

Cobb Middle School

Before-School Enrichment Program

2017-2018



Cobb Middle School
Excellent on Purpose

**915 Hillcrest Street
Tallahassee, Florida 32308**

Phone: (850) 488-3364

Fax: (850) 922-2452

Website: <http://www.cobb.leon.k12.fl.us>





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



PURPOSE

Cobb 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 computers, homework and study skill centers, sports and fitness, and board games. Additional enrichment activities will be driven by student interest.

Eligibility and Enrollment

Extended Day Enrichment Program participants must be enrolled at Cobb 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.

A minimum of 20 students must be enrolled in the program. In addition, the program will be capped at 120 students.

SCHEDULE & FEES

Monday – Friday: 7:30 A.M. – 8:45 A.M. - \$75.00 per session

There is a one-time \$20 non-refundable supply and activity fee.

If a family has more than one child participating, the second child will receive a 10% discount. Due to the nature of our program, we cannot accept drop-ins or part time students.

PROGRAM SCHEDULE OF FEES:

The school calendar cycle date fees are listed below. A cycle consists of 18-23 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 \$20.00 non-refundable supply and activity fee prior to program participation.

There will be a \$20.00 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.

PAYMENT CYCLE 2016-2017			
Cycle #	First Day	Last Day	Payment Due Date
1	Monday, August 14, 2017	Thursday, September 07, 2017	Friday, August 11, 2017
2	Friday, September 08, 2017	Wednesday, October 04, 2017	Wednesday, September 06, 2017
3	Thursday, October 05, 2017	Tuesday, October, 31, 2017	Tuesday, October 03, 2017
4	Wednesday, November 01, 2017	Tuesday, December 04, 2017	Monday, October 30, 2017
5	Tuesday, December 05, 2017	Tuesday, January 16, 2018	Thursday, November 30, 2017
6	Wednesday, January 17, 2018	Friday, February 09, 2018	Friday, January 12, 2018
7	Monday, February 12, 2018	Wednesday, March 07, 2018	Thursday, February 08, 2018
8	Thursday, March 08, 2018	Tuesday, April 10, 2018	Tuesday, March 06, 2018
9	Wednesday, April 11, 2018	Friday, May 04, 2018	Monday, April 09 2018
10	Monday, May 07, 2018	Thursday, May 31, 2018	Thursday, May 03, 2018

\$20.00 FEE WILL BE CHARGED FOR PAYMENTS RECEIVED AFTER THE DUE DATE!

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 media center. Students are to report directly to the media center. 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 while in the Homework Center.

HEALTH

Cobb 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 850-488-3364. The person will be required to show a photo ID. This policy is for the protection of your child and will be strictly enforced; NOT 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.

REGISTRATION FORMS ARE AVAILABLE IN THE FRONT OFFICE AND ONLINE.

CONTACT: YVONNE JONES – jonesy@leonschools.net

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

Student's Name: _____ Birth date: _____

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

First Period Teacher: _____ 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

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 \$20.00 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 Cobb Administrator or Before-School Enrichment Program Director reserves the right to permanently dismiss my child from the Before-School Enrichment Program.
5. I understand that if my child receives three behavior referral notices, the Before-School Director will permanently dismiss my child from the program.

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

Student's Name _____

Parent or Guardian

Parent or Guardian

Date

Date