

Hartsfield Elementary School
Extended Day Enrichment Program (EDEP)
2017 – 2018
“HARTSFIELD EDEP IS THE PLACE TO BE!!”

Members of the Hartsfield School community are committed to becoming self-directed, life-long learners in a nurturing environment, which fosters high expectations, responsibility and respect for others.

General Information:

- Program Hours – 2:50 PM-6:00 PM, Monday through Friday
- Available to all students enrolled in Pre-K through 5th Grade
- ALL students must have an updated completed registration form, this includes last year’s participants
- There is NO registration fee!
- Slots are filled on a first come first serve basis

Program Activities:

EDEP will offer a variety of program activities, including Champions, Dance Classes, crafts, drama, music, and so much more! Students will have at least 45 minutes a day of scheduled homework time. However, students are ALWAYS allowed to have extra homework time if needed. Please notify the EDEP staff if you would prefer to have your student do homework at home.

EDEP Supplies:

EDEP provides students with the supplies needed for planned activities. However, we are unable to provide paper and pencils to the students. Students are expected to come to EDEP with paper and pencils for their homework. EDEP is requesting that all Pre-K, Kindergarten, & 1st Grade students bring a change of clothes, with names on clothing, to be kept with EDEP in case of an accident.

*EDEP often needs certain household objects for different activities. The program is currently collecting the following items: toilet paper or paper towel rolls, egg cartons, empty jars (baby food, etc.), plastic bottles of any size, and shoe boxes.

Snacks:

Snack is provided for all PreK-5th grade students.

Fees/Payments:

Fees are based on ten 18-day cycles. Each cycle is \$150.00 per student (K-5th grade) with a 10% discount for more than one child per family. Payments must be paid before the first day of each cycle for students to continue in the program. There will be a \$10.00 late fee charge for any payments collected after the due dates (**see attached Fee Schedule for payment due dates**). EDEP will accept checks or money orders only (**NO CASH**). All checks/money orders should be made payable to Leon County Schools. Please note in the memo section the following information: **student name & grade**, so that your account is properly credited. Receipts will be given as soon as payments are made. Please hold on to your receipts for income tax purposes, we are not able to provide statements at tax time.

Drop-In Students

EDEP does accept drop-in students. There is a \$12.00 a day per child fee for drop-in students. The fee must be prepaid and a registration form must be completed in order for the student to attend the program.

Late Pick-up Fees

EDEP runs from 2:50 PM to 6:00 PM. Parents/guardians that pick students up late are charged a late pick-up fee of \$1.00 per minute per family (if student is picked up at 6:08, the late pick-up fee will be \$8.00).

Refunds:

Refunds for non-attendance may be granted on a case-by-case basis and should be discussed with Mr. Holloway as soon as the parent/guardian is aware the student will not be able to continue participating in the program. Refunds will NOT be given if a student is withdrawn due to behavior problems.

Early Learning Coalition:

ELC is accepted at Hartsfield. Families who qualify for the subsidized child care can register their students in EDEP. Parents/guardians will need to pay the balance of fees that ELC does not cover. It is the responsibility of the parents/guardians to provide the necessary paperwork.

Before School Care:

EDEP will offer before school care for all Hartsfield students (PreK to 5th grade). The program will be from 6:45 AM to 7:45 AM. At 7:45 AM students will be dismissed and walked to school designated areas. The full-time fee is \$50.00 a cycle per student (two students = \$100.00). Students attending both after and before school care will receive a 10% discount (\$180.00 per cycle). The program also offers drop-in services for students. The \$5.00 drop-in fee must be prepaid or paid the morning that the student attends the program. Drop-in students must have completed registration forms before attending the program.

Teacher Planning Days:

EDEP will be closed on teacher planning days:

- October 13, 2017
- January 2, 2018
- March 19, 2018

Spring Break Camp:

EDEP will not offer a spring break camp.

Early Release Days:

EDEP services will be offered on early release days (six days total).

- December 13/14/15, 2017
- May 29/30/31, 2018

There will be no additional charge to full-time students in the program. Drop-in services are available. The drop-in fee of \$15.00 a day per student must be prepaid. Drop-in students must have completed registration forms before attending the program.

*EDEP will be open until 6:00 PM on all early release days.

Student Behavior:

Any EDEP student who chooses to exhibit inappropriate behavior or behavior that is a danger, to self or any other student or staff member, will be disciplined according to district and school policies. A student, who chooses not to correct inappropriate behavior after three incidents, may be suspended or withdrawn from the program. Any and all behavior problems will be handled on a case-by-case basis. Students can be suspended or withdrawn from the program immediately or prior to three incidents depending upon the severity of the incident.

*Parents/guardians will be notified of any problem behavior on a regular basis.

Sign-Out Procedures:

Students will be dismissed from the **Café**. All parents/guardians must go inside and sign students out **everyday**. Once signed-out, the student will be called to meet you in the Café. Every student must be signed-out of EDEP by a parent/guardian or person(s) designated in writing by the parent/guardian. **No student will be released to an individual not previously listed on the student's registration form.** Please keep the form updated and let EDEP know if someone needs to be added or if any contact information changes. EDEP will check photo identification of individuals until we become familiar with the individuals signing-out students. Please follow EDEP sign-out procedures to ensure the safety and welfare of all EDEP participants.

****All messages to EDEP should be in writing; dated and signed by the parent/guardian or personally delivered by parent/guardian to an EDEP staff member.**

Students who are ill are not allowed to sign into EDEP. If a student becomes ill, a parent or guardian will be phoned and must pick up the student immediately. This is for the health of all students in EDEP. If a child is on medication, please follow the school policy and check medications in with the appropriate school office personnel. EDEP does not carry accident insurance on participants; insurance coverage is the parent/guardian's responsibility.

EDEP may be cancelled or altered due to circumstance beyond the program's control. Parents and guardians will be notified in writing as soon as possible. Such circumstances may include, but are not limited to, lack of student enrollment, unavailability of facility, or health/safety reasons.

Attached you will find a registration form and the 2017 – 2018 fee schedule. Please make sure to complete one on each student you are enrolling in the program. If you have any questions or concerns, please feel free to contact me by phone; 488-7322 ext. 315 or by email; hollowayg@leonschools.net

Sincerely,

Gregory Holloway
Program Manager
Extended Day Enrichment Program
Hartsfield Elementary School

"The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, or genetic information."