

KATE SULLIVAN

ELEMENTARY SCHOOL'S

EXTENDED DAY ALL STAR PROGRAM



927 Miccosukee Road

Tallahassee, FL 32309

EDEP Office: (850) 488.1834

Front Office: (850) 487.1216

Mr. Michael Bryan, *Principal*

Ms. Stephanie Menard, *Director*

Ms. Margie Reese, *Assistant Manager*

Ms. Samantha Pate, *Assistant Manager*

Table of Contents

A LETTER FROM THE DIRECTOR	3
SCHOOL & E.D.E.P. CONTACT INFORMATION.....	4
PROGRAM & OFFICE HOURS	4
CYCLE INFORMATION.....	5
IRS STATEMENT.....	5
CYCLE PAYMENT CHART	6
TUITION CHART.....	6
LCS EMPLOYEE DISCOUNT	6
BEFORE SCHOOL & AFTER SCHOOL SIGN IN/OUT	7
EARLY RELEASE DAYS AND HOLIDAYS	6
SUMMER CAMP	6
MISSION STATEMENT.....	8
POLICY STATEMENT AND INFORMATION.....	8
Eligibility and Enrollment.....	8
Arrival and Departure.....	8
Absence.....	9
Payment of Fees.....	9
Late Pick-Up Fees.....	10
Refunds.....	10
Scholarships.....	10
Allergy Procedures.....	13
Health and Safety.....	10
Medication Procedures.....	11
Discipline.....	11
Discipline Chart.....	12
Accident Procedures.....	13
Insurance.....	13
Snacks.....	13
Lost and Found.....	13
Field Trips.....	14
Remind101.....	14
Homework Center and Help.....	14
PAYLIANCE INFORMATION.....	15
Frequently Asked Questions.....	16
NONDISCRIMINATION CONTACT INFORMATION.....	17

Dear Parents & Guardians:

Thank you so much from the bottom of my heart for selecting Kate Sullivan Elementary School's Extended Day Program! You could have gone anywhere else, but you chose us! My name is Ms. Menard, and I am the program director. This is going to be my third year here at Kate Sullivan! I can honestly say that this is such an amazing family oriented school and you couldn't have chosen a better place to have your child. Our friendly staff is here to serve you and your family. We aren't perfect but we strive for perfection, in order to provide you with quality service with a smile! My door is always open! If you have a question or need help with something, I'll be sure to do my best to assist you! I've put together this parent handbook with some helpful information. You'll find the program's policies, procedures, fee schedule, program dates and so much more. Please read this carefully and let us know if you have any questions or concerns.

Thank you,

Stephanie Menard

E.D.E.P. Manager



SCHOOL INFORMATION

KATE SULLIVAN ELEMENTARY SCHOOL

927 Miccosukee Road
Tallahassee, FL 32309
EDEP Office: (850) 488.1834
Front Office: (850) 487.1216
Front Fax: (850) 487.0005



Stephanie Menard

Director

menards@leonschools.net

Margie Reese

Assistant Manager

Samantha (Super Sam) Pate

Assistant Manager

pates@leonschools.net

PROGRAM HOURS

Monday-Friday

Before School.....7:00 a.m. to 7:45 a.m.

After School.....2:50 p.m. to 6:00 p.m.



CYCLE INFORMATION

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 to the next cycle for days unused. Cycle payment due dates are 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.

The due date is the last day to make a payment. Payments may be made prior to the due date to avoid late fees. Tuition checks or money order must be made out to Leon County Schools or LCS. Please include your child's first and last name and what your payment is for in the memo line. Please note that we are required by Leon County Schools to issue a receipt at the time of payment. Please be sure that you have enough time to wait for your receipt. Please keep a receipt of payment for your records.

PAYMENT OF FEES

Fees are to be paid in full by 6:00 p.m. on the appropriate 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 sent to Extended Day and he/she has any outstanding balance, he/she will not be permitted to attend and will be escorted to the front office for pick up. Please make your checks or money orders payable to Leon County Schools. Kate Sullivan EDEP does not accept cash or credit/debit cards 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 sent by U.S. mail, with children during the school day, or dropped in the front office will not be accepted and will be returned to the parents.

Prorated amounts will only be given to students starting the program in the middle of a cycle. All fees are Leon County School Board approved cannot be adjusted or waived by the program directors. A \$10.00 fee will be charged for payments received after 6:00pm on the due date. Late fees cannot and will not be waived due to student illness, or student related absences on the payment due date. Parents may always pay ahead to avoid late fees. NSF checks will be given to our collection agency and will need to be cleared through Payliance (See page 15 for more information). All future payments must then be made in the form of a money order until confirmation is received from Payliance that the issue is resolved. 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 for the remainder of the school year. All payments must then be made in the form of a money order.



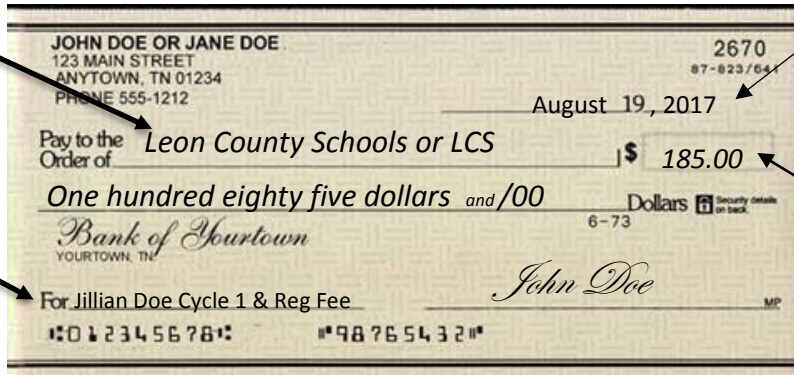
PAYMENT & RECEIPT EXAMPLE

Example of Payment Received

Payment Date

Leon County Schools

Student(s) Name &
Cycle #



Amount Paid

EXAMPLE OF RECEIPT OF PAYMENT

KATE SULLIVAN ELEMENTARY EDEP RECEIPT			RECEIPT NO. 1111
Payee Name: <u>John & Jane Doe</u> Student Name: <u>Jillian Doe</u>		KATE SULLIVAN ELEMENTARY EDEP No. 0031 927 Miccosukee Road Tallahassee, FL 323308	
DATE: August 19, 2017	DESCRIPTION		AMOUNT
Tax ID No. 59-6000-709	After-School Tuition Cycle	1 2 3 4 5 6 7 8 9 10	\$ 160.00
Grade: K 1 2 3 4 5	Before-School Tuition Cycle	1 2 3 4 5 6 7 8 9 10	\$
Rate: SIB LCS PCF PCR ELC	Summer Camp Tuition Week	1 2 3 4 5 6 7 8	\$
Check Number: 2670 Money Order: _____	REG FEE LATE FEE DROP-IN EARLY RELEASE ACTIVITY		\$ 25.00
	FEE OTHER: _____		
SIGNATURE: <i>Ms. Menard</i>			\$ 185.00

IRS STATEMENT

The Federal Tax Identification number is 59-6000709.

Please keep your receipts for accurate records of your expenses.

Parents are required to wait for a receipt at the time of payment. Those not wishing to wait for a receipt will have their check or money order returned to them and their child's balance will be considered unpaid. **Payments may not be mailed in.**

ALL STAR TIP:

Above is a copy of what your receipt will look like upon submission of payment. Please plan accordingly when submitting payment, be sure to allow up to 5 minutes for your receipt. Make sure to keep all receipts for your records. The tax ID number is located on all receipts. Tax letters are available upon request during tax season.

SCHOLARSHIPS & ELC



Project Care is available for parents needing financial assistance. Parents will need to complete an online form at <https://www.applyforlunch.com/> to determine qualifications, then contact Ms. Menard. Space is limited and given on a first come, first served basis. **Parents are responsible for paying the full amount until notified by the director that their child has received a scholarship.** For students that receive a scholarship, parents are required to pay 25% of the regular fee amount or pay 58% of the regular fee amount, based on eligibility. Parents are still required to pay the registration fee. Kate Sullivan Extended Day also accepts ELC for fee subsidies. Please be sure to have a current voucher for your child at the time of registration. Should your child's voucher expire while he or she is attending, the fee amount will immediately resume to the full private pay amount and parents will be responsible for paying the difference incurred by the change. Cycle payments will be assessed based on the parent fee indicated on the voucher and multiplied by 18 school calendar days per cycle. Children enrolled in ELC are expected to be signed in/out daily. **ELC will only provide payment assistance based on the sign in/out records. If you fail to sign your child in/out, you will be responsible for paying \$10 for Before School and \$20 for After School for that day.**

REFUNDS

No refunds are permitted after the first day of each cycle, except for cases of prolonged illness (two weeks or longer), family relocation, or death of an immediate family member. Formal documentation must be provided to receive a refund. **Parents must request the refund.**

LATE PICK-UP FEES

The Extended Day Enrichment Program ends promptly at 6:00 p.m. After 6:00 p.m. parents must come inside to the EDEP office to sign out their children. 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 per minute beginning at 6:01p.m. After 7:00 p.m., legal advisors will be contacted for non-pickup if the EDEP employees and/or the principal has not been contacted by the parent(s) or legal guardian(s). Legal advisors may also be contacted in the event that EDEP staff are **not able** to stay on campus with the student past 6:15 p.m. even if contact has been made with the parent.

PAYMENT REMINDERS

As a courtesy Kate Sullivan Elementary School's Extended Day Program strives to assist parents and guardians of upcoming payments. The following are the various methods of payment reminder.

- Registration Booklet
- Snack & Event Calendar
- Remind App
- Tuition Banner
- Tuition Signs
- Every Sign In/Out Sheet
- Online
- Verbally
- Memo

Please note that our tuition reminders are a courtesy. K.S.E. E.D.E.P. is not obligated to put out any reminders. Failure to receive a notification does not excuse you from submitting payment. You are still responsible for submitting payment on time

CYCLE PAYMENT CHART

CYCLE	PAYMENT DUE		LATE	CYCLE DATES
1	**At the time of Registration plus registration fee of \$25.00		August 14, 2017	August 14 – September 7
2	Thursday	September 7, 2017	September 8, 2017	September 8- October 4
3	Wednesday	October 4, 2017	October 5, 2017	October 5– October 31
4	Tuesday	October 31, 2017	November 1, 2017	November 1– December 4
5	Monday	December 4, 2017	December 5, 2017	December 5– January 16
6	Tuesday	January 16, 2018	January 17, 2018	January 17– February 9
7	Friday	February 9, 2018	February 12, 2018	February 12– March 7
8	Wednesday	March 7, 2018	March 8, 2018	March 8– April 10
9	Wednesday	April 10, 2018	April 11, 2018	April 11– May 4
10	Friday	May 4, 2018	May 7, 2018	May 7 – May 31



Tip: Try setting a reminder of all tuition due dates, in your phone, planner & online calendar to avoid late fees.

Payment: The due date is the last day to make a payment. A \$10.00 late fee will be automatically assessed for fees paid after 6:00 p.m. on the due date. Tuition may be paid prior to the due date to avoid late payment charges. Students will not be allowed to return to the program until a payment and late fee is collected. Accounts must be at a zero balance for students to return.

TUITION CHART

Registration Fee: \$25.00 per household (Required at time of registration; No Discounts can be applied)

AFTER SCHOOL	AMOUNT	PC REDUCED	PC FREE
DROP IN	\$20.00 (per day/child)	N/A	N/A
1 CHILD	\$160.00	\$92.80	\$40.00
2 CHILDREN	\$304.00	\$174.00	\$80.00
3 CHILDREN	\$448.00	\$261.00	\$120.00
4 CHILDREN	\$555.00	\$348.00	\$160.00
BEFORE SCHOOL			
DROP IN	\$5.00 (per day/child)	N/A	N/A
1 CHILD	\$60.00	N/A	N/A
2 CHILDREN	\$114.00	N/A	N/A
3 CHILDREN	\$140.00	N/A	N/A

Note: For families with multiple children, each additional child is only allotted **ONE** type of discount. You cannot receive any combination of the sibling discount, multiple program discount, LCS employee discount, ELC, or Project Care together towards one child's fees.

****25% DISCOUNT FOR
LCS EMPLOYEES**

Children	After School	Before School
1 Child	\$120.00	\$45.00
2 Children	\$240.00	\$90.00
3 Children	\$360.00	\$135.00

EARLY RELEASE DAYS

THE PROGRAM WILL BE OPEN EXTENDED HOURS”

December 13, 14, 15 2017

May 29, 30, & 31, 2018

Hours will be extended from the time students are released from school at 12:20 p.m. to normal closing time at 6:00 p.m.

HOLIDAYS/DAYS THE PROGRAM WILL BE CLOSED

September 4, 2017	Labor Day Holiday (Districtwide)
September 29, 2017	Fall Holiday (Districtwide)
October 13, 2017	Teacher Planning Day
November 10, 2017	Veterans Day (Districtwide)
November 20-24, 2017	Thanksgiving (Districtwide)
December 18-31, 2017	Winter Holidays (Districtwide)
January 1-2, 2018	Winter Holidays (Districtwide)
January 15, 2018	Martin Luther King Holiday (Districtwide)
March 12-16, 2018	Spring Break
March 19, 2018	Teacher Planning Day
May 28, 2018	Memorial Day

SUMMER CAMP

We look forward to an all-star summer with you!

Weekly rates, fees and more information will be released in April 2018.

Camp will be open Monday-Friday 7:00 a.m. – 6:00 p.m.

Registration is per child.

There is a 10% discount offered for each additional child on tuition.

We do not offer LCS discounts during the summer.

We will be accepting students entering Kindergarten,

Fall 2018 through those entering 6th grade, Fall 2019.

Look for more information during the Spring of 2018.

Campers can look forward to an all-star experience!



A MORE DETAILED SUMMER CAMP BROCHURE WILL BE
AVAILABLE DURING CAMP REGISTRATION*

POLICY STATEMENT AND INFORMATION

ELIGIBILITY AND ENROLLMENT

Kate Sullivan Elementary School's Extended Day Enrichment Program participants must be school age and must be able to display age appropriate skills in the areas of self-care, communication, mobility, and social-emotional development. All participants must complete the Extended Day Enrichment Program registration form prior to participation.

ARRIVAL AND DEPARTURE

For the safety and wellbeing of participants, each child **MUST** be signed in and out by a parent or guardian every day. No child will be released to a person not authorized in writing by the custodial parent. Participants may not be signed out by anyone under the age of 18, unless authorized by a parent. If someone other than the regular pick-up person comes to pick up the child, we will ask for a picture I.D. to verify the identity of the person. Only the people listed on the registration form may sign the child out. Please allow for 10-15 minutes for your child to come as we will be using all areas of the school.

ABSENCE

Attendance is taken daily for each grade level. Parents are to call and leave a message by 1:00 p.m. if their child will not be attending on his/her regularly scheduled days. Parents may also send an email regarding an absence. It is our policy that if a child does not arrive at the program as intended, the coordinator will try to contact the parents. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur.

HEALTH AND SAFETY

Should a child become ill (fever, flu, stomach virus, lice, etc.) while participating in the EDEP, parents will be contacted to pick up their child immediately and keep them home for at least 24 hours. **No child may be dismissed from the school's clinic to attend the Extended Day Program.** If your child has a known medical condition, please be sure to inform the director of any special medications needed or procedures for treatment. Please see Medication Procedures on page 11 for specific instructions regarding medication at school.

ALLERGY PROCEDURES

Please ensure that all known allergies for your child(ren) are written on their registration form. If your child(ren) has a known allergy, he/she will be placed on the EDEP allergy list that is distributed to all teachers working in the Extended Day Program. We will work with parents to help accommodate their child's needs as best as possible.



MEDICATION PROCEDURES

In compliance with school board policy, **NO student may bring or carry medication to school or the Extended Day Program without consent and written documentation from the student's physician.** This includes but is not limited to all prescription medication and over the counter medication (i.e. cough drops, Tylenol, ibuprofen, etc.). For students with a known medical condition, parents are **REQUIRED** to complete and provide EDEP with a medication/treatment permission form in order for the directors to administer medication/treatment. This form, as well as a log of all medication distributed, will be kept with your child's file. You must also provide additional medication to be kept in the EDEP office, as we do not have access to the clinic in the afternoons. 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. All medication must be picked up at the end of the school year. If an emergency occurs but no medication (ex: epi-pen, inhaler, etc.) or documentation was provided to the Extended Day Program for your child's known medical condition, the EDEP director will immediately call 911 and notify the parents and school administrators for additional assistance.

ACCIDENT PROCEDURES

If an accident with your child should occur, the Extended Director or Assistant Managers 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. We maintain a 50% staff minimum certified in CPR and First Aide at all times.

INSURANCE

The Extended Day Enrichment Program does not carry accidental insurance on participants. It is the responsibility of the parents to carry adequate insurance. Parents may check with the school's front office for an accidental insurance application through Leon County Schools.

SNACKS

Snacks are provided every afternoon during the program. Please be aware that we are not a peanut-free program, and we do serve snacks that either contain peanuts or were made in a factory where peanuts are used. Alternative snacks will be provided to those students with allergies noted on their registration forms. However, if your child does not like the snack that is provided that day, a substitute will not be given. Please refer to the monthly snack and activity calendar, to keep up with the snacks served daily. Parents are welcome to pack additional snacks or juice for their child, if desired. Snack calendars can be found online monthly or given at check outs by one of our friendly check out staff.

DISCIPLINE CHART

This guide is to help student, parents, and staff understand Kate Sullivan’s E.D.E.P. discipline procedures. The first step taken to aid students in gaining control of their behavior:

1. Acknowledgement and discussion to address the issue and problem solving
2. Redirection
3. Reflection/Redirection Time Out (5 to 15 minutes)
4. Courtesy phone call or parent discussion upon pick up



The next step taken depending upon the action is as follows:

<u>ACTION</u>	<u>CONSEQUENCE</u>
1. Disruption to class (talking, not following directions, etc.)	The student will be removed from the activity and asked to sit out for the remaining duration of the activity. Further action may be taken.
2. Verbal out lashing or disrespect towards another student using inappropriate language	The student will be removed from the activity and asked to sit out for the remaining duration of the activity. The student will be spoken to by EDEP Director or assistant manager. Parents will be notified.
3. Verbal out lashing or disrespect towards a teacher.	The student will immediately be removed from activity and taken to the EDEP office. Child will be spoken to by EDEP Director or assistant manager. Parents will be notified.
4. Physically harming another student	The student will be asked to sit out and removed from the activity for up to an hour; if an accident report is needed for the other student, the child will be asked to sit out in the office for the rest of the day. The student will be spoken to by EDEP Director or assistant manager. Parents will be notified.
5. Physically harming an adult/ teacher	The student will immediately be removed from activity and taken to the office. The student will be spoken to by Ms. Menard, E.D.E.P. Director or Ms. Margie/Ms. Sam, Assistant managers. Parents will be notified, and a discipline report will be filed. A referral will then be written and added to the child’s afterschool file. After 3 referrals the child will be removed from the program for the duration of the school year. Refunds will not be given due to misconduct.

If the student’s behavior continues to occur, the next step will be to contact the student’s parents to schedule a conference. Furthermore, the conference will discuss ways to implement measures needed to assure appropriate behavior and participation. Inappropriate behavior that occurs after the parent conference and is not corrected with the behavior plan discussed will result in a three-day temporary suspension from the EDEP program. A permanent suspension will be implemented as a final consequence if the inappropriate behavior is displayed again after the temporary suspension.



The Extended Day Program will be using this tool to help stay in contact with our parents. Parents will be able to receive messages via text or email with updates on the program such as reminders about fees, any EDEP meetings or programs being hosted, and updates in case of an emergency. This is a voluntary option for parents. It is not required.

<https://www.remind.com/join/edepcroc>

Sign up today! It's easy & free. Not to mention it could help save not only the day but save you money by reminding you of up & coming tuition payments, so you won't have to pay a late fee! Plus get important updates from Ms. Menard. The best part is the information for E.D.E.P will come right on your phone.

There are 3 easy ways to join!

1. If you have a smartphone, get push notifications. On your iPhone or Android phone, open your web browser and go to the following link: [rmd.at/edepcroc](https://www.remind.com/join/edepcroc). Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app. [rmd.at/edepcroc](https://www.remind.com/join/edepcroc)
2. If you don't have a smartphone, get text notifications.
Text @edepcroc to the number 81010
3. Don't have a mobile phone? Go to [rmd.at/edepcroc](https://www.remind.com/join/edepcroc) on a desktop computer to sign up for email notifications.

Trouble Shooting

If you're having trouble with 81010, try texting @edepcroc to (850) 460-9003.
To 81010 Message @edepcroc.

**CHECK VERIFICATION
& RETURNED CHECK PROCESSING BY**



Client Services

1-800-634-4484

customerservice@payliance.com

We must have the following information before accepting your check:

- **FULL NAME**
- **STREET ADDRESS (NO P.O. BOX)**
- **PHONE # WITH AREA CODE**

If your check is returned, it may be represented electronically. You authorize service changes and processing fees, as permitted by state law, to be debited from the same account by paper draft or electronically, at our option.

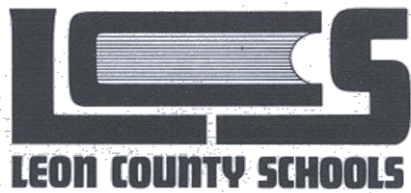
Payliance does not receive accounts immediately, it may take between 10- 14 days for the NSF check to appear in their system. Your child may continue to attend the program for one additional cycle while the NSF is paid, processed and cleared through Payliance. If the payment clears within the granted 1 cycle processing period, then you may resume paying with checks. If the payment is not cleared, then your child will be temporarily suspended from participation until it is cleared.

***Payments must be made by money order until the NSF is cleared.** If there are two NSF's then the parent/guardian will no longer be allowed to submit payment with a check. Money orders will be the only form of payment allowed.

WWW.PAYLIANCE.COM

FREQUENTLY ASKED QUESTIONS

- 1. What does the acronym E.D.E.P. mean?** Extended Day Enrichment Program.
- 2. Do you accept ELC?** Yes we do accept ELC (Early Learning Coalition).
- 3. What are the hours of operation?** Before-school opens at 7:00, After-school is immediately after the bell at 2:50 p.m. or 12:20 p.m. during early release days until 6:00 p.m. sharp, Monday-Friday. (This doesn't include holidays, teacher planning days winter/spring break.)
- 4. What's the cost?** Before-School Program is \$60.00/per cycle, per child, After-School Program is \$160.00 per cycle.
- 5. Is the registration fee per child?** No, there is a \$20.00 registration fee per household during the school year.
- 6. When are the fees due?** On Page 8 you will find a tuition chart with cycle due dates.
- 7. What form of payment do you take?** All payment must be made by check or money order. Cash/Credit payments are NOT accepted.
- 8. Who do I write the check out to?** We accept Checks or Money Orders. Please make payable to Leon County Schools or LCS.
- 9. Is snack provided?** A daily snack is provided for both before and after-school, we offer a snack/event calendar with detailed snack information in case your child is allergic or doesn't like the snack provided for that day. Students are allowed to bring their own snacks. Juice or water is provided with every snack.
- 10. If this is my first time paying or signing-out late can I get a break on the late fee?** Unfortunately due to the district policies and procedures for Extended Day Enrichment Programs late payments and/or late sign out fees cannot be waived.
- 11. If my child is out sick from school should I call the program?** Yes, your call will help to complete and confirm accuracy in our daily attendance, please contact our office at 850.488.1834.
- 12. If my child is absent on the day tuition is due can I pay the fee once he/she returns?** All cycle fees are due on or before the due dates. A late fee will be assessed to all payments made thereafter regardless if your child attended school or not. This is non-negotiable.
- 13. Is it ok for my older son/daughter to sign out his/her younger sibling from the program?** In order to sign a student out from this program you must be 18 years or older with valid ID and the individual picking up the student must be on the registration form, or special pick up arrangements would have needed to be made in advance. Students will not be released otherwise.
- 14. If I see my son/daughter on my way to signing him/her out can I call him/her to walk with me to sign-out?** No, all students must be called by Enrichment staff at the sign-out table before the student can be released.
- 15. Who should I speak with if I have an issue or concern about the Enrichment Program?** Please refer all issues and concerns to Stephanie Menard, Director, Margie Reese or Samantha Pate, Assistants.
- 16. If parent (1) is court ordered to pay a portion of the cycle fees can the student attend with an unpaid balance from Parent (2)?** All fees must be paid in full before participation.
- 17. Can I send medicine with my child to take during after-school hours?** Prescription and/or over counter medicines must be hand delivered by parent to staff. Only trained staff is allowed to administer medicine during after-school hours and a medication form will need to be completed by the parent. Students aren't allowed to keep medicine in their possession.
- 18. If I am late making my fee payment is there a grace period?** No, cycle fees must be paid before or on due date. Payments made after that date will be charged a late fee.



NONDISCRIMINATION NOTIFICATION AND CONTACT INFORMATION

"No person shall on the basis of race, color, ethnicity, national origin, religion, age, sex (including transgender, gender nonconforming and gender identity), marital status, disability, pregnancy, sexual orientation or genetic information be denied employment, receipt of services, access to or participation in school activities or at Lively Technical Center if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any vocational program or activity including those receiving federal financial assistance, except as provided by law." No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society. Admission policies and practices are outlined in the Lively Technical Center Course Catalog/Student Handbook, as well as at www.livelytech.com.

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

Dr. Kathleen L. Rodgers

Equity Coordinator and Title IX Compliance Officer
Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7306
rodgersk@leonschools.net

Dr. Alan Cox, 504 Specialist

Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7190
coxa@leonschools.net

Rocky Hanna

Superintendent of Leon County Schools

Sha'Rhonda Brown

Executive Assistant to the Superintendent
Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7147

Sandra Morgan

District E.D.E.P. Coordinator
Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7128
morgans3@leonschools.net



VISIT US ONLINE AT

<http://www.leonschools.net/site/Default.aspx?PageID=4059>