



## Montford Middle School

Before School: Dr. R. Wood

(850) 412-8900

After School: Coach M. Scott

### Welcome Back

Welcome to Montford Middle School! We are proud to offer a Before-School and After-School *Program* for your student. We hope this program will serve to assist our families with before-school and after-school care while offering well supervised, varied, and educational opportunities that will enrich your student with Middle School related activities. **Your student has been registered to attend either Montford's Before-school Enrichment Program or Afterschool Mustang Program or both programs.** Dr. Wood and Coach Scott are so excited to welcome your student to our mighty Mustang family; we look forward to our start date of Wednesday, August 10<sup>th</sup> at 7:45 am for before-school and/or after-school in the classroom in the back of the gym or 7:15 am if you're paying for "early drop-off."

### Drop-off & Pick-up Procedures

Before-school students should enter from the side door near the parking lot and walk through the gym to the classroom. Dr. Wood will be awaiting your arrival for you to sign-in each morning from 7:45 am (Early drop-off 7:15 am for an additional fee). After-school students will enter from the back, side door of the gym near the "football" field. Coach Scott will be awaiting your arrival where you will also sign-in for attendance each day. Parents, please enter the front parking lot "near the front office" to drop off students in the morning. When you arrive to pick-up your student in the afternoons; please come in through the side door and walk to the back classroom in the gym. If the door is locked, please call (850) 412-8900 to alert Coach Scott to come out to open. Students are welcome to bring a snack and cell phones to the programs.

### Registration & Payment Information

Parents should have registered for either program via the EDEP online portal with a one-time \$50 fee. Cycle 1 attendance payments are from 08/10/23 through 09/05/24 which should also be paid through the EDEP portal beginning 08/01; you may access this payment portal via the Montford website. In the event you have any trouble with our EDEP system, we will gladly accept a check- no cash is accepted. Please ensure that you have completed the registration forms and returned them to Dr. Wood or Coach Scott who will be handling registrations for **both** programs; payments should be given to Dr. Wood preferably prior to Friday afternoons. If you registered as a LCS Employee, please provide a copy of your badge for audit purposes with your registration packet within one week of enrollment.

### Contact Information

Should you need to contact Dr. Wood (Before-school, Registrations & Payment Concerns) or Coach Scott (After-school, Registrations), please call (850) 412-8920. If you have an immediate need or need to notify us of any changes to your student's enrollment in before-school or after-school, please email us at [woodr2@leonschools.net](mailto:woodr2@leonschools.net) and [scottm2@leonschools.net](mailto:scottm2@leonschools.net) so we do not continue to charge you and to ensure that those on the waiting list are able to enroll. We will make every effort to respond within 48 hours or sooner; your concerns are very important to us.

Thank you,

*Dr. Robin Wood*, EDEP Coordinator

*Coach Monica Scott*, After-school Coordinator