



Elizabeth Cobb Middle School
Extended Day Enrichment Program (EDEP)
Before & After School
2024-2025

We are pleased to offer you a Before School (AM) and After School (PM) Extended Day Enrichment Program (EDEP). We hope this program will assist you by providing a safe, supervised environment for your student(s). In the program, students will have an opportunity to participate in various activities, explore hobbies and interests, and learn skills that will assist them in navigating middle school life and beyond.

Enrollment: Students participating in CMS EDEP (Before and/or After School) must be currently enrolled at Cobb Middle School. A non-refundable registration fee of \$25 must be submitted with the completed enrollment form. If you use the program as a drop-in service, your student must have the completed enrollment form and registration fee on file prior to the first day of attendance. Drop-in fees are due within 24 hours of the drop-in date.

Program Cost: There is a flat rate option for each billing cycle, which equates to 18 school days (except Cycle 10, which is 13 days).

		Cycle	Time Frame	Payment Due
Before School 7:30 am – 8:45 am	\$95 per cycle or \$10 per day	1	8/12/24 – 9/5/24	08/12/2024
After School (Early Pick-Up) 3:50 pm – 5:00 pm	\$70 per cycle; \$7.50 daily late fee for pick-up after 5:00 pm for students enrolled in this plan	2	9/6/24 – 10/1/24	09/03/2024
		3	10/2/24 – 10/29/24	10/01/2024
		4	10/30/24 – 12/2/24	11/01/2024
		5	12/3/24 – 1/13/25	12/02/2024
		6	1/14/25 – 2/7/25	01/08/2025
		7	2/10/25 – 3/6/25	02/03/2025
		8	3/7/25 – 4/9/25	03/03/2025
After School 3:50 pm – 6:00 pm	\$125 per cycle or \$15 per day	9	4/10/25 – 5/6/25	04/01/2025
		10*	5/7/25 – 5/23/25	05/01/2025

Discounts: Only one discount per student permitted. Discounts cannot be combined.

LCSB (20%): This is available to LCSB employees who have a student attending EDEP full-time. A copy of the LCSB badge is required along with a letter on school letterhead from the Principal or Supervisor of the current employer to verify employment.

AM & PM (10%): We offer a 10% discount for attending both programs (full-time).

Sibling (10%): In order to receive this discount, payment must be made in a single transaction (by the same person at the same time for all siblings who are enrolled full-time).

Tuition: Payments are typically due before the billing cycle begins. However, to help mainstream this process, payments will be due on the first business day of the month. Late fees are \$10 each cycle and students may not return to EDEP until all fees have been satisfied. Payments may be made by debit/credit card online (payments made online are charged a convenience fee) or check/money order (made payable to Leon County Schools, please include your student's name in the memo field). **No cash will be accepted.** Returned checks are processed through 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, assessed a returned check fee of \$20, and services will be suspended until payment is made. If two checks are returned unpaid in a single school year, parents/guardians will be required to pay online or by money order for the remainder of the year. Refunds are not permitted after the first week of participation, except for documented cases of prolonged illness (2 weeks or longer) or family relocation.

Receipts are hand-written for checks and money orders; therefore, additional copies are NOT available. **Please make sure you keep the receipts for tax purposes should you need them.**



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EDEP Hours: The Before School program is available from 7:30 am – 8:45 am daily. The After School program is available from 3:50 – 6:00 pm daily. The After School Program will close at 4:00 pm on Early Release Days and at 5:30 pm on the last day of each quarter. Identification is required to sign-out all participants. We utilize a digital checkout system through REMIND. There will be a late charge of \$1 per minute (per family) for pick-up after 6:00 pm EST. Students may not return to the program until all late fees have been paid. If a student has not been picked up by 7:00 pm, LCS Safety & Security Office or the School Resource Officer will be contacted for assistance.

Attendance: If someone other than yourself will be picking up your student, please send a REMIND text with that information. The EDEP Program follows all LCS procedures regarding illness, including that a student must be fever free (without using fever-reducing medication) for 24 hours prior to returning to the program.

Snacks: An afternoon snack is provided daily free of charge for all participants. Additionally, students may bring their own small snack. Snacks may NOT require the use of a microwave or refrigerator.

Holiday/Teacher Planning/Early Release Days: We are closed on all holidays and teacher planning days. We will close at 4:00 pm on Early Release Days (May 21-23, 2025) and at 5:30 pm on the last day of each quarter (October 18th, December 20th, and March 7th).

Academics & Homework: Academic assistance is offered and available daily. You should expect your student to share with you a weekly update as to their progress in all of their classes. With that in mind, we strongly encourage program participants to take advantage of the fact that there is a certified teacher available every day to assist them. Our goal is to teach students how to monitor their grades and use their time wisely so they are responsible for their own learning. Therefore, academic activities are encouraged daily. If you wish to opt-out of this service for your student, please indicate this request on the registration form.

Discipline: Disciplinary concerns (including arriving late to the After School Program) will not be tolerated. Students will be given a warning for the first offense, a parent/guardian will be contacted for the second offense, and students will be removed for the remainder of the billing cycle after a third offense. The fees will be forfeited if a student is removed for disciplinary reasons. Students will be allowed to return the following billing cycle. If the disciplinary concern continues to be an issue, the student will not be allowed to continue participation in the program.

Electronic Devices: Since the primary focus of our program is to provide students with a safe and supervised environment, electronic devices (such as Chromebooks, personal computers, tablets, and cell phones) should not interfere with the goals of the program or the positive environment that we strive to maintain. Should a disruption occur, your student may be asked to keep these devices in their backpack. Failure to comply with this request will result in the enforcement of the EDEP Discipline Guidelines (as stated above). (Pro Tip: Students should NEVER accept an air drop from someone they don't know.)

REMIND: Announcements will be communicated via REMIND. We will use this platform for signing students out of the After School Program daily. This is also a way that you can quickly get in touch with EDEP staff.

REMIND Option #1: Download the REMIND App.

>Select "Add class"

>Select "Join existing class"

>Enter your class code: @CubBefore (for Before School)
@CubAfter (for After School)

REMIND Option #2

>Send a text to 81010

>Send this message @CubBefore (for Before School)
@CubAfter (for After School)

****If your student participates in both programs, please join both classes/groups.***