

Gilchrist Extended Day Enrichment Program 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 prior to program participation.

Arrival and Departure

For the safety and well-being of participants, each child must be signed in and out by a parent or guardian. Children will not be released to a person not authorized by the custodial parent. If someone other than the regular pick-up person comes to pick up the child we will ask for a picture I.D. to verify the identity of the person. Only the people listed on the registration form may sign the child out.

Please allow 5-10 minutes for your child to come as we will be using all areas of the school.

Absence

Attendance is taken daily for each grade level. Parents are to call and leave a message on the voicemail by 1:00 P.M. if their child will not be attending on his/her regularly scheduled days. The front office does not supply a list of daily absences. It is our policy that if a child does not arrive at the program as intended, the staff will call and contact the parents. If the problem of not calling to report absences occurs more than three times, we will no longer be responsible for calling the parent. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur.

Payment of Fees

Fees are to be paid in full by the appropriate due date. If this is not financially feasible, participants may pay the drop-in rate each day. No other method of fee payment or credit has been approved by the School Board. Children may not attend until the program fees are paid. **ALL FEES MUST BE PAID BY CHECK OR MONEY ORDER. CASH WILL NOT BE ACCEPTED.** Please make your checks payable to Gilchrist EDEP. A \$10.00 fee will be charged for payments received after the due date. Refer to your monthly EDEP schedule for the actual fee payment due dates. Children are signed up for specific days each session. All children must attend on their regularly scheduled days. Schedules are pre-arranged so days should not be traded or substituted. No refunds are permitted after the first day of each session, except for the cases of prolonged illness (two weeks or longer) or family relocation. Parents must request the refund.

Tax Information

The program does not automatically provide itemized statements for tax purposes. Please keep your receipts for accurate records of your expenses. Receipts will be available at the time the check is submitted.

Late Pick-Up Fees

The Extended Day Enrichment Program ends at 6:00 P.M. Parents who are late picking up their children will be assessed a late fee. Payment is due at the time the child is picked up or before the child attends EDEP again.

Discipline

To achieve the goal of providing quality enrichment programs for children in an environment of cooperation and respect, all members of the Extended Day Enrichment Program staff utilize positive discipline practices. These policies and practices are consistent and conform to the school's discipline policy. If these discipline practices do not facilitate the appropriate behavior, the child's parents will be asked to join in a conference. If a student chooses not to, or cannot demonstrate appropriate behaviors 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 time, the student will leave the program at the request of the Extended Day Enrichment Program Director. Should it be deemed that the participant is capable, but chooses not to behave in an appropriate manner, no refund will be given.

Illness

Should a child become ill while participating in the Extended Day Enrichment Program, parents will be contacted to pick up the child from the program. Children may not be dismissed from the school's clinic to attend the after school program as they must be picked up and signed out in the clinic.

Insurance

The Extended Day Enrichment Program does not carry accident insurance on participants. It is the parent's responsibility to carry adequate accident insurance. Please check with the school secretary for an application for insurance policies available through Leon County Schools.

Medication

In the event a child needs to be given prescription or over the counter medication, the parent must provide the program a completed and signed Medical Authorization Form. The form can be obtained from the EDEP Office or the Front Office in the school. We may not distribute medication without this form.