Springwood Elementary School

Extended Day Enrichment Program

Parent Handbook

2011-2012

3801 Fred George Road
Tallahassee, Fl. 32303

Office Number: 488-4527
Cell Number: 933-0722
Tax ID# 59-6000709

KC Gray - Director

Before School Program: 7:00 a.m. - 8:00 a.m.

Registration
Registration Date: Fall Registration August 15-19, 2011
Registration Fee: $20 per child (one-time fee)
Fees: $50 Before-School
Notification: Registration information will be sent home with student at the end of school year.

Enrollment
Enrollment spots are not automatically guaranteed to current enrollees. Parents must register annually. There are a limited number of free and reduced lunch spaces in EDEP which are first-come, first-serve. Receiving free & reduced lunch does not automatically qualify you for free & reduced lunch EDEP fees.

Drop-Ins
Drop–ins will be allowed. Parents must notify EDEP, teacher and front office staff that their child will be attending. Money must also be paid in advance before your child can participate. Drop-in rate is $15.00 for each child. There is no drop-in Project Care rate.

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

Activities
Some activities that will be offered during Before-School are quiet board games, homework time, movies, and other activities appropriate for early morning.

After- School Program – 2:50 p.m. - 6:00 p.m.

Registration
Registration Date: Fall Registration August 15 -19, 2011
Registration Fee: $20 per child (No additional fee if registering for Before-School program)
Fee: $150 After-School (2:50 p.m. - 6:00 p.m.)
Notification: Registration information will be sent home with student at the end of school year.

Enrollment
Enrollment spots are not automatically guaranteed to current enrollees. Parents must register annually. There is a limited number of free and reduced lunch spaces in EDEP, and are first come, first served. Receiving free & reduced lunch does not automatically qualify you for free & reduced lunch EDEP fees.

Fee Schedule
See Fee Schedule in Policies and Procedures section. Students picked up after 6:00 p.m. will be assessed a $20 late fee per half hour.

Snacks
An afternoon snack will be provided for each student.

Drop-Ins
Drop–ins will be allowed. Parents must notify EDEP, teacher and front office staff that their children will be attending. Money must also be paid upfront before the children can participate. Drop-in rate is $20.00 for each child. There is no drop in Project Care rate.

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

Activities
Some activities that will be offered during After-School are homework help, outdoor play, board games, group play, movies, computer lab, arts & crafts, and other activities appropriate for after school hours.

Policies and Procedures

Eligibility and Enrollment
Extended Day Enrichment Program (EDEP) participants must be school age (PK – 5) and meet the basic entry level criteria in areas of self-care, communication, mobility, and social-emotional development. All participants must complete EDEP registration forms prior to program participation.

Arrival and Departure
For the safety and well-being of participants, each child must be signed in and signed out by a parent or guardian daily. Arrive before 7:30 a.m. in order to use rear entrance to school; otherwise, parents must park in the front of the school and escort their child to the sign-in location. No child will be released to a person not authorized in writing by a custodial parent. If someone other than a regular pick-up person comes to pick up your child, we require prior notification as well as picture ID for verification. Only persons listed on the registration form may sign the child out. Car pick-up parents must sign their child out in the presence of EDEP staff. In the winter months (November - February), parent pick-up may be held inside the guidance hallway due to cold weather.

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. These policies and practices are consistent and conform to the school's discipline policy. 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
2nd Time Out
3rd Written Referral
4th Parent Conference
***Any three referrals will result in consideration of dismissal from program.**

Children being dismissed from the program may be subject to a one calendar year suspension.

Offense Policy
The director reserves the right to skip any step in the discipline policy depending on the severity of the situation, with the principal's approval.

Monthly Payment
Fee payments are divided into 10 equal cycles, consisting of 18 school days per cycle. This payment should be paid in full for the entire month on the date listed on the EDEP Fee Schedule. (No Exceptions.) Fees that are not paid on time will be charged a late fee of $20 per cycle. If payment is not made within one week of the due date, your child will be suspended from the program until payment is paid **in full, including late fee.** Payments for children who enter the program after the first week of each cycle will receive a prorated rate for the remainder of the cycle.

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. EDEP will not be provided during these days. Please refer to your student's agenda book for those dates.

2011-2012 Site-Based Extended Day Program Fees

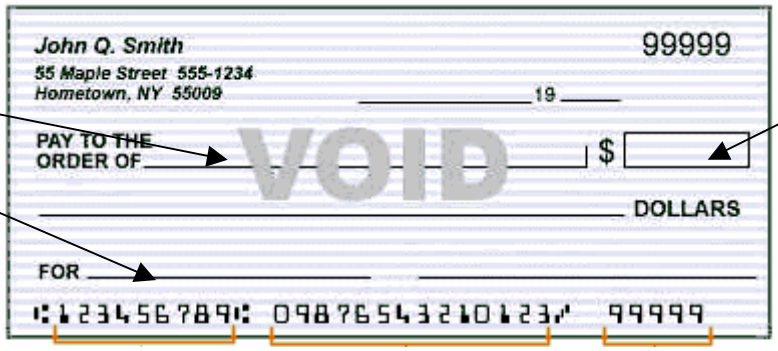
Monthly Cycle	Before School		After School		1/2 Day After School	
	1st Child	2nd Child	1st Child	2nd Child	1st Child	2nd Child
Monthly Fee	$50.00	$45.00	$150.00	$135.00	$90.00	$81.00
Free Lunch	$12.50	N/A	$37.50	N/A	N/A	N/A
Reduced Lunch	$29.00	N/A	$87.00	N/A	N/A	N/A

- **10% discount for multiple children from the same family on full pay monthly fees.**
- **Free and Reduced lunch fees are on a first come basis and are limited by district policy. Registration forms must be completed and reviewed by school administration before being approved. Parent will be notified of approval status by the EDEP director.**

Fee Schedule

August 22	September 16	October 13	November 9	December 9
January 19	February 14	March 9	April 12	May 8

All payments must be made by check or money order payable to Leon County Schools. (See detailed description.) **We cannot accept cash 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 Tiger Tranz. Their number is 1-800-387-2270. When we receive 2 notices of a returned check, you will be required to pay by money order only.

Refunds
Refunds will not be granted after a week of participation in each 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. In certain cases, money cannot be refunded (suspension, dismissal, etc.)

Late Pick Up Policy and Fee
Parents who anticipate being late must contact a member of the EDEP staff as soon as possible. If the parent is more than 5 minutes late at the end of the program day (6:00 p.m.) without such notice, an EDEP staff member will contact authorized persons listed on the registration form to pick up the child. Parents who are late 3 consecutive times are subject to dismissal of their child(ren) from the program. Late pick up fees for full time students will be $20 per half hour. This fee also applies to half day students if they are not picked up by 4:30 p.m.

Internet Permission /Photographs
EDEP will use your permissions granted on your child's form on file at the school.

Accidents/Incidents
Please refer to your student's agenda book for our detailed policy on accidents and incidents, as we will be following this policy in EDEP.

Springwood Elementary School

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After School Registration Form

(Please Print Clearly)

Student Information

Student Name: _____Grade Level_____

Last Name MI First Name

Gender (check one) Male _____ Female _____ Age _____ D.O.B._____/ ____/ _____

Address: _____

Street City State Zip

Home Phone (____) _____- _____ E-mail:_____

Parent /Guardian Information

Name _____ Relationship to Child _____

Last Name MI First Name

Home Phone (____) _____- _____ Work Phone (_____) _____- _____ Cell Phone (____) _____-_____

Employer _____

Name _____ Relationship to Child _____

Last Name MI First Name

Home Phone (____) _____- _____ Work Phone (_____) _____- _____ Cell Phone (____) _____-_____

Employer _____

Emergency Contact Information

The following individuals are allowed to pick up my child (**ID will be checked at time of pick-up**):

Name_____ Relationship to Child _____ Phone # (____) _____ - _____

Name_____ Relationship to Child _____ Phone # (____) _____ - _____

Name_____ Relationship to Child _____ Phone # (____) _____ - _____

Security Pick-Up Question (optional) **(In the event you must send someone not on your child's emergency contact list.)**

Question: _____

Answer: _____

Medical Information

Allergies (check one) Yes _____ No _____ Please Specify_____

Medication (check one) Yes ____ No _____ Please Specify_____

If your child needs to take medication at school (prescription or over-the-counter), parents must fill out the LCS medication form in order for EDEP staff to administer. Please indicate the time of medication and dosage amount on the form. The form is available from the school clinic or via the LCS website at http://www.forms.leon.k12.fl.us/files/Med-Permission-form.pdf.

Insurance Provider: _____ Policy #_____

Doctor/ Physician Name: _____ Contact # (_____) _____-_____

My child will attend:

_____Before School Full Time

_____After-School Full Time

_____My child receives Free/Reduced lunch.

_____*Drop-In ($10 - 4:00 - 6:00)

*Champions

*Tutoring

*Science Club

_____Drop-In ($15 Before School)

_____Drop-In ($20 After School)

Movie Permission

_____ My child **has** my permission to view any G or PG Rated movies shown at after school and local theatre.

_____ My child **does not have** my permission to view any G or PG Rated movies shown at after school and local theatre.

Parent Contract

I fully understand all the information included in the attached EDEP Handbook. I understand that if any of the policies, procedures, and/ or payment requirements are not adhered to, that my child may be released from the Springwood Extended Day Enrichment Program.

_____ _____

Parent / Guardian Signature Date