

## W.T Moore Summer Camp Information

**Locations:** Summer camp will be held at the W.T Moore cafeteria. Parents/Guardians will be required to come inside the cafeteria, to sign-in and sign-out their child. Students are to be dropped off and picked up from the cafeteria only.

**Camp hours:** 7:00 AM - 6:00 PM, Monday - Friday please refer to your weekly schedule to ensure your child is on time for field trips.

**Cost/Payments:** The summer camps registration fee is \$50 per child camp cost is \$165.00 per week and 148.50 per week for additional sibling(s). The registration fee is due at the time you sign up your child for Summer Camp. It is the only way to that the child's spot will be reserved. Please note that **Week 3 and Week 5** of camp will be \$110 since camp is only 3 days, siblings would pay \$99.00. Payments can be made by **check, money order or through e-funds**. Cash is an unacceptable payment method. Please make checks payable to: Leon County Schools. A \$10 late fee will be assessed for all late payments. W.T Moore Summer Camp will also be accepting ELC. **Credits will not be extended during summer camp. We are not liable to offer refunds for missed days or weeks of camp.**

**If your child does not attend a week that you have marked, you must re-register your child in order to remain in our camp. The \$50 registration fee is nonrefundable.**

**Breakfast and lunch:** Breakfast and lunch will be provided for all campers daily but please send snacks with your child. If your child has special dietary needs or is just selective about what they would like to eat, they are more than welcome to bring their own meals. However, please be mindful of food that might require refrigeration as we do not have adequate refrigerator storage space available. As well, do not send foods that need to be heated, as we may not always have access to appliances needed to do so. There may be special days where lunch may be catered, and an additional fee will be needed for those meals.

**Storage:** We are requiring that each child bring a crate with his/ hers name on it for the duration of the camp. This will be used to store their belongings. Please also send items such as mats, blankets, pillows and books for daily rest time. Please be sure to label all items that your child brings to Camp as your child will be responsible for their own belongings. Additionally, an effort to prevent the spread of germs and illnesses please take your child belongings home at the end of each week to be sanitized and cleaned.

**Electronics:** Personal electronic devices are allowable at their own risk. Again, the students will be responsible for their own

belongings. The program will not be held liable for lost or stolen electronics.

**Drop off / Pick-up:** All child must be signed in each morning by their Parent or Guardian. Only the persons listed on the registration form may sign the child in or out. In the event of an emergency, please notify us by email of who will pick up your child. Any person not on the pick-up list will need to provide identification. No exception as this is for the child's protection. Finally, please make arrangements to have your child picked up by 6:00 PM, otherwise you will be assessed at \$1.00 per minute late fee.

## 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 area 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 non-Leon County Schools 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 money received for

payments must be in the form of check, 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. Parents 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 Pick-Up Fees:** Your child must be picked up by 6:00 PM at the LATEST. Otherwise, a late fee of \$1.00 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 7:00 PM, LCS Safety and Security office or the schools resource officer will be contacted for assistance.

**Return Checks:** Returned checks are processed through 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 service 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.

**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 interactions, redirection and timeout do not facilitate the appropriate behavior's, 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 the 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 facility 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 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 prescriptions or over-the-counter medication during camp, the parent must provide a *Medication Authorization Form*. All medication must be provided in the original container, labeled with the student's name, name of the medication, and the time and the exact dose 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 the school's secretary for an application.

**Policy Acknowledgement**

I HAVE READ AND FULLY UNDERSTAND THE POLICIES OUTLINED IN THE POLICY STATEMENT OF THE EDEP SUMMER CAMP PROGRAM.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

## **Disciplinary Action Flow**

**1<sup>st</sup> Offense – Warning**

**2<sup>nd</sup> Offense – Conference with  
Parents**

**3<sup>rd</sup> Offense – 2 Day Suspension**

**4<sup>th</sup> Offense – One week Suspension**

**5<sup>th</sup> Offense – Removal from EDEP**

## **Absolutely Zero Tolerance Policy on Bullying**

**1<sup>st</sup> Offense – Conference with Parents**

**2<sup>nd</sup> Offense – 3 Day Suspension**

**3<sup>rd</sup> Offense – Removal from EDEP**



**June 2, 2025 – July 25, 2025**  
**Monday – Friday 7am – 6pm**

- W.T Moore EDEP Camp will be 8 weeks.
- Camp fees are due weekly. The fee is \$165.00 per child and 10% off for siblings. The fees will cover campus activities, some field trips, transportation, breakfast and snack while on campus.
- Field Trips will include visits to notable Tallahassee landmarks, arcades, bowling alleys, skating rinks and theme parks.
- The registration fee is \$50 per child. The fee includes a camp T-shirt and is nonrefundable.
- Circle weeks you would like to register your child for summer camp.
- We will now also be accepting ELC.

**Week 1: 6/2 - 6/6 Week 2: 6/9 - 6/13 Week 3: 6/16 - 6/18**

**Week 4: 6/23 - 6/27 Week 5: 6/30 - 7/2 Week 6: 7/7 - 7/11**

**Week 7: 7/14 - 7/18 Week 8: 7/21- 7/25**

PLEASE COMPLETE AND RETURN TO EMAIL ADDRESS BELOW OR IN  
PERSON AT FRONT OFFICE  
PARENT/GAURDIAN NAME: \_\_\_\_\_  
STUDENT NAME : \_\_\_\_\_ AGE: \_\_\_\_\_  
CONTACT US: (850) 488-1930 KIRBY-SAPPL@LEONSCHOOLS.NET





## Summer Camp 2025 Payment Information

Fees:	Child:	Siblings:
Registration Fee	\$ 50.00	\$ 50.00
5 Day/ Full Week	\$ 165.00	\$ 148.50
Week 3 (3 Days) 6/18	\$ 110.00	\$ 99.00
Week 5 (3 Days) 6/30	\$ 110.00	\$ 99.00
Additional Camp Fees:		
Extra Camp Shirt (Child and Adult Sizes)	\$ 10.00	\$ 10.00
Wild Adventures	\$ 25.00	\$ 25.00
Payment Due Dates		
Week:	Due Dates	Week Dates
1	June 2nd	June 2nd - June 6th
2	June 9th	June 9th - June 13th
3	June 16th	June 16th - June 18th
4	June 23rd	June 23rd - June 27th
5	June 30th	June 30th - July 2nd
6	July 7th	July 7th - July 11th
7	July 14th	July 14th - July 18th
8	July 21st	July 21st - July 25th

**Absence & Contact Information:** if your child is not able to attend a day of camp, please contact the program to inform us of their absence. No refunds or credits will be given for days of camps, not attended

Email Kirby-sappy@leonschools.net  
Phone 850)488-1930

### Ways To Pay:

All payments must be made in the form of check money order or credit card through our online payment system on the E-Funds website. No cash will be accepted for payments

# Parent permission Form 2025

## Parent permission Form 2025

STUDENT NAME: \_\_\_\_\_

### Transportation Permission

I understand that all field trip transportation during summer camp is provided by Leon County school and School District Services. My child has my permission to ride these buses when I have been informed of the scheduled trips to be taken (at time of registration).

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Movie Permission

My child has permission to view any G or PG rated movies shown during the summer camp program and local theater.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Swimming Permission

My child has permission to participate in swimming activities as part of the summer camp program. Your child must pass the lifeguard swim test if you check my child knows how to swim.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Photo Release

I will allow my child to be photographed for displays, promotions, video productions and photography classes conducted that will only be used by W.T Moore Summer camp/EDEP.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Computer/ Internet Release

My child has permission to use computers during the summer camp program.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Policy Acknowledgment

I have read and fully understand the policies outlined in the policy statement of the Summer Camp Program.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved Pick-Up List**  
**-Must Have Valid Picture ID to Pick Up Child-**

**Child's Name:** \_\_\_\_\_

**Parent Authorization List:** \_\_\_\_\_

1) Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Relationship: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Relationship: \_\_\_\_\_

3) Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Relationship: \_\_\_\_\_

4) Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Relationship: \_\_\_\_\_

5) Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Relationship: \_\_\_\_\_