**CONLEY**

**Extended Day**

**Enrichment Program**



2022-2023

Parent Handbook

## **SCHOOL ADDRESS**

J. Michael Conley Elementary School at Southwood

2400 E. Orange Avenue

Tallahassee, FL 32311

EDEP Office: (850) 414-6223

Front Office: (850) 414-5610

Fax: (850) 414-8163

**EXTENDED DAY EMAIL**

Lindsay Smith-Sparkman

EDEP Coordinator

[smith-sparkmanl@leonschools.net](mailto:smith-sparkmanl@leonschools.net)

## 

## **PROGRAM HOURS**

**Registration Fee: $50.00**

(Required at time of registration, $45 for each additional child)

## After School

(K – 5th grades)

Monday – Friday (18 days per cycle)

2:50p.m. – 6:00p.m.

Before School

(K – 5th grades)

Monday – Friday (18 days per cycle)

7:00a.m. – 7:45a.m.

## 

## IRS STATEMENT

The Federal Tax Identification number is 59-6000709.

**Please hold on to your receipts for income tax purposes, as we are not able to provide statements at tax time.**

**EXTENDED DAY ENRICHMENT PROGRAM FEE CHART 2022-2023**

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| **AFTER SCHOOL** | **5 Days a Week** | **4 Days a Week** | **3 Days a Week** |
| **1 CHILD** | $175.00 | $157.00 | $125.00 |
| **2 CHILDREN** | $332.50 | $298.30 | $237.50 |
| **3 CHILDREN** | $490.00 | $439.60 | $350 |
| **BEFORE SCHOOL** | **5 Days a Week** | **4 Days a Week** | **3 Days a Week** |
| **1 CHILD** | $60.00 | $55.00 | $44.00 |
| **2 CHILDREN** | $114.00 | $104.50 | $83.60 |
| **3 CHILDREN** | $168.00 | $154.00 | $123.20 |
| **After School & Before School** | **5 Days a Week** | **4 Days a Week** | **3 Days a Week** |
| 1 CHILD | $235.00 | n/a | n/a |
| 2 CHILDREN | $446.50 | n/a | n/a |
| 3 CHILDREN | $658.00 | n/a | n/a |
| **LCS RATE** | **After School** | **Before School** | **Both** |
| **1 CHILD** | $140 | $48 | $188 |
| **Drop-in** | **After School** | **Before School** | **Early Release** |
| **Per Day** | $20 | $10 | $30 |

**$50.00 REGISTRATION FOR FIRST CHILD ($45.00 for each additional child)**

**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. All Drop-Ins for Before School and Afterschool must be arranged 48 hours in advance. A current registration form and payment must be submitted prior to the child attending.

A 10% discount will be offered for each additional sibling.

A 20% discount will be offered on full time (5 day) rates for parents working for Leon County Schools. (LCS Identification Badge must be provided and copied to receive this discount. See EDEP Manager for more details.)

**Daily Routine**

**The Before School Program will meet from 7:00 a.m. to 7:45a.m. each morning in the cafeteria. This program allows students the opportunity to “wake up” for school. Children may arrive at any time before 7:45 a.m. and must be signed in each day by their parents. A variety of quiet activities will be offered throughout the morning, such as arts and crafts, board games, and circle games. Children will be dismissed when general supervision begins.**

**The After School Program will meet in the cafeteria from the end of the school day until 6:00 p.m. Kindergarten and first grade children will be escorted from their classrooms to the After School Program area. When the children arrive at After School, attendance will be taken and a snack will be provided.**

**Each day in the After School Program we will provide supervised free play. After free play, 1st -5th grade children will participate in daily class. Classes will last approximately one hour and will meet once a week. Children will choose these classes once every six to eight weeks. The first classes will begin the third week of school (for the first two weeks we will be offering group activities and ice breaker games). On Fridays in After School we will be planning various activities. We will have special classes, guest speakers, talent shows and theme parties.**

**The daily afternoon schedule is as follows:**

**2:50-3:10 - Attendance Time**

**3:10-3:30 - Snack**

**3:30-4:00 - Homework Time (Monday-Friday: 1st-5th grades)**

**4:00-4:30 - Free Play**

**4:30-5:30 - Classes**

**5:30-5:45 - Clean-up/Transition**

**5:45-6:00 - Final Pick Up**

**2022-2023 PROGRAM HOLIDAYS & CYCLE DATES**

**Our program will be closed on all holidays, including winter and spring breaks, and on Teacher Planning Days. Please make alternate arrangements for your child on these dates. The dates we will be closed are as follows:**

* **September 5th (Labor Day Holiday)**
* **September 26th (Fall Holiday)**
* **October 17th (Teacher Planning Day)**
* **November 11th (Veterans Day Holiday)**
* **November 21st-25th (Thanksgiving Holiday)**
* **December 19th- 30th (Winter Break)**
* **January 2nd (Winter Break)**
* **January 3rd (Teacher Planning Day)**
* **January 16th (Martin Luther King Day)**
* **February 20th (President’s Day)**
* **March 13th-17th (Spring Break)**
* **March 20th (Teacher Planning Day)**
* **April 7th (Spring Holiday)**
* **May 25th-26th (Teacher Planning Day)**
* **May 29th (Memorial Day Holiday)**

**EDEP payments are considered late if not paid by the due dates listed below. A fee of $10.00 will be added to your regular tuition amount for all late payments. Children will not be permitted to attend the EDEP Program at the onset of each cycle until all fees are brought current, including late payment and late pick up fees.**

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| --- | --- | --- |
| **Cycle #** | **Dates Covered** | **Last Day to Pay** |
| **1** | **August 10th – September 2nd** | **Upon Registration** |
| **2** | **September 6th – September 30th** | **8/30/2022** |
| **3** | **October 3rd – October 27th** | **9/27/2022** |
| **4** | **October 28th – November 30th** | **10/25/2022** |
| **5** | **December 1st – January 11th** | **11/29/2022** |
| **6** | **January 12th – February 7th** | **1/10/2023** |
| **7** | **February 8th – March 6th** | **2/7/2023** |
| **8** | **March 7th – April 10th** | **2/28/2023** |
| **9** | **April 11th – May 4th** | **4/4/2023** |
| **10\*** | **May 5th – May 24th** | **5/2/2023** |

**\*Cycle 10 is a 14 day cycle. This payment will be prorated \***

**LEON COUNTY SCHOOLS**

**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.

**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.

**SNACKS:** Nutritious snacks are provided in the Before School and Afterschool programs. 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. ***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.

##### Join Remind!

# Every parent or guardian will be required to join our EDEP Remind. Remind is a free, safe messaging app that keeps families up to date with what's happening in the program.

# Text @9384d2 to the number 81010 to join!

You will receive a welcome text from Remind shortly.

##### Lost and Found

All items left in Extended Day will be taken to Lost and Found; check with the front office for the location of the Lost and Found container. Students are responsible for the care of their own belongings. **The Extended Day Enrichment Program is not liable or responsible for lost or damaged personal items including but not limited to toys, electronics, games, clothing, etc.** We also reserve the right to ask students to keep such items in their backpacks if it is deemed that these items may cause issues with other students. If a child is repeatedly asked to do this and still refuses to follow directions, the item will be confiscated by a staff member and the parent will need to pick it up from the Extended Day office.

**Homework Center and Help**

Homework Help is offered as one of our After School activities. Staff will be responsible for monitoring completion of homework that students bring to the program. No homework will be graded or checked for accuracy by the EDEP personnel. Staff will be there to answer questions and explain to the extent possible, but this is not designed to be a tutoring center. It is the student’s responsibility to complete their own homework here, just as they would at home.

**Discipline Chart**

**2022-2023**

This chart is to help students and parents better understand the discipline guidelines and procedures of The Conley EDEP Program. To achieve the goal of providing safe 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 behavior expectations. If the normal discipline practices, such as non-punitive interaction, redirection, and time-outs, do not facilitate the desired behavior change, then further action may be taken to ensure each student is remains safe while in the program.

If a student chooses not to, or cannot demonstrate appropriate behavior within the programs rules the student will be removed from the program. Should it be deemed that a removal from EDEP is necessary, regardless of circumstances a REFUND WILL NOT BE GIVEN.

On the next page you will find a list of behaviors, this list is just an example of behaviors but it also DOES NOT account for every possible targeted behavior.

The behaviors on the following page will follow this flow chart for discipline.

*Disciplinary Action Flow*

1ST Offense - Warning

2nd Offense – Conference with Parents

3rd Offense – 2 Day Suspension

4th Offense – One week Suspension

5th Offense – Removal from EDEP

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| **ABSOLUTE ZERO TOLERANCE POLICY ON BULLYING** |
| 1st Offense – MANDATORY Conference with Parents  2nd Offense – 3 Day Suspension  3rd Offense – Removal from EDEP |

|  |  |
| --- | --- |
| *Behavior* | *Examples of Disciplinary Action* |
| 1. **Disruptive Behavior**   Ex. Talking without permission  Not following direction  Disrupting with noises | Removal from activity/group  Will sit out remainder of activity  ***Further action may be taken*** |
| 1. **Use of inappropriate language, verbal lashing out and gestures**   Ex. Shut Up  Stupid  Curse Words  Racial Slurs | Removal from activity/group  Sit out remainder of activity  Parent notified  1 or 2 Day Indoor or Outdoor Suspension  Curse Words and Racial Slur usage will be judged on a case by case basis  ***Further action may be taken*** |
| 1. **Defiant or disrespect towards a teacher**   Ex. Talking back  Eye Rolling  Walking off/away from group | Removal from activity/group  Inside Suspension for rest of day  Parent notified  2 day suspension  ***Further action may be taken*** |
| 1. **Physically harming another student**   Ex. Fighting  Punching  Kicking  Slamming another student  Pushing down to the ground | Removal from the activity/group  Inside Suspension for rest of day  Fighting is an Automatic 3 day Suspension  All other harmful actions will be judged on a case by case basis. But will result in a suspension between 2-4 days, depending on action.  ***Further action may be taken*** |
| 1. **Physically harming a teacher/adult** | Automatic Expulsion from EDEP |

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**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, military status 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](mailto:rodgersk@leonschools.net)

Deana McAllister, Labor and Relations

Equity Coordinator (Employees)

(850) 487-7207

[mcallisterd@leonschools.net](mailto: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](mailto:geroldk@leonschools.net)

**Leon County School District**

**Tallahassee, Florida**

**Rocky Hanna, Superintendent**