LCS staff must produce their badge so that the EDEP Director can make a copy and verification of current employment must be verified prior to the discount being applied.

(180 School days are divided into 10 equal payments covering 18 school days each.) **PARENTS ONLY PAY FOR ACTUAL SCHOOL DAYS AND NOT HOLIDAYS.** No credits will be forwarded to the next cycle for days unused.

Cycle payment due dates will be strictly enforced and no other payment arrangement will be made. After two nonemergency late payments, enrollment in the E.D.E.P may be terminated. Courtesy reminders will be posted on parent pick up sign out sheets prior to cycle due dates. **Failure to read the courtesy reminder does not relieve parents or guardians from payment due dates or late fees.** Payments can be made in the form of a Check, Cashier's Check, Money Order, or by Credit Card on-line via Parent Portal. **Cash payments are not accepted!**

- **Payments should be made out to LCS (LEON COUNTY SCHOOLS) and NOT TO RUEDIGER OR EDEP.**
- **Please print your CHILDS NAME, PRINT YOUR NAME AND INCLUDE WHICH CYCLE THE PAYMENT IS GOING TOWARDS. Include your address and please make sure you sign your name**
- **Please hand in all payments to EDEP Personnel ONLY.**

EXAMPLE

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATER MARK - HOLD AT AN ANGLE TO VIEW

WESTERN UNION MONEY ORDER **INTEGRATED PAYMENT SYSTEMS, INC. - ISSUER**
Englewood, Colorado

*****PAY EXACTLY \$54.00** 09-014698306

AGENT 709439 DATE 011009 82-40/1021
TIME 0953 10 54.00
090146983068 LOCATION 000024

****PAY EXACTLY FIFTY-FOUR DOLLARS AND NO CENTS****

PAY EXACTLY
PAY TO THE ORDER OF **LCS (LEON COUNTY SCHOOLS)**

YOUR ADDRESS **YOUR SIGNATURE**

Western Union Money Order and Design is a service mark of Western Union Holdings, Inc. Payable at Wells Fargo Bank, Grand Junction - Downtown, N.A., Grand Junction, Colorado

1021004001 40090146983068

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 Order! Money Transfer! Bill Pay! Give the gift of Western Union.

AGT 709439 LOC 000024 DT 011009 \$54.00 **54 DOLLARS AND NO CENTS**

Payable to:
RETAIN THIS MONEY ORDER RECEIPT. IT MUST BE INCLUDED WITH ALL REFUND REQUESTS. BE SURE TO READ IMPORTANT INFORMATION BELOW AND ON BACK.
PURCHASE AGREEMENT: You the purchaser agree that Integrated Payment Systems Inc. (IPS) need not stop payment on, or replace, or refund a lost or stolen IPS Money Order unless (1) you fill in the face of the Money Order at the time of purchase and (2) you report the loss or theft to Integrated Payment Systems Inc. in writing immediately, and (3) you provide IPS with this original Money Order receipt issued by Integrated Payment Systems Inc., Englewood, Colorado. For customer service, call 1-800-559-9550.

* 09014698306 *

LOAD THIS DIRECTION, THIS SIDE UP

Project Care – Ruediger’s Extended Day Enrichment Program (EDEP) offers a scholarship program called Project Care for parents needing financial assistance with extended day services. Funds are determined at 5% of revenue payments collected for the 2024-2025 school year. It is also given on a “first come, first serve” basis annually. An on-line application must be completed via this website:

<https://www.schoolcafe.com/LEONCOUNTYSCHOOLS>.

Parents who apply must notify me of when they have completed their application via the link provided. Students who have received this scholarship in prior school years will not automatically roll over to the next year. Scholarships will be given in the order that applications are received. Parents who have applied for a scholarship are responsible for paying their cycle fees until notified by the director that their child has been awarded as a recipient of this funding. **SCHOLARSHIPS WILL NOT TAKE EFFECT UNTIL CYCLE 2.**

The following is a list of Extended Day Enrichment Program closures during the 2024-2025 school year:

| | |
|--|----------------------------|
| September 2 nd | Labor Day Holiday |
| October 3 rd | Fall Holiday |
| October 21 st | Teacher Planning Day |
| November 11 th | Veterans Day Holiday |
| November 25 th – 29 th | Thanksgiving Holiday |
| December 23 rd -January 8 th | Winter Holiday |
| January 20 th | Martin Luther King Holiday |
| February 17 th | Presidents Day Holiday |
| March 10 th - March 17 th | Spring Break |
| April 18 th | Spring Holiday |
| May 23 rd | Last Day of School |

EARLY RELEASE DAYS are MAY 21st-MAY 23rd. (Supervision begins at 12:20pm –students not enrolled will be assessed a \$20. 00 daily Drop-in Fee for supervision)

The extended day program will be open for afterschool participants on the following Early Release Days for the 2024-2025 school year.

CYCLE PERIOD AND PAYMENT DUE DATES

| Cycle | Cycle Start Date | Cycle End Date | Payment Due Date |
|--------------|-------------------------|-----------------------|------------------------------------|
| 1 | 8/12/2024 | 9/5/2024 | 8/8/24 OR 8/12/24 |
| 2 | 9/6/2024 | 10/1/2024 | 9/4/2024 |
| 3 | 10/2/2024 | 10/29/2024 | 9/30/2024 |
| 4 | 10/30/2024 | 12/22/2024 | 10/28/2024 |
| 5 | 12/3/2024 | 1/13/2025 | 11/28/2024 |
| 6 | 1/14/2025 | 2/7/2025 | 1/9/2025 |
| 7 | 2/10/2025 | 3/6/2025 | 2/6/2025 |
| 8 | 3/7/2025 | 4/9/2025 | 3/5/2025 |
| 9 | 4/10/2025 | 5/6/2025 | 4/8/2025 |
| 10 | 5/7/2025 | 5/23/2025 | 5/5/2025 *PRORATED 14 DAYS* |
| | | | |

Ruediger Elementary School
2024-2025 Extended Day Enrichment Program Registration Form

Student Name: _____ **Birth Date:** ____/____/____

Age: _____ **Grade:** _____ **Teacher:** _____

Address: _____

City: _____ **Zip Code:** _____

Mother/Legal Guardian Name: _____ **Cell Phone:** _____

Address: _____

Employer: _____ **Work Phone:** _____

Father/Legal Guardian Name: _____ **Cell Phone:** _____

Address: _____

Employer: _____ **Work Phone:** _____

Secondary Contacts:

The following individuals are allowed to pick up my child and may be contacted in case of emergency.

Name: _____ **Relationship:** _____ **Phone:** _____

Name: _____ **Relationship:** _____ **Phone:** _____

Name: _____ **Relationship:** _____ **Phone:** _____

Medical Information

List any medications, allergies or limitations requiring special attention:

My child is considered disabled: ____ Yes ____ No

State disabling condition: _____

Photo Release

I fully understand that program vendors often use photos of children who participate in the Extended Day Program for displays, articles, and promotions, and that many times children participate in Video Productions and Photograph classes during the Extended Day Enrichment Program.

My child May be photographed ____ May NOT be photographed ____

My child may have access to the internet during EDEP hours: Yes ____ No ____

My child may watch a G or PG rated family movie during EDEP: Yes ____ No ____

My child will attend the E.D.E.P. After School Program **ONLY**: Yes ____ No ____

My child will attend the E.D.E.P. Before School Program **ONLY**: Yes ____ No ____

My child will attend the E.D.E.P. Before School **AND** After School Program: Yes ____ No ____

Parent's Signature: _____ **Date:** _____

**Ruediger Elementary School's
EDEP PARENT PAYMENT AGREEMENT**

1. I Understand that I must pay all appropriate Cycle Payments on time and in full in order a for my child(ren) to be enrolled in Ruediger's EDEP.
2. I must sign my child(ren) out every morning and afternoon.
3. I understand a late fee of \$10 will be applied to my account for all late payments
4. I understand that if my child is picked up after 6:00pm, I will be charged \$1.00 per minute and that total amount of late pick up fees will be need to be paid with or before the next cycle's due date.
5. If I have any concerns regarding my child(ren) while attending EDEP, I will contact Mr. Payne
6. I understand that all payments must be submitted to EDEP personnel only and not to the Front Office, any other school staff or be submitted by students. My payment will only be accepted if turned in to EDEP personnel.

Please be timely in picking up your child. Failure to do so will result in a late parent pick up fee in the amount of \$1.00 per minute will be assessed beginning at 6:00pm. Late payments are due no later than the beginning of the upcoming cycle. Excessive late parent pickups within the current calendar month may result in dismissal from the Extended Day Enrichment Program for the remainder of the school year. Please direct any questions and/or concerns to Mr. Payne at (850) 921-4130, or by email at paynej@leonschools.net

Extended Day School Service Hours:

2:50pm-6:00pm

\$40 Registration Fee (\$20 EACH additional sibling)

\$175.00 Each Cycle (\$10 Drop-In Rate)

\$140 PER CHILD OF LCS EMPLOYEE EACH CYCLE

Before School Service Hours:

7:00am-8:15am

\$50.00 each cycle (\$5 Drop-in rate)

\$40 PER LCS EMPLOYEE

Early Release Day Services for Full-Time Students Hours: 12:20pm

- 6:00pm

(\$20 PER DAY FOR NONENROLLED STUDENTS)

I have read the above parent payment information and understand my obligation for payment to the Extended Day Enrichment Program

Parent/Guardian Signature

Date

Early Learning Coalition (ELC)
PARENT CONTRACT AGREEMENT

In completing registration for my child's enrollment into the Extended Day Enrichment Program at Ruediger Elementary, I understand that I must pay fees on or before the due dates regardless of whether my child is in attendance on that day. In addition, I understand that:

1. A \$10.00 late fee will be assessed for any payment received after the due date. In addition, a \$40.00 registration fee is required for all student enrollments.
2. For safety reasons I must sign my child out every day and that **Failure** or **Refusal** to do so will result in immediate dismissal from the extended day enrichment after school program.
3. I am required to pay Ruediger Elementary School's Before School rate of \$50 per cycle/per child as ELC does NOT cover any of those expenses.
4. I am required to contact Mr. Payne at (850) 921-4130 or paynej@leonschools.net by 1:00pm to report if my child will be absent from the Extended Day Enrichment Program.
5. A parent or doctor's note must be provided for all absences. I must make this payment within the month the absence occurred. Failure to provide proper documentation for absences will result in a \$15 daily dropin fee. Failure to make payment will result in dismissal from the program.
6. If my child displays unacceptable behavior the EDEP Director and/or Administration reserves the right to permanently dismiss my child from the extended day program, after attempts have been made to appropriately intervene.
7. I understand it is my responsibility to report and submit any updated parent payment agreements received from ELC based on recertification etc., to the EDEP Director.
8. I understand my account must remain current. with the EDEP Office before any documentation will be released or submitted on my behalf to any transferring agencies and/or schools.

Parent Signature

Date

