

Car Pick-Up

Car Pick-Up is an option we provide to our parents as a convenience. This service is provided Monday-Thursday at 5:00 p.m. However, services will not be provided during poor weather conditions for the safety of our students and staff. Car Pick-Up is located at the front of the school. **WTMES EDEP** also has a *'text to pick-up'* option. Simply text your name and the child's name to 850-274-1922, at least five (5) minutes prior to your arrival. If you are coming to pick up your child during car pick-up, please add car pick-up to the text and we will have your child or children waiting at car pick-up. You may also call that number and leave a message. We appreciate your understanding as we embrace the technological era. **Please DO NOT TEXT AND DRIVE! SAFETY FIRST!**

- **Listserv.** Don't miss important WTMES-EDEP updates. Make sure you are on our listserv. To join, please email our office assistant at kirby-sappl@leonschools.net.
- **Tuition Alert.** Do not miss an easy tool that will alert you when tuition is due. This new service is done through **'REMIND'**. It is a free, safe and simple messaging tool. There are three ways to join the WTMES-EDEP group:
 - 1) Text @8h2g8 to 81010 (if you do not have a smartphone)
 - 2) Text @ to 8h2g8 (850)
 - 3) Or if you like receiving messages through email, go to rmd.at/8h2g8 on the desktop computer to sign up for email notifications.

Extended Day Hours

- Before School 7:00 a.m. to 8:00 a.m.
- After School 2:50 p.m. to 6:00 p.m.

Nondiscrimination Notification and Contact Information

"No person shall on the basis of gender, transgender or gender nonconforming status, gender identity, marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, military status, pregnancy, disability or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law." No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

Dr. Kathleen L. Rodgers
Equity Coordinator and Title IX Compliance Officer
Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7306
rodgersk@leonschools.net

Eligibility & Enrollment

W.T. Moore Elementary School's Extended Day Enrichment Program participants must be four years of age or older and must be able to display age-appropriate skills 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 participation.

Dear Parents,

Welcome to what promises to be an awesome school year at "The MUSTANG"!! We are incredibly excited about the upcoming school year at **W.T. Moore EDEP**, and it is sure to be filled with even more golden opportunities for all of our students as we strive to find ways to improve and outshine the year before! As we begin this new school year, we pledge to you, our students and parents that this will be a wonderful year of engaging and meaningful activities.

During this 2017-2018 school year, we will continue to build upon and refine our foundation of good work and worthwhile traditions, with none being more important than continuing to build upon our tradition of "Excellence in Education." Our vision? Simple. Embrace Opportunities...Unlock Potential...Inspire Excellence...Lead By Example!

In addition, we extend a special yearlong invitation to our parents to join us at **EDEP** activities and events whenever you can. We want...we need...and we value your involvement and support in your child's educational experience! For it is key to the success of your young Mustang.

We also highly value home/school communication here at **W.T. Moore "MUSTANG" EDEP**. It is essential and plays an integral role in each student's success. Please do not hesitate to contact us if/when the need arises; we will do likewise, as we want and encourage our parents to stay "in the know" about their child's activities, behavior and any other happenings during their time with us.

Again, we welcome you to **W.T. Moore "MUSTANG" Elementary Extended Day Enrichment Program** and we look forward to a very positive and productive year together! So, let the adventures begin as we set sail on an **AWESOME** new school year!

Sincerely,

LaKeishaKirby-Sapp

Program Director - EDEP Pilot

Arrival and Departure

For the safety and well-being of participants, each child **must be signed in and out by a parent or guardian**. No child will be released to anyone not authorized “in writing” by the custodial parent. Participants may not be signed out by anyone under the age of 18, unless authorized by a 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 names listed on the registration form may sign-out your child, unless a special pick-up is requested. A picture I.D. will also be enforced in this case. Please allow 5-10 minutes for your child to arrive, as we will be occupying various areas of the school.

Before School Sign-In

Parents must come to the cafeteria to sign-in your child. **Please do not drop your child off without signing them in.** Parents can drop off students as early as 7:00 am. Students will be released to their designated supervised areas at 8:00 a.m. Students will be released later in the event of poor weather conditions to general area.

Afterschool Sign-Out

All parents/guardians must report to the portable or car pick-up to **sign-out your child no later than 6:00 p.m.** After 6:00 p.m., a **late pick-up fee of \$1 per minute will be assessed.** **Late pick-up fees are non-negotiable and must be paid before the child returns to E.D.E.P the next day.)** **Car pick-up service is NOT available on Fridays.**

2017-2018 Tuition Schedule

Cycle #	Start Date	End Date	Payment Due Date
1	8/14/2017	9/7/2017	8/14/2017
2	9/8/2017	10/4/2017	9/7/2017
3	10/5/2017	10/31/2017	10/4/2017
4	11/1/2017	12/4/2017	10/31/2017
5	12/5/2017	1/16/2018	12/4/2017
6	1/17/2018	2/9/2018	1/16/2018
7	2/12/2018	3/7/2018	2/9/2018
8	3/8/2018	4/10/2018	3/7/2018
9	4/11/2018	5/4/2018	4/10/2018
10	5/7/2018	5/31/2018	5/4/2018

Before & After School Rate:

5 Days	4 Days	3 Days	2 Days	DI	Before School	
1 Child \$175.00	Child \$147.00	Child \$110.00	Child \$82.00	Child \$35.00	Child	\$60.00
2 Children \$332.50	Children \$279.30	Children \$209.00	Children \$155.80	Children \$70.00	Children	\$114.00
3 Children \$489.50	Children \$411.60	Children \$308.00	Children \$229.60	Children \$105.00	Children	\$168.00
4 Children \$646.50	Children \$543.90	Children \$407.00	Children \$303.40	Children \$140.00	Children	\$222.00

Discounts:

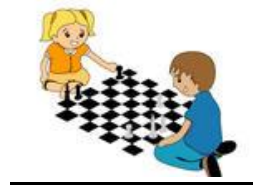
A 25% discount will be offered to parents working for Leon County Schools. (LCS Identification Badge must be provided and copied to receive this discount.)

Scholarships are available for students who are eligible for Free & Reduced Lunch. *Limited Spaces Available – must have director's approval before offering this rate.



EDEP Activities and Vendors:

- *Junior Gym
- *Champions
- *Board Games
- *Mason's Music
- *Tutoring
- *Spanish Classes
- *Revolutionary Expressions
- *Computers
- *Bounce House
- *Guitar Lessons
- *Chess Club
- *Sewing
- *Gallop's Karate
- *Storytellers
- *Spanish Lessons
- *Japanese Lessons
- *Arts & Crafts
- *Zumba and Yoga
- *Cooking
- *Cheerleading



Homework Club

The homework club will be provided to your children Monday through Thursday each week for 45 minutes. All children in the homework club must remain quiet at all times so other students are not disturbed. A counselor will be available at all times to assist students. Children must bring all of their supplies with them from the classroom. We cannot allow students to go back into their classrooms once the school bell rings and they have been released for the day. EDEP counselors will not be responsible for checking and correcting assignments.

Students who attend the homework club will get a *Homework Heroes* punch card. Every attendance will allow the student to have their card marked. After the 10th mark, the student will receive a special award.



Our homework club rules are as follows:

1. Children should not sit next to another child who are doing the same assignment.
2. Children must work quietly and independently. If they have any questions, they may ask the Homework Counselor, but **may not** get help from another child.
3. **NO** homework will be graded or checked for accuracy.
4. The homework counselor will be there to answer questions however, this is **not** a tutoring center.
5. It is the student's responsibility to complete their own homework in after school, just as they would at home.
6. If a child is being disruptive in the homework club, they will be asked to leave the homework center.

***Students who continue to be disruptive will no longer be allowed to attend the homework center.**

If you need your child to go to the Homework Club on a routine basis, you can return the Homework Club form received on registration day. Please check the dates that you would like your child to attend.

Mini Mustangs and K-Club

Our Mini Mustangs and Kindergarteners in afterschool are a part of the Mini Mustangs and K-Club. Counselors greet Mini Mustangs and K-Clubbers outside of the cafeteria. They line up against the wall that is facing directly across from the kindergarten classrooms. We take attendance in the cafeteria and pass out snacks. Once the children have finished their snack, they will go to the playground for approx. 30 minutes of playtime (if the weather permits). At 4:00 pm, they will begin their daily activities and enrichments. Activities are based on a weekly theme. At 5:30 pm, they will regroup with the other children until parent pick-up. Each day, a behavior chart will be sent home notifying parents of the students' progress during afterschool activities. At the end of each month, students with 13 out of 18 stars will attend a 'Star Party.' Mini Mustangs and K-Club will also participate in Fun Friday's with the older students.



Late Pick-Up and Fees

The Extended Day Enrichment Program ends promptly at 6:00 p.m. After 6:00 p.m. parents must come inside to the EDEP office to sign-out their children. Parents who are late picking up their children will be charged a late fee. Payment is due at the time the child is picked up, via money order or check. The late fee assessment starts at 6:00 p.m. and increases by \$1.00 per minute. After 6:30 p.m., legal advisors will be contacted for non-pickup if the EDEP employees and/or the principal has not been contacted by the parent(s) or legal guardian(s). If parent(s)/guardian are routinely late picking up their children, Extended Day reserves the right to discontinue services.

Allergy Procedures

Please ensure that all known allergies for your child(ren) are written on their registration form. If your child(ren) has a known allergy, he/she will be placed on the EDEP allergy list that is distributed to all staff/counselors working in the Extended Day Program. We will work with parents to help accommodate their child's needs as best as possible.

Snacks

A monthly snack calendar will be emailed to parents. We try to provide our students with a nutritious snack for our After School Program. Morning and afternoon snacks are provided in Summer Camp. Our snack calendar keeps parents up-to-date about the snack and allows parents to provide an additional/substitute snack or juice for their child if the snack is not sufficient or suitable for your child. Heavier snacks are provided on full days such as early release days. Parents/guardians must provide their child with a lunch during summer unless otherwise stated.

Discipline

In order for us to provide a quality enrichment program, as well as an environment conducive to cooperation and respect for our children, all members of the W.T. Moore "MUSTANG" Extended Day Enrichment Program Staff utilizes positive discipline practices. These practices and policies are consistent with, and conform to, our school's discipline policy. Children whom consistently do not abide by the rules and are disruptive to the class/program will be removed from the special area and asked to sit out or not participate in our Fun Friday

Festivities. If discipline practices such as non-punitive interactions, redirection, and/or timeout do not facilitate the appropriate behavior, parents of the student requiring special attention will be asked to attend a conference in order 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 either does not have the capability or the 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 Director. Should it be deemed the participant is capable, but chooses not to behave in an appropriate manner, the student will be asked to leave the program by request of the Extended Day Enrichment Director and **No Refund** will be given.

Absence

Attendance is taken daily for each grade level. Parents are to call **(850) 488-1930** and leave a message or email the program director at kirby-sappl@leonschools.net prior to 1:00 p.m. if their child will not be attending on his/her regularly scheduled day. It is our policy that if a child does not arrive at the program as intended, the Director or a member of our staff will try to contact the parents. If parents are not reached after three contact attempts, the student will be considered absent, and the program will not be held liable for the child's whereabouts. Absentees without prior notification may be mistaken for a missing child and leading to unnecessary concern and time spent in trying to locate the 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. (Proof may be requested.) **Parents must request the refund in writing. Any changes to a cycle needs to be in made in writing prior to the start of a new cycle or you will be responsible for the current cycle arrangement payment.**

Payment of Fees

Fees are to be paid in full by 6:00 p.m. on the appropriate due date. Otherwise, your child may not return to Afterschool until a payment is received with the \$10.00 late fee. Please make your checks or money orders payable to Leon County Schools (LCS). Please note that we cannot take any payments through car pick-up, the child or through the front office. All payments must be made at the **EDEP** office and a receipt will be given to you at that time.

The School's **EDEP** does not accept cash as a form of payment. Payments should be given to an Extended Day staff member. A receipt will be given upon payment. Extended Day is not responsible for payments delivered in any other way. Prorated amounts will only be given out once (if the student is starting the program in the middle of a cycle). A \$10.00 fee will be charged for payments received after the due date. Refer to your monthly **EDEP** schedule for actual fee payment due dates. Please note that if two checks given as payment are not valid or found insufficient, **EDEP** will no longer accept checks as a payment for your student. All payments must then be made in the form of a money order thereafter. All payments must be up-to-date for the child to continue attending the program.

Scholarships

W.T. Moore **MUSTANG** Elementary School's **EDEP** offers a scholarship program called **Project Care** for parents needing assistance. To be eligible for this scholarship, the student must be on free or reduced lunch. Space is extremely limited and is done on a first come, first serve basis. For more details, please contact the Director.

Summer Camp

(Summer Camp will return this year).

Summer Camp Registration Fee is \$55.00 per child.

A camp shirt is provided with registration.

Weekly rate per child is \$135.00.

Camp Hours: 7:00a.m. - 6:00 p.m.

***Lunch is provided on designated days unless otherwise stated in our summer camp booklet.**

Late Fee \$10.00