

EXTENDED DAY ENRICHMENT PROGRAM



✦✦ CONLEY ✦✦

2025-2026

Parent Handbook



General Information

J. Michael Conley Elementary School at Southwood
2400 E. Orange Avenue
Tallahassee, FL 32311
Front Office: (850) 414-5610
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EDEP Office: (850) 414-6223

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Webpage: <https://www.leonschools.net/Page/2383>

Eligibility & Enrollment

Eligibility and Enrollment (PO2260.01): Extended Day Enrichment Program participants must be of school age and be enrolled in a public school in the county. All participants (parent) **must** complete the Extended Day Enrichment Program Registration Form prior to program participation

PROGRAM HOURS & FEES

Registration Fee: \$50.00 per student

After School

(K – 5th grades)

Monday - Friday

2:50p.m. – 6:00p.m.

\$175.00/ per cycle (18 school days)

After School Drop-Ins: \$20.00 per day/child

Early Release After School Drop-Ins: \$30.00 per day/child

Before School

(K – 5th grades)

Monday – Friday

7:00a.m. – 7:45a.m.

\$65.00/ per cycle (18 school days)

Before School Drop-Ins: \$10.00 per day/child

Before School & After School

\$240.00 per cycle (18 school days)

*All Drop-Ins for Before and Afterschool must be pre-arranged with the EDEP Manager or Assistant a minimum of 24 hours in advance. A current registration form and payment must be submitted prior to the child attending. (see page 5)

*A 10% discount will be offered for each additional sibling.

IRS STATEMENT

The Federal Tax Identification number is 59-6000709.

Please hold on to your receipts for income tax purposes, as we are not required to provide statements at tax time.

EXTENDED DAY ENRICHMENT PROGRAM FEE CHART 2025-2026

AFTER SCHOOL	1 Child	2 Children	3 Children
5 Days a Week	\$175.00	\$332.50	\$490.00
4 Days a Week	\$160.00	\$298.30	\$439.60
3 Days a Week	\$125.00	\$237.50	\$350.00
BEFORE SCHOOL	1 Child	2 Children	3 Children
5 Days a Week	\$65.00	\$114.00	\$168.00
After School & Before School	1 Child	2 Children	3 Children
5 Days a Week	\$240.00	\$446.50	\$658.00
LCS RATE	1 Child	2 Children	3 Children
Afterschool	\$140.00	\$280.00	\$420.00
Before School	\$48.00	\$96.00	\$144.00
Afterschool & Before School	\$188.00	\$376.00	\$564.00
Every Other Week	1 Child	2 Children	3 Children
Afterschool	\$95.00	\$180.00	\$266.00
Before School	\$35.00	\$66.50	\$98.00
Afterschool & Before School	\$130.00	\$247.00	\$364.00
Drop-In Rate	1 Child	2 Children	3 Children
Afterschool	\$20.00	\$40.00	\$60.00
Before School	\$10.00	\$20.00	\$30.00
Early Release Days	\$30.00	\$60.00	\$90.00

**** PROGRAMS MAY BE AVAILABLE FOR FAMILIES NEEDING FINANCIAL ASSISTANCE. PLEASE EMAIL PROGRAM MANAGER FOR FURTHER INFORMATION.**

Note: For families with multiple children, each additional child is only allotted **ONE** type of discount. You cannot receive any combination of the sibling discount, multiple program discount, LCS employee discount, ELC, or Project Care together towards one child's fees.

2025-2026 PROGRAM HOLIDAYS & CYCLE DATES

Our program will be closed on all holidays, including winter and spring breaks, and on Teacher Planning Days. Please make alternate arrangements for your child on these dates. The dates we will be closed are as follows:

SEPTMEBER 1	LABOR DAY
OCTOBER 2	FALL HOLIDAY
OCTOBER 13	TEACHER PLANNING DAY
NOVEMBER 11	VETERAN'S DAY
NOVEMBER 24-28	THANKSGIVING BREAK
DECEMBER 22-JANUARY 2	WINTER BREAK
JANUARY 5-6	TEACHER PLANNING
JANUARY 19	MLK HOLIDAY
FEBRUARY 16	PRESIDENT'S DAY
MARCH 16-20	SPRING BREAK
MARCH 23	TEACHER PLANNING DAY
APRIL 3	SPRING HOLIDAY

Fees are considered late if not paid by the Tuesday prior to the start of each cycle (see dates below). A late fee of \$10.00 will be added to your regular tuition amount and must be paid in full prior to your child's attendance to the program.

Cycle #	Dates Covered	Payment Due Date
1	August 11 th – September 4 th	Orientation Day (Aug. 8 th)
2	September 5 th – September 30 th	September 3 rd
3	October 1 st – October 28 th	October 1 st
4	October 29 th – December 1 st	October 29 th
5	December 2 nd – January 12 th	November 26 th
6	January 13 th – February 6 th	January 7 th
7	February 9 th -March 5 th	February 4 th
8	March 6 th – April 9 th	March 4 th
9	April 10 th – May 5 th	April 8 th
10	May 6 th – May 22 nd	May 6 th

Cycle dates have been set up to be equally divided into 10 payments covering 18 school days each. This doesn't include holidays or teacher planning days.

****Cycle 10** will only be 13 days and will be prorated accordingly. Rates will be communicated prior to the due date.

DAILY DROP – INS AND PAYMENT POLICY

REGISTRATION: All students must have a registration form on file prior to attending the program. There will be a one-time registration fee of \$50 required upon submitting registration forms. No requests will be granted without documentation and payment as previously stated.

DAILY DROP IN REQUESTS: ALL drop ins for Before and After-School must be requested *AND* approved by the EDEP Manager or Assistant Manager. Your request must be made at least 24 hours in advance via email to both pamela.yeomans@leonschools.net *AND* joia.jefferson@leonschools.net. In the event of an emergency, understand confirmation is still required. You may make a last-minute request, but please know there is no guarantee it will be approved. No child will be permitted without prior approval.

BEFORE SCHOOL DROP IN: Neither Manager nor Assistant Manager is on site during before school hours. Your child's attendance will be denied without written approval from management prior to admittance. No exceptions will be made.

AFTER SCHOOL DROP IN: A dismissal change communicated via front office or student's teacher, does NOT equate to a drop-in request. Drop in requests must be made via email to BOTH Manager/ Assistant and APPROVED prior to attendance. Once approval is confirmed, you will then forward confirmation email to cssoffice@leonschools.net to ensure all parties are aware of the change. Should your child show up in EDEP with out the previous protocol followed, they will be redirected to the front office for alternate route home.

DAILY DROP IN PAYMENTS: Do NOT submit payment prior to receiving confirmation from either the Manager or Assistant Manager. Once confirmation is received, payment will be required before attendance is permitted. There are no refunds for payments made without prior approval.

DROP IN BEHAVIOR: All students are held accountable for their behaviors during EDEP. Drop in students are expected to follow the rules and face consequences as any other full-time student should. As stated in our behavior policy, failure to follow EDEP rules, may result in suspension or denial of future admittance as a drop in.

LEON COUNTY SCHOOLS EXTENDED DAY ENRICHMENT PROGRAM POLICY STATEMENT

PAYMENTS AND FEES: Fees are to be paid in full by the appropriate due date each cycle. All payments made after the program's due date must include a \$10.00 late payment fee.

CHILDREN WILL NOT BE PERMITTED TO ATTEND THE EDEP PROGRAM EACH CYCLE UNTIL PAYMENT IS RECEIVED. Registration fee and Cycle 1 payment may be paid 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.** After Cycle 1, credit/debit card payments via Efunds will only be accepted.

PART TIME FEES: Extended Day Enrichment Program offers part time rates to try to accommodate other extra-curricular activities or split house hold schedules. Aside from our full-time rate, we offer a 4 day a week, 3 day a week, and every other week rate. (please see our fee chart for pricing.) If you chose to select one of these rates, understand the dates your child will attend must be the same each week. In the event you need to attend an additional day outside of your schedule, you will be required to pay the drop-in fee.

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 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 7:00pm, 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 will be assessed, and services may 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.

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 a student chooses not to, or cannot, demonstrate appropriate behavior within the program, appropriate measures will be taken (See page 9). Should it be deemed that a student is unable to attend based on behavior, no refund will be given.

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 After School Program. 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. Policies are available through Leon County Schools. Check with your school's secretary for an application.

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.

ELC: 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.

Daily Routine

The Before School Program will meet from 7:00 a.m. to 7:45a.m. each morning in the cafeteria. This program allows students the opportunity to “wake up” for school. Children may arrive at any time before 7:45 a.m. and must be signed in each day by their parents. A variety of quiet activities will be offered throughout the morning. Children will be dismissed when general supervision begins.

The After-School Program will meet in the cafeteria from the end of the school day until 6:00 p.m. Kindergarten and First grade children will be escorted from their classrooms to the After-School Program area. When the children arrive at After School, attendance will be taken and a snack will be provided.

Each day in the After-School Program we will provide supervised free play. After free play, children will participate in various daily activities. Classes will last approximately one hour and will meet once a week. For the first two weeks we will be offering group activities and having some special guests! On Fridays in After School we will be planning various activities. We will have special classes, guest speakers, talent shows and theme parties.

Homework Center and Help

Homework Help is offered as one of our After-School activities Monday through Thursday. No homework will be graded or checked for accuracy by the EDEP personnel. Given adequate staff, we will be there to answer questions and explain to the best extent possible, but this is not designed to be a tutoring center. It is the student's responsibility to complete their own homework here, just as they would at home. Please understand it is not our responsibility to force any student to attend the homework session. If you require your student to complete their homework in afterschool, understand it is the child's responsibility to attend and do so.

An example of a daily afternoon schedule is as follows:

2:50-3:10 – Attendance/Snack
3:10-3:45 – Free Play
3:45-5:30 – Enrichment Activities
5:30-6:00 - Clean Up/ Final Pick Up



Discipline 2025-2026

Student Expectations-

To achieve the goal of providing enrichment programs for children in an environment of cooperation and respect, all members of the E.D.E.P staff utilize positive discipline practices. These policies and practices are consistent and conform to the school's discipline policy. Students are expected to exhibit exceptional behavior while attending the program. Failure to do so may result in sitting out of activities or suspension from the program, depending on the severity of the offense an expulsion from the program may be issued.

Consequences to behaviors are at the discretion of the directors. Consequences may be increased in cases of repeat offenses or extreme behaviors i.e., **(Refusal to follow instructions)**.

Some examples of prohibited behaviors are, but not limited to the following:

- ‡ Inappropriate touching
- Inappropriate language/ profanity
- ‡ Disrespecting an authoritative figure, including staff, manager, director, bus driver, etc.
- ‡ No cell phones
- ‡ Fighting/Hitting other students and or staff
- ‡ Vandalism
- ‡ Petty Theft
- ‡ Teasing, taunting or harassing
- ‡ False information/ Dishonesty
- ‡ Written or verbal threats
- ‡ Possession of a weapon
- ‡ Leaving the designated area without permission/ Eloping
- Keeping all bodily fluids to themselves
- ‡ Exposure of self / others in an inappropriate manner

1st strike: Reminder & Warning to stop the behavior.

WARNING: If your child is not following the directions of a staff member, a verbal warning will be given to your child indicating they have a choice to follow directions or be given a second strike.

This stepped may be skipped based on severity of behavior.

2nd Strike: Take Five in Designated Time-out Area

TAKE FIVE: If your child continues to choose not to follow the directions of a staff member, the staff member will let your child know that he or she needs to take five minutes apart from the group to regroup and try again. Students may be required to miss out on playground or activities.

This stepped may be skipped based on severity of behavior.

3rd Strike: Conference will be had with student and parent at pick up. The child will remain in the cafeteria where they may have to miss out on scheduled activities. **A written write up will be issued.**

This stepped may be skipped based on severity of behavior.

A child who has continued to exhibit behaviors resulting in the above actions being taken, and has received three written write ups, or a child who has exhibited severe behavior may be subject to a 2–5-day suspension from the program. A parent conference to discuss suspension and/or termination from the program will be scheduled. Terminations may be issued once a student has received three suspensions.

Consequences to behaviors are at the discretion of the directors.

Consequences may be increased in cases of repeat offenses.

CONLEY ELEMENTARY EXTENDED DAY BEHAVIOR AND POLICY CONTRACT

Please initial each of the following to acknowledge that you have read and understand our policies and procedures we intend to follow this year. We look forward to having you in EDEP!

_____ Payments are due the Tuesday prior to the first day of each cycle. All payments must be received via Efunds (see page 6). If payments are not received by the start of each cycle, a \$10 late fee will be assessed, and students will not be permitted to attend until payment has been received.

_____ No refunds are permitted after the first week of participation, except for cases of prolonged illness (two weeks or longer) or family relocation.

_____ Parents who arrive past 6:00 will be charged a late fee at the \$1 a minute rate. Payments for late fees must be made by check or money order.

_____ You must, for the safety of your child, let us know whenever he or she will not attend the After-School Program. Neither your child's teacher nor the front office will be responsible for informing us in the event of a change in afternoon routine.

_____ Children attending the Before School Program must be escorted inside by their parent, and signed in each day. After school students must be signed out each day.

_____ Children must abide the behavior policy and if they do not it may result in suspension or removal from the program.

_____ Drop ins **MUST** be communicated to EDEP 24 hours in advance. Drop ins communicated through the front office will **NOT** be accepted. Payments must be made prior to attendance.

Child's Name(s):

Parent Signature: _____ Date: _____

