

SWIFT CREEK MIDDLE SCHOOL

*EXTENDED DAY ENRICHMENT
PROGRAM*



*2018 - 2019
PARENT HANDBOOK*

Welcome to SCMS Extended Day Enrichment Program (EDEP). In this Parent Handbook you will find the Policies and Procedures, as well as the Fee Schedule and Program Dates.

Please read this carefully and let us know if you have any questions or concerns. We look forward to an enriching year with your child/ren.

Thank you,

**Tamra Swain
Director, EDEP
SCMS**



Important E.D.E.P. Information

School Address

**Swift Creek Middle School
2100 Pedrick Road
Tallahassee, FL 32317
Front Office: (850) 414-2670**

Extended Day Phone Number and Email

**Tamra Swain
EDEP Director
swaint@leonschools.net**

**EDEP Office: (850) 414-2668
EDEP Cell Phone: (850) 666-3155**

Mission Statement

It is the mission of the Swift Creek Extended Day Enrichment Program to provide a combination of services for students and parents incorporating an academically, socially, and culturally rich environment to help your child to grow and extend their learning experience while providing safety and guidance.

Policy Statement

Our Before School Program runs from 7:00-9:00 a.m. Students report directly to the Cafeteria. The morning program consists of: Homework Sessions, Gym/Sports, Arts & Crafts, Community Service, Guest Speakers, Games, etc. Breakfast is served in the cafeteria at 9:00. **A parent must sign a release form to have their child walk from their car in the morning to the EDEP classroom.**

Our After School Program runs from the last bell until 6:00 p.m. Students report to the Cafeteria immediately after the bell rings. **Homework is first priority and mandatory from 4:00pm-4:30pm.** There will be times that our after school program will be held in either the Media Center or the Gym. Notification will be given at least 2 days prior. Outdoor activities, arts and crafts, game and movies are available when homework is finished and time dependent. **Per District rules: No student is allowed to walk home and All students must be signed out by a parent or guardian.** If a person other than the parents/guardian is coming to pick up your child even if they are on the registration form, you must notify us as soon as possible and they will need to show their identification before your child is released.

Participation ... All students are required to participate in any activity that is scheduled during the extended day program unless they are physically unable to do so. If your child is unable to participate in a particular activity, please send in a written note to excuse them from that activity.

Insurance... SCMS/EDEP does not carry accident insurance on participants. It is the parent's responsibility to carry adequate accident insurance.

Health & Safety... Health: If a student comes to EDEP ill, a parent will be contacted and the student will have to be picked up. If your child has a known medical condition, please be sure to inform the director of any special medications needed or procedure for treatment. A separate medication/treatment permission form is to be completed for EDEP by the SCMS Nurse in order for the director or activity leader to administer medication/treatment. This form, as well as a log of all medication distributed, will be kept with your child's file. In compliance with school board policy, students are not allowed to carry their own medication. Prescription bottles must be identified by an affixed label to the bottle. All information on the label must be current within a maximum of 30 days. **Safety:** is a primary concern. Students will NOT be released to persons not identified on the registration form. No student will be able to sign themselves out and walk home. **Any change to a student's participation in the program, even if only for a day should be emailed or texted to the director as soon as possible.**

Allergy & Pertinent Medical Information ... Please ensure that all known allergies and medical information for your child (ren) are written on their registration form. We will work with parents to help accommodate their child's needs as best as possible.

Before/After School Activities... If your child is involved in a Before/After School Activity, a written note is required by a parent so that your child can be released from EDEP. Also, if a child is to go to a teacher, have locker trouble, etc. after school, the student is to report to EDEP and sign in first so that we know where the child is. This is for their safety.

Behavior and Discipline ... All students are expected to abide by the EDEP rules and regulations. A few of the rules are: **"NO TOUCHING," "NO BULLYING,"** and they **Must** also **"RESPECT"** one another and the staff! A student will be given 2 verbal warnings before a parent is called with the exception of any type of physical and/or verbal altercation with another student or staff member. EDEP follows the discipline policies of SCMS and the EDEP Director has the right to dismiss a student for consistent unacceptable or disruptive behavior. If a student is dismissed from the Program, no refund will be given. Each student and parent will be required to sign a form that states/outlines all the rules and regulations for the EDEP. This will be in their file and if a parent would like a copy, please notify the director.

Accident Procedures ... If an accident with your child should occur, the Extended Day Director or Activity Leader will assess the severity of the injury. For all injuries occurring above the neck, injuries that cause or leave a mark, or for injuries requiring additional assistance or attention (i.e. ice, medication, ambulance, etc.), our standard procedure is to file an accident report and notify parents.

Snacks... Middle school students are always hungry! A light snack will be provided after school but may not be enough for your child so please make sure they pack extra food/snacks for after school.

Electronics... No electronics will be allowed during any home-work sessions and during a scheduled activity. If a student wants to read, there is a book-shelf filled with many wonderful books. At least one day a week we will have “No Electronics Day” in which students will be encouraged to play board or card games, write, draw, and socialize while they are actively interacting with each other. Students are not allowed to use their phones unless they are contacting their parents or parents contacting them.

FEE SCHEDULE AND PAYMENTS

<u>Days Per Week</u>	<u>Before</u>	<u>After</u>	<u>Every Other Week</u>	
	<u>Before</u>	<u>After</u>	<u>Before</u>	<u>After</u>
5	\$130	\$130	\$74	\$74
4	\$117	\$117		
3	\$90	\$90		
2	\$70	\$70		

There is a \$50.00 non-refundable registration fee. Fee payments are based on an 18 day enrollment cycle. This allows you to make 10 equal payments during the school year. There are two sets of Early Release Days – December 19-21, 2018 and May 29-31, 2019. **There is a \$10.00 late fee for payments not received by the first day of each cycle.**

Drop In's ... Parents who need to use this service must notify the director as soon as possible via phone call, email or written note. A one-time (\$50) registration fee is due along with the drop in fee. Drop In fees are \$15.00 per session and Early Release Day Drop-Ins are \$20.00 per session and required before the day of drop in. The registration fee will be reduced to \$25 mid-way through the school year for new students.

The following discounts available are:

10% discount for students who are involved full time in the before & after school program. (I.e. full-time is 5/days per week morning & after)

A 10% discount for siblings. (Only one discount per family)

25% discount will be offered to parents working for Leon County Schools. (LCS Identification Badge must be provided and copied to receive this discount and it is only for full time which is 5/days per week)

We must have the following information before accepting your check:

*** FULL NAME
*** STREET ADDRESS (NO P.O. BOX)
*** PHONE # WITH AREA CODE
STUDENT NAME & CYCLE NUMBER

Returned Checks ... Check Verification & Returned Check Processing is processed through the LCS District Office. If your check is sent back to the finance department they will in turn put it through a second time. At the time your check is returned again, the district office will return it to SCMS EDEP Director. You will be notified by mail and a return check fee of \$30 will be assessed along with your cycle payment. A student will not be allowed to return to EDEP until the payment is received.

Payment of Fees ... Fees are to be paid in full by the payment due date. The School Board has approved no other method of fee payment. **Children may not attend the program until fees are paid.** If your child is dropped off for extended day in the morning or if your child comes to after school and there is an outstanding balance, the parent will be called to come and pick up their child. Please make your **checks or money orders payable to Leon County Schools.** Swift Creek EDEP does not accept cash as a form of payment. Payments should be given in person to an Extended Day staff member only. Extended Day is not responsible for payments delivered in any other way. Payments are not to be dropped off at the front office or sent by USPS. Pro-rated amounts will only be given if the student starts the program in a middle of a cycle. A \$10.00 late fee will be charged for payments not received by the first day of each cycle. Refer to your monthly EDEP schedule for actual fee payment due dates. Please note that if two checks given as payment are not valid and found insufficient, EDEP will no longer accept checks as a payment for your student. All payments must then be made in the form of a money order.

Credit Card ... Credit cards are now accepted online only. Go to the LCS Website – Click on the Parents & Students Tab and scroll on Extended Day and Payments. On the left hand side of the page, Click on EDEP Payment and then Click on Make a Payment. Please make sure you click on the right school and also, please make sure your full address matches up with the credit card you will be using. At this time, there is no charge for this service but this may change in the future. Also, please make sure you put in your email address so that you will receive a receipt for your payment. A good idea also is to “Screen Shot” your approval page that shows the approval code and date paid.

Verification Fees Your check is your family’s only verification of payment. **Please no cash.** EDEP has multiple students with the same last names or parents last names differ from students. Please indicate all your info on your check or money order when paying fees (**Student name, cycle and phone number.**)

IRS Statement ... The Federal Tax Identification number is 59-6000709. Please keep your receipts for accurate records of your expenses or if you need additional documentation, a monthly cycle statement can be given with a 48 hours noticed not including weekends.

Scholarships ... Swift Creek EDEP offers a scholarship program called Project Care for parents needing assistance. To be eligible for this scholarship, the student must be on free or reduced lunch. **Scholarships are extremely limited and are given on a first come, first served basis.** Parents must complete the application form and turn in to the EDEP Director only as each application has to be electronically time and date stamped. Applications can be picked up in the EDEP office. Parents are responsible for paying the full amount until notified by the director that their child has received a scholarship. **Scholarship applications will be accepted on Wednesday, October 3, 2018 at 7:15am...not before.**

Late Pick-Up Fees ... The Extended Day Enrichment Program ends promptly at 6:00pm. Parents who are late in picking up their children will be assessed a late fee. Payment is due at the time the child is picked up, via money order or check. The late fee is \$1.00 for every minute late (For example: 6:05 pm will cost \$5.00). After 6:30p.m., legal advisors will be contacted for non-pickup if the EDEP employees and/or the principal have not been contacted by the parent(s) or legal guardians(s). Legal advisors may also be contacted in the event that EDEP staff is not able to stay on campus with the student past 6:15 p.m. even if contact has been made with the parent.

If parents are routinely late picking up their children, Extended Day reserves the right to discontinue services. A refund will not be made for any cycles.

Early Release Days & Times ... The following “Early Release Days” are as follows:

- Wednesday, December 19 – 1:20pm – 6:00pm
- Thursday, December 20– 1:20pm – 6:00pm
- Friday, December 21 – 1:20pm – 5:00pm ***

- Wednesday, May 29 – 1:20pm – 6:00pm
- Thursday, May30 - 1:20pm – 6:00pm
- Friday, May 31 – 1:20pm – 5:00pm ***

- *** **Please note the change in times** ***

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EXTENDED DAY PROGRAM INFO
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The School calendar cycle date fees are listed below. A cycle consists of 18 school days. There are 10 cycles per school year. Weekends, holidays, and teacher planning days are not considered school days. You only pay for actual school days.... no holidays. No credits will be forwarded for days not used. The payment due dates are a reminder that payment for the next cycle is due.

Program Cycle Dates

Payment Due

August 13 – September 6	At sign up
September 7 – October 3	September 6
October 4 – October 30	October 3
October 31 – December 3	October 30
December 4 – January 11	December 3
January 12 – February 7	January 11
February 8 – March 6	February 7
March 7 – April 9	March 6
April 10 – May 6	April 9
May 7 – May 31	May 6

There is a \$10 late fee due after the first day of each cycle.

According to a district-wide policy for all the Extended Day Enrichment Programs, students are NOT allowed to return to EDEP unless payment is received. The cycle payment will be assessed a \$10 late fee unless there is a valid emergency where a student could not attend during the beginning of a cycle.