

Raa Middle School

Before-School Enrichment Program



2017-2018

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Tallahassee, Florida 32303**

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**Raa Middle School
Before-School Enrichment Program
Information & Policies
Hours: 7:30 A.M. – 8:45 A.M.**

PURPOSE

Raa Middle School is proud to offer a *Before-School Enrichment Program* for your student(s). We hope this program will serve as a means to assist our families with before school care while offering well-supervised, varied and educational opportunities that will enrich your student with middle school related activities. Enrichment activities will include technology and STEM exposure, homework and study skill centers, home economics, career exploration, sports and fitness, public speaking and much more. Additional enrichment activities will be driven by student interest.

ELIGIBILITY AND ENROLLMENT

Extended Day Enrichment Program participants must be enrolled at Raa Middle School and meet the basic entry criteria in the areas of self care, communication, mobility, and social-emotional development. All participants must complete the *Before-School Enrichment Program* registration form prior to participation.

The program will be offered Monday – Friday on campus.

A minimum of 20 students must be enrolled in the program. In addition, the program will be capped at 50 students until such time as additional staff can be hired to meet the adult to student ratio.

SCHEDULE & FEES

Fees are to be paid in full by 4:00 p.m. on the appropriate due date. The School Board has approved no other method of fee payment. **Children may not attend the program until fees are paid.** Please make your checks or money orders payable to Leon County Schools. Raa Middle School EDEP does not accept cash or credit/debit cards as a form of payment. Payments should be given in person to an Extended Day staff member only. Extended Day is not responsible for payments delivered in any other way.

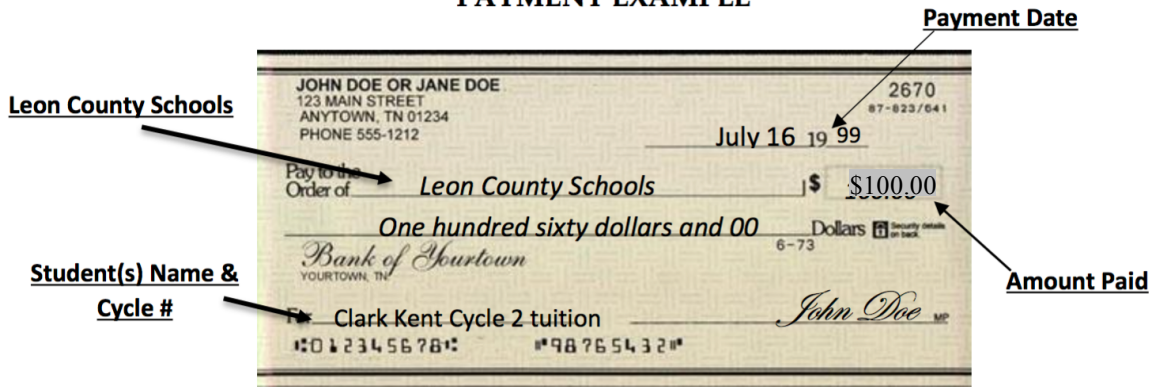
A \$10.00 fee will be charged for payments received after 4:00pm on the due date. Late fees cannot and will not be waived due to student illness, or student related absences on the payment due date. Parents may always pay ahead to avoid late fees. NSF checks will be given to our collection agency and will need to be cleared through Payliance. All future payments must then be made in the form of a money order until confirmation is received from Payliance that the issue is resolved. Please note that if two checks given as payment are not valid and found insufficient, EDEP will no longer accept checks as a payment for your student for the remainder of the school year. All payments must then be made in the form of a money order.

Program Operation Monday – Friday: 7:30 A.M. – 8:45 A.M. - \$100.00 per 18 Day Cycle

There is a one-time \$25 non-refundable supply and activity fee.

If a family has more than one child participating, the second child will receive a 10% discount.

PAYMENT EXAMPLE



PAYMENT CYCLES & FEE SCHEDULE

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. No credits will be forwarded to the next cycle for days unused.

Cycle payment due dates must be strictly enforced. The *Before-School Enrichment Program* will send home 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 by check or money order with the student’s name, grade level, and a current phone number on your check made payable to Leon County Schools. **Cash is not accepted.**

All participants must complete the *Before-School Enrichment Program* registration form and pay the \$25.00 non-refundable supply and activity fee prior to program participation.

There will be a \$10.00 late fee for payments received after the payment due date. NO other payment plan or credit has been approved by the Leon County School Board. 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 of longer) or family relocation. Parents must request the refund in writing. **This program does not provide itemized statements for tax refunds.** You may call the front office if you need our tax identification number.

The Federal Tax Identification number is **59-6000709**.

PAYMENT CYCLE 2017-2018			
Cycle #	First Day	Last Day	Payment Due Date
1	Monday, August 14, 2017	Thursday, September 7, 2017	Monday, August 14, 2017
2	Friday, September 8, 2017	Wednesday, October 4, 2017	Tuesday, September 5, 2017
3	Thursday, October 5, 2017	Tuesday, October 31, 2017	Monday, October 2, 2017
4	Wednesday, November 1, 2017	Thursday, December 4, 2017	Friday, October 27, 2017
5	Tuesday, December 5, 2017	Tuesday, January 16, 2018	Thursday, November 30, 2017
6	Wednesday, January 17, 2018	Friday, February 9, 2018	Friday, January 12, 2018
7	Monday, February 12, 2018	Wednesday, March 7, 2018	Wednesday, February 7, 2018
8	Thursday, March 8, 2018	Tuesday, April 10, 2017	Friday, March 2, 2018
9	Wednesday, April 11, 2018	Wednesday, May 4, 2018	Friday, April 6, 2018
10	Monday, May 7, 2018	Tuesday, May 31, 2018	Friday, May 4, 2018

**\$10.00 FEE WILL BE CHARGED FOR PAYMENTS RECEIVED AFTER THE DUE DATE!
PAYMENTS MUST BE RECEIVED BEFORE SERVICES CAN BE RENDERED.**

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.

DAILY SCHEDULE

The *Before-School Enrichment Program* opens at 7:30 A.M. daily in the Home Economics Room/Lab C. Students are to report directly to this area and sign-in. Daily attendance will be taken each morning as students arrive. For the safety and well being of participants, all students must sign-in daily, remain in their session at all times, and are not allowed to roam the campus.

Parents are to call the front office if their student will not be attending on their regularly scheduled days. It is our policy that if a child does not arrive at the program as intended, the coordinator will contact a parent/guardian. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur.

A Homework/Study Skills Center is available each morning. No homework is 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

Raa 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 inquire about obtaining a policy through Leon County Schools. Check with the front office for an application.

If a student reports to the *Before-School Enrichment Program* ill, a parent will be contacted to pick up the student. Only persons listed on the Registration form will be allowed to pick up a student and a photo ID is required for pick-up. 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 850-488-6287. The person will be required to show a photo ID. This policy is for the protection of your child and will be strictly enforced; NO EXCEPTIONS.

We cannot administer medication to your student in the *Before-School Enrichment Program* so please make arrangements for this through the school health assistant in the main office clinic.



DISCIPLINE



To achieve the goal of providing a quality enrichment program for children in an environment of cooperation and respect, all members of the Extended Day Enrichment Staff utilize positive discipline practices. These policies and practices are consistent with, and conform to, our school's discipline policy. If discipline practices such as non-punitive interactions, redirection, and/or time-out, do not facilitate the appropriate behavior, parents of the student requiring special attention will be asked to attend a conference to discuss and assist in implementing measures needed to assure appropriate behavior and continued participation. If the student chooses not to, or cannot demonstrate appropriate behavior within the program, their behavior will be interpreted to mean that the student does not have either the capability or desire to participate in the program. At such a time, the student will be asked to leave the program by request of the Extended Day Enrichment Coordinator. Should it be deemed the participant is capable, but chooses not to behave in an appropriate manner, no refund will be given.

BREAKFAST

Students will be released at 8:45 A.M. to wait for the first bell. Students wishing to eat breakfast may do so at this time.

SAMPLE ACTIVITY CALENDAR

Theme	Monday	Tuesday	Wednesday	Thursday	Friday
	Homework Help Team Building Activity Recipe Research	Homework Help Team Building Activity Baking with a Twist	Homework Help Team Building Activity Recipe Research	Homework Help Team Building Activity Baking with a Twist	Ram Blitz and Game Day
	Homework Help Peer Mediation Activity Art Exploration	Homework Help Peer Mediation Activity Art Challenge	Homework Help Peer Mediation Activity Tie Dye	Homework Help Peer Mediation Activity Tie Dye	Ram Blitz and Game Day

	Homework Help Self-Esteem Discussion Code Academy	Homework Help Self-Esteem Discussion Code Academy	Homework Help Self-Esteem Discussion Code Academy	Homework Help Self-Esteem Discussion Code Academy	Ram Blitz and Game Day
	Homework Help Public Speaking Activity Service Learning	Homework Help Public Speaking Activity Gardening	Homework Help Public Speaking Activity Service Learning	Homework Help Public Speaking Activity Gardening	Ram Blitz and Game Day

REGISTRATION FORMS ARE AVAILABLE IN THE FRONT OFFICE AND ONLINE.

**RAA MIDDLE SCHOOL BEFORE-SCHOOL ENRICHMENT PROGRAM
2017-2018 REGISTRATION FORM**

Student's Name: _____ Birth date: _____

Student's Age: ____ Gender M F Grade: ____ Phone: _____

Parent Email Address: _____

Address: _____ City: _____ Zip: _____

Parent's Name: _____	Work Phone: _____	Home: _____
Cell: _____	Employer: _____	

Parent's Name: _____	Work Phone: _____	Home: _____
Cell: _____	Employer: _____	

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

Name: _____ Relationship: _____ Day Phone: _____
Cell: _____

Name: _____ Relationship: _____ Day Phone: _____
Cell: _____

My child may be in photographs or videos taken during the program. Yes No
My child has my permission to also use school computers and internet while in the program. Yes No

MEDICAL INFORMATION

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

My student is considered disabled (circle one): YES NO; State disabling condition:

POLICY ACKNOWLEDGMENT

I have read and fully understand the policies outlines in the Before School Policy Statement.

Parent's Signature: _____ Date: _____

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 \$10.00 late fee will be assessed for any payment received after the indicated due date.
3. If two checks are returned for non sufficient funds, etc. I will be required to pay by money order for the remainder of the 2017-2018 school term.
4. If my child displays unacceptable behavior, the Raa Administrator or Before-School Enrichment Program Coordinator(s) reserve the right to permanently dismiss my child from the Before-School Enrichment Program.

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

Student's Name _____

Grade Level: _____

Parent or Guardian

Parent or Guardian

Date

Date