

Gilchrist Elementary School

Extended Day Enrichment Program

2021-2022 Parent Handbook



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EDEP Contact Information

School Address:

1301 Timberlane Road
Tallahassee, Florida
32312



Gilchrist Phone #'s:

EDEP Office: (850) - 488 — 4060

Gilchrist Front Office: (850) - 487 — 4310

Front Office Fax: (850) - 487 — 0959

EDEP E-Mail Information:

EDEP Director: Aronia Jackson
jacksonar@leonschools.net



EDEP Assistant Director: Brittany Wiggins
wigginsb@leonschools.net



Program Info and Hours

Office Hours: 9:30-6:00

Before School: 6:45-7:45

After School: 2:50-6:00

AFTERSCHOOL



Before School

The Before School Program will meet from 6:45 AM to 7:45 AM each morning. This program allows students the opportunity to “wake up” for school. Children may arrive at any time before 7:45 AM and **MUST** be signed in each day by a parent/guardian. A variety of **QUIET** activities will be offered throughout the morning, such as arts and crafts, board games, iPads, and manipulatives. At 7:45 AM students will be dismissed to the cafeteria to eat breakfast. Any student who does not wish to eat breakfast will be dismissed to general school supervision. Kindergarten will be escorted to their designated area while 1st-5th grade will walk to theirs.

Before School drop off will take place in the bus loop located at the back of the school. Once you have parked enter through the first gate and walk up the ramp. The EDEP classroom will be the second door on your right. Students must be signed-in every morning by a parent/guardian and parents will be required to provide their own pen.

After School

The After School program will meet daily from 2:50 PM to 6:00 PM. This program will offer a variety of activities, including: homework help, active games, stem activities, crafts, sports, and outdoor play. Each grade level will have their own designated area to report to each afternoon where they will take attendance and eat snack before beginning their daily activities. Parents may pick-up their students anytime before 6:00 PM. **EDEP will have a check-out in the front of the school where parents will need to sign their student out each afternoon. Please keep a working pen in your car to use when signing your student in/out.**

EDEP does **NOT** allow sports equipment from home to be brought to the program. Please leave all footballs, basketballs, etc. at home. The Extended Day Program **DOES NOT** allow students to play football of any kind.

Program Closures

Our program will be closed on all school holidays, including: winter break, spring break, and teacher planning days. Please make alternate arrangements for your child on these days.

Labor Day.....	September 6, 2021
Fall Holiday.....	September 16, 2021
Teacher Planning Day.....	October 18, 2021
Veteran's Day.....	November 11, 2021
Thanksgiving Break.....	November 22-26, 2021
Winter Break.....	December 20, 2021 - January 3, 2022
Teacher Planning Day.....	January 4, 2022
Martin Luther King Day.....	January 17, 2022
President's Day.....	February 21, 2022
Spring Break.....	March 14-18, 2022
Teacher Planning Day.....	March 21, 2022
Spring Holiday.....	April 15, 2022
Early Release EDEP Closes @ 3:30PM.....	May 25, 2022

Cycle Dates and Fee Due Dates

Cycle #	Start Date	End Date	Fees Due Date
1	August 11, 2021	September 3, 2021	Upon Registration
2	September 7, 2021	October 1, 2021	August 31, 2021
3	October 4, 2021	October 28, 2021	September 28, 2021
4	October 29, 2021	December 11, 2021	October 26, 2021
5	December 2, 2021	January 12, 2022	November 16, 2021
6	January 13, 2022	February 8, 2022	December 14, 2022
7	February 9, 2022	March 7, 2022	February 1, 2022
8	March 8, 2022	April 8, 2022	March 1, 2022
9	April 11, 2022	May 5, 2022	April 5, 2022
10	May 6, 2022	May 25, 2022	* May 3, 2022 *

The above cycle dates have been set up to be equally divided into 18 school days.

You pay only for actual school days, not for holidays.

** Cycle 10 will only be 14 days and all associated EDEP fees will be prorated for this cycle.*

Payments made after the due date will be assessed a \$10.00 late fee per family. Students will **not** be allowed to participate in the program unless fees are paid in full.

GILCHRIST EXTENDED DAY ENRICHMENT PROGRAM

2021-2022 PROGRAM FEES & COMBINATIONS

# of DAYS	REGULAR	10%	2 CHILDREN
AFTER SCHOOL			
5	180.00	162.00	342.00
4	160.00	144.00	304.00
3	120.00	108.00	228.00
LCS EMPLOYEE	144.00		
DROP-IN	20.00		
LCS DROP-IN	16.00		
FREE	45.00		
REDUCED	104.40		
DAILY	15.00		
HEART/CLUB-4:30	10.00		
EARLY RELEASE	40.00		
BEFORE SCHOOL			
5	80.00	72.00	152.00
EMPLOYEE	64.00		
DROP-IN	10.00		
LCD DROP-IN	8.00		
FREE	20.00		
REDUCED	46.40		

COMBINATIONS	ONE CHILD	10%	TWO CHILDREN
REGULAR	260.00	234.00	494.00
EMPLOYEE	208.00		
FREE	65.00		
REDUCED	150.80		

EDEP Policy Statement

Eligibility and Enrollment: Extended Day Enrichment Program participants must be school age and meet the basic entry-level criteria in the areas of self-care, communication, mobility, and social-emotional development. All participants must complete the Extended Day Enrichment Program registration form and pay all required fees prior to participation.

Payments and Fees: Fees are to be paid in full by the appropriate due date each cycle. If this is not financially feasible, participants must pay the drop in rate each day of participation. No other method of fee payment has been approved. All payments made after the program's due date must include a \$10.00 late fee per family. Children will not be permitted to attend the EDEP program each cycle until payment is received. All monies received for payments must be in the form of check or money order (payable to *Leon County Schools*), or via credit/debit card using the LCSB EDEP payment portal. No cash will be accepted.

Arrival and Departure: For the safety and well-being of participants, each child MUST be signed in and out either by a parent/guardian, or another adult authorized in writing by the custodial parent. Parents who have legal documentation limiting the rights of one parent's access to the child must provide these documents to the EDEP program. Parent access to a child will not be denied without a copy of a court order. If there are concerns in which we need to be aware, please arrange to meet privately with the EDEP program manager.

Late Pickup Fees: Your child must be picked up by 6:00 pm at the LATEST. Otherwise, a late fee of **\$1.00 per minute** will be assessed. All fees assessed for late pick up must be paid prior to the start of the next cycle. If a child has not been picked up by 7:00 pm, LCS Safety and Security office or the school's resource officer will be contacted for assistance.

Return Checks: Returned checks are processed through the LCSB District Office. If your check is returned unpaid, the finance department will attempt to redeposit a second time. In the event your check is returned again, the district office will send it to the school's EDEP manager for collection. You will be notified and a return check fee of \$20.00 will be assessed, and services will be suspended until payment is made. If two checks are returned unpaid in a single school year, parents will be required to pay by money order for the remainder of the year.

Refunds: No refunds are permitted after the first week of participation, except for documented cases of prolonged illness (two weeks or longer) or family relocation. No refunds will be allowed for any reason on money received for summer camp, activity fees or registration fees. Refunds must be requested in writing.

Snacks: Snacks are provided in the Before School and Afterschool programs. Lunch is not provided on full days, such as summer camp and activity days, unless otherwise stated. Parents/guardians must provide their child with a lunch on these days.

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

Project Care Scholarships: Children who qualify for free or reduced lunch may receive a subsidy to the extent funds are available. Space is limited and scholarships are provided on a first come, first served basis. See your school's EDEP manager for details.

Illness/Medication: Should a child become ill while participating in the Extended Day Enrichment Program, parents will be contacted to pick up the child. No child may be dismissed from the school's clinic to attend the Afterschool program. **Children must be fever free for 72 hours prior to returning to EDEP.** Whenever a child is to be given prescription or over-the-counter medicine during EDEP hours, the parents must provide a separate *Medication Authorization Form* to the EDEP program. All medications must be provided in the original container, labeled with the student's name, name of the medication, and the time and exact dosage to be given.

Insurance: Leon County Schools EDEP does not carry accident insurance on its participants. It is the parent's responsibility to carry adequate accident insurance. Such a policy is available through Leon County Schools. Check with your school's secretary for an application.

EDEP Rules

1. Respect yourself, others and property.
2. Always follow directions.
3. Walk and use quite voices.
4. Speak kindly to others.
5. Keep hands, feet, and objects to yourself.

EDEP staff will enforce and go over the program rules with students throughout the year. We ask for parents to go over the rules with their children at home in order for them to have a better understanding of our expectations.

Discipline Policy

Discipline Policy

To achieve the goal of providing safe, quality enrichment activities for children in an environment of cooperation and respect, positive discipline practices are utilized by all members of the Extended Day staff. These policies and practices are consistent with and conform to the school's behavior expectations. If the normal discipline practices, such as non-punitive interaction, redirection, and time-outs do not facilitate the desired behavior change, than further action may be taken to ensure each student remains safe while in the program. If a student chooses not to, or cannot demonstrate appropriate behavior within the programs rules, the student will be removed from the program at the request of the EDEP Director/Assistant Director. Should it be deemed that a removal from EDEP is necessary, regardless of circumstances, a **REFUND WILL NOT BE GIVEN**.

EDEP will only be responsible for disciplinary actions taken during the EDEP day "2:50PM-6:00PM". **DO NOT** ask EDEP staff to discipline your child for actions that have occurred during the school day or at home.

Discipline Policy

Examples of Behaviors

Disruptive Behavior/Noises
Not Following Directions
Inappropriate Language/Gestures
Disrespectful to Teacher/Student
Teasing/Name Calling
Inappropriate Touch
Physically Harming a Teacher/Student
Damaging Property

Examples of Disciplinary Action

Warning
Time-Out
Removal from Activity
Permanent Removal from Activity
Office for Remainder of Day
Activity Suspension
Office Suspension
Program Suspension
Expulsion from EDEP Program

The Director/Assistant Director reserve the right to bypass any step in the discipline policy depending upon the severity of the situation/incident.

We ask for parents to notify the EDEP Director and/or Assistant Director in the event that your child shares some information with you in regards to their day in afterschool. In particular, information that the child has stated they did not already share with an EDEP staff member. We are asking for parents to inform us, so that we can address/handle the situation in a timely manner.

If you as a parent choose not to inform us of anything that may be done or said to your child during their afterschool experience; The time to inform EDEP staff of any possible infractions is not when we notify you about **your** child's behavior and/or actions of the day. All parties involved would be better served if notified as soon as you find out.

We want to ensure that all children are safe and treated with the upmost respect during their time in EDEP.



EDEP Behavior Report

Child's Name: _____ Date: _____

- Disruptive Behavior
- Inappropriate Language/Gestures
- Disrespectful Towards a Teacher
- Teasing/Name Calling
- Inappropriate Touch
- Physically Harming a Student/Teacher
- Damaging School Property

Comments:

Today's consequences were:

- ___ Warning
- ___ Time-Out
- ___ Removal from Activity
- ___ Permanent Removal from Activity
- ___ Office for Remainder of Day
- ___ Activity Suspension
- ___ Talked to Parents at Pick-Up
- ___ Program Suspension

In the event this happens again, the following will occur:

- ___ Removal from Activity
- ___ Activity Suspension
- ___ Permanent Removal from Activity
- ___ Office for Remainder of Day
- ___ Office Suspension
- ___ Program Suspension
- ___ Expulsion from EDEP Program

Parent Signature: _____ **Staff Signature:** _____

Remind App

EDEP will be utilizing the **Remind** app this year. The EDEP Director and Assistant Director will send out notifications with reminders for fee due dates, early release times, and any EDEP changes. *EDEP will strictly be using the **Remind** app to communicate important dates and updates with our parents. If you need to speak with the program Director or Assistant Director please do so between the hours of 9:30-6:00, Monday through Friday by phone or email. Any communication with the Director or Assistant Director will need to be in person, through email, or over the phone.*

How to Sign-Up

Option 1: Push Notifications on Smartphone

1. Open web browser on your phone
2. Go to the following link rmd.at/gesedep
3. Follow the instructions to sign-up for remind. You'll be prompted to download the mobile app

Option 2: Text Notifications

1. Text the message [@gesedep](https://www.instagram.com/gesedep) to the number 81010
2. If you're having trouble texting the above number try texting [@lcsges](https://www.instagram.com/lcsges) to (907)-312-5034

Option 3: Email Notifications

1. Open web browser and go to rmd.at/gesedep
2. Follow instructions to sign-up for email notifications

Payments



Three ways to pay:

1. **Check** — made payable to *Leon County School Board (LCSB)*
2. **Money Order** — made payable to *Leon County School Board (LCSB)*
3. **Credit/Debit Card** — through FOCUS portal

It is the parent's responsibility to make sure all EDEP fees are paid on or before their respective due dates. Turning fees in to the front office or a child's classroom teacher is at the discretion of each parent and may result in a late fee charge to the student's account if the payment does not arrive at EDEP on time. The late fee charge is set by Leon County School Board and will be a \$10.00 flat rate per family.

Online Payments

Creating a New Account

1. Gain access to your child's FOCUS Parent Portal account. (Info available from Ms. Hannah in the Gilchrist front office.)
2. After logging in to FOCUS, click the EDEP Payment Portal link. (Blue link on right side of screen)
3. Click on **Create an Account**.
4. Provide requested information.
5. Click **Create an Account** to finalize your information.

Account Management—Students

1. Log into your account.
2. Select **Manage Students** under **Manage Account**.
3. Enter student Last Name and Family or Student ID#. Student ID# is available on your child's FOCUS account (top right corner of screen) and is the same number your student uses to log into IReady.
4. Select **Add Student(s)**.
5. Repeat steps 2-4 to add additional students.

Account Management—Payment Information

1. Log into your account.
2. Select **Payment Methods** under **Payment Settings**. (Optional Fees)
3. Select **New Credit Card** or **New Direct Debit** to add new payment information.
4. After entering all required information, read Consent and select **Add** to save information to account.

Make a Payment

1. Select type of payment you would like to make.
2. Select student.
3. Enter amount of payment.
4. Select **Begin Checkout**.
5. Choose payment method or enter new method.
6. Review items and total.
7. Select **Pay Now**.

Frequently Asked Questions

Is my payment due on the due date if my child does not attend EDEP on that day?

Yes, payments will always be due on the due date, regardless of your child's scheduled days, illness, or being out of town.

Is there an additional fee for paying late?

Yes, any payments received after the due date will be assessed a \$10.00 late fee per family.

What if I'm going to be late picking up my child from EDEP?

Please call the EDEP office, (850)-488-4060, and let them know. There will be a per family late fee of \$1.00 per minute assessed after 6:00 PM. Please note that late fees will be determined by school clocks.

How do I know how much my payment is?

There is a chart available online on the EDEP website, as well as in the Parent Handbook which can be used to determine your fees. In addition you can always ask the EDEP Director or Assistant Director what your payment should be.

What if I am divorced and need to split payments?

Parents may chose to split EDEP payments however they wish. Please note that each student has only **ONE** EDEP account and your child will not be allowed to attend EDEP until their **full** payment has been received, regardless of which parent has not payed. EDEP is NOT responsible for keeping track of which parent has payed what amount, this is the responsibility of the parents.

Are there any discounts available?

Yes, EDEP has multiple types of discounts available. There is a **sibling discount** of 10% off additional children and a **Leon County School employee discount** of 20% off full-time (five days a week) students attending. Please note the LCS employee discount may be used by any district employee, however the LCS drop-in rate discount may only be used by employees who work at Gilchrist. The **Project Care discount** is also available for families that qualify. Families may only receive one type of discount.

What is Project Care?

Project Care is a discounted rate available at EDEP for families that financially qualify.

How do I qualify for Project Care?

In order to qualify for Project Care you must fill out two applications. The first application must be submitted through Leon County Schools in order to see if your family financially qualifies. This application can be found at <http://www.myschoolapps.com>. Once you receive conformation of your eligibility you will proceed to fill out the EDEP Project Care Application. After completing both forms your will turn everything in to the EDEP office.

How do I sign-up for Project Care?

You can sign up for Project Care at any time throughout the school year in the EDEP office. It is **recommended** that parents sign-up as soon as program registration opens, as EDEP is allotted a specific amount of their budget to use towards Project Care and it is awarded on a first come, first serve basis. Once Project Care is full you may be put on a waiting list and you will be notified if and when a spot becomes available. The find out more about the forms that must be completed please refer to the previous question.

Frequently Asked Questions

Schedule Changes

What do I need to do if I want to change my child's schedule?

All EDEP schedule changes must be made with the EDEP Director or EDEP Assistant Director, either in person, by email, or over the phone.

Is there a fee to change the days of the week my child attends EDEP?

Each cycle students are registered to attend EDEP on specific days of the week. These days may not be changed in the middle of a cycle without an additional fee. For example if your child is registered to attend EDEP on Mondays and Wednesdays during Cycle 1 and half way through Cycle 1 you wish to change to Mondays and Tuesdays; For every Tuesday your child attends for the remainder of Cycle 1 they will be assessed the \$20.00 drop-in fee.

Homework Center

What is Homework Center?

Homework Center is a 30 minute mandatory **quiet** area/time provided by EDEP where students can independently read or work on any homework assignments they have. Computers will not be available for students to use when completing homework assignments. There will be an EDEP staff member available to answer questions, however Homework Center is not a tutoring service. Any student who does not have homework will be able to draw or color quietly during this time.

Drop-off/Pick-Up

Where do I drop my child off for Before School?

Students should be dropped off and signed-in to Before School in the EDEP classroom located by the Bus Loop. Parents should pull up and park in the bus ramp and enter through the first black gate. The Before School class room will be the second door on your right. All students will be required to pass a temperature check before they can be signed-in. Parents please remember to provide your own pen for signing your student in.

What time is Before School?

Before School is from 6:45AM—7:45AM. Students may be signed-in at any time before 7:45.

Where can I pick my child up from After School?

From 2:50PM-6:00PM students can be picked-up and signed-out from our car pick-up line located at the front of the school. During this time parents will not be allowed to enter the school to pick-up their children. If you are needing your child immediately at 2:50 it is **recommended** for parents to pick up their child a little early from the main front office. Due to all Gilchrist students being released at 2:50 it may take extra time for your child to reach their EDEP attendance location and then walk all the way to the cafeteria. Parents please remember to provide your own pen for signing your student out and to maintain social distancing while waiting for your child. EDEP utilizes all areas of the school, please allow up to 10-15 minutes for your student to arrive once they have been called for.

What time is After School?

2:50PM-6:00PM

Frequently Asked Questions

Early Release Days and Holidays

Is EDEP open on early release/half days?

Yes, EDEP will be open from the time school releases until 6:00PM, **except** on the last day before Summer Break. On this day EDEP will end at 3:30 PM, please make arrangements to pick up your child early on those days.

Is there an additional charge for early release days?

If your child is already scheduled to regularly attend on the days early release takes place there will be no additional charge. If your child is dropping in to EDEP on those days there will be a drop-in fee of \$40.00.

Is EDEP open on holidays?

No. When Gilchrist is closed for holidays, EDEP will also be closed.

General Questions

How do I register my child for EDEP?

Registration forms are available to print from the EDEP website, in the main front office, and in the EDEP office. Parents will need to fill out a form for every child they wish to register and pay the program fees. Forms can be turned in to the main front office or the EDEP office. Payments must be turned in before your child may attend.

Will EDEP fill up?

No. EDEP has open enrollment throughout the school year and does not have a cap.

How often are payments due?

EDEP is made up of 10 Cycles, each cycle consisting of 18 school days. Fees are typically due a week before each cycle starts. Please consult the due dates on the Cycle Dates chart. The chart is available on the EDEP website and in the Parent Handbook.

What if my child left something in their classroom? (Homework, jacket, lunchbox, etc.)

It is Gilchrist policy to **not** allow children to return to their classroom after the bell rings. The policy is the same for all children, whether they ride car, van, bus, or EDEP. Asking custodians or EDEP staff to unlock classroom doors is **not** allowed, regardless of what was left in the classroom. EDEP staff may not leave their group to individually walk around with a student/parent and look for a missing item. Due to social distancing guidelines and limiting the number of people entering Gilchrist at this time, parents will not be able to enter the school and help their child search for missing belongings. Please write your child's name on all belongings and encourage them to keep anything not in use inside their backpack. Students will be able to look in the lost and found throughout the school day.

Can my child bring toys and/or electronics from home?

No. EDEP requests that any toys, electronics (cellphones, smartwatches), and valuable items be left at home. EDEP staff has the right to ask students to keep such items in their backpacks and if students do not comply the item will be taken away and put in the EDEP office. Any item confiscated from a student must be picked up by a parent/guardian from the EDEP office at the end of the day. EDEP is not responsible for any lost or stolen items.