**Conley Extended Day**

**Enrichment Program**



 2023-2024

Parent Handbook

**Important E.D.E.P. Information**

## **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 PHONE NUMBER AND EMAIL**

**Kathleen (KT) Morgan**

**EDEP Coordinator**

**EDEP Office: (850) 414-6223**

**morgank2@leonschools.net**

**Pamela (Pam) Yeomans**

**EDEP Assistant Coordinator**

**yeomansp@leonschools.net**



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## PROGRAM HOURS & FEES

**Registration Fee: $50.00**

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

## After School

(K – 5th grades)

Monday - Friday

2:50p.m. – 6:00p.m.

$175.00/ per cycle (18 school days)

After School Drop-Ins: $20.00 per day/child

Early Release After School Drop-Ins: $30.00 per day/child

Before School

(K – 5th grades)

Monday – Friday

7:00a.m. – 7:45a.m.

$60.00/ per cycle (18 school days)

Before School Drop-Ins: $10.00 per day/child

Before School & After School

$235.00/ per cycle (18 school days)

All Drop-Ins for Before and Afterschool must be pre-arranged with the EDEP Coordinator or Assistant Coordinator a minimum of 24 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 for full time fees to parents working for Leon County Schools. (A copy of parent’s LCS Identification Badge must be obtained. Please see EDEP Manager for details.)

##

## 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.

FEE CHART

**EXTENDED DAY ENRICHMENT PROGRAM FEE CHART 2023-2024**

|  |  |  |  |
| --- | --- | --- | --- |
| **AFTER SCHOOL** | **1 Child** | **2 Children** | **3 Children** |
| **5 Days a Week** | $175.00 | $332.50 | $490.00 |
| **4 Days a Week** | $157.00 | $298.30 | $439.60 |
| **3 Days a Week** | $125.00 | $237.50 | $350.00 |
| **BEFORE SCHOOL** | **1 Child** | **2 Children** | **3 Children** |
| **5 Days a Week** | $60.00 | $114.00 | $168.00 |
| **After School & Before School** | **1 Child** | **2 Children** | **3 Children** |
| **5 Days a Week** | $235.00 | $446.50 | $658.00 |
| **LCS RATE** | **1 Child** | **2 Children** | **3 Children** |
| Afterschool | $140.00 | $280.00 | $420.00 |
| Before School | $48.00 | $96.00 | $144.00 |
| Afterschool & Before School | $188.00 | $376.00 | $564.00 |
| **Every Other Week** | **1 Child** | **2 Children** | **3 Children** |
| Afterschool | $95.00 | $180.00 | $266.00 |
| Before School | $35.00 | $66.50 | $98.00 |
| Afterschool & Before School | $130.00 | $247.00 | $364.00 |
| **Drop-In Rate** | **1 Child** | **2 Children** | **3 Children** |
| Afterschool | $20.00 | $40.00 | $60.00 |
| Before School | $10.00 | $20.00 | $30.00 |
| Early Release Days | $30.00 | $60.00 | $90.00 |

**\*\* DISCOUNTS MAY BE AVAILABLBE FOR FAMILIES NEEDING FINACIAL ASSISTANCE. PLEASE SEE PROGRAM MANAGER FOR FURTHER INFORMATION.**

**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.

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, circle games, and sometimes a movie. Children will be dismissed when general supervision begins. Our K students will be escorted to their classrooms.

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 having some special guests!). On Fridays in After School we will be planning various activities. We will have special classes, guest speakers, talent shows and theme parties.

**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.

The daily afternoon schedule is as follows:



2:50-3:10 – Attendance/Snack

3:10-3:45 – Free Play

3:45-5:30 – Enrichment Activities

5:30-6:00 -Clean Up/ Final Pick Up

**2023-2024 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:

**SEPTMEBER 4 LABOR DAY**

**SEPTEMBER 25 FALL HOLIDAY**

**OCTOBER 16 TEACHER PLANNING DAY**

**NOVEMBER 10 VETERAN’S DAY**

**NOVEMBER 20-24 THANKSGIVING BREAK**

**DECEMBER 20-JANUARY 3 WINTER BREAK**

**JANUARY 4-5 TEACHER PLANNING**

**JANUARY 15 MLK HOLIDAY**

**FEBRUARY 19 PRESIDENT’S DAY**

**MARCH 11-15 SPRING BREAK**

**MARCH 18 TEACHER PLANNING DAY**

**APRIL 1 SPRING HOLIDAY**

**Fees are considered late if not paid by the Tuesday prior to the start of each cycle (see dates below). A late fee of $10.00 will be added to your regular tuition amount and must be paid in full prior to your child’s return to the program.**

**Cycle # Dates Covered Last Day To Pay**

1 August 10th – September 5th August 8th

2 September 6th – October 2nd September 5th

3 October 3rd – October 27th September 26th

4 October 30th – November 30th October 24th

5 December 1st – January 12th November 28th

6 January 16th – February 8th January 9th

7 February 9th -March 6th February 6th

8 March 7th – April 10th March 5th

9 April 11th – May 6th April 9th

10 May7th – May 24th April 30th

Cycle dates have been set up to be equally divided into 10 payments covering 18 school days each. **You pay only for actual school days, not for holidays**.

**\*\*Cycle 10** will only be 14 days and will be prorated accordingly. Rates will be communicated prior to the due date.

**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. **(Please see attached discipline chart)**

**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. 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.

Discipline 2023-2024

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 your children, we expect 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 non-punitive interaction, redirection, and/or time-out, do not facilitate the desired behavior change, then further action may be taken. We want to ensure all students feel safe and comfortable while in the program.

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

**YELLOW ALERT**- A yellow alert is a written warning for behavior on a repetitive offense. 3 yellow alerts may be the equivalent of a red alert.

**RED ALERT**- A red alert is for an extreme behavior infraction and automatic 3-day suspension. More than one red alert can lead to program expulsion.

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| **ABSOLUTE ZERO TOLERANCE POLICY ON BULLYING** |
| 1st Offense – MANDATORY Conference with Parents & YELLOW ALERT2nd Offense – 3 Day Suspension & RED ALERT3rd Offense – Removal from EDEP |

On the next page you will find a list of behaviors, this list is just of EXAMPLED behaviors but, it DOES NOT account for every possible targeted behavior. Everything will be handled on a case by case basis, depending on severity.

|  |  |
| --- | --- |
| *Behavior* | *Examples of Disciplinary Action* |
| 1. **Disruptive Behavior**

Ex. Talking without permission Not following direction Disrupting with noises | 1st offense: Time out from activity to refocus or removal from activity/group2nd offense: Will sit out remainder of activity3rd offense: YELLOW alert***Further action may be taken based on severity*** |
| 1. **Use of inappropriate language, verbal lashing out and gestures**

Ex. Shut Up Stupid Curse Words Racial Slurs | 1st offense: Time out from activity to refocus or removal from activity/groupAND parent notified2nd offense: 1 or 2 Day Indoor or Outdoor Suspension & YELLOW ALERT*Curse words and racial slur usage will be judged on a case by case basis****Further action may be taken based on severity***  |
| 1. **Defiant or disrespect towards a teacher**

Ex. Talking back Eye Rolling Walking off/away from group | 1st offense: Time out from activity to refocus or removal from activity/group2nd offense: Inside Suspension for rest of day AND parent notified3rd offense: YELLOW ALERT***Further action may be taken based on severity***  |
| 1. **Physically harming another student**

Ex. Fighting Punching  Kicking Slamming another student Pushing down to the ground | 1st offense: Inside Suspension for rest of day AND immediate phone call to parent & YELLOW ALERTPhysical fighting is an Automatic RED ALERT & 3 day Suspension *All other harmful actions will be judged on a case by case basis.****Further action may be taken based on severity*** |
| 1. **Physically harming a teacher/adult**
 |  Automatic Expulsion from EDEP |

**CONLEY ELEMENTARY EXTENDED DAY**

**BEHAVIOR AND POLICY CONTRACT**

*Please initial each of the following to acknowledge that you have read and understand our policies and procedures we intend to follow this year. We look forward to having you in EDEP!*

\_\_\_\_\_\_\_\_ Payments are due the Tuesday prior to the first day of each cycle. All payments must be in the form of check or money order. If payments are not received by the start of each cycle, a $10 late fee will be assessed, and students will not be permitted to attend until payment has been received.

\_\_\_\_\_\_\_\_ No refunds are permitted after the first week of participation, except for cases of prolonged illness (two weeks or longer) or family relocation.

\_\_\_\_\_\_\_\_ Parents who arrive past 6:00 will be charged a late fee at the $1 a minute rate. Payments for late fees must be made by check or money order.

\_\_\_\_\_\_\_\_ You must, for the safety of your child, let us know whenever he or she will not attend the After-School Program. Neither your child’s teacher nor the front office will be responsible for informing us in the event of a change in afternoon routine.

\_\_\_\_\_\_\_\_ Children attending the Before School Program must be escorted inside by their parent, and signed in each day. After school students must be signed out each day.

\_\_\_\_\_\_\_\_ Children must abide the behavior policy and if they do not it may result is suspension or removal from the program.

\_\_\_\_\_\_\_\_ Our program staff is not equipped to change or clean a child if they have an accident. We will make a phone call to the parent/ guardian in the event of an emergency.

\_\_\_\_\_\_\_\_ Drop ins MUST be communicated to EDEP 24 hours in advance. Drop ins communicated through the front office will NOT be accepted. Payments must be made prior to attendance.

 Child’s Name(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_