

W.T. Moore EDEP Information Packet

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 another wonderful year of engaging and meaningful activities.

During this 2024-2025 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 year-long 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 the **W.T. Moore “MUSTANG” Elementary Extended Day Enrichment Program** and we look forward to a very positive and productive year together! So, let’s saddle up as we venture to together... **“UNDER THE BIG TOP”!!**



Sincerely,

LaKeisha Kirby-Sapp

Program Director AKA “The Ringmaster”

Mr. Terrance Booker

Assistant Program Director AKA “The Assistant Ringmaster”

Extended Day Schedule

**DISCLAIMER*: EDEP activity schedule is tentative and subject to change*

Extended Day Hours

*Before School 7:00 a.m. to 7:45 a.m.

*After School 2:50 p.m. to 6:00 p.m.

Monday

- 2:50-3:10 Snack and Attendance
- 3:15-3:45 Homework Club / Board Games
- 3:30-5:00 Young Engineers / 4-H Club
- 3:45-4:45 Arts & Crafts, Crazy Experiments
- 4:50-5:45 Free Play / Book Club

Tuesday

- 2:50-3:10 Snack and Attendance
- 3:15- 3:45 Homework Club / Board Games / Vendors / Revolutionary Expressions
- 3:45-4:45 Arts & Crafts / Cooking / Photography / Young Engineers
- 4:50-5:45 Free Play / Book Club

Wednesday

- 2:50-3:10 Snack and Attendance
- 3:15-3:45 Homework Club / Board Games
- 3:30-5:00 Young Engineers
- 3:45-4:45 Arts & Crafts / Yoga
- 4:50-5:45 Free Play / Computer / Book Club

Thursday

- 2:50-3:10 Snack and Attendance
- 3:15-3:45 Homework Club/ Board Games
- 3:30-5:00 Young Engineers / Revolutionary Expressions
- 3:45-4:45 Choose One Activity (Cooking, Arts & Craft, Chess Club)
- 4:50-5:45 Choose One Activity (Free Play, Zumba, and Step Dance)

Friday

FUN FRIDAY!!!! Activities may be any of the following (Kickball Tournament, Movies, Field Day, Face Painting, Minute to win it games, Free Play, Dance, Carnival Games, Bounce Houses, etc.!!!)

Car Pick-Up

Car Pick-Up is an option we provide to our parents as a convenience. This service is provided Monday – Friday at 3:30 p.m. at the front of the school. **However, in the event of inclement weather, car pick-up services will take place inside the front office; or if the weather conditions are unsafe, services will not be provided.**

After School Sign-Out

All parents/guardians must report to the EDEP office or car pick-up to **sign-out your child out no later than 6:00 p.m.** After 6:00 p.m., **a late pick-up fee of \$1.00 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.)**

EDEP 2024-2025 Fee Schedule

Cycle #	Cycle Start Date	Cycle End Date	Payment Due Date
1	08/12/2024	09/05/2024	8/12/24
2	09/06/2024	10/01/2024	8/30/24
3	10/02/2022	10/29/2024	9/23/24
4	10/30/2024	12/02/2024	10/25/24
5	12/03/2024	01/13/2024	11/29/24
6	01/14/2024	02/07/2025	12/31/25
7	02/10/2025	03/06/2025	1/31/25
8	03/07/2025	04/09/2025	2/28/25
9	04/10/2025	05/06/2025	3/29/25
10	05/07/2025	05/23/2025	4/30/25

Before & After School Rate:

5 Days	4 Days	Before School
1 Child \$195.00	Child \$172.00	1 Child \$80.00
Siblings 175.50	\$154.80	\$72.00

Discounts:

A **20% discount off the full-time fee** will be offered to parents working for Leon County Schools. (LCS Identification Badge must be provided and copied to receive this discount.)

A **10% discount** is offered for siblings.

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

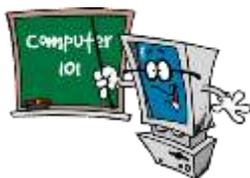
Nondiscrimination Notification and Contact Information

“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

EDEP Activities and Vendors:



**Revolutionary Expressions*

**Computers *Storytellers*

**Board Games *Bounce House *Step Team*

**Book Club *Modeling *Photography*

**Arts & Crafts *Cooking*

**Chess Club *Cheerleading*

**Zumba and Yoga *4-H Club *Young Engineers*



Homework Club

The homework club will be provided to your child/ren Monday through Thursday each week for 30 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 is 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 may return the Homework Club form received on registration day. Please check the dates that you would like your child to attend.**

Mini Mustangs (K-Club)

Our Pre-K and Kindergarteners in afterschool are a part of the Mini Mustangs K Club.

Counselors greet Mini Mustangs 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 3:20 pm, they will begin their daily activities and enrichments. Activities are based on a weekly theme. At 5:40 pm, they will regroup with the other children until parent pick-up. Each week, a behavior chart will be sent home notifying parents of the student's 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 Fridays 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, check or our online credit card pay system. 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 available on the website. We try to provide our students with a nutritious snack for our After-School Program. 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.

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 who 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) 922-0291** if your child **will not** be attending on his/her regularly scheduled day and leave a message or email the program director at kirby-sappl@leonschools.net prior to 1:00 p.m.

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 need to be in made in writing prior to the start of a new cycle or you will be responsible for the current cycle payment arrangement.**

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 After-school until a payment is received with the **\$10.00 late fee. Please make your money orders payable to: Leon County Schools (or LCS)**. Please note that we cannot take any payments through car pick-up, or the child. Payments however can be sent to the Front Office. Parents are now able to make credit/debit card payments online through E-funds.

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. All payments must be up-to-date for the child to continue attending the program.

Frequently Asked Questions (FAQs)

What is required for my child(ren) to participate in the program?

- Extended Day Enrichment Program (EDEP) participants must be school aged (K-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 AT THE TIME OF ENROLLMENT**, including the **\$25 registration fee**.

Who do I make my money order out to?

- Money orders can be made out to **Leon County Schools (or LCS)**.

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.

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 (6:00 pm) listed on the EDEP Fee Schedule. Fees that **are not** paid on time will result in a late fee charge of \$10.00 per cycle. Payments not made by the first day of the next cycle could result in your child being suspended from the program until fees are paid in full, including the late fee.

Can I use a check or cash to make payments?

- **All payments must be made by money order, payable to Leon County Schools (or LCS) or Online via the FOCUS parent portal ONLY. We cannot accept cash payment due to Leon County School Board (LCSB) policy. (Please see policy).**

What if I'm late picking up my child?

- **Late pick-up fees of \$1.00 per minute starting at 6:00 pm will be enforced**, so please adjust your time to the school's clock to avoid any disputes.
- Parents who anticipate being late, must contact the EDEP Director at (850) 488-1930 ASAP. 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 if I decide I no longer want my child to attend the program, can I be refunded for the remainder of the cycle?

- **No refunds** are permitted except in the case of prolonged illness of parent/child or change of residence, which moves a child to another school zone. In such a case, a doctor's note will be required and the parent must request a refund in writing. Refunds will not be granted after a week of participation in each cycle.

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-out their child 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 pick-up. Written notification must be provided 24-hours in advance. Under emergency circumstances, the person picking up the child(ren) must provide the security pick-up question/answer. Emergency e-mail notification may be sent to kirby-sappl@leonschools.net.