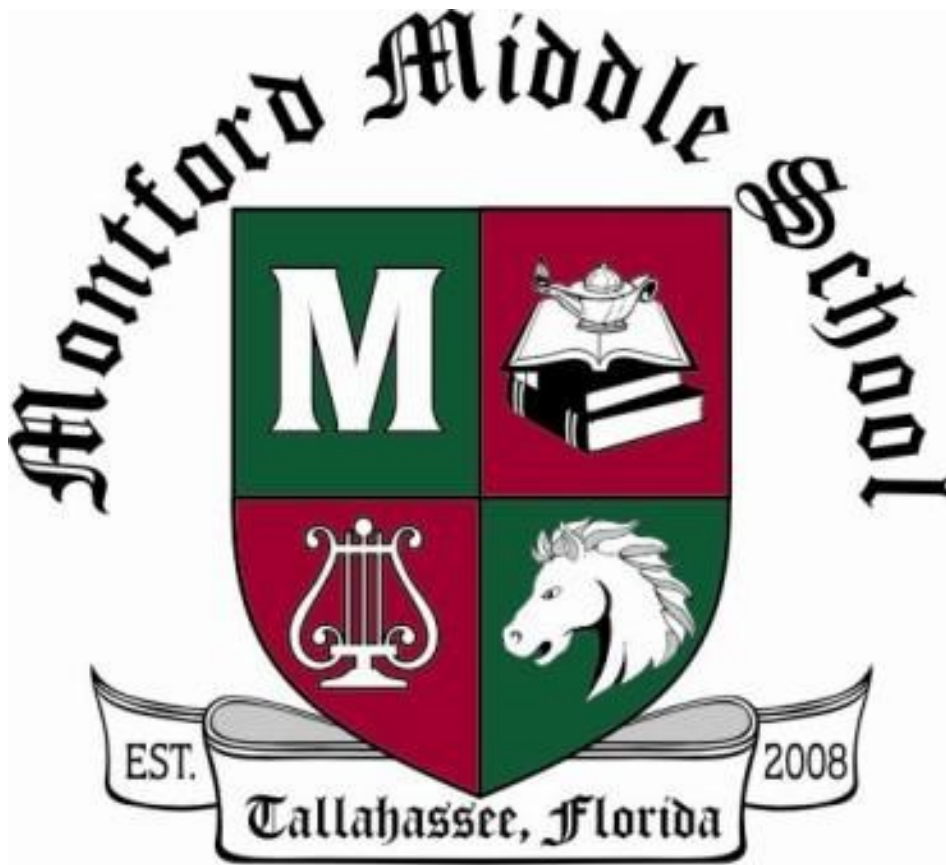


# Montford Middle School Extended Day Enrichment Program (EDEP) 2024-2025



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 help 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 program focuses on activities related to improving the whole child; there are opportunities for homework completion (student responsibility). We will have some planned enrichment activities, games, and opportunities for recreational sports.



## Before / After-School Mustang Program



We welcome you and hope you will find the following information helpful and 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>Due to recent developments, the following policy will be strictly adhered to: <u>If LATE payments are NOT paid by the beginning of the next cycle, your child will NOT be able to continue in the program until payment is made-NO EXCEPTIONS! If you fall behind ONE cycle, your child will be suspended from the program until payment is brought current.</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. <b>ONLY ONE DISCOUNT WILL BE APPLIED.</b></p> <p>Students in the before and after school program on a full-time basis will receive a 10% discount. LCS employees receive 20% discount with copy of badge.</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. No payments accepted on Friday afternoon due to weekends.</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. Three (3) late pick-ups result in a written warning.</u></b></p>  |
| Warning                      | <p>Citizenship warnings will be given to students 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>ONLY with people who are listed on the Registration Form with a Photo I.D.</b> Parents or designated adult must pick up student. Please inform us of any changes to your regular pick-up person.</p>   |

## Payment Registration for 2024-2025

- 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 prior to beginning August 12<sup>th</sup>

## Payment Schedule for 2024-2025 (No cycle payments accepted on Friday afternoons)

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 WILL BE strictly enforced. The *Before-School* and *After- School Mustangs Extended Day Enrichment Program (EDEP)* will post courtesy reminders in the classroom and/or website prior to cycle due dates. **Failure to receive a reminder does not relieve parents or guardians 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. **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 2024-2025

|                 |                     |
|-----------------|---------------------|
| <b>Cycle 1</b>  | August 5 – August 9 |
| <b>Cycle 2</b>  | September 3 Tuesday |
| <b>Cycle 3</b>  | October 01 Tuesday  |
| <b>Cycle 4</b>  | October 29 Tuesday  |
| <b>Cycle 5</b>  | December 02 Monday  |
| <b>Cycle 6</b>  | January 8 Wednesday |
| <b>Cycle 7</b>  | February 04 Tuesday |
| <b>Cycle 8</b>  | March 04 Tuesday    |
| <b>Cycle 9</b>  | April 08 Tuesday    |
| <b>Cycle 10</b> | May 06 Tuesday      |

## Payment Cycle Attendance Dates

|                           |
|---------------------------|
| August 12 – September 05  |
| September 06 – October 01 |
| October 02– October 29    |
| October 30 – December 02  |
| December 03 – January 13  |
| January 14 – February 07  |
| February 10 – March 06    |
| March 07 – April 09       |
| April 10 – May 06         |
| May 07 – May 23           |

**\*\*NO CHECKS ARE ACCEPTED @mms ON FRIDAYS\***

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

## DISCOUNTED RATES

- Full-time Students with parents employed by LCS receive a 20% discount.
- Parents must provide a copy of LCS Badge ID (Need within one week of enrollment); If not received, parents will be charged the regular fee rate.
- 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.
- Only ONE discount is given per LCS policy

## 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 **5:00 pm** on scheduled early release days.

## DAILY SCHEDULE

**Before School-** Students report to Building 3 (Room 3-118) via the parking lot (door closest to the "parent pick-up" end of the building and report to the classroom where they will sign-in daily. Cell phones are allowed; however, no recording, picture taking, or videos are allowed. Staff cannot monitor what students watch or listen to on cellphones. **Earbuds must be worn at all times where no others can hear what you're listening to.**

**After School-** Students report to Building 3 (Room 3-) – Classroom immediately after school (by 4:00 pm). Homework is the priority before any other activities, and this is done during the first hour. Students can bring snacks from home. ***Homework is not graded or checked for accuracy by the EDEP school staff. It is the student's responsibility to complete the homework just as they would at home and we encourage students to make it a priority. Enrichment activities will be planned throughout the year.***

## HEALTH

Montford Middle School does not carry accident insurance on participants, so the parent is responsible for ensuring your child is covered under your family policy or seeing about obtaining one through Leon County Schools. Check with the front office for an application. No nurse is on staff for EDEP.

If a student reports ill to the Before / After-School Mustang Program, a parent will be contacted to pick up your child. Only people listed on the Registration form can 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** or email **Dr. Wood at [woodr2@leonschools.net](mailto:woodr2@leonschools.net) or [MMS-EDEP@leonschools.net](mailto:MMS-EDEP@leonschools.net)** 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 provide quality programs for children in an environment of cooperation and respect, positive discipline practices are used 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 times, 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 2024-2025**

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 2024-2025:** \_\_\_\_ **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.

Print Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Before school ONLY accepts drop-ins IF it is not full and these must be pre-planned and pre-arranged ahead of time\***

**PLEASE CHECK THE DAYS THAT APPLY TO YOUR ENROLLMENT REQUEST**

| EDEP                           | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--------------------------------|--------|---------|-----------|----------|--------|
| Both Programs- Full Time       |        |         |           |          |        |
| *Before school- Full-Time Only |        |         |           |          |        |
| After School – Full-Time       |        |         |           |          |        |
| 4-Day After School             |        |         |           |          |        |
| 3-Day After School             |        |         |           |          |        |

**\*\*IF ENROLLMENT CHANGES, WE REQUIRE AT LEAST A ONE WEEK NOTICE VIA EMAIL OR YOUR ACCOUNT CONTINUES TO BE CHARGED\*\***

Office Use Only: Date Registered: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Staff Int: \_\_\_\_\_ CODE: LCS Wait Form: \_\_\_\_\_



# 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 Afterschool. 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 the program's payment and procedure requirements.

Student's Name \_\_\_\_\_

Print Parent or Guardian \_\_\_\_\_

Signature Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only:

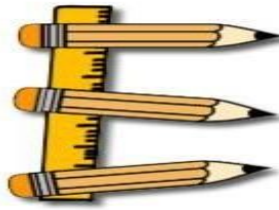
Parent Contact #1 (Phone) (Email) (In-Person) (Letter)

Notes: \_\_\_\_\_

Parent Contact #2 (Phone) (Email) (In-Person) (Letter)


Notes: \_\_\_\_\_

Parent Contact #3 (Phone) (Email) (In-Person) (Letter)



## Extended Day Enrichment Program

**Drop-Off Before School  
& Pick-up After School- Bldg 3-119**



|               |               |                  |                             |                              |                                   |                                    |
|---------------|---------------|------------------|-----------------------------|------------------------------|-----------------------------------|------------------------------------|
| 3119          | Miner<br>3117 | Erickson<br>3113 | B. Davis<br>3111a<br>Office | Fain<br>3111b                | McCall<br>3103c<br>3103b<br>3103a | C. Wilson<br>3101<br>Lab<br>Office |
| BUILDING 3    |               |                  |                             |                              |                                   |                                    |
| Allen<br>3118 |               | R. Bell<br>3112  | Grice<br>3110               | Lab<br>3104a<br>OFI<br>3104b | Sheppard<br>3102                  |                                    |

**Enter "Gate" near Roberts by MMS Cafeteria and drive around to Bldg. 3 in parking lot. Enter the building and the classroom is the first room on the LEFT. Before School students enter and sign themselves in; After School students sign-in BUT parents must come inside to sign them out by 6:00 pm**

### MMS Extended Day 2024-25 Fees

| Registration                    | Fees-Before School                  | Fees-After School   | Discounts                             |
|---------------------------------|-------------------------------------|---|---------------------------------------|
| \$50 for each child before 8/12 | \$135.00 per cycle                  | \$140.00 per cycle  | LCS Employee-20% (with current badge) |
|                                 | \$165.00 per cycle (Early Drop Off) | \$125.00 per cycle (4-Days)   | Sibling-10%                           |
|                                 |                                     | \$100.00 per cycle (3-Days)   | **One discount only**                 |
|                                 |                                     | A/School Drop-in MAY be available if space exists<br>These must be pre-paid and pre-arranged! | \$20.00                               |