



Extended Day Enrichment Program

EDEP

EXTENDED DAY ENRICHMENT PROGRAM

Quality...Integrity...Trust

PARENT HANDBOOK

PROCEDURES and GUIDELINES

The mission of the School District of Manatee County's **EDEP** is to support our working parents by providing an affordable, safe and nurturing extended day enrichment program designed to enhance children's lives educationally, socially, culturally, emotionally and physically.

Please take the time to read the information in this handbook for complete program details.

Following these very important procedures will assure continuation in the program.

- A child may be enrolled in **EDEP** when he/she meets the enrollment criteria. (See page 2)
- Annual non-refundable registration fee is required for each child. (See page 3)
- Tuition and fees are due in advance, even when the child is not in attendance. (See page 3)
- All past due balances must be paid in full by the last day of program in the week for which the balances are due to avoid terminating the account. A child will not be permitted to re-enter the program until past due balances are paid in full. A break in service will require completing the registration forms and paying a registration fee per child. (See page 3)
- Parent adjustments will not be issued for late payment of tuition, fees and late pick-up. (See page 3)
- Changes in fee status will require the parent's signature and a zero account balance. (See page 3)
- Beginning at 6:01 PM, late pick-up fees will be assessed per child. (See page 4)
- School Nurses are not present during program hours; therefore, there will not be administration of any medications. (See page 5)
- Immediate dismissal from the program may be warranted should parent or student become physically or verbally abusive to staff. (See page 6)

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Extended Day Enrichment Program is supported solely by fees paid for program services by parents/guardian and subsidies. No educational dollars are used to provide this service to families.

WELCOME to the Extended Day Enrichment Program

Dear Parent/Guardian,

We welcome you to the School District of Manatee County's Extended Day Enrichment Program (**EDEP**). **EDEP** is a before/after-school child care program for elementary age children who are four years of age by September 1st through Fifth grade, and is supported solely by parent fees and in-kind services from each school. The following are the goals for the **EDEP**:

Program Goals

The staff will strive to meet the social, emotional and intellectual needs of children in an environment that fosters:

- Positive Self-Esteem
- Initiative
- Independence
- Problem-Solving
- Creativity
- Safety-Awareness
- Sense of Security
- Self-Control
- Community Involvement
- Environmental Awareness

EDEP staff will be sensitive to the needs of parents utilizing their services by:

- Providing an affordable enriching environment for students.
- Delivering age-appropriate activities.
- Communicating with parents through written correspondences, bulletin boards, programs and conferences.

Our staff participates as partners with you in providing a quality program. Communication, support and cooperation are essential in this partnership. Please read this handbook carefully and discuss pertinent information with your child. Sign and return the "Parent Acknowledgement" form on the back cover. If you have any concerns about **EDEP**, we would be happy to talk with you. Please call the **EDEP** Site Manager or **EDEP** District Office.

Description of Services

The before and after school activity program, **EDEP**, has been designed to provide an affordable, active and enriching environment for children who must arrive at school early and/or stay late. The school campus is utilized for **EDEP** activities. Supervision is provided at a ratio of 1 adult to 20 children. The number of children enrolled at each site is determined by how much physical space is available and the number of staff employed.

Program activities may include:

- Homework Help
- Enrichment Clubs and Special Interest Clubs
- Cultural Enrichment Experiences
- Recreational Activities and Cooperative Games
- Creative Expression through Music, Drama, Dance and Art
- Crafts

Enrollment Criteria

A child may be enrolled in **EDEP** when he/she is:

- Able to be independent in daily self care needs, such as toileting, feeding and dressing self.
- No danger to him/herself or others
- Able to participate in large group activities with an adult/child ratio of 1 adult to 20 children.
- Able to remain within the program location and under adult supervision without running away. Failure to do so will result in immediate dismissal from program.

Registration Policy

Registration requires completion of all registration forms by the parent and payment of annual non-refundable registration fee, plus weekly tuition for the first week of services. (Tuition will not be prorated for entering the program mid-week or later).

- Transportation is the parents' responsibility.
- Parents are required to complete registration forms when transferring their child from one **EDEP** school site to another **EDEP** school site.
- Parents who have children in attendance on alternating weeks will be expected to pay weekly tuition every week regardless of custody issues.

Please note each child attending must have their own separate registration form filled out. A parent or student may not have a balance due at any **EDEP** site prior to enrolling. Failure to comply with the registration guidelines may result in the loss of your child's position on the roster. Your child is registering for a slot in **EDEP**. Registration fees hold your slot for two weeks at the beginning of school. Note any special needs your child may have on your registration form. A registration fee is charged each time a parent terminates and re-enters any **EDEP**. Space is not guaranteed for re-entry. **EDEP** is available on days that regular school is in session.

Hours of Operation

Based on School District of Manatee County School Calendar

Morning Hours: Varies by School Site

Afternoon Hours: From School Dismissal until 6:00 PM

Tuition and Fees

Program fees are paid weekly. Weekly fees are not prorated for non-school days.

All fees **must** be collected in advance of services being rendered. **No changes are allowable for these services.** Pre-payment of services assures compliance with the Florida State Constitution (Article VII, Section 10) which requires tuition to be paid in advance of services.

- Tuition and fees are payable by cash, check, money order or via online credit card service.
- Starter checks are not accepted for payment of tuition or any other fees.
- An annual non-refundable registration fee is required for each child.
- Registration paperwork will be accepted only with the registration fee for each child.
- All children are required to re-register and pay the registration fee each school year.
- Tuition in full and all outstanding fees must be received by 6:00 PM on Fridays to avoid assessment of a late payment fee, per child, even when the child is not in attendance.
- **EDEP** is not responsible for interruptions in the delivery of the U.S. Postal Service which may delay receipt of payment.
- **EDEP** is not responsible for payments sent in a child's backpack or left at the school office.
- All children **must** be signed out by 6:00 PM.
- Weekly tuition is not prorated for short program weeks, acts of God or circumstances beyond our control or when termination occurs on any day of the week.
- Late Payment Procedure is as follows: Weekly tuition is due by 6:00 PM on Fridays. Late payment fee will be assessed the following Monday at 6:00 PM.
- All past due balances must be paid by the last day of program in the week for which the balance is due to avoid termination. Children will not be permitted to re-enter program until past due balances are paid in full.
- A fee status change may be made two times per school year and only if there is no past due balance on the account. Changes in fee status will require amending and signing the Enrollment Status Form. Additional status changes will incur an additional registration fee, per child.
- Parents are billed weekly, regardless of their children's attendance.
- Nonpayment, continued untimely payment of weekly tuition/fees or failure to pay for returned checks to the collection agency will result in termination.
- **EDEP** reserves the right to require payment by cash or money order after two returned checks.
- When termination occurs during any part of a week, unused weekly tuition is non-refundable.
- Pre-paid tuition for weeks when no attendance occurred will not be refunded.

Tuition and Fee Schedule

CHILD	BEFORE/AFTER (Weekly)	PART-TIME (AM Only)	PART-TIME (PM Only)
First	\$55.00	\$25.00	\$45.00
Add'l Child	\$45.00	\$15.00	\$35.00
Non-Refundable Registration Fee		\$25.00 per child	
Early Outs/Modified Wednesdays ONLY		\$10.00 per child	
Late Payment Fee		\$10.00 per child	
Late Pick-Up Fee		\$10.00 per child per every 15 minutes until 6:46 PM	

Check-In/Check-Out

To assure that children are supervised while in our care, we employ the following system:

- Each child must be checked into and out of the program daily by the parent or other authorized person.
- Only persons who have written authorization from the parent are permitted to sign out/pick-up a child.
- Picture identification is required for anyone to sign out a child when they are unknown to site personnel.
- Children will only be released from the designated sign-in and sign-out areas.

Attendance

Children must report to the school cafeteria or the designated **EDEP** site immediately upon school dismissal.

Notification of Absences

If your child is at school but will be absent from **EDEP**, you must notify the school office or **EDEP** Site Manager by 12:00 PM. If your child is absent from school, he/she will not be expected to attend **EDEP** and you will not need to call. Absences from **EDEP** will be verified daily against the school absentee list.

Late Pick-Up

A late pick-up fee of \$10.00 is charged for each 15 minutes after 6:00 PM, measured by the School Clock.

- 6:00-6:15 = \$10.00 per child
- 6:15-6:30 = \$20.00 per child
- 6:30-6:45 = \$30.00 per child
- 6:46 = Abandoned Child Procedure Initiated.
- *Children who remain on site after 6:46 PM will be released into the custody of a law enforcement officer. **We reserve the right to dismiss your child from the program after three late pick-ups.***

Parents must maintain up to date telephone numbers for all persons permitted to pick-up their children. The following steps will be taken if any student remains at the site 30 minutes after closing without notification from the parent:

- The Site Manager will attempt to contact persons permitted to pick-up the child as indicated on the Registration Form.
- If no authorized person is reached by 6:46 PM, the Site Manager will contact law enforcement to pick up the child.
- Parent signature is required on the Late Pick-Up form.

First Aid/Injuries

A staff member trained in first aid will apply ice packs, wash scrapes with soap and water and provide first aid to minor cuts, scrapes and bruises. A log accident/injuries is maintained on the parent information table at each site. Parents will be notified of minor injuries and requested to sign the log at the time the child is signed out. An effort will be made to telephone a parent or emergency contact person if the injury requires additional treatment.

Health

Parents will be notified if their child becomes ill while at **EDEP** and needs to be picked up. It is very important that information on contact persons be current, so that someone can be reached in the case of illness or emergencies. A parent will be contacted if a child is suspected of having a communicable disease, has a fever or symptoms which include, but are not limited to, any one of the following: diarrhea, rash, pink eye, or skin infection. The child must be removed from the facility as soon as possible.

NOTE: Any student who has had a communicable disease may not return to the program until the signs and symptoms are no longer present or the student has a statement from a doctor.

Medication

School nurses are not present during program hours; therefore, there will not be administration of any medications. If your child has food or other allergies, make sure the staff is aware. If your child has medical conditions that require nursing assistance, your child's participation is discouraged - although permitted - in this program, since nursing services are not available in the Extended Day Enrichment Program.

Lice

EDEP staff will not check heads for Lice. If staff members see "live bugs" they will contact the parent to pick the student up immediately.

Nutrition

Children will receive an adequate and nutritious snack each afternoon. Please report all food allergies or special nutritional needs to the **EDEP** Site Manager.

Behavior/Disciplinary Action

EDEP staff has developed guidelines/policies for students' behavior using positive reinforcement and other disciplinary alternatives. The Guidelines for behavior are posted at each site. Disciplinary action is noted on a Behavior Notice that is to be signed by the parent within 24 hours of the incident. Suspension will commence no later than 24 hours after the reported behavior incident occurs. A parent conference will be requested if disruptive behavior continues. Immediate dismissal from the program may be warranted should parent or student become physically or verbally abusive to staff.

Personal Property

EDEP is not responsible for personal property. If children are required to bring technology tools to school for classroom use, these items may only be used in **EDEP** to complete classroom assignments or conduct related classroom activities. **EDEP** is not responsible for damage to, or loss of any item.

Parent Information

Individual parent file folders are located beside the sign-out area in every center. Receipts and other important notices are placed in these folders. Please check the folder daily so that you do not miss any important announcements or information. A bulletin board which contains information for parents is located at each site. It is advisable to check the board for updated information on a regular basis.

Employees of the School District of Manatee County

Current full-time employees of the School District of Manatee County receive the sibling discount rate on their weekly tuition.

- The application for this discount must be submitted every time a child is registered or re-registered.
- The discount will take effect following district office approval.



Parent Information

The School District of Manatee County believes that a safe, secure, nurturing and civil environment is essential in accomplishing its mission of inspiring our students to learn, dream and achieve so all Manatee County students will reach their highest potential.

This policy promotes mutual respect, civility and orderly conduct among all district employees, students, parents and the general public.

The policy is not intended to deprive any person of his/her right to freedom of expression. Rather, it is intended to maintain, to the extent that is possible and reasonable, a safe, harassment-free workplace for students, families and staff, that is free of disruptive, demeaning, intimidating, threatening or aggressive behaviors.

District staff will treat students, parents, fellow staff members and members of the public with respect and will expect the same in return.

District staff will not conduct business with those who use obscenities or otherwise speak in a demanding, loud, insulting or threatening manner. Volatile, hostile or aggressive actions and words will not be tolerated.

District students' rights and responsibilities are further defined within the Code of Student Conduct.



School District of Manatee County

EDEP Parent Acknowledgement Form

- _____ Parent/Guardian agrees to the hours of operations for **EDEP** before school and after school care. Late pick-up fees will be charged at a rate of \$10.00 per child for every 15 minutes you are late as outlined on page 4. Tardiness of 3 times will result in dismissal from the program.
- _____ Parent/Guardian agrees that fees are due in advance on Friday each week. Failure to pay fees in advance will result in dismissal from the program.
- _____ Parent/Guardian agrees that after two returned checks, cash or money order payments will be mandatory.
- _____ Parent/Guardian agrees that their child is independent in daily self care needs. Child must be potty trained in order to participate in **EDEP**. Failure to utilize bathroom facilities will result in dismissal from the program.
- _____ Parent/Guardian agrees that if their child leaves the supervised area it will result in immediate dismissal.
- _____ Parent/Guardian agrees that they must enter the building to pick-up and sign out their child. Only individuals with a picture ID who are on the registration form will be allowed to sign out your child.
- _____ Parent/Guardian agrees to notify the Site Manager immediately of any change in home address, phone number, employment phone number, etc. Emergency phone numbers must be kept current. Failure to provide updated information and records will result in dismissal.
- _____ Parent/Guardian agrees that if parent, guardian or children are physically or verbally abusive to staff it will result in **immediate** dismissal.
- _____ Parent/Guardian agrees that their child will follow the guidelines/policies for behavior/disciplinary action. One serious misbehavior may warrant immediate dismissal.
- _____ Parent/Guardian agrees that there will be no administration of any medication during the hours of **EDEP**. School nurses are not present during **EDEP** hours.
- _____ Parent/Guardian agrees to notify the Site Manager of any food or other allergies so the staff can be aware.
- _____ Parent/Guardian agrees that all children in the **EDEP** will be expected and required to follow the Code of Student Conduct, **EDEP** guidelines/policies, and any individual school policies. The Manatee County School District reserves the right to dismiss any child from the **EDEP** for repeated, disruptive behavior. Parents must remember that their child's participation in the **EDEP** is a privilege, not a right.

Child's Name: _____

Parent/Guardian Signature: _____