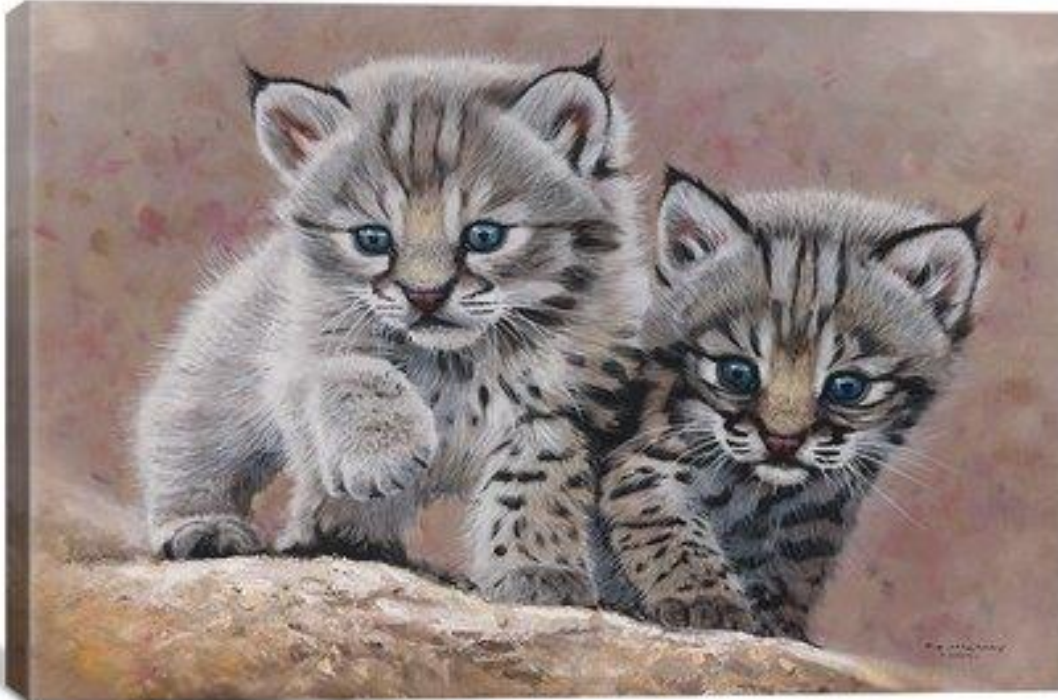


Buck Lake Elementary Extended Day Enrichment Program



Information Packet 2022-2023



Dear Parent(s),

Welcome to the Buck Lake Extended Day Enrichment Program. It is indeed a pleasure to provide quality enrichment activities for our students. A group of well-trained staff is available to assist you and your child. A policy statement is provided to inform you of our program's expectations. However, I ask that you carefully read the policies and procedures to help you become familiar with our program.

A calendar of dates will also be provided to you indicating the program's hours and days of operation. The program will be closed on specified Holidays and Teacher Planning Days. Because we do not issue end of year tax print-outs, it is important that you keep and maintain all receipts for reference of your payments and annual tax information. Please refer to the website (<http://www.leonschools.net/bucklake>) for a tax form. In order to maintain a quality service all payments must be paid on or before due dates.

I look forward to a safe and productive school year. With your support we can accomplish our goal of providing our students with quality, well supervised activities that stimulate new interest, encourage creativity, build self-confidence and enhance career awareness. Thank you for trusting us to care for your child(ren). For any questions, comments or concerns I can be reached at (850) 922-2568.

Sincerely,

John S. Banner
Buck Lake Elementary
Director, Extended Day Enrichment Program



- 1. What does the acronym E.D.E.P. mean?** Extended Day Enrichment Program.
- 2. Is this program a part of Leon County Schools?** This is a Leon County Schools fee-based program.
- 3. What do you offer?** We offer before-school, after-school, and Summer Camp Enrichment Activities.
- 4. What's the cost?** The Before-School Enrichment Program is \$85.00 per cycle (18 school days). No registration fee required. The After-School Enrichment Program is \$175.00 per cycle (18 school days). No registration fee required.
- 5. When are the fees due?** Attached to this packet you will find a school calendar of cycle due dates.
- 6. What forms of payments are accepted?** Check, money order or online payments (a how to pay online flyer is available) are accepted.
- 7. Who should I make my Check or money order to?** Leon County Schools or LCS.
- 8. Is snack provided?** A daily snack is provided for both before and after-school.
- 9. If this is my first time paying or signing-out late can I get a break on the late fee?** Due to the district policies and procedures for Extended Day Enrichment Programs late payments and/or late sign-out fees cannot be waived.
- 10. If my child is out sick from school should I call the program?** Yes, your call will help to complete and confirm the daily attendance.
- 11. If my child is absent on the day fees are due, can I pay the fee once he/she returns?** All cycle fees are due on or before the due dates. A late fee will be assessed to all payments made thereafter.
- 12. Is it ok for my older son/daughter to sign out his/her younger sibling from the program?** Names that are provided on the student's registration form will have permission to sign-out. Please call ahead to inform us before sending a minor to sign-out. Please submit request in writing.
- 13. Who should I speak with if I have an issue or concern about the Enrichment Program?** Please refer all issues and concerns to John Banner, Director, or Bobbi Donnelly, Assistant.
- 14. Do you provide an end of the year Tax Statement?** The E.D.E.P. does not issue an end of the year statement; however, there is an online form which is used for this purpose. We ask that you pick up your receipt from the "receipt box" for your personal tax records.
- 15. If parent (1) is court ordered to pay a portion of the cycle fees can the student attend with an unpaid balance from Parent (2)?** All fees must be paid in full before participation.
- 16. Can I send medicine with my child to take during after-school hours?** Prescription and/or over counter medicines must be hand delivered by parent to staff. Only trained staff is allowed to administer medicine during after-school hours.
- 17. If my child is sent to the after-school program, but wasn't scheduled to attend, will I be charged a drop-in fee?** It is the parent's responsibility to arrange for student pick-up. Once the student is marked present on the attendance, a drop-in fee is charged to his/her account.
- 18. Are there after-school activities on early release days?** The program is open to students on early release days.
- 19. If I am late making my fee payment is there a grace period?** No, cycle fees must be paid before or on due date.
- 20. How do I sign my child up for homework?** Homework Center is scheduled Monday-Thursday 3:30 p.m-5:00 p.m. Supervision is provided to ensure a quiet area for students to concentrate and complete assignments. A mandatory homework list of students to attend will be created at the parent's request. All others may attend voluntarily.
- 21. When is Summer Camp Sign-up?** Summer camp information will be available early February of each school year.

Cycle Fees

Before-School \$85.00 per cycle (18 School Days) Drop-In \$10.00

After-School \$175.00 per cycle (18 School Days) Drop-In \$20.00

IRS STATEMENT

The Federal Tax Identification number is **59-6000709**. Please keep your receipts for accurate records of your expenses.

EXTENDED DAY PHONE NUMBER

John S. Banner

Enrichment Program Director

EDEP Office 922-2568

SCHOOL ADDRESS

Buck Lake Elementary

1600 Pedrick Rd Tallahassee, FL 32317

EARLY RELEASE DAYS "THE PROGRAM WILL BE OPEN"

May 22-24, 2023

THE PROGRAM IS CLOSED

September 5, 2022

September 26, 2022

October 17, 2022

November 11, 2022

November 21-25, 2022

December 19-30, 2022

January 2 & 3, 2023

January 16, 2023

February 20, 2023

March 13-17, 2023

March 20, 2023

April 7, 2023

SUMMER Camp Dates

TBD

Cycle Fees

Cycle Fee Dates	Start Date	End Date
Cycle 1 Thursday, August 4-9, 2022	Friday, August 10, 2022	Friday, September 2, 2022
Cycle 2 Friday, September 2, 2022	Tuesday, September 6, 2022	Friday, September 30, 2022
Cycle 3 Friday, September 30, 2022	Monday October 3, 2022	Thursday, October 27, 2022
Cycle 4 Thursday, October 27, 2022	Friday, October 28, 2022	Wednesday, November 30, 2022
Cycle 5 Wednesday, November 30, 2022	Thursday, December 1, 2022	Wednesday, January 11, 2023
Cycle 6 Wednesday, January 11, 2023	Thursday, January 12, 2023	Tuesday, February 7, 2023
Cycle 7 Tuesday, February 7, 2023	Wednesday, February 8, 2023	Monday, March 6, 2023
Cycle 8 Monday, March 6, 2023	Tuesday, March 7, 2023	Monday, April 10, 2023
Cycle 9 Monday, April 10, 2023	Tuesday, April 11, 2023	Thursday, May 4, 2023
*Cycle 10 Thursday, May 4, 2023	Friday, May 5, 2023	Wednesday, May 24, 2023

****Cycle 10 fees are prorated for 14 days***