



EXTENDED DAY PROGRAM

Apalachee Tapestry Magnet
School of the Arts
2016-2017
"Home of the Shining Stars"



Mission Statement

The mission of Apalachee Tapestry Magnet School of the Arts is to empower the students to become lifelong learners and responsible citizens by enabling them to be self-directed and self-sufficient individuals in a constantly changing world. Students are enthusiastic and engaged in a dynamic, creative program. They develop through the study of core curriculum and dance, drama, visual art and music.

For Information contact; Ms. Melanee Gardner

Ofc. Phone: (850)488-7885 Cell Px: (850) 889-8294 (Afterschool office) 488-7110 (Main Office)
from (10am-6:00pm) Email: Gardnerm@leonschools.net /Fax (850)922-0202

APALACHEE ELEMENTARY AFTER SCHOOL PROGRAM REGISTRATION FORM

Child's Name: _____ **Birthdate:** _____

Please check child's enrollment status: ☐ **After School** ☐ **Before School** ☐ **Both**

Child's Age: _____ **Grade:** _____ **Sex:** _____ **Home Phone:** _____

List all siblings enrolled in EDEP Program:

Homeroom/Primary Teacher: _____

Home Information

Home Address: _____ **City:** _____ **Zip:** _____

Parent's Name: _____ **Home:** _____ **Cell:** _____

Sex: _____ **Race:** _____

Employer Information

Employer: _____ **Address:** _____

City: _____ **Zip:** _____ **Email address:** _____

Home Information

Home Address: _____ **City:** _____ **Zip:** _____

Parent's Name: _____ **Home:** _____ **Cell:** _____

Sex: _____ **Race:** _____

Employer Information

Employer: _____ **Address:** _____

City: _____ **Zip:** _____ **Email address:** _____

Responsible party for payments: _____

The following individuals are allowed to pick up this child and may be contacted in case of an emergency:

Name: _____ **Relationship:** _____

Day Phone: _____ **Cell Phone:** _____

Name: _____ **Relationship:** _____

Day Phone: _____ **Cell Phone:** _____

MEDICAL INFORMATION: Please list any medications, allergies and or limitations requiring notification

My child may be in photographs or videos taken during the program: YES ___ NO ___
My child may watch a G or PG rated family movie during EDEP: YES ___ NO ___

I have read and fully understand the policies outlined in the Extended Day Enrichment Program Policy Statement. I have a copy of the fee schedule and understand that I am responsible for payment by the appropriate due dates. (Failure to pay on time will result in a \$10 late fee)
Children are NOT enrolled in this program and cannot participate until full payment has been received.

Parent Signature: _____ Date: _____

PARENT CONTRACT

In completing this registration for my child I understand and agree that:

1. I must pay the cycle fees on or before the due dates regardless of whether my child is in attendance on the due date.
2. I must sign my child out every day and that failure/refusal to do so will result in immediate dismissal from the After School Program.
3. I must call the After School office by 1:00pm daily to report if my child will be absent from the program each time he/she is absent.
4. If my child displays unacceptable behavior, the Apalachee Principal or After School Director reserves the right to permanently dismiss my child from the After School Program.
5. My child is allowed/ not allowed (Please circle one) to participate in computer classes including internet access during afterschool hours. LCS has age appropriate controls for children who are accessing the same programs during school hours.
6. My child is allowed/ not allowed (Please circle one) to have their photo taken for afterschool activities.
7. A discount of 25% is given to all Leon County School Board Employees. We are required to have a Xeroxed copy of your LCS badge if this applies to you.

I have read the contract and agree to all of the payment and procedure requirements for the program.

Parent or Guardian Signature: _____

Date: _____

The Extended Day Enrichment Program provides a safe and nurturing environment for families requiring quality child care for before and after school. We create an environment that balances child learning, enrichment, physical activity, and developmental free time in a stimulating and enjoyable setting.

The goal of the Extended Day Enrichment Program is to provide participating children with quality, well supervised activities that stimulate new interests, encourage creativity, build self-confidence and enhance career awareness. Special features include:

- Experienced Staff
- Healthy Snacks Provided
- Low Staff to Child Ratio
- Enrichment Activities
- School Based Program
- Sibling Discount

2016-2017 School Calendar

Before School: 7:00am-8:00am

After School: 2:50pm-6:00pm

PROGRAM SCHEDULE OF FEES Calendar school cycle date fees are listed below in a cycle of 18 school days. There are 10 cycles per school year. YOU ONLY PAY FOR ACTUAL SCHOOL DAYS...NO HOLIDAYS. No credits will be forwarded to the next cycle for days unused. Cycle payment due dates must be strictly enforced. The After School Program will send home courtesy reminders prior to cycle due dates. Failure to receive a reminder does not relieve parent or guardian from payment, due dates, and late fees. Tuition payments must be made by check or money order. **CASH IS NOT ACCEPTED!!!!** Please provide full name of individual responsible for payments on the registration form.

CYCLE PAYMENTS 2016-2017:

Cycle #	First Day	Last Day
1	8/15/2016	9/8/2016
2	9/9/2016	10/4/2016
3	10/5/2016	11/1/2016
4	11/2/2016	12/1/2016
5	12/2/2016	1/12/2016
6	1/13/2017	2/8/2017
7	2/9/2017	3/6/2017
8	3/7/2017	4/7/2017
9	4/10/2017	5/3/2017
10	5/4/2017	5/30/2017

All payments must be made by check or money order. **CASH IS NEVER ACCEPTED!!!!**

BEFORE SCHOOL FEES:

Monthly Fee- \$50.00

Daily Drop in Fee- \$5.00

5% discount for those attending both programs

10% sibling discount for those attending

25% discount for Leon County School employees

AFTER SCHOOL FEES:

Monthly Fee - \$150.00

Daily Drop-in Fee- \$15.00

SCHOOL HOLIDAYS: After school will be **Closed** on the following days:

Tuesday, September 5, 2016	Labor Day
Wednesday, October 12, 2016	Fall Holiday
Friday, October 21, 2016	Teacher Planning Day
Friday, November 11, 2016	Veterans Day
Wednesday, November 23-25, 2016	Thanksgiving Holiday
Monday, December 19, 2016- Monday, January 2, 2017	Winter Holidays
Tuesday, January 3, 2017	Teacher Planning Day
Monday, January 16, 2017	Martin Luther King Holiday
Monday, March 13-17, 2017	Spring Break
Monday March 21, 2017	Teacher Planning Day

DAILY SCHEDULE

The Before School Program meets from 7:00am – 8:00am in the cafeteria and students are escorted to the cafeteria for breakfast at 8:00am. The After School Program begins at 2:50pm or immediately upon dismissal from school.

PreK/K students are picked up from their classrooms by assigned After School staff and attendance is taken. 1st - 5th grade students are to report to the cafeteria when the bell rings. Attendance is taken to assure each child has arrived safely. If your child will not attend after school as regularly scheduled, parents should call 488-7885/7110 and leave a message. Your child's safety is important to us.

A **Homework Center** is available to the PreK – 5th grade students Monday through Thursday from 3:15pm – 4:00 pm. Although the Afterschool staff is assisting students with their homework assignments, parents should check student's homework for accuracy and completion. It is the student's responsibility to complete the homework just as they would at home while in the Homework Center. After developmental play, the PreK/K children attend fun classes. Classes are separated between older and younger age groups. They will have different centers everyday such as arts and crafts, sports and computers. The 1st – 5th graders participate in two (2) activities per afternoon. We offer many activities such as music, dance, acting, tennis, arts, basketball, and the Champions Program for Physical Fitness. We also offer activities such as crafts, computer graphics, board games, and other fun activities. We are always adding new activities to our programs.

IMPORTANT INFORMATION

Dear Parents and Families,

Thank you for registering your child in the Apalachee Extended Day Enrichment Program. A copy of our daily schedule and registration forms are attached. We must have a completed registration form, the attached parent contract signed, and a check or money order made payable to Leon County Schools in order for your child to begin participation in the Extended Day Program on Monday, August 15, 2016.

All payments must be made by check or money order. **NO CASH IS EVER ACCEPTED.** The next payment is due on September 8th and will cover 09/9/16-10/04/16. You will receive payment memos every month at checkouts, 5 days prior to payments being due. You must sign your child out every day. Your child will not be released to you or anyone else unless they have been signed out. If you refuse to sign your child out, regretfully, your child will be dismissed from the After School Program without a refund.

Due to heightened security concerns, the school board is strictly enforcing this policy. Also, your child will not be released to anyone who is not on the registration form. If you need a friend, co-worker, or relative to pick up your child and you know that they are not listed on the registration form, you must email Gardnerm@leonschools.net or fax at (850) 922-0202 and also call to ensure that we receive the documents of the change of pickup. The person will be required to show a photo ID unless personally known by the check-out staff. This is for the protection of your child and will be strictly enforced. The staff and I welcome the students and are excited to see each of you and look forward to serving your family this year. Please do not hesitate to call me from 10:00am - 6:00pm at 488-7885 with any questions or concerns.

We look forward to seeing you all,

Melanee Gardner
After School Director

LEON COUNTY SCHOOLS AFTER SCHOOL PROGRAM POLICY STATEMENT

ELIGIBILITY & ENROLLMENT: After school participants must be of school age and meet the basic entry level criteria in all areas of self-care, communication, mobility, and social-emotional development. All participants must complete the After School registration form prior to participation.

PAYMENT OF FEES: Fees are paid in full by the appropriate due date for the coming week. The School Board has not approved any other fee payment or credit. **All fees are to be paid by check or money order made payable to Leon County Schools. Cash will not be accepted.**

DISCIPLINE: To achieve the goal of providing quality programs for children in an environment of cooperation and respect, positive discipline practices are utilized by all members of the After School Program Staff. These policies and practices are consistent and conform to our school's discipline policy. If these discipline practices do not facilitate the appropriate behavior, the child's parents will be asked to join in a conference with an administrator. If a child chooses not to, or cannot demonstrate appropriate behavior within the program, their behavior will be interpreted to mean that the student does not have the desire to participate in the program. If your child receives two behavior referral forms from the Afterschool director or principal, your child will be permanently dismissed from the Extended Day Program. Should it be deemed that the student is capable, but chooses not to behave in an appropriate manner, no refund shall be given.

ARRIVAL & DEPARTURE: For the safety and well-being of all participants, each child must be signed in and out by a parent/guardian. No child will be released to a person not authorized by the custodial parent. **SNACKS:** Nutritious snacks are provided in the After School Program free of charge.

ILLNESS: Children who are ill during the After School Program must be picked up by parents/guardians.

ACCIDENTS: When a child has an accident, parents are called immediately. An accident report is available to parents after the principal has signed it. Health related observations are communicated as needed with parents.

INSURANCE: After School, does not carry accident insurance on participants. It is the parent's responsibility to carry adequate accidental insurance. Such a policy is available through Leon County Schools. Check with the school secretary for an application.

MEDICATION: Doctor prescribed medication will be administered according to the label. Students are not allowed to transport medication. Should your child need to have medication administered during the time they are in the After School Program, a medication form must be completed, the medication must be in its original container and must be taken during the hours your child is in attendance.

OPEN DOOR POLICY: Parents are granted access, in person and by phone to the child care facility during normal hours of operation and anytime the child is in care.

Project Care: Project care slots are available for parents who qualify for free or reduced lunch on a first come first serve basis. Our school is a Title 1 school; therefore the number of slots is very limited.

ELC: We do accept ELC contracts and must have a current contract at time of registration.