

**EXTENDED DAY ENRICHMENT PROGRAM (EDEP)
SWIFT CREEK MIDDLE SCHOOL REGISTRATION INFORMATION
2022/2023 SCHOOL YEAR
ONLINE via STUDENT FOCUS ACCOUNT**

Registration Dates

*****Early Registration Only: April 18 – May 6, 2022*****

Early Registration Discounted Rate: \$25.00

Regular Registration: August 1, 2022

(No registrations will be taken from May 7 – July 31, 2022)

\$50.00 Non Refundable Registration Fee

(10% discount for each sibling)

In order to register your child(ren) for the Before and/or After School Program, please complete the following steps: **(Limited enrollment) **Your child has to be a Registered SCMS Student before this process****

1. Complete your student's registration through Focus (Parent Portal). **Please make sure that Swift Creek is the chosen school.** 1. Login to the Parent Portal. Click the name of the student you would like to enroll in before or after school and then click "Forms Summary" on the left hand side under your child's name and picture. 2. Click on Extended Day Enrichment Program Registration (EDEP). 3. Choose if your child will participate in Before School, After School, or Both. Then Select the Days they will attend. 4. **Please type in 2022/23 School Year under the "Notes" section as instructed by your EDEP Director and any other pertinent information.** 5. When finished, click "Submit and Finish". 6. Please make sure the information under "my profile" is correct with an email, current contacts with phone numbers and address information.
2. **If your child is accepted into The Before and/or After School Program, you will be notified by email and a Non-Refundable Registration Fee of \$50.00/each child will be due to secure your son/daughter's spot. (\$25.00 if you are taking advantage of the early registration period) The first cycle payment will not be due until the first week of August. You will have to create an account using the "LCS Step-By-Step" Guide at: www.efundsforschools.com or through the link in your child's Focus Account.**

***** If your child will be new to Swift Creek, you will need to pay your Registration Fee by Check or Money Order. Please make your check or money orders are made**

out to Leon County Schools. You may bring it to SCMS's Front Office and make sure to write your child's name, grade and EDEP on the front of the envelope. Your first cycle payment can be made online on or before August 1, 2022.

The e-Funds for Schools electronic payment service is provided to the school by a third-party service provider. The service provider has a nominal fee for their service. The system carries a Non-Sufficient Funds (NSF) charge of \$15 if the payment is "Bad." For payments made by credit or debit card, there is a convenience fee of \$2.85 per \$100.00 payment increments and there is a \$1.25 per each transaction fee for checking account payments, regardless of the amount. When you set up your account, please review your options carefully. The site is secure and uses industry standard data encryption. The district does not request or keep records of family credit card account information.

3. Once we have received your student's Focus Registration and your child(ren) are accepted into the before/after school program, you will receive a Confirmation Email along with a Parent Handbook and other forms that will need to be filled out and emailed back to EDEP, or brought to the EDEP Office! Openings are on a first come/first serve basis and we will have limited openings.
4. **"Drop In"** Student Status will also have to go through the same registration process as other students who will be utilizing the before/after school program on a regular basis.
5. *****The rates for the 2022/23 school year have changed but will not be available until possibly late May once the LCS Board of Directors have approved them. This information will be printed in the parent handbook and sent to you if your child is registered for our EDEP. It will also be on SCMS's website later this summer.**
6. If you have any questions, please contact **Tamra Swain, Director** at: swaint@leonschools.net or at (850) 414-2668 office or (850) 666-3155 cell.