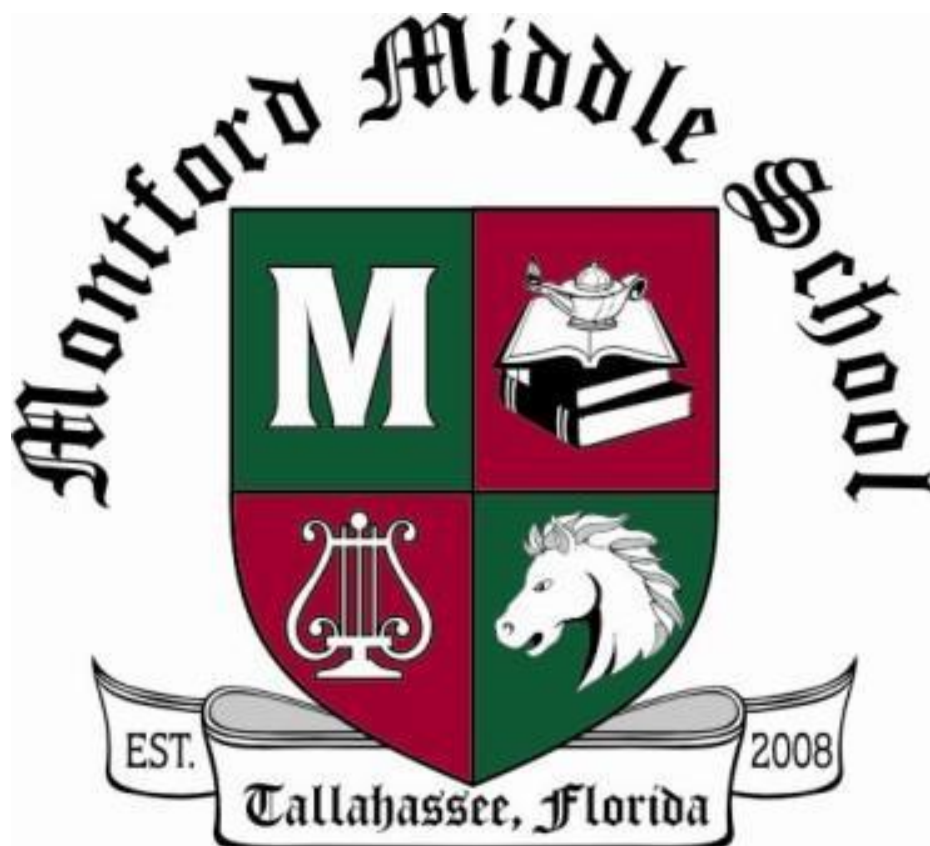


Montford Middle School Before & After-School Mustangs Program 2025-2026



William J. Montford III, Middle School EXTENDED DAY ENRICHMENT PROGRAM (EDEP)

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. Priority registration goes to students enrolled for the 2025-26 school year.

LCSB EXTENDED DAY ENRICHMENT PROGRAM

2025-2026 REGISTRATION FORM

CHILD'S NAME: _____ GENDER: _____

BIRTH DATE: / / AGE: _____ GRADE: _____ TEACHER: _____

OTHER SIBLINGS AT THIS SCHOOL: _____

PARENT/ GUARDIAN NAME: _____

ADDRESS: _____ ZIP CODE: _____

EMPLOYER: _____ E-MAIL ADDRESS: _____

WORK PHONE: () - CELL PHONE: ()

PARENT/ GUARDIAN NAME: _____

ADDRESS: _____ ZIP CODE: _____

EMPLOYER: _____ E-MAIL ADDRESS: _____

WORK PHONE: () - CELL PHONE: ()

Is this a split house hold? ☐ Yes ☐ No Any custody arrangements we should be aware of? ☐ Yes ☐ No

If yes, please explain: _____

The following individuals are allowed to pick up this child and may be contacted in case of an emergency:

EMERGENCY CONTACTS	DAY PHONE	RELATION TO CHILD
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_____	_____	_____
_____	_____	_____
_____	_____	_____

List any medications, allergies or limitations requiring special attention: _____

My child can safely function with a minimum staff/student ratio of 1:15: ☐ Yes ☐ No

My child is staffed into an ESE Program or Gifted Program: ☐ Yes ☐ No

My child has an IEP on file: ☐ Yes ☐ No

My child may be in photos or videos taken during the program for program use only: ☐ Yes ☐ No

My child has permission to use the internet for Extended Day Program activities: ☐ Yes ☐ No

My child may watch a G or PG rated family movie during EDEP: ☐ Yes ☐ No

My child will be attending (Please circle all that apply):

Before School

Mon Tues Wed Thur Fri

NO DROP-INS

After School

Mon Tues Wed Thur Fri

Drop In Only: __M__T__W__Th__F

I need payment assistance: Y N *Are you on Free Reduced Lunch* Seats are Limited!

I have read and fully understand the procedures outlined in the Extended Day Enrichment Program handbook. It is clear that I must submit my payment to EDEP on or before the payment due date or a \$10.00 late charge will be assessed. My fee will be paid on time even if my child does not attend on the actual due date. I understand that my child must be picked up by 6:00 p.m. every day, or a \$1.00 per minute late fee will be assessed.

PARENT/GUARDIAN SIGNATURE: _____ DATE: ____/____/____

**Extended Day Enrichment Program
(EDEP) Childcare Payment Agreement**

Parent/Guardian Name(s): _____

Child's Name: _____

Program Location: Montford Start Date: _____

1. Payment Terms & Methods

All fees must be paid **in full prior to attendance each cycle**. This includes all late fees from the from previous cycle. Payments are made through the **Leon County Schools e-Funds portal (EDEP/ VPK)**.

- Acceptable: ACH (checking), credit/debit card
- Not accepted: Cash, checks, or money orders
- Focus PIN # (from school registrar) is required to access the portal.
- Contact your EDEP Manager with payment questions.

2. Split Household Responsibility

In shared custody situations, **parents must resolve payment responsibilities independently**.

Full payment is required before attendance, regardless of household arrangements. The program cannot mediate financial disputes.

3. Late Payments & Fees

- \$10 late fee per family will automatically be applied to payments received after the due date.
- Late fees and balances must be paid before the child can return.
- Absence for 2+ weeks without communication may result in disenrollment.

4. Late Pick-Up Policy

- Pick-up is no later than **6:00 PM**.
- \$1 per minute per family will be charged after 6:00 PM.
- After **3 late pickups**, the child may be dismissed from the program.
- If not picked up by **7:00 PM**, safety and security will be contacted.

5. Refunds & Credits

- **No refunds** after the first week of participation unless due to:
 - Documented illness (2+ weeks)
 - Family relocation
- No refunds for summer camp, registration, or activity fees.
- Credit may be issued only for unforeseen school closures (3+ days).
- Fees are not prorated for absences and cannot be waived by EDEP staff.

6. Cancellations

- Cancellation requests must be submitted **in writing at least 1 day before a cycle due date**. No credit or refund will be issued without proper notice.

7. Returned Payments

- e-Funds will reprocess returned checks automatically.
- \$20 fee applies after second return; services suspended until cleared.
- After two returns, future payments must be made via credit card or money order.

8. Discounts & Assistance

- **Sibling** discounts apply only at the same site/program.
- **Free/reduced lunch** students may receive fee support (limited space).
- **ELC scholarships** may be available
- One discount per family. Must reapply each year for all discounts.

Acknowledgment: By signing below, I/we agree to all policies and payment expectations outlined in this agreement. ***I also acknowledge that I received the LCS Parent EDEP Handbook for 2025-26.***

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

EDEP Manager Signature: _____ Date: _____

2025-2026 Program Holidays & Cycle & Due Dates:

EDEP will be closed on all holidays, including winter and spring breaks, and on Teacher Planning Days. Please make alternate arrangements for your child on these dates. The dates we will be closed are as follows:

- September 1 (Labor Day Holiday)
- October 2 (Fall Holiday)
- October 13 (Teacher Planning Day)
- November 11 (Veterans Day Holiday)
- November 24-28 (Thanksgiving Holiday)
- December 22 - January 2 (Winter Break)
- January 5-6 (Teacher Planning Days)
- January 19 (Martin Luther King, Jr. Day)
- February 16 (President's Day Holiday)
- March 16-20 (Spring Break)
- March 23 (Teacher Planning Day)
- April 3 (Spring Holiday)
- May 25 (Memorial Day Holiday)

****PLEASE NOTE:** EDEP will follow the same emergency/weather closings as declared for Leon County Schools. See the Parent Handbook for additional information. **NO PAYMENTS ACCEPTED ON FRIDAYS.**

Payment Method: (PO6152)

All monies received for payments must be made via the **e-Funds payment portal (Leon County School District, FL - EDEP & VPK)**. Both checking (ACH) and credit/debit card transactions are accepted. Focus pin # is required to access the payment portal and may be requested through your school registrar. **Cash, personal checks or money orders will NOT be accepted.** Parents with questions about fees should always contact the Program Manager at your school prior to making a payment.

Cycle # (Approx. 3 ½ Wks.)	Dates Covered (10 Cycles – 18 days per cycle)	Payment DUE DATE
Registration	\$50 per child due before Cycle I	EDEP EPAY Portal opens 7/28/25
1	August 11 – September 4	Wed. 08/06/25
2	September 5 – September 30	Wed. 09/03/25
3	October 1 – October 28	Tues. 09/30/25
4	October 29 – December 1	Wed. 10/27/25
5	December 2 – January 12	Mon. 12/01/25
6	January 13 – February 6	Mon. 01/07/26
7	February 9 – March 5	Wed. 02/04/26
8	March 6 – April 9	Wed. 03/04/26
9	April 10 – May 5	Wed. 04/08/26
10*	May 6 – May 22 (13 days - prorated)	Tues. 05/05/26



	Before School		After School				Registration Fee	
Montford	Full-Time	Early Drop-Off	Full-Time	4-Day	3-Day	Every Other Way	August-Dec 2025	January-May 2026
	\$130	\$165	\$140	\$125	\$100	\$80	\$50	\$25

Afterschool Drop-Ins ONLY with advance notice "Daily Drop-In Fee" is \$20 per day

Additional Information:
Late Pick-up fee: \$1.00 per minute, per family after 6:00 p.m (or after 5:00 for half time pricing, max \$15.00).
Late Payment Fee: \$10.00 per family for fees paid after cycle due date.
Program Credits: Credits will be provided for days missed as a result of unexpected school closures lasting 3 or more days.
Cycle 10*: Will be prorated to coincide with the remaining # of days in the school year.
Sibling Discount: A 10% discount off the regular fee will be applied for additional siblings in the same household. Does not apply to registration or drop in fees.
Daily Fee: Some programs offer a "daily rate" fee for Afterschool for families with unique scheduling needs. Families must provide a calendar of days needed and the total fee must be paid ahead of each cycle.

Early Release Days MMS closes at 5:00 pm

- There will be NO sibling discounts for registration, drop ins or daily fees.
- There will NOT be a multi-program discount offered at this time.
- **NO Drop-Ins for BEFORE SCHOOL**



Behavior Contract

DISCIPLINE:

The goal of MMS EDEP is 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 Coordinator or EDEP Manager. Should it be deemed that the participant is capable, but chooses not to behave in an appropriate manner, no refund shall be given.

If my child displays unacceptable behavior, the MMS Administrator or Before/After-School Mustangs Program Coordinator and/or the EDEP Manager reserves the right to permanently dismiss my child from the Before/After- School Mustangs Program.

I understand that if my child receives three (3) behavior notices or parent contacts for any disciplinary action according to MMS, the Before/After-School Mustangs Program Coordinator and/or the EDEP Manager could result in permanent dismissal from the program. Please inform us if your child has special accommodations as stated in the 504 or IEP.

I acknowledge receipt/viewing of the LCS Parent Handbook: ☐ YES ☐ NO

Student Name

Date

Parent (Printed) Name

Date

Parent (Signature) Name

Contact Phone Number

Dr. R. Wood,
EDEP Manager

EDEP Faculty & Staff

Program Options: (Tentative Start in September)

Mornings:

Mon & Wed: GYM- Open Gym; Tutoring

Tuesday: 8-112-Arts & Crafts (Rotating Weeks)

Thursday: 8-112-Guitar (Rotating Weeks)

Friday: 3-119-Games & Tutoring

Friday: TBD-Dance, Voice, DJ Skills

**Students who volunteer to sign up for these will sign-in and go to a different location M-Thurs Only.

**We may have student showcases (1-2) and an end-of-the-year field trip for EDEP students.

**We may offer snacks/drinks/pizza, etc. on some days-TBA

Afternoons:

Each day: First 45 minutes- Homework/Tutoring Help
By CERTIFIED TEACHERS

Board games, Karaoke, PlayStation, Enrichment, etc.

**Students have to inform us if they have homework; we will not monitor who has homework on a daily basis. We encourage students to put away their phones during this time.

Does your child have a particular hobby or interest?

Y_____ No_____ List _____

Please sign-up for an EDEP activity? _____

Building 3 Classroom

Drop-Off Before School & Pick-up After School

Before School Parent Drop Off Procedures

Students come to 3-119 Classroom Bldg 3

Student Sign-in/out with Name & Time



Procedures for After School Pick-up

Please drop-off your child at the "Parking Lot" side of Bldg. 3 door, wait for the door to "buzz" and enter in the AM. You must come in and sign your child out in the afternoons.

**Sign your child out on the form.
Thank you!**

Welcome to MMS EDEP!



Security provided on select afternoons.