

2017-2018

Apalachee Tapestry Magnet School of the Arts
Extended Day Enrichment
Program



Parent
Handbook

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**Welcome ATMSA STAR
Extended Day Program (EDEP)
2017-2018**

“A Message from the Director”

Dear Parents,

Welcome to the Apalachee Extended Day Enrichment Program. I am very excited for the opportunity to get to know you and work with you as we continue the road to success for your child(ren)! I want both you and your child(ren) to feel comfortable coming to me with questions and concerns. Please know that communication is a very important aspect of your child’s academic success.

Not only am I thrilled to be working alongside you, but also assisting me in our daily academics are teachers and paraprofessionals from our very own school. Each teacher brings about a wealth of knowledge and is excited and committed to the road ahead.

This year your child(ren) will be able to experience a variety of academia and enrichment activities to include but are not limited to ballet and dance, Tallahassee Super Squads for cheerleading, Girls and Boys Scouts for (Character enrichment and development), and Champions for fitness.

The Extended day staff and I, are looking forward to a productive partnership with you to ensure that our students can achieve their highest potential. With your support we can accomplish our goal of providing our students with quality, well supervised activities that stimulate new interest, encourage creativity, build self-confidence and enhance career awareness. Thank you for trusting us to care for your child(ren). Attached you will also find a fee schedule and all holidays for the 2017-2018 academic school year. For any questions, comments or concerns I can be reached at (850) 488-7885 or through my email at wellsm2@leonschools.net

Kind Regards,

Maduyan Wells

Maduyan Wells
Director, Extended Day Enrichment Program

ATMSA Elementary Mission Statement

Our mission is to provide all students with a safe, positive and challenging learning environment that enables them to become prepared, productive and contributing citizens in the 21st century. Our objective is to recognize and develop individuality, self-growth and responsibility using a variety of strategies and cooperative efforts throughout the school, home, and community.

EDEP Purpose

ATMSA Extended Day Enrichment Program has been designed to provide before and after school enriching activities which reflect the goal and mission of the school's curriculum. The program will be offered in a safe and well supervised environment. In addition to providing your child(ren) fun and exciting activities, the program will also offer assistance with homework and help enrich their studies. The ultimate goal is to aid in the healthy development of your child(ren)

EDEP Policies and Procedures

All participants must complete an EDEP registration form prior to program participation.

Eligibility and Enrollment

Extended Day Enrichment Program (EDEP) participants must be school aged (PreK-5th) and demonstrate the basic skills of self-care, communication, mobility, and social-emotional development. Enrollment does not automatically occur for current enrollees. Parents must register annually. All fees are due at the time of enrollment including the one-time registration fee of \$20.00.

Withdrawal/Status Change

If a child is to be withdrawn from ATMSA Extended Day program, the director must be notified two weeks (ten school days) in advance prior to the withdrawal. A Withdrawal Form must be completed. All accounts must be cleared at the time of leaving the program. If a balance is owed at the time of withdrawal, no child in that family will be readmitted until the entire balance is paid.

Re-entry will not be guaranteed. If a student/s participation status has to be changed in the Extended Day program, it can only be done at the end of each cycle. Please notify the director before the end of the cycle and a Status Change form must be completed.

Before-School Participants

For the safety and well-being of participants, each child must be signed in by a parent or guardian daily.

After-School Departure

For the safety and well-being of participants, each child must be signed out by a parent or guardian daily. No child will be released to a person not authorized in writing by a custodial parent. Parents must sign their child out in the presence of EDEP staff.

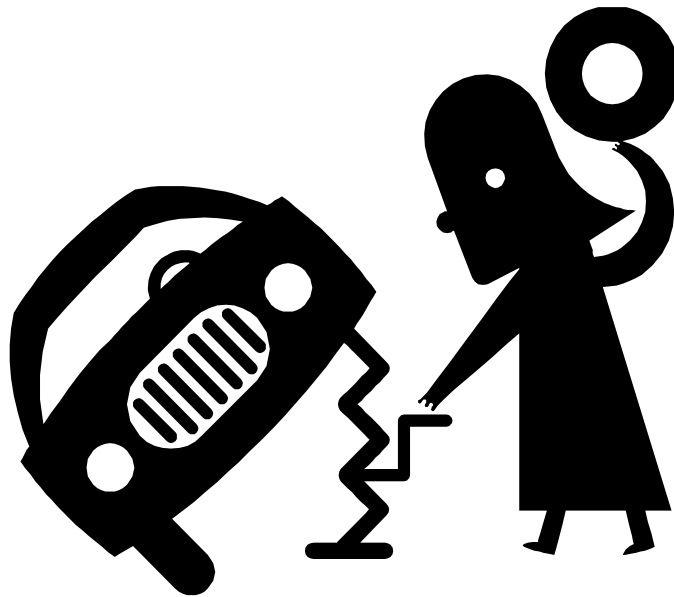
Emergency Pickup

If someone other than those persons designated on the enrollment application comes to pick up your child, prior notification in writing must be provided to the EDEP Director (no phone call please). A picture ID will be required for verification at the time of pickup. Written notification must be provided 24-hours in advance. Emergency e-mail notification may be sent to wells2@leonschools.net

Late Pick Up Policy and Fee

Late pickup fees of \$1.00 per minute starting at 6:00pm will be enforced, so please set your watch to the school's clock to avoid any disputes.

Parents who anticipate being late must contact the EDEP director at 488-7885 as soon as possible. If the parent does not notify the director by the end of the program day, we will contact authorized persons listed on the registration form to pick up the child. Parents who are late three times are subject to dismissal of their child(ren) from the program.



Payment Polices

PLEASE READ THE FOLLOWING CAREFULLY

Orientation

ALL parents are required to attend an orientation prior to your child starting the program. There will be one provided at ATMSA's school orientation date and the first week of school.

Payment Policy

The School Board has approved no other method of fee payment

All Fees are to be paid in full by 6:00pm on or before the due date NO EXCEPTIONS.

If payment is late or not paid please adhere to the following policy:

- Student may not return to the program the following day or to the program (after payment is due) until all debts are settled
- Late fee will be added to your account of \$10.00
- Late fee must be included with payment for student to return to the program

Payments are to be hand delivered by an adult to the following EDEP Personnel

Director (Maduyan Wells) or Front Office Manager if no other EDEP staff member is available. EDEP will not be responsible for payments delivered in any other way. Cashier's Check or Money Orders will be accepted via:

- In Person
- Front Office Personnel

All payments must be made by cashier's check or money order payable to Leon County Schools. We cannot accept cash or credit card due to LCSB Policy.

Returned Checks

The bank will automatically redeposit checks for insufficient funds. If the check is then returned, parents will be contacted by Pay Alliance. Their number is 1-800-634-4484. **When we receive the first notice of a returned check, you will be required to pay by money order only.**

Refunds

No refunds are permitted except for cases of prolonged illness of parent/child or change of residence which moves a child to another school zone. A doctor's note will be required and parents must request a refund in writing. Refunds will not be granted after a week of participation in each cycle.

Cashier's Checks or Money Orders

ACCEPTED ONLY!

Early Release Days & Holidays

Monthly payments include participation on early release days approved in the district calendar. Payments do not include holidays, spring break or teacher planning days. No EDEP services will be provided on those days. Please refer to the approved school calendar or your student's agenda book for dates.

Drop-Ins

Drop-ins will be allowed subject to space. An EDEP application must be completed prior to a student attending as a drop in. Parents must notify the EDEP Director in order for the student/s to participate in the program. The EDEP Director will then notify the student's teacher and front office staff that their child/ren will be attending. **Payment in the form of cashier's check or money order is due and must be paid before services are rendered.**

Before School		After School	
Drop In	\$10.00 each day per student	Drop In	\$20.00 each day per student

Discounts

A 10% discount will be given for each additional child to families with multiple children enrolled in the program who are full pay.

Monthly Payment Due Dates

CYCLE PAYMENTS 2017-2018:

Cycle #	First Day	Last Day
1	8/14/2017	9/7/2017
2	9/8/2017	10/4/2017
3	10/5/2017	10/31/2017
4	11/1/2017	12/4/2017
5	12/5/2017	1/16/2018
6	1/17/2018	2/9/2018
7	2/12/2018	3/7/2018
8	3/8/2018	4/10/2018
9	4/11/2018	5/4/2018
10	5/7/2018	5/31/2018

All payments must be made by cashier's check or money order. **CASH IS NEVER ACCEPTED!!!!**

Example of Payment Received

Check Example

Leon County Schools

Payment Due

Student/s Name & Cycle #

John Q. Smith
55 Maple Street 555-1234
Hometown, NY 55009

99999

_____ 19 _____

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

FOR _____

⑆ 23456789⑆ 09876543210123⑆ 99999

Amount Paid

Money Order

Leon County School (LCS)

Your Address

Western Union

PAY EXACTLY \$ _____

PAY TO THE ORDER OF _____

Student/Name & Cycle #

Your Signature

Receipts

Receipts are given as payment is received. **Please retain all receipts for verification of payment and for tax purposes.**

Tax ID# 59-6000709

Project Care

All Students May Apply

Project Care offers a discounted rate to those who participate full time in the Before or After School Program. Discounts are provided on a first come, first serve basis as funds are limited. In order to be considered for Project Care, parents/guardians must complete an EDEP application and a separate Project Care application. Project Care is only for the current academic school year. Applications must be resubmitted each school year. Please note that project care is not automatically awarded to previous recipients.

Approved recipients are subject to all other guidelines of the EDEP program including disciplinary and late fees.

Project Care Application Requirements:

- Completely fill out Project Care Application
- Completely fill out EDEP Registration Form
- Submit for **Before School** \$50.00 regular after school fee and \$45.00 for additional siblings (once awarded your account will be credited)
- Submit for **After School** \$150.00 regular after school fee and \$135.00 for additional siblings (once awarded your account will be credited)

APPLICATION DUE ON MONDAY OCTOBER 2, 2017

Award Notification

Awardees will be formally notified of their status in writing.

Project Care Fees:

Before School 7:00am – 7:45am		After School 2:50pm – 6:00pm
\$12.50 each student		\$37.50 each student

Applications are due on Monday, October 2, 2017

- **Fax and Emails are not accepted**
- **Application must be handed ONLY to the Director or Assistant Director. No exceptions.**
- **Application will not be accepted before the due date or time.**
- **Applicant must be present at the time of submission**
- **All Application Requirements must be completed in order for your application to be accepted and date stamped**

Early Learning Coalition

Financial Assistance (Early Learning Coalition)

EDEP accepts Early Learning Coalition Certificates. Cycle payments will be assessed based on the parent fee indicated on the voucher and multiplied by 18 school calendar days per cycle. Parents are responsible for a registration fee of \$20.00 per student. Your parent fee will be based on your child(ren) participation status. Please indicate on the registration form if student will be participating in Before/After School or both. For more information about receiving services from the Big Bend Early Learning Coalition please contact Stephanie Savestanan, Program Director, at 850.552.7340 or SSavestanan@elcbigbend.org.

Sign In/Out

Children enrolled in the Early Learning Coalition are expected to be signed in and out daily. The Early Learning Coalition will only provide payment assistance based on the sign in and out records. If you fail to sign your child in or out, you will be responsible for paying the private pay rate of \$10 for Before School and \$20 for After School for that day.



Discipline

To achieve the goal of providing quality enrichment programs for children in an environment of cooperation and respect, all staff members utilize positive discipline practices to ensure a cooperative, safe, and caring environment. These policies and practices are parallel and consistent to those of the school and classroom and conform to the school's discipline policy focused on avoiding injury and/or property damage. Children unable to abide by the behavior policy may be dismissed from the program based on Leon County Schools Student Code of Conduct.

1st Verbal Warning – Child is given a verbal warning and instructed to correct his/her behavior.

2nd Refocus– Child is put in “Refocus” – “away” from the activity or from the other children.

3rd Written Correspondence – signed by parent

4th Group Reassignment – Student is reassigned to another group for two weeks

5th Written Referral (EDEP)–Student is given a written warning, and parents are notified.

After second referral...

6th Written Referral – Sent to administration. Two additional referrals student will be suspended from the program.

Any three referrals to administration will result in dismissal from program

The director reserves the right to skip any step in the discipline policy if a child is deemed to be out of control. The parent/guardian will be called to immediately come to pick up the child for the remainder of the day.

Immediate Dismissal

Children who have repeated difficulty behaving appropriately will be temporarily suspended or permanently dismissed from the program. If the child's behavior poses a danger to him/herself or others or to property; or if your child is willfully defiant of staff and/or Child Development rules/procedures, steps one through six do not apply and the student will be dismissed from the program. **Children being dismissed from the program may be subject to a one calendar year suspension.**

Parent Conference

A parent conference may be required anytime a student is unable to follow the EDEP rules.

Behavior/Discipline Contract

Please review the policies and procedures with your child, sign the Behavior/Discipline Contract, and return it to the EDEP Staff prior to the first day of attendance.

Extended Day Enrichment Program Rules

- Students are to follow directions the first time they are given.
- Keep hands, feet, mouths, and objects to yourselves **AT ALL TIMES**.
- Stay in your assigned areas.
- **NEVER** leave the supervision of an adult without permission.
- Proper use of all facilities including restrooms.
- Use materials, supplies, and indoor or outdoor equipment properly.
- **Always treat others with respect and never use foul language, call names, tease or bully others.**

Appropriate Behavior

The Extended Day Program recognizes, rewards, and supports the students' use of "positive behavior". Rewards and privileges recognizing appropriate behavior may include group parties, individual and group points, extra snacks, and extra free time on the playground or verbal praise. Contact your child's counselor **and** the program director regarding your child's behavior so that you can support and reinforce the student's good conduct.

Inappropriate Behavior

Examples of inappropriate and unacceptable behaviors include:

- Not following directions the first time they are given
- Leaving assigned areas without permission
- Use of foul language
- Threatening the health or safety of others,
- Touching other students that could lead to injury or be considered assault (hitting/kicking/scratching/biting/choking others, throwing rocks, dirt, sticks, etc.),
- Destroying of property
- General disrespect, defiance or noncooperation.

If a child is deemed to be out of control, the parent/guardian will be called to immediately come to pick up the child for the remainder of the day. Children who have repeated difficulty behaving appropriately will be temporarily suspended or permanently dismissed from the program.

Depending upon the seriousness of the behavior, written warnings and/or "time out" may be given immediately as determined by the staff.

Suspension or Termination (Student)

- If a student receives three (3) written warnings within a two-week period, parents/guardian will be given the first notice of possible termination from the program and a **mandatory five (5) day suspension from the program**. Parents/guardian will be required to contact the Director and schedule a meeting to discuss a specific plan to correct the child’s behavior. The child may not attend the program until after the conference has taken place.
- The next written warning received by the student will lead to the parents receiving a notice of termination from the program.
- Immediate suspension or termination from the Extended Day Enrichment Program may occur if the child’s behavior poses a danger to him/herself or others or to property; or if your child is willfully defiant of staff and/or Extended Day Enrichment rules/procedures.
- Suspension and/or termination from the program may take place if a student has continual and repeated violations of program rules/procedures.

Suspension or Termination (Parent)

The Extended Day Enrichment Program reserves the right to suspend and/or terminate participants due to the actions of parents/guardians. Suspension and/or termination may occur for any of the following:

- Repeatedly being late in picking up children from the Extended Day Program.
- Repeatedly being late and/or for non-payment of tuition fees.
- Inappropriate behavior towards the staff or other school district employees – use of inappropriate language, being verbally or physically threatening or intimidating, any physical aggression and/or damage to property.
- Disregard for or refusal to follow the Extended Day Program’s procedures and guidelines.

I, _____, agree to follow the expectations and rules of the Extended Day Enrichment Program and will follow the directions of the staff.

Student Signature

Date

I, _____, have read the Behavior Contract and have discussed it with my child. I agree to abide by this contract and to support the EDEP staff as it may pertain to these rules and expectations.

Signature of Parent/Guardian

Date

NOTES

**LEON COUNTY SCHOOLS-2017-2018
REGULAR SCHOOL CALENDAR SCHOOL BOARD ADOPTED- April 18, 2017**

Frequently Asked Questions –(FAQs)

- **Who do I make my check or money order out to?**
 - Checks or money orders can be made out to Leon County Schools (or simply LCS)
- **Can I make a payment after the cycle payment due date?**
 - Fees must be paid in full for the entire cycle by the end of the day (6:00pm) listed on the EDEP Fee Schedule. Fees that are not paid on time will be charged a late fee of \$10 per cycle. If payment is not made within 5 business days from the due date your child will be suspended from the program until payment is paid in full, including the late fee.
- **Can I make my child's payment in cash?**
 - All payments must be made by check or money order payable to Leon County Schools (or LCS). We cannot accept cash due to LCSB policy.
- **What if I am late picking my child up?**
 - **Late pickup fees of \$1.00 per minute starting at 6:00pm will be enforced, so please set your watch to the school's clock to avoid any disputes.**
 - Parents who anticipate being late must contact the EDEP director at 889-8294 as soon as possible. If the parent does not notify the director by the end of the program day, we will contact authorized persons listed on the registration form to pick up the child.
- **What does my child need to start the program?**
 - Extended Day Enrichment Program (EDEP) participants must be school aged (PreK – 5) and demonstrate the basic skills of self-care, communication, mobility, and social-emotional development. **All participants must complete an EDEP registration form prior to program participation.** Enrollment does not automatically occur for current enrollees. Parents must register annually. **ALL FEES ARE DUE ARE DUE BEFORE THE CHILD CAN PARTICIPATE IN THE PROGRAM.**
- **Can a relative or family friend pick up my child if I am unable to?**
 - For the safety and well-being of participants, no child will be released to a person not authorized in writing by a custodial parent. Parents must sign their child out in the presence of EDEP staff.
 - If someone other than those persons designated on the enrollment application comes to pick up your child, prior notification in writing must be provided to the EDEP Director. A picture ID will be required for verification at the time of pickup. Written notification must be provided 24-hours in advance. Under emergency circumstances, the person picking up must provide the security pick-up question/answer if applicable. Emergency e-mail notification may be sent to gardnerm@leonschools.net.

- **What if I decide I no longer want my child in the program, can I be refunded for the remainder of the cycle?**
 - **No refunds** are permitted except for cases of prolonged illness of parent/child or change of residence which moves a child to another school zone. A doctor's note will be required and parents must request a refund in writing. Refunds will not be granted after a week of participation in each cycle.
- **Can I switch my child from after school part time to after school full time?**
 - If a student/s participation status has to be changed in the Extended Day program, it can only be done at the end of each cycle. Please notify the director before the end of the cycle and a Status Change form must be completed.



Resources

Apalachee Tapestry Magnet School of the Arts

650 Trojan Trail, Tallahassee, FL 32311

Phone: 850-488-7110

Fax: 850-922-0202

Dr. Iris Wilson (Principal)

WilsonI@leonschools.net

Mr. David Rudenberg (Assistant Principal)

Rudenbergd@leonschools.net

Michelle Thorpe (Executive Administrator)

Thorpem@leonschools.net

Transportation Changes should be emailed to ATMSA@leonschools.net or faxed to the schools fax number at 922.0202.

ATMSA -EDEP Director

Maduyan Wells (Director) wellsm2@leonschools.net

Office#: (850) 488-7885

Leon County Schools District Departments

Office of the Superintendent Admin West/2757 W. Pensacola Street 32304

Rocky Hanna
Superintendent
Phone: 487-7147 Fax: 487-7141

Dr. Marvin Henderson
Deputy Superintendent
Phone: 487-7193 Fax: 414-5138

Leon County School Board Admin East/2757 W. Pensacola Street 32304

Carolyn D. Hinson
850-487-7110
HinsonC@LeonSchools.net

Early Childhood/Pre-K ESE 500 N. Appleyard Drive 32304

Martha Fletcher
Director
Phone: 922-2099 Fax: 487-7614

Exceptional Student Education Admin East/2757 W. Pensacola Street

Bruce Harrison
Coordinator
Phone: 487-7158 Fax: 487-7823

Elementary Education Admin West/2757 W. Pensacola Street 32304

487-7106 487-7337

Student Services 2813 S. Meridian 32301

Kim Scott
Director
Student Services
850-488-2275
850-413-0446 (fax)
scottk@leonschools.net