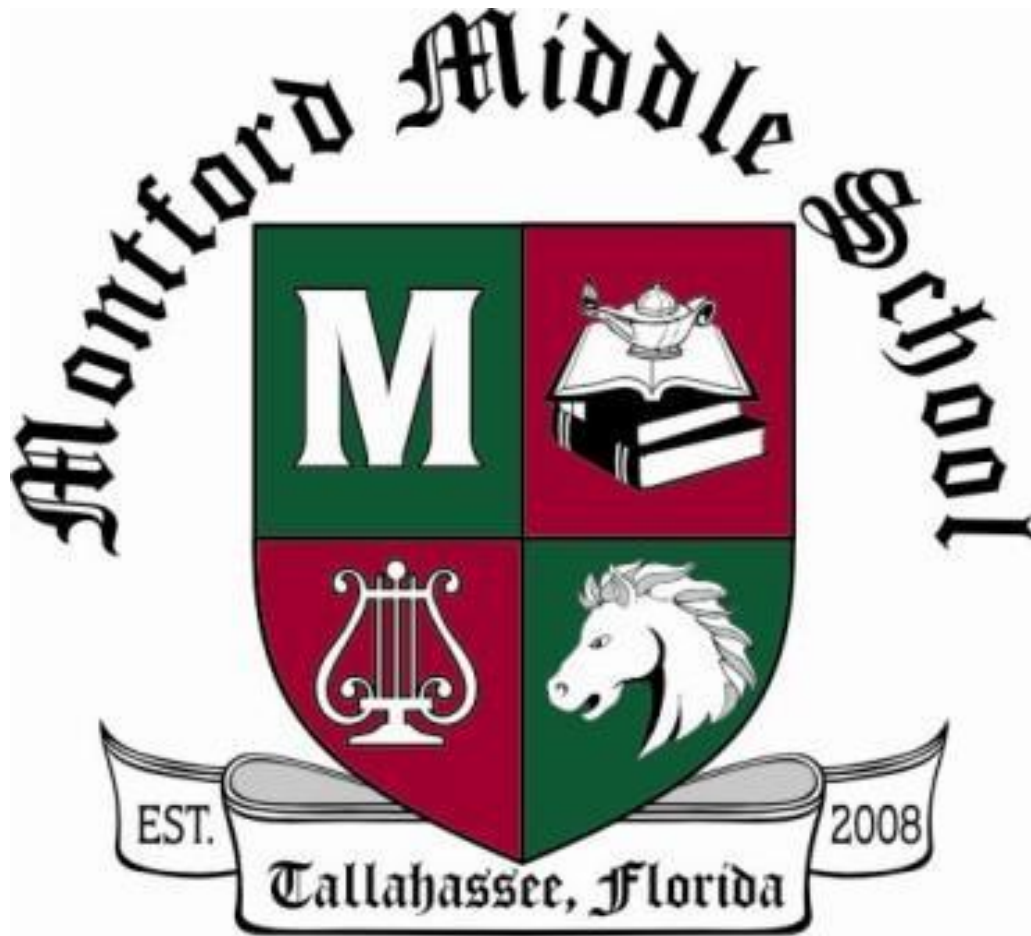


Montford Middle School After-School Mustangs Program 2019-2020



William J. Montford III, Middle School
After-School Mustang Program (AMP)
5789 Pimlico Drive
TALLAHASSEE, FL 32309
(850) 412-8900 Phone
(850) 922-4848 Fax

Welcome to Montford Middle School! We are proud to offer a After-School *Program* for your student. We hope this program will serve as a means to assist our families with after-school care while offering well supervised, varied and educational opportunities that will enrich your student with Middle School related activities. The main focus of the program is to offer activities related to improvement of Homework and Study Skills.



After-School Mustang Program



We would like to welcome you and we hope you will find the following information helpful as well as informative.

The program hours are 4:00pm until 6:00pm. This program is an extension of the regular school day, providing a continuous learning experience for each student.

Payment	<p>Payments are due as scheduled. (See Dates Below)</p> <p>A late fee will be added to your account if payment is received after the due date.</p> <p>Additional siblings enrolled in the program on a full-time basis will receive a 10% discount per child per family.</p> <p>Students in the before school program on a full-time basis will receive a 10% discount per child per family.</p>
Note	<p>Programs approved by the Leon County School Board are required to receive payment prior to services rendered. A late fee will be added to payments received after the due date. When a child is registered in the program, parents are given a payment schedule for the entire year. The payment schedule is the official notice. The schedule will be posted on the school website as a reminder. Continual problems with late payments may result in your child not being allowed to remain in or return to the program.</p>
Checks	<p>Checks should be made payable to Leon County Schools. If a check is returned for non-payment, Montford may refuse to accept checks for future payments. Payment then may ONLY be made with a CASHIER'S check, or money order.</p>
Hours	<p>Students must be picked-up no later than 6:00PM. Non-compliance with this policy will result in dismissal from the program.</p>
Warning	<p>Citizenship warnings will be given to student who disobeys instructors or the MMS Student Handbook guidelines.</p>
Property	<p>Students are responsible for their own belongings. Names should be written on all belongings.</p>
Pick-Up	<p>Students will be allowed to leave with persons who are listed on the Registration Form. Parents or designated person must pick up student.</p>

Payment Schedule for 2019-2020

The school calendar cycle date fees are listed below. 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 must be strictly enforced. The *After- School Mustangs Program* will email 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 online, or by check or money order with the student's name, cycle being paid, and a **telephone number** on your check payable to **Leon County Schools. Cash is not accepted.** All participants must complete the *After- School Mustangs Program* registration form and pay the \$50 non- refundable supply and activity fee prior to program participation. There will be a **\$20.00 late fee** for payments received after the payment due date. Sessions are prearranged so days may not be traded or substituted.

NO refunds are permitted after the first day of each session except for cases of prolonged illness (two weeks or longer) or family relocation. Parents must request the refund. This program **does not** provide itemized statements for tax refunds. You may call the front office if you need our tax identification number. Students will receive a receipt of payment to use for your tax purposes.

PAYMENT DUE DATES 2019-2020

Cycle 1	August 5 to August 12th
Cycle 2	September 3 Tuesday
Cycle 3	September 30 Monday
Cycle 4	October 28 Monday
Cycle 5	December 2 Monday
Cycle 6	January 6 Monday
Cycle 7	February 3 Monday
Cycle 8	March 2 Monday
Cycle 9	April 6 Monday
Cycle 10	May 4 Monday

Payment Cycle Attendance Dates

August 12 – September 5
September 6 – October 2
October 3 – October 29
October 30 – December 2
December 3 – January 10
January 13 – February 6
February 7 – March 4
March 5 – April 7
April 8 – May 4
May 5 – May 29

Days per Week-----Cycle Fee
5----- \$130.00

SCHOOL HOLIDAYS

We are only open on regular school days for students. There are no activities planned for teacher workdays or holidays during the school year.

Early Release Days

We will have the program available until **3:00 pm** on scheduled early release days.

Daily Activities Schedule

Students report to Building 4 (GYM) – GYM Classroom immediately after school (4:00 pm). Homework is first priority before any other activities. Students have the option of bringing snacks from home. ***Homework is not graded or checked for accuracy by the school staff. It is the student's responsibility to complete the homework just as they would at home.***

HEALTH

Montford Middle School does not carry accident insurance on participants therefore it is the responsibility of the parent to ensure that your child is covered under your family policy or see about obtaining one through Leon County Schools. Check with the front office for an application.

If a student reports to the *After-School Mustang Program* ill, a parent will be contacted to pick up your child. Only people listed on the Registration form will be allowed to pick up a student and a photo ID will be checked.

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 Mustang Program* Staff. These policies and practices are consistent and conform to our school's discipline policy. 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. At such time, the child will be dismissed from the program at the request of the After School Program Director or School Principal. Should it be deemed that the participant is capable, but chooses not to behave in an appropriate manner, no refund shall be given.

Montford Middle School EDEP 2019-2020

Registration Form

****Please write legibly (print) and complete registration form****

A \$50.00 registration fee should be paid online via focus. A check or money order made payable to Leon County Schools can also be submitted with this form at the time of enrollment.

Child's Name: _____
Birthdate: ____/____/____ **Age:** _____ **Race:** _____ **Gender:** Male Female

Grade 2019-2020: _____ **6th Period Teacher:** _____

Father's/Guardian 1 Name: _____ **Cell Phone #:** _____

Employer: _____ **Work #:** _____

E-mail address: _____ **Home Phone #:** _____

Address: _____ **City/State:** _____ **Zip Code:** _____

Mother's/Guardian 2 Name: _____ **Cell Phone #:** _____

Employer: _____ **Work #:** _____

E-mail address: _____ **Home Phone #:** _____

Address: _____ **City/State:** _____ **Zip Code:** _____

Are there any custody issues we should be aware of: yes no

If yes, please explain: _____

Please write the name of the person(s) you will allow to be an emergency contact or to pick-up your child

Name	Day Phone	Relationship the child

1. List any medications, allergies, or limitations requiring special attention (i.e. Ritalin, food allergies, ant/bee stings) _____

2. Does your child have any special needs that we should be aware of? Yes No

If yes, please state the need _____

3. My child may be in photographs or videos taken during the school year for display on the EDEP website, yearbook, and school social media: Yes No

4. My child may watch G and PG rated movies: Yes No

I have read and fully understand the policies outlined in the Extended Day Enrichment Program Policy Statement.

Parent's Signature: _____ **Date:** _____

Please check the number of days your child will attend EDEP.

Circle days of attendance if less than 5

AS 5 days___ 4 days___(M,T,W,TH,F) 3 days___(M,T,W,TH,F) 2 days___(M,T,W,TH,F) DI only___

Office Use Only:	Date Registered:_____	Date Paid: _____	Staff Int:_____	CODE: LCS	FR RD NA
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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. A \$20.00 late fee will be assessed for any payment received after the indicated due date.
3. If two payments are returned for non sufficient funds, etc. I will be required to pay by money order for the remainder of the 2019-2020 school year.
4. If my child displays unacceptable behavior, the MMS Administrator or After-School Mustangs Program Director reserves the right to permanently dismiss my child from the After- School Mustangs Program.
5. I understand that if my child receives three (3) behavior notices or parent contacts, the After-School Mustangs Program Director will permanently dismiss my child from the program.
6. I understand that my child must be picked up no later than 6:00PM. Non-compliance with this policy will result in dismissal from the program.

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

Student's Name _____

Parent or Guardian

Parent or Guardian

Date

Date