

Dear Parents,

Thank you for registering your child with the Astoria Park's Extended Day Enrichment Program (EDEP). The EDEP is a supervised environment that offers a variety of fun educational activities for school age children. The EDEP program provides the following services: Before and After School Care, Drop-In Service. Special Camps are provided only if services are needed; Teacher Planning Day Camp, Spring Break Camp, and Summer Camp.

The EDEP office must have a complete registration form, a signed parent contract, registration fee and first payment before your child can attend the program. We accept online payments through Astoria Park's Focus Parent Portal or by Money Order made payable to **Leon County Schools**. All Money Orders must be given directly to the EDEP staff member. The EDEP office is not responsible for missing money orders left in the front office, sent in by a student, sent in a student's book bag or given to a classroom teacher. Money Orders not given directly to the EDEP staff member will be assessed the \$10.00 late fee if payment is late. ***No cash or checks will be accepted.***

Monthly payments are paid in cycles referred to as "cycle fee". There are 10 cycles per school year. A cycle consists of 18 school days. Weekends, holidays, teacher planning days, and special camps are not considered school days.

No credits will be forwarded to the next cycle for days unused. **Fees are to be paid in full before the start date of each cycle. Cycle payment due dates are strictly enforced.** The Leon County School Board approves cycle dates.

All students from grades Kindergarten through 5th grade will be picked up directly from their teachers each day, and escorted to their area for attendance by an after school counselor. Attendance is taken to ensure sure each child has arrived safely. After attendance, a nutritious snack is provided. If your child will not attend after school, as regularly scheduled, parents should call 850-488-3481 and leave a message.

The EDEP program ends daily at **6:00 p.m.** If you pick your child up between the hours of 3:00 - 5:00 please come to the cafeteria to sign your child out. The parent pick up area located in front of the school will not open for curbside check out until 5:00 pm. **You must sign your child out every day.** Your child will not be released to you or anyone else unless they have been signed out. For the safety of your child and due to heightened security, your child will not be released to anyone who is not on your registration form. The school board is strictly enforcing this policy. If you need a friend, co-worker, or relative to pick up your child and you know they are not listed on the registration form, call the EDEP Office at 850-488-3481. The person will be required to show a photo ID at the time of pick up. **This is for the protection of your child and will be strictly enforced.**

We welcome each of you and look forward to serving your family this year. Please feel free to contact me at 850-488-3481 between the hours of 11:00 a.m. - 6:00 p.m., if you need additional information.

Extended Day Enrichment Program Fee Information

Registration Fee:

One time registration fee for Before or After School Program:
\$40.00 per child

Before School Program:

Program hours: Begins at 7:00 a.m., ends at 8:00 a.m.
\$85.00 per cycle

Before School Drop-In Fee:

\$15.00 per day

After School Program:

Program hours: Begins when the dismissal bell sounds and ends at 6:00 p.m.
\$160.00 per cycle

Project Care:

Project care scholarship is available for parents who qualify for free or reduced lunch. Scholarships are awarded on a first come first serve basis. Slots are limited.

Early Learning Coalition Certificates

We accept ELC certificates. See Director for more information.

After School Drop-In Fee:

\$25.00 per day

Early Release Drop-In Fee:

This fee is for students not enrolled in EDEP.
\$25.00 per day

Late Cycle Payment Fee:

Payments not received by 6:00 pm on Cycle due date will be assessed a \$10.00 late fee. Services will be suspended the following day for non-payment.

Late pick up Fee:

\$1.00 per minute/ per family assessed after 6:00 p.m.

Special Camp Fee:

Teacher Planning Day Camp: Begins at 7:00 a.m., ends at 6:00 p.m.
Spring Break Camp: Begins at 7:00 a.m., ends at 6:00 p.m.
\$35.00 per day.



SCHOOL'S OUT!

Holidays - School Closed	Dates
Labor Day	September 2, 2019
Fall Holiday	September 30, 2019
Teacher Planning Day	October 14, 2019
Veteran's Day	November 11, 2019
Thanksgiving Holidays	November 25 - 29, 2019
Winter Holidays	December 23, 2019 - January 6, 2020 (Students Return January 7, 2020)
Dr. Martin Luther King Holiday	January 20, 2020
Presidents Day Holiday	February 14, 2020
Spring Break	March 16- 20, 2020
Teacher Planning Day	March 23, 2020
Spring Holiday	April 10, 2020
Memorial Day	May 25, 2020



Payment Schedule

Fees must be paid in full by 6:00pm on the payment due date

CYCLE DATES		CYCLE PERIODS	
Cycle Number	Cycle Payment Due Date	Start Date	End Date
1	Monday August 12, 2019	Monday August 12, 2019	Thursday September 5, 2019
2	Friday September 6, 2019	Friday September 6, 2019	Wednesday October 2, 2019
3	Thursday October 3, 2019	Thursday October 3, 2019	Tuesday October 29, 2019
4	Wednesday October 30, 2019	Wednesday October 30, 2019	Monday December 2, 2019
5	Tuesday December 3, 2019	Tuesday December 3, 2019	Friday January 10, 2020
6	Monday January 13, 2020	Monday January 13, 2020	Thursday February 2, 2020
7	Friday February 7, 2020	Friday February 7, 2020	Tuesday March 3, 2020
8	Thursday March 5, 2020	Thursday March 5, 2020	Tuesday April 7, 2020
9	Wednesday April 8, 2020	Wednesday April 8, 2020	Monday May 4, 2020
10	Tuesday May 5, 2020	Tuesday May 5, 2020	Friday May 29, 2020

Payments not received by 6:00 pm on the due date will be assessed a \$10.00 late fee. Services will be suspended ONE day after non-payment. Services will be terminated on the following day for non-payment. Payments can be made online or by money order payable to Leon County Schools.

Late Cycle Payment Fee: Payments not received by Cycle due date is assessed a \$10.00 late fee.

Suspended Services: Services are suspended the following day for non-payment.

Terminated Services: Student not allowed to attend EDEP until payment is received with late fee.

No Cash or Checks Accepted



Daily Schedule

Following is the typical schedule of activities for the after school program. This schedule is subject to be adjusted at the discretion of the Director. Our enrichment program offers many activities such as arts and crafts, trivia or board games, outside sports and games, movie time, and many different hands on activities. We are always adding new activities to our program. Below is an example of our daily routine.



Attendance / Snack
Homework Center (M-TH grades 1st - 5th)
Enrichment Classes M-TH (4:00-5:00)
Sports, Craft, Trivia or Board Games
Outside Play Time / Whole Group Activities
Clean Up
Every Friday is "FUN FRIDAY!!"
Curb Side Parent Pick up (5:00-6:00)



The Homework Center

The Homework Center is available four days per week (Monday and Thursday) for students in 1st through 5th grade. Homework is **not** graded or checked for accuracy or completeness by the EDEP staff. The homework center is not designed or structured as a Tutoring Center. It is the student's responsibility to complete the homework assignments just as it would be if they were at home.

The K-1 Club (Kindergarten and First Grade)

Children in the K-1 club will be kept together. They will be involved in different centers and participate in activities that are developmental appropriate.



Policy and Procedures

Late Pick-up Fees

The EDEP Program ends at 6:00 P.M. Parents who are late picking up their child will be assessed a late fee. Parents will be charged a late fee of \$1.00 per minute for every minute after 6:01 p.m. that they are late picking up their child.

Refunds

No refunds are permitted after the first day of each cycle, except for cases of prolonged illness (two weeks or longer) or family relocation. Parents must request the refund in writing.

Snacks

Nutritious snacks are provided daily.

Arrival & Departure

For the safety and well-being of all participants, a parent or guardian must sign each child out every day. No child will be released to a person not authorized by the custodial parent.

Insurance

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

Illness

As stated in the Parent- Student Handbook, children with a fever of 101°F will be sent home. The child is to stay home for 24 hours before returning back to school. This means they must stay home the next day so they will not be contagious. Children who are ill must be picked up by a parent/guardian. Children sent home by the school nurse cannot attend EDEP until they are clear to return back to school.

Communicable Diseases

The EDEP follows current public health practices, rules, and regulations governing the control and prevention of communicable disease that are set up by state and county health departments. Detail of disease names and approximate time the student may return to school are stated in the school's Parent-Student Handbook.

Medication

Doctor prescribed medication will be administered according to the label. **Students are not allowed to transport medication.** Should your child need to have medication administered during the time they are in the EDEP program, a medication form must be completed. The medication must be in its original container and must be taken during the hours your child is in the EDEP program at the doctor prescribed time. Please notify the Director if your child has allergies, seizures, allergic reactions or limitation.

Discipline

The EDEP program utilized positive discipline practices to achieve our goal of providing quality programs for children in an environment of cooperation and respect. These policies and practices are consistent and conform to our school's discipline policy and the Leon County School's Student Code of Conduct. If these discipline practices do not facilitate the appropriate behavior, the child's parents will be asked to join in a conference with an administrator. If a child chooses not to, or cannot demonstrate appropriate behavior within the program, there may be a recommendation made to dismiss the student from the EDEP program. Children choosing not to abide by the basic behavior principles will be dismissed from the program. **NO** refund will be provided for disciplinary dismissal actions.

Discipline actions at the request of a parent or guardian is limited to 3 days. If the request interfere or jeopardize the program staff/student ratio the request will not be granted. Discipline will never be associated with food, rest, or restroom.

Disciplinary Procedures

To achieve the goal of providing quality enrichment programs for children in an environment of cooperation and respect, staff members utilize positive discipline practices. These policies and practices are consistent and conform to the school's discipline policy.

Program Rules

- Respect yourself, others, and property.
- Always follow directions.
- Walk and use quiet voices.
- Speak kindly to others.
- Keep hands, feet, and objects to yourself.

Formal Consequences

- 1st Offense Verbal Warning and Loss of Privileges
- 2nd Offense Note Home to Parent and Parent Conference
- 3rd Offense 3-Day Suspension
- Any Offense thereafter could result in dismissal from the program.
- Children dismissed from the program will serve a one calendar year suspension.
- After the one-year suspension, the child may be considered for reinstatement.



Parents will always be notified when formal consequences are applied. **NOTE:** Any violence toward students or staff members will result in **Immediate Dismissal from Program**. The director reserves the right to bypass any step in the discipline policy depending upon the severity of the situation/incident.

Emergency Procedures

The Extended Day Enrichment Program follows the Leon County Schools emergencies drills/lockdown and evacuations procedures plans. Such drills and evacuations includes but, or not limited to fire, Tornado, Hurricane, Severe Thunderstorms, Bomb Threats etc. The Director and staff members are train in diverse emergencies procedures. The Director and staff members are CPR trained.

Parent Involvement / Volunteer Opportunities

Parents are always welcome to volunteer in the Extended Day Enrichment Program. We offer many opportunities for parents to get involved such as working with small or large groups of children, indoor or outdoor activities, keeping bulletin boards updated, office work, going on field trips (summer only) and much more. Parents may volunteer in any of our programs: Before School, After School, Teacher Planning Day Camp, Spring Break Camp or Summer Camp. If you are interested in volunteering please notify the Director. You must complete a volunteer on line application and be cleared by Leon County Schools.

Open Door Policy

Parents are welcome to call or visit our program anytime during EDEP hours of operation. Please *sign-in* in the front office and wear the appropriate name tag.

Enrollment Eligibility

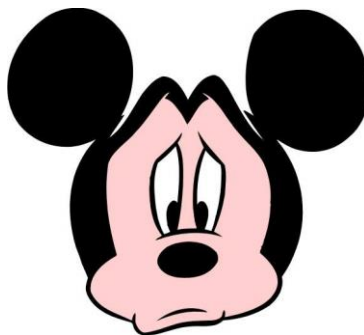
The student must be enrolled at Astoria Park in Kindergarten through fifth grade in order to participant in the Extended Day Enrichment Program. The student must meet the basic entry-level criteria in all areas of self-care, communication, mobility, social and emotional developments. All participants must complete the registration forms prior to participation in the program.

Withdraw From EDEP

Completed a withdraw form to terminate EDEP services. Please notify Director.

Policies for Accidents, incidents and Health Related Illness

Parents are contacted by phone or at parent pick up when their child is in an accident or incident. Please complete the medical information on medications, allergies, or limitations that require special attention.



PARENT CONTRACT
Personal Information Is Strictly Confidential
2019 -2020

Parent Name: _____ Student Name: _____
(Print only) (Print only)

Grade: _____ Birth date: _____ Teacher's Name: _____

Completing this registration form means that I understand and agree with the terms listed below:

1. If I am late picking up my child from the After School program, I will pay the late pick-up fee of \$1.00 per minute/per family assessed after 6:01 pm. By 6:15 pm my emergency contacts will be called. After 6:20 pm appropriate authorities will be called (i.e. Sheriff's Department). If I am late picking up my child from the After School Program 3 times within a cycle, my child could be immediately dismissed from the After School Program. **No refund will be granted.**
2. I will sign my child **OUT** everyday. Failure/refusal to do so could result in immediate dismissal from the program. **No refund will be granted.**
3. I will sign my child **IN** everyday during special camps. Failure/refusal to do so could result in immediate dismissal from program. **No refund will be granted.**
4. If my child continues to display unacceptable or inappropriate behavior, the Astoria Park Administration or the After School Director reserves the right to permanently dismiss my child from program. **No refund will be granted.**
5. In case of an emergency and I am unable to be contacted, I give Astoria Park After School director/staff members permission to call my emergency contacts listed on my child's information form.

I have read the contract and agree to all of the payment and procedure requirements for the Extended Day Program.

Parent or Guardian Signature: _____ Date: _____

"The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status or genetic information."

REGISTRATION FORM 2019-2020

Parent Name: _____ Student Name: _____ Child's Age: _____

Please check the appropriate program for enrollment: Birthdate: _____

Before School Only Before School & After School After School Only

Home Phone: _____ Work Number: _____ Cell Phone: _____

Street Address: _____

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

Name: _____ Name: _____

Relationship: _____ Relationship: _____

Day Phone: _____ Day Phone: _____

Cell Phone: _____ Cell Phone: _____

Name: _____ Name: _____

Relationship: _____ Relationship: _____

Day Phone: _____ Day Phone: _____

Cell Phone: _____ Cell Phone: _____

MEDICAL INFORMATION

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

Release Statements

- My child may be photographed or videotaped while attending the program: Yes ___ No ___
- My child has permission to have internet access while attending the program: Yes ___ No ___
- I have read and understand the Leon County Schools Guidelines for Internet and Network Use (this information is located in the school's front office): Yes ___ No ___.
- I have signed a complete copy of the Leon County Schools Guidelines for Internet and Network Use (this agreement is located in school's front office): Yes ___ No ___.

Policy Acknowledgement

I have read and fully understand the policies outlined in the Extended Day Enrichment Program Policy Statement.

Parent Signature: _____ Date: _____