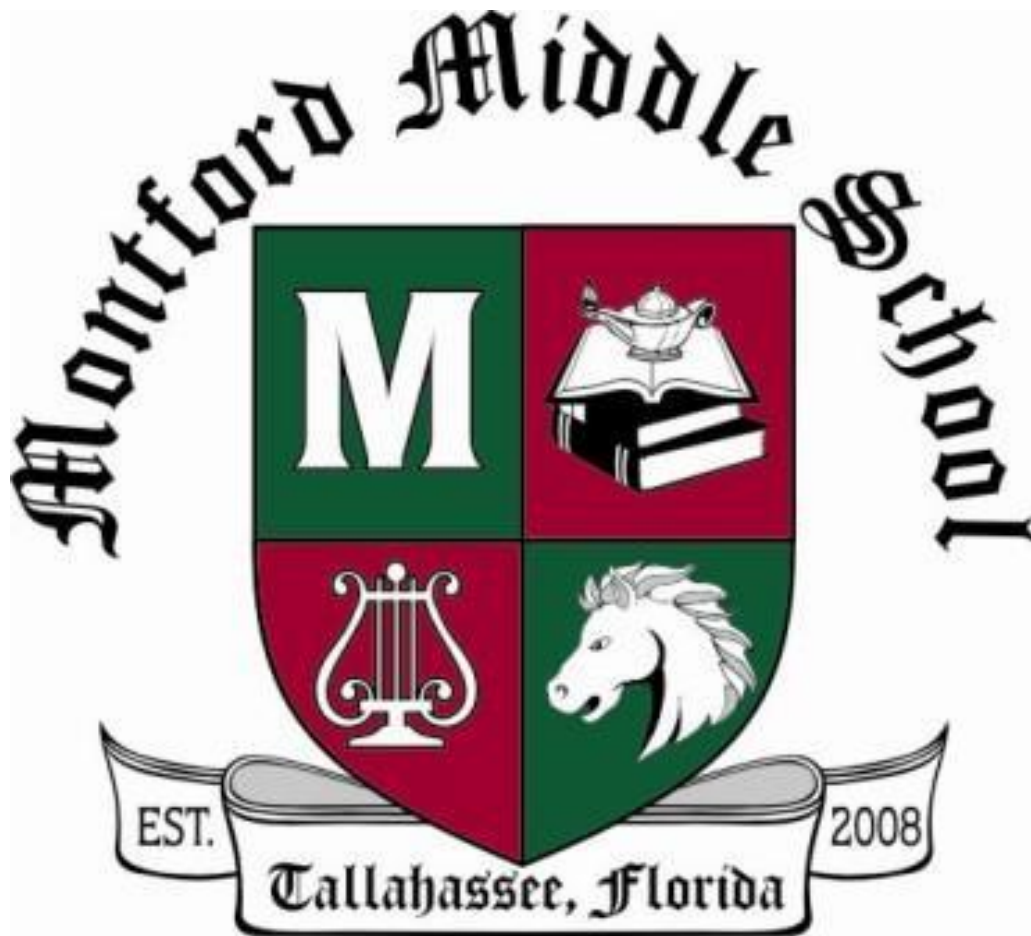


# Montford Middle School Before & After-School Mustangs Program 2023-2024



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 our Before / 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.



## Before / 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 for “Before-School” are 7:45 am – 8:45 am (Early drop with an additional fee is 7:15 pm); “Afterschool” program hours are from 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>Programs approved by the <b>Leon County School Board</b> are required to receive <b>payment prior to services rendered</b>. 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. <b>The payment schedule is the official notice</b>. The schedule will be posted on the school website via the registration packet as a reminder. <b><u>Continual problems with late payments may result in your child not being allowed to remain in or return to the program.</u></b></p> <p>A late fee of \$10 will be added to your account if payment is received after the due date beginning with Cycle 2.</p>
Note	<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 and after school program on a full-time basis will receive a 10% discount per child per family.</p>
Electronic or Check Payments	<p>Parents may use the EDEP payment portal for electronic payments (Note: a service fee is charged). Checks should be made payable to <b>Leon County Schools</b>. If a check is returned for non-payment, Montford may refuse to accept checks for future payments. Payment then may <b>ONLY</b> be made with a <b>CASHIER'S check, or money order</b>.</p>
Hours	<p>Students must be picked-up no later than 6:00PM. <b><u>Non-compliance with this policy will result in dismissal from the program.</u></b></p>
Warning	<p>Citizenship warnings will be given to student who disobey 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 <b>with persons who are listed on the Registration Form with a Photo I.D.</b> Parents or designated adult must pick up student.</p>

## **Payment Registration for 2023-2024**

- All participants must complete the *Before / After- School Mustangs Program* registration form for each child and pay the \$50 non-refundable supply and activity fee prior to program participation for each child. There will be a **\$10.00 late fee** for payments received after the payment due date. Sessions are prearranged so days may not be traded or substituted.
- \$50 Registration Fee
- Due at the time of registration

## **Payment Schedule for 2023-2024**

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. If a parent changes from full-time to part-time or alters any agreed upon days, they should contact (in writing) the coordinators prior to making any scheduling changes or the charges will continue to accrue.

**CREDIT CARD PAYMENTS:** Tuition may be paid online through the e-Funds for School site.

- <https://payments.efundsforschools.com/v3/districts/56428>

Cycle payment due dates must be strictly enforced. The *Before-School* and *After- School Mustangs Extended Day Enrichment Program (EDEP)* will post courtesy reminders in the classroom 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 can 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 payments must be made BEFORE OR ON THE DUE DATE LISTED BELOW. YOUR CHILD MAY NOT ATTEND UNTIL THE CYCLE PAYMENT FEE IS PAID.**

**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 in writing to Dr. Wood and/or Coach Scott. **This program does not provide itemized statements for tax refunds.** The LCS tax identification number is **LCS 596000709C** Students will receive a receipt of payment to use for your tax purposes if paying in-person and a transaction record can be printed via the EDEP payment portal.

### **PAYMENT DUE DATES 2023-2024**

<b>Cycle 1</b>	August 4 – August 10
<b>Cycle 2</b>	August 31 Thursday
<b>Cycle 3</b>	September 28 Thursday
<b>Cycle 4</b>	October 26 Thursday
<b>Cycle 5</b>	November 27 Monday
<b>Cycle 6</b>	January 11 Thursday
<b>Cycle 7</b>	February 01 Thursday
<b>Cycle 8</b>	March 04 Monday
<b>Cycle 9</b>	April 08 Monday
<b>Cycle 10</b>	May 02 Thursday

### **Payment Cycle Attendance Dates**

August 11 – September 03
September 06 – October 02
October 03 – October 27
October 30 – November 30
December 01 – January 12
January 16 – February 08
February 09 – March 06
March 07 – April 10
April 11 – May 06
May 07 – May 24

\*Please note that cycle 10 is not a full 18 days. Fees are prorated!

## DISCOUNTED RATES

- Full-time Students with parent employed by LCS receive a 20% discount.
- Parents must provide copy of LCS Badge ID (Need within one week of enrollment)
- Additional siblings enrolled in the program on a full-time basis will receive a 10% discount per child per family.
- Students in the before school program on a full-time basis will receive a 10% discount per child per family.

## 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 SCHEDULE

**Before School-** Students report to Building 4 (Gym) via the side door closest to the office side of the building and report to the back classroom where they will sign-in daily. Cell phones are allowed; however, no recording, picture taking, or videos are allowed. **Earbuds must be worn at all times.**

**After School-** Students report to Building 4 (GYM) – GYM Classroom immediately after school (by 4:00 pm). Homework is first priority before any other activities and this is done during the first hour. 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.** Cell phones/Chromebook use are allowed; however, no recording, picture taking, or videos are allowed. Earbuds must be worn at all times.

## 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 Before / 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. 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, call us at **850-412-8900**. The person will be required to show a photo ID. Due to heightened security concerns the school board is strictly enforcing this policy.

## LEON COUNTY SCHOOLS EDEP POLICY STATEMENT

### ELIGIBILITY & ENROLLMENT

Before school participants must be of school age and meet the basic entry-level criteria in all areas of self-care, communication, and social-emotional development. All participants must complete the *Before School Enrichment Program* registration form prior to participation. Due to staffing, we reserve the right to refuse any child who causes a constant disruption or cannot function independently while in our care.

### 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 Before or 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 *Before or 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.



## **Nondiscrimination Notification and Contact Information**

"No person shall on the basis of sex, marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational 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.

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

**Tonja Fitzgerald, Divisional Director**  
Equity Compliance Officer (Students)

Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7309  
[fitzgeraldt@leonschools.net](mailto:fitzgeraldt@leonschools.net)

**Wallace Knight, Director**  
Equity Compliance Officer (Employees)

Title IX Compliance Officer  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7210  
[knightwa@leonschools.net](mailto:knightwa@leonschools.net)

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

**Jennifer Benton, 504 Specialist**  
(850) 487-7317  
[bentonj@leonschools.net](mailto:bentonj@leonschools.net)

**Montford Middle School EDEP 2023-2024**

Registration Form

**\*\*\*Please Return\*\*\***

**\*\*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 2023-2024:** \_\_\_\_ **6<sup>th</sup> 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

BS 5 days ☐ (M, T, W, TH, F)

AS 5 days ☐ 4 days ☐ (M T,W,TH,F) 3 days ☐ (M,T,W,TH,F)

Office Use Only: Date Registered: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Staff Int: \_\_\_\_\_ CODE: LCS FR RD NA



# PARENT CONTRACT

**\*\*\*Please Return\*\*\***

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. If you don't pay for the current cycle, your child will be suspended from the program until the payment is current; if the payment is not brought current, your child will be dismissed permanently from the EDEP program. Please contact us if you will be late with your cycle fee.
2. A \$10.00 late fee will be automatically 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 2023-2024 school year.
4. If my child displays unacceptable behavior, the MMS Administrator or Before/After-School Mustangs Program Director Coordinator reserves the right to permanently dismiss my child from the Before/After-School Mustangs Program.
5. I understand that if my child receives three (3) behavior notices or parent contacts, the Before/After-School Mustangs Program Coordinator will permanently dismiss my child from the program.
6. I understand that unless I am registered for **early drop-off (7:15 am)**, your child should not be dropped off earlier than 7:45 am for the Before-School Program.
7. I understand that my child must be picked up no later than 6:00PM for the After-School. Non-compliance with this policy will result in dismissal from the program. After three (3) incidents, your child will be dismissed 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



# *Gym*

## **Drop-Off Before School & Pick-up After School**



**Before School Parent Drop Off Procedures**  
**Students come to Back Classroom in Gym**  
**Student Sign-in with Name & Time /Arrival**



## **Procedures for After School Pick-up**

**Please come INSIDE the GYM via the Side door entrance  
near the Front of the school parking lot!**  
**Sign your child out on the form.**  
**Thank you!**

**Welcome to MMS EDEP!**