

Woodville School
Extended Day Enrichment Program
2024-2025 FABulous – EDEP
Families After & Before Program
(850) 488-4828

Vision

Woodville School Extended Day Enrichment Program provides quality enrichment, lifelong experiences, and homework help during non-school hours. Our aim is to provide a safe, caring, and positive learning environment where students can thrive. Students will be empowered by what they learn in **FAB EDEP** and utilize those skills to build confidence in the classroom as well as life. **FAB EDEP Program** desires for every student to achieve effective communication in a society full of diversity while also learning life skills.

Eligibility and Enrollment

Enclosed in this packet are the program policies, guidelines, and procedures. To be considerate and ensure safety for all students, disruptive, or inappropriate behavior will not be permitted. Specific details regarding the discipline plan for the **FAB EDEP** is discussed in this program packet. Please read each page carefully. Families may choose before school, after school, or both to meet the needs of their family.

- ❖ **FAB EDEP** is available to kindergarten through 6th grade students.
- ❖ All participants must complete the **FAB EDEP** registration form prior to participation.
- ❖ **Enrollment Fees** include a **\$15 nonrefundable registration fee** for each participating students due before the start of the students' first cycle.
- ❖ All **Drop In** students must pay a **\$15 nonrefundable registration fee** prior to participation and must be pre-registered.
- ❖ A separate registration is required for each child.
- ❖ **LEON COUNTY SCHOOLS accepts checks, money order, or certified checks only.**
NO CASH.

Daily Schedule

The FAB EDEP Before and After School Program will provide students with the opportunity to work on homework assignments, as well as participating in enrichment activities.

Before School Program Schedule:

The Before School Program operates from 6:45 a.m. – 7:45 a.m., Monday through Friday. Parent/Guardians are required to sign their child(ren) into the program.

Children are not allowed to sign themselves in. Parent/Guardian must park and enter the building to sign the child(ren) into the program. This will ensure that our devoted staff is able to give full attention to our children. **Student safety is our utmost concern. The Before School Program will be located in the Building 8 Cafeteria, please use the back door to enter this building. (Gate will be locked at all times).**

- ❖ **6:45 a.m. – 7:45 a.m.** - Enrichment Activities and Homework
- ❖ **@ 7:45 a.m.** - Children will be waked to their special area where Woodville staff are on duty. All students will eat breakfast in the cafeteria at their designated time.

After School Program Schedule:

The After School Program begins immediately upon dismissal from school. Students will make a supervised transition to the cafeteria at which time attendance will be taken and they will be provided a nutritious snack. daily attendance is taken to ensure each child has arrived safely. Your child's safety is of the utmost concern so any changes must be communicated before a change is granted.

If your child will not attend after school as regularly scheduled, call the after school office at 850-488-4828 between 10:00 a.m.-1:00 p.m. or email Ms. Pollard at pollardL@leoncounty.net anytime.

An opportunity to work on homework assignments is offered to the students Monday through Thursday. Teachers or program staff will make efforts to ensure homework is completed; however, our staff will not be held responsible for those individuals who choose not to take advantage of our resources. Available staff will be there to answer questions and explain the homework. Homework will not be graded by the staff as this is not designated to be a tutorial center. It is the students' responsibility to complete their homework. For students who don't have homework

or an AR book to read, grade appropriate assignments/activities will be assigned during this time. **The After School Program will be located in the Building 8 Cafeteria, please use the back door to enter this building. (Gate will be locked at all times).**

❖ 2:50 p.m. – 3:15 p.m.- Attendance and Snack

Students will be split into groups for activities

Group 1: K-1st grade | Group 2: 2nd-3rd Grade | Group 3: 4th-6th Grade

| Group | Rotation 1 (3:15-4:00) | Rotation 2 (4:00-4:45) | Rotation 3 (4:45-5:30) |
|-------|------------------------|------------------------|------------------------|
| 1 | Outdoor Play* | Daily Activity | Homework/AR Reading |
| 2 | Homework/AR Reading | Outdoor Play* | Daily Activity |
| 3 | Daily Activity | Homework/AR Reading | Outdoor Play* |

*Alternative activities in event on weather issues

❖ 5:30 p.m.- Clean Up and Final Dismissal

Daily Schedule may vary for different groups. FAB EDEP activities conclude at 6:00 p.m.

Student 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 other 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 would 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. For the safety of the children, **we will ask for I.D.** if someone other than the parent or guardian is picking up your child.

Discipline

It is a privilege to be able to attend the **FAB EDEP Program**. Students are eligible for participation as long as they abide by the program's behavior policies. To achieve the goal of providing a quality enrichment program for children in an environment of cooperation and respect, positive behavior practices are utilized by the **FAB EDEP** staff.

These policies and practices are consistent and conform to the school's discipline policy. **If a student chooses not to or cannot demonstrate appropriate behaviors within the program, they may be dismissed from the program.** Discipline issues will be communicated to the parent and referred to a school administrator. After three times of notice of discipline the student will be dismissed from the program. If a student is dismissed from the program due to behavior, there will not be a refund.

If a problem occurs students will be asked if he/she made **a GOOD CHOICE** and if they are being **RESPONSIBLE** and **RESPECTFUL** to themselves and others. This allows the child to **THINK** about the negative behavior they are exhibiting.

Important Conditions of Program

Since we value working in partnership with our families, reductions are available to families with more than one child attending the program or for families with children attending both before and after school programs.

One of the following discounts may be taken:

- ❖ 10% reduction of price is given to each additional sibling registered.
- ❖ 10% reduction of price is given to a child registered for before and after school programs.

The **FAB EDEP** for after school must have at least 40 students to fund the program. If enrollment does not consist of at least 40 students, registering parents will be notified of the discontinuation of the program and registration fees will be refunded.

No more than 75 students will be accepted into the Before Program or After Program. Upon receiving 75 registration forms, a waiting list will be formed. **FAB EDEP** acceptance will be on a first come, first served basis, although preference may be given to families needing both the before and after school programs.

Insurance

The **FAB EDEP** 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.

Snack

A nutritious snack will be served in the afternoon program provided by the US Department of Agricultural Nutrition Program. Children will be served two of the

four basic food groups each day. Lunch is not provided on full days, such as summer camp or early release days, unless otherwise stated.

Medication and Illness

The same rules apply to after school as during regular school hours regarding medication. All medication must be dispensed through the school clinic and students are not allowed to carry any medication with them at any time. The medication form is available in the school office. Doctor prescribed medications will be administered according to the label. Should your child have a need for medication administered during the time they are in the **FAB EDEP**, a medication form must be completed. Medication must be in its original container and must be taken during the hours your child is in attendance. Should a child become ill while participating in the **FAB** program, the parent/guardian will be contacted to pick up their child. **No child dismissed by the school's clinic may attend the After School program.**

Payment of Fees and Refunds

Fees are to be paid in full by the appropriate due date as outlined in this document. Fees are not refunded if the student is absent. **All payments made after the program's due date must include a \$10.00 late payment fee.** Children will not be permitted to attend the **EDEP Program** each cycle until payment is received.

- ❖ Refer to pages 9-10 for the amount of fees for the school year.
- ❖ All monies received for payments must be in the form of check or money order (payable to Leon County Schools), or via credit/debit card using LCSB EDEP payment portal. **NO CASH will be accepted.**
- ❖ No refunds are permitted after the first week of participation, except for documented cases of prolonged illness or family relocation. **Refunds must be requested in writing.**
- ❖ A non-refundable \$15.00 per child registration fee for all participants including Drop In students is required.

Late Pick Up Fees

- ❖ **Your child must be picked up by 6:00 p.m. at the LATEST.** Students not picked up by 6:00 p.m. will be charged a fee of **\$1.00 per minute**. All fees assessed for late pick up must be paid prior to the start of the next cycle.
- ❖ **If a child has not been picked up by 7:00 p.m.,** the LCS Safety and Security office or the school's resource officer will be contacted for assistance.

FAB Program Schedule of Fees

- ❖ Payments are for actual school days. No holidays, weekends, or teacher planning days.
- ❖ Late payments will result in a late fee of \$10.00 per cycle as applicable. **After two non-emergency late payments, enrollment in FAB EDEP Program can be terminated.**
- ❖ 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 \$20.00 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.
- ❖ **Please ensure the following information is on your check or money order:**
 - Parent/Guardian's name, address, and phone number on check
 - Made payable to Leon County Schools
 - Amount in box matches written amount on the line
 - Parent/Guardian's signature
 - Amount of check matches what is owed to the program
- ❖ There will be no credits issued for days unused within each month nor will unattended days be transferable to other months

Program Fees

Fees are Due Every 18 Days

Nonrefundable registration fee- \$15.00 PER CHILD

An additional \$10.00 will be charged for fees paid past the due date.

One of the following discounts may be taken:

- ❖ 10% reduction of price is given to each additional sibling registered.
- ❖ 10% reduction of price is given to a child registered for before and after school programs.

BEFORE SCHOOL PROGRAM

6:45 a.m. – 7:45 a.m.

Fee - \$50.00 per cycle

Additional Children - \$45.00 per cycle (10% discount)

AFTER SCHOOL PROGRAM

2:50 p.m. – 6:00 p.m.

Fee - \$130.00 per cycle

Additional Children - \$117.00 per cycle (10% discount)

BOTH PROGRAMS

(10% discount)

Fee - \$162.00 per cycle

DAILY DROP IN RATES

(Must prepay and pre-register)

Fee - \$5.00 per day for BS

\$10.00 per day for AS

\$15.00 per day for Early Release Day

Late Pick Up Fee: Program closes at 6:00 p.m. each day. There is a late fee of \$1.00 per minute late.

ATTENTION: Parents will need to make alternative arrangements for their child if fees are not paid by due date.

| 2024-2025 EDEP Cycle Dates | | |
|----------------------------|------------------|------------|
| Cycle # | Payment Due Date | Cycle Date |
| 1 | 8/11/2024 | 8/12-9/5 |
| 2 | 9/4/2024 | 9/6-10/1 |
| 3 | 9/30/2024 | 10/2-10/29 |
| 4 | 10/28/2024 | 10/30-12/2 |
| 5 | 12/2/2024 | 12/3-1/13 |
| 6 | 1/10/2025 | 1/14-2/7 |
| 7 | 2/7/2025 | 2/10-3/6 |
| 8 | 3/5/2025 | 3/7-4/9 |
| 9 | 4/8/2025 | 4/10-5/6 |
| 10* | 5/5/2025 | 5/7-5/23 |

The following is a list of dates the FAB EDEP will be closed during the 2024-2025 school year:

September 2nd – Labor Day

October 3rd – Fall Holiday

October 21st – Teacher Planning Day

November 11th – Veterans Day

November 25-29th – Thanksgiving Holiday

December 23-31st – Winter Holiday

January 1-3rd – Winter Holiday

January 6-7th – Teacher Planning Days

January 20th – Martin Luther King, Jr. Day

February 17th – President's Day

March 10-14th – Spring Break

March 17th – Teacher Planning Day

April 18th – Spring Holiday

OPEN DOOR POLICY

Parents are welcome to call or visit our program at any time during EDEP hours of operation.

Manager:
Lilly Pollard
pollardL@leonschools.net