

**Cobb Middle School
Before & After School
Extended Day Enrichment Program (EDEP)
2022-2023**

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 and 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 &/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 wish to 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. If your student will be attending less than five days per week, you must select which weekdays your student will attend for that billing cycle. The weekdays may change from billing cycle to billing cycle only.

Program Cost: There is a flat rate option for each billing cycle, which equates to 18 school days.

Days Attending (per week)	Before School 7:30am-8:45am
5	\$85
Drop-In	\$10 per day

Days Attending (per week)	After School 4:00pm-6:00pm
5	\$115
Days Attending (per week)	After School 4:00pm-5:00pm*
5	\$60*
Drop-In	\$15 per day

*Daily late fee of \$7.50 for pickup after 5:00pm for students enrolled in this option.

Cycle	Time Frame	Payment Due:
1	8/10/22-9/2/22	8/9/22
2	9/6/22-9/30/22	9/2/22
3	10/3/22-10/27/22	9/30/22
4	10/28/22-11/30/22	10/27/22
5	12/1/22-1/11/23	11/30/22
6	1/12/23-2/7/23	1/11/23
7	2/8/23-3/6/23	2/6/23
8	3/7/23-4/10/23	3/6/23
9	4/11/23-5/4/23	4/6/23
10**	5/5/23-5/24/23	5/4/23
**The payment for Cycle 10 will be prorated based on the 14 days in this billing period. Before School Full-Time: \$66.11 After School Full-Time: \$89.44 Please verify your payment amount prior to making it.		

LCSB Discount (20%):*:** This is available to LCSB employees who have a student attending CMS EDEP full time (5 days per week). 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 Discount (10%):*:** We offer a 10% discount for attending both programs (full-time).

Sibling Discount (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 due before the billing cycle begins. Payments are late on the first day of the billing cycle. Late fees are \$10 each cycle and students may not return to CMS EDEP until all fees have been satisfied. Payments may be made by debit or credit card online or check or money order (made payable to *Leon County Schools*). **No cash will be accepted.** 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 returned 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/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 them for tax purposes should you need them.**

EDEP Hours: The Before School program is available from 7:30am-8:45am daily. The After School program is available from 4:00pm-6:00pm daily. (The After School Program will close at 4:30pm on Early Release Days, which is when the school dismisses at 1:20pm.) Identification is required to checkout all participants, but we utilize a contactless electronic form of checking out daily. Upon enrollment, you will be provided with that information. There will be a late charge of \$1 per minute (per family) after 6:00pm EST. Students may not return to the program until all late fees have been paid. If a student has not been picked up by 7:00pm, LCS Safety & Security Office or the School Resource Officer will be contacted for assistance.

Attendance: If your student is absent from school or will not be attending the program on his/her regularly scheduled day, please send a REMIND text to let us know. If someone will pick up your student other than yourself, please also send a REMIND text. 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 & teacher planning days. We will close early (at 4:30) on early release days (May 22-24, 2023).

Academics & Homework: Academics will be monitored very closely. 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 must occur daily during the before & after school program. If you wish to opt-out of this service for your student, please submit a written request along with the program application.

Discipline Policy: Disciplinary concerns (including arriving late to the afternoon program) will not be tolerated. Students will be given a warning for the first offense, a parent 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 to participate in the program.

Chromebooks & Cell Phones Policy: Since the primary focus of our program is academics, Chromebooks (& personal computers) & cell phones will be monitored for non-educational use. Should the use of these devices interfere with the goals of the program or the positive environment that we strive to maintain, 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 Policy (as stated above).

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