

LEON COUNTY SCHOOLS EDEP SUMMER CAMP POLICY STATEMENT

ELIGIBILITY AND ENROLLMENT: Summer camp participants must be school age and meet the basic entry-level criteria in the areas of self-care, communication, mobility and social-emotional development. All participants must complete the summer camp registration form prior to participation. Students who are enrolled in a non-Leon County School may participate in the EDEP summer program with consent from the school Principal and EDEP Manager. A current copy of the child's immunization records will be required at the time of registration.

PAYMENTS AND FEES: Fees are to be paid in full, prior to your child's attendance in camp each week. All monies received for payments must be in the form of check or money order, or via credit/debit card using the LCSB EDEP payment portal. No cash will be accepted.

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. Late fees are due when the child is picked up, and will be strictly enforced. 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 will 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 to be permitted, except for documented cases of prolonged illness (2 weeks or more) or family relocation. Absolutely no refunds will be given on registration fees. Refunds must be requested in writing.

SNACKS/LUNCHES: Nutritious snacks are provided in the morning and in the afternoon each day of summer camp. Parents/ guardians must provide their child with a lunch and a drink unless otherwise stated in the schedule.

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 normal discipline practices such as non-punitive interaction, redirection and time-out do not facilitate the appropriate behavior, parents of students requiring special attention will be asked to join us in a conference to discuss and assist in implementing measures to assure appropriate behavior and allow continued program participation. If a student chooses not to, or cannot, demonstrate appropriate behavior within the program, the behavior will be interpreted to mean that the student does not have either the faculty or desire to participate in the program. At such time, the student will leave the program at the request of the Extended Day Enrichment Program Coordinator. Should it be deemed that the participant is capable, but chooses not to behave in an appropriate manner, no refund will be given.

ILLNESS/MEDICATION: Should a child become ill while at summer camp, parents will be contacted to pick up the child. Whenever a child is to be given prescription or over-the-counter medicine during camp, the parents must provide a *Medication Authorization Form*. 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. Such a policy is available through Leon County Schools. Check with your school's secretary for an application.