

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

Email: jeramie.payne@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.”

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.

****LCS EMPLOYEES WHO HAVE RECEIVED FREE CHILDCARE ARE REQUIRED TO SIGN IN PRIOR TO 7:15AM. IF THIS TIME IS FREQUENTLY MISSED, YOU MAY BE REMOVED FROM THE FREE PROGRAM AND WILL HAVE TO PAY.****

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 jeramie.payne@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) Parents will receive. **SIGN OUT WILL BEGIN AT 4:00PM.** Parents will need to pull forward and park in the loop or in a parking spot and walk through the gate. **IF YOU PICK UP PRIOR TO THAT TIME, YOU WILL NEED TO CALL THE DISTRICT CELL PHONE. THE NUMBER IS 850-363-6756.** out sheet.

****LCS EMPLOYEES WHO HAVE RECEIVED FREE CHILDCARE ARE REQUIRED TO SIGN OUT AT 4:30PM. IF THIS TIME IS FREQUENTLY MISSED, YOU MAY BE REMOVED FROM THE FREE PROGRAM AND WILL HAVE TO PAY.****

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.**

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. T 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.

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 2025-2026 school year. It is also given on a "first come, first serve" basis annually and will not begin until Cycle 2. An on-line application must be completed via this website:

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

