

# Extended Day Enrichment Program Policy Statement

## Program Goal and Expectations

The goal of the Extended Day enrichment Program is to provide participating children with quality, well supervised activities that stimulate new interests, encourage creativity, build self-confidence and enhance career awareness.

The EDEP is designed for children in Kindergarten through Fifth Grade. The program provides enrichment activities at a moderate cost, with quality supervision; however, child care is not the primary goal of the program. The EDEP provides opportunities for children to use their time in positive ways by developing new skills. While building self-confidence and creativity. Where it is appropriate, participants are grouped according to age and ability.

## EDEP Location and Office Hours

8037 Deerlake Drive East Tallahassee, FL 32312. The EDEP office phone is 488-1944. In the event of an emergency school closing, the parents will need to follow the same procedures as they do during the school day. Information is typically available on the local radio and television news stations. Should an emergency arise during the program time requiring evacuation of the building, parents will be notified to pick up their child immediately?

## Extended Day Hours

7:00-8:30 a.m.- Before School    2:50-6:00p.m.- After School  
12:30-6:00- Early Release Days

## EDEP Staff

We strive to maintain a 1:15 ratio. The EDEP staff is mostly college students from the local colleges. Many of the students are majoring in education, child development, leisure and recreational services, or is a special majors pertaining to our specific enrichment classes. Most of the employees are trained in CPR and First Aid. We offer them a variety of ongoing training throughout the school year to enhance their professionalism as educators. All of the employees have had their fingerprints taken and have had a thorough background check completed prior to their employment.

## Eligibility and Enrollment

Extended Day Enrichment Program 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 Extended Day Enrichment Program Registration Form prior to program participation.

## Arrival and Departure

For the safety and well-being of participants, each child must be signed in and out by a parent or guardian. No child will be released to a person not authorized in writing by the custodial parent. Only the people listed on the registration form may sign the child out. If someone other than the regular pick-up person comes to pick up the child we will ask for a picture I.D. or your KLES pick-up tag to verify the identity of the person. Between 5:00-6:00 p.m., parents should pick up their children at our curbside service in back of the school. Please allow 5-10 minutes for your child to come as we will be using all areas of the school.

Parents who have special legal documents limiting the rights of one parent's access to the child must provide them to our program as soon as possible. Please note, we cannot deny a parent access to their child upon the work of the other parent unless we have a copy of a court order stating that this is the case. If there are concerns in which we need to be aware, please arrange to meet privately with the Program Director. All of these procedures are critical in providing security for your child and will be kept confidential.

## Attendance/Absence

Attendance is taken daily for each grade level. Parents are to call and leave a message on the voicemail by 2:00 P.M. if their child will not be attending on his/her regularly scheduled days. It is our policy that if a child does not arrive at the program as intended, the coordinator will try and contact the parents. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur.

## Insurance

The Extended Day Enrichment Program does not carry accident insurance on participants. It is the parent's responsibility to carry adequate accident insurance. Such a policy is available through Leon County Schools. Check with the school secretary for an application.

## Discipline

To achieve the goal of providing quality enrichment programs for children in an environment of cooperation and respect, EDEP staff members utilize positive discipline practices. These policies and practices are consistent and conform to the school's discipline policy. If these discipline practices do not facilitate the appropriate behavior, the child's parents will be asked to join in a conference. If a student chooses not to, or cannot demonstrate appropriate behaviors within the program, their behavior will be interpreted to mean that the student does not have the 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.

## Payment of Fees

Fees are to be paid in full by the appropriate due date. Children may not attend until the program fees are paid. Please make your checks payable to Killearn Lakes EDEP. A \$25.00 fee will be charged for payments received after the due date! A separate check must be written for each cycle payment. There is also a one-time application fee of \$50.00 to be paid at time of registration. Refer to your monthly EDEP schedule for actual fee payment due dates. Children are signed up for specific days each session. All children must attend on their regularly scheduled days or pay a drop-in fee. Schedules are prearranged so days may not be traded or substituted. No refunds are permitted after the first day of each session, except for the cases of prolonged illness (two weeks or longer) or family relocation. Parents must request the refund. The program does not provide itemized statements for tax purposes. Please keep your receipts for accurate records of your expenses. If you have a returned check, you will be contacted by a company called Tiger Tranz. They will charge you a returned check fee. Please make sure your correct address and phone number is listed on your checks. If you have further questions for Tiger Tranz, please call them at 1-800-387-2270.

## Late Pick-Up Fees

The Extended Day Enrichment Program ends at 6:00 p.m. Parents who are late picking up their children will be assessed a late fee. Payment is due at the time the child is picked up.

## Illness/Medication

Should a child become ill while participating in the Extended Day Enrichment Program, parents will be contacted to pick up the child from the program. Children may not be dismissed from the school's clinic to attend the after school program. If your child has a known medical condition (asthma, diabetes, epilepsy, etc...) please be sure to inform the coordinator of any special medications needed or procedures for treatment. Children must be picked up immediately by the parents if any of the following conditions occur: Head Lice, Vomiting or Diarrhea, Contagious disease, Serious Injury requiring medical treatment, or Fever over 100 degrees.

Whenever your child is to be given prescription or over the counter medicine, the parents must provide the coordinator a completed signed *Medication Authorization Form*. The form can be obtained from the EDEP Office or the Front Office in the school. We may not distribute medication unless this form is completed.

The medication must be provided in the original or duplicate container, or a container accompanied by the doctor's directions. *Please do not leave more than a one-month supply of medication in the program office at any time.*

## Homework Center

A homework center will also be provided. Although the homework center is not designed to be a tutoring center, a staff member will be in the center at all times to assist the children. Children must bring all of their supplies from the classroom, and will not be allowed to return to the classroom once school has been released.

## Dress Code

Children should be comfortably, appropriately, and safely dressed for school. It is necessary for the children to wear shoes at all times and encouraged to wear tennis shoes.. All clothing items should be marked with the child's name. We are not responsible for damaged or lost clothes.