



Woodville School

Extended Day Enrichment Program

2023 – 2024 FABulous - EDEP

Families After & Before Program

(850) 488-4828

VISION

Woodville School Extended Day Enrichment Program provides quality enrichment, lifelong experiences and homework help during non-school hours. Our aim is to provide a safe, caring and positive learning environment where students can thrive. Students will be empowered by what they learn in **FAB EDEP** and utilize those skills to build confidence in the classroom as well as life. **FAB EDEP Program** desire is for every student to achieve effective communication in a society full of diversity while also learning life skills.

ELIGIBILITY AND ENROLLMENT

Enclosed in this packet are the program policies, guidelines and procedures. To be considerate and ensure safety for all students, disruptive or inappropriate behavior will not be permitted. Specific details regarding the discipline plan for the **FAB EDEP** is discussed in this program packet. Please read each page carefully. Families may choose before school, after school or both to meet the needs of their family.

- **FAB EDEP** is available to Kindergarten thru 6th grade students.
- All participants must complete the **FAB EDEP** registration form prior to participation.
- **Enrollment Fees** any participating student in **FAB EDEP** must pay a **\$25 nonrefundable registration fee before the start of the first cycle.**
- **All Drop In** students must pay a **\$25 nonrefundable registration fee** prior to participation and be pre-registered.
- A separate registration is required for each child.
- **LEON COUNTY SCHOOLS accept checks, money order or certified check only. (NO CASH)**

DAILY SCHEDULE

The FAB EDEP Before and After School Program will provide students the opportunity to work on homework assignments, as well as participating in enrichment activities.

Before School Program Schedule:

The Before School Program operates from 6:45 a.m. – 7:45 a.m., Monday through Friday. Parent/Guardian are required to sign their child(ren) into the program. **Children are not allowed to sign themselves in. Parent/Guardian must park and enter the building to sign the child(ren) in to the program.** This will ensure that our devoted staff is able to give full attention to our children. **Student safety is our utmost concerns. Before School Program will be located in building 8 cafeteria, please use the back door to enter the building. (Gate will be lock at all time)**

- **6:45 a.m. – 7:45 a.m.** Enrichment Activities and Homework
- **@ 7:45 a.m. Children are walked to their special area where Woodville staff are on duty.** All students will eat breakfast in the cafeteria at their designated time.

After School Program Schedule:

The After-School Program begins immediately upon dismissal from school. Students will make a supervised transition to the cafeteria at which time attendance will be taken and they will be provided a nutritious snack. Daily attendance is taken to ensure each child has arrived safely. Your child's safety is of the utmost concern so any changes must be communicated before a change is granted.

If your child will not attend after school as regularly scheduled, call the school office at 850 487-4073 before 1:00 p.m., or send a written note to indicate the alternative arrangements.

An opportunity to work on homework assignments is offered to the students Monday through Thursday. Teachers or program staff will make efforts to ensure homework is completed; however, our staff will not be held responsible for those individuals who choose not to take advantage of our resources.

Available staff will be there to answer questions and explain the homework. Homework will not be graded by the staff as this is not designed to be a tutorial center. It is the student's responsibility to complete their homework. For students who don't have homework or an AR book to read, grade appropriate assignments/activities will be assigned during this time. **The After-School Program will be located in the Cafeteria. Students may be picked-up from the cafeteria after 3:30pm. Please use the back door to enter the building. *** Please note the glass door will be locked at all times*****

DAILY SCHEDULE CONT'D

- **2:50 p.m. – 3:00 p.m.** Attendance/ Wash Hands
- **3:00 p.m. – 3:40 p.m.** Nutritious Snack/Cleanup/ Split into groups
Group 3: K-1st grade | Group 2: 2nd – 3rd grade | Group 1: 4th -Middle
- **Station 1:** Homework Help/ AR Reading/ Quiet Activity
- **Station 2:** Developmental Play
- **Station 3:** Instructional Activities

Group	3:40-4:10	4:10-4:40	4:40-5:10
1	Station 1	Station 2	Station 3
2	Station 3	Station 1	Station 2
3	Station 2	Station 3	Station 1

- **5:10 pm - 5:30 pm:** Free play
- **5:30 pm – 5:45 pm:** Clean up prepare for dismissal

Daily Schedule may vary for different groups. FAB EDEP activities conclude at 6:00 p.m.

STUDENT 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. For the safety of the children, **we will ask for I.D.** if someone other than the parent or guardian is picking up your child.

DISCIPLINE

It is a privilege to be able to attend the **FAB EDEP Program**. Students are eligible for participation as long as they abide by the program's behavior policies. To achieve the goal of providing a quality enrichment program for children in an environment of cooperation and respect, positive behavior practices are utilized by the **FAB EDEP** staff.

These policies and practices are consistent and conform to the school's discipline policy. **If a student chooses not to, or cannot demonstrate appropriate behaviors within the program, they may be dismissed from the program.** Discipline issues will be communicated to the parent and referred to a school administrator. After three times of notice of discipline the student will be dismissed from the program. If a student is dismissed from the program due to behavior, there will not be a refund.

If a problem occurs, student will be asked if he / she made a **GOOD CHOICE**, are you being **RESPONSIBLE** and **RESPECTFUL** to yourself and others. This allows a child to **THINK** about the negative behavior they are exhibiting.

IMPORTANT CONDITIONS OF PROGRAM

- Since we value working in partnership with our families, reductions are available to families with more than one child attending the program or for families with children attending both before and after programs.
- One of the following discounts may be taken:
 - *10% reduction of price is given to each additional sibling registered.
 - *10% reduction of price is given to a child registered for before and after school programs.

The **FAB EDEP** for after school must have at least 40 students to fund the program. If enrollment does not consist of at least 40 students, registering parents will be notified of the discontinuation of the program and registration fee will be refunded.

No more than 75 students will be accepted into the Before Program or After Program. Upon receiving 75 registration forms, a waiting list will be formed. FAB EDEP acceptance will be on a first come, first served basis, although preference may be given to families needing both the before and after school programs.

INSURANCE

The FAB EDEP does not carry accident insurance on participants. It is the parent's responsibility to carry adequate accident insurance. Such a policy is available through Leon County Schools. Check with the school secretary for an application.

SNACK

A nutritious snack will be served in the afternoon program provided through the U.S. Department of Agriculture Nutrition Program. Children will be served two of the four basic food groups each day. Lunch is not provided on full days, such as summer camp, early release days, unless otherwise stated.

MEDICATION AND ILLNESS

The same rules apply to after school as during regular school hours regarding medication. All medication must be dispensed through the school clinic and students are not allowed to carry any medication with them at any time. The medication form is available in the school office. Doctor prescribed medication will be administered according to the label. Should your child have a need to have medication administered during the time they are in the FAB EDEP, a medication form must be completed. Medication must be in its original container and must be taken during the hours your child is in attendance. Should a child become ill while participating in the FAB Program, parent will be contacted to pick up their child. **No child dismissed by the school's clinic may attend the After-School Program.**

PAYMENT OF FEES AND REFUNDS

Fees are to be paid in full by the appropriate due date as outlined in this document. Fees are not refunded if the student is absent. **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.

- Refer to pages 6-7 for the amount of fees for the school year.
- 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.**
- No refunds are permitted after the first week of participation, except for documented cases of prolonged illness or family relocation. **Refunds must be requested in writing.**
- A non-refundable **\$25.00 per child** registration fee for **all participants including Drop in students.**

LATE PICKUP FEES

- **Your child must be picked up by 6:00pm at the LATEST.** Students not picked up by 6:00 p.m. will be charged a fee of **\$1.00 per minute.** 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.

FAB PROGRAM SCHEDULE OF FEES

- Payments are for actual school days, No holidays, weekends and teacher planning days.
- Late payment will result in a late fee of \$10.00 per cycle as applicable. **After two non-emergency late payments, enrollment in FAB EDEP Program can be terminated.**
- 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.
- Please provide the following information on your check or money order: **Name, Address, phone number of person submitting payment, Name of child(ren) and last name.**
- There will be no credits issued for days unused within each month nor will unattended days be transferable to other months.

PROGRAM FEES

Fee Schedule is Due Every 18 Days

NON REFUNDABLE REGISTRATION FEE- \$25.00 PER CHILD.

An additional \$10.00 will be charged for fees paid past the due date.

One of the following discounts may be taken:

10% reduction of price is given to each additional sibling registered.

10% reduction of price is given to a child registered for both programs.

BEFORE SCHOOL PROGRAM 6:45 a.m. – 7:45 a.m.

Fee - \$50.00 per cycle

Additional Children - \$45.00 per cycle **(10% discount)**

AFTER SCHOOL PROGRAM 2:50 p.m. – 6:00 p.m.

Fee- \$130.00 per cycle

Additional Children- 117.00 per cycle **(10% discount)**

Both Programs (10% discount)

Fee- \$162.00 per cycle

Daily Drop-In Rates ("Must prepay and pre-register")

Fee- \$5.00 per day; Before School Care

\$10.00 per day; After School Care

\$15.00 per day; Early Release Day

Late Pick-up Fee: Program closes at 6:00 p.m. There is a late fee of \$1.00 per minute.

ATTENTION: Parents will need to make alternative arrangements for their child if fees are not paid by due date.

2021-2022 EDEP cycle dates		
Cycle #	Payment Due	Cycle Dates
1	August 9, 2023	August 10 – September 5, 2023
2	September 5, 2023	September 6 – October 2, 2023
3	October 2, 2023	October 3 – October 27, 2023
4	October 27, 2023	October 30 – November 30, 2023
5	November 30, 2023	December 1 – January 12, 2024
6	January 12, 2024	January 16 – February 8, 2024
7	February 8, 2024	February 9 – March 6, 2024
8	March 6, 2024	March 7 – April 10, 2024
9	April 10, 2024	April 11 – May 6, 2024
10	May 6, 2024	May 7 – May 24, 2024

The following is a list of dates the FAB EDEP will be closed during 2022-2023 school year:

September 4th – Labor Day

September 25th – Fall Holiday

October 16th – Teacher Planning Day

November 10th – Veterans Day

November 20th – 24th – Thanksgiving Holiday

December 20th – 29th – Winter Break

January 1st – New Year's Day

January 2nd -3rd – Winter Break

January 4th -5th – Teacher Planning Days

January 15th – Martin Luther King, Jr. Day

February 19th – President's Day

March 11th – 15th – Spring Break

March 18th – Teacher Planning Day

April 1st – Spring Holiday

OPEN DOOR POLICY

**Parents Are Welcome to call or
visit our program Anytime
during EDEP hours of
operations.**

Director:

Jessica Rolle

RolleJ@leonschools.net