

# EDEP

## EXTENDED DAY ENRICHMENT PROGRAM

Quality...Integrity...Trust



## PARENT HANDBOOK GUIDELINES AND PROCEDURES

# Table of Contents

Program Goals.....	1
Description of Services .....	2
Hours of Operation.....	2
Enrollment Criteria.....	2
Registration Policy .....	3
CheckRedi .....	4
Tuition and Fees Schedule.....	5
Late Pick-Up... ..	5
Check-In/Check-Out .....	6
Attendance.....	6
Notification of Absences .....	6
Medication.....	6
Health.....	6
Lice.....	7
Nutrition.....	7
Behavior/Disciplinary Action .....	7
First Aid/Injuries .....	7
Personal Property.....	7
Employees of the School District of Manatee County.....	8

# 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 1<sup>st</sup>) through fifth grade. EDEP is supported solely by parent fees and in-kind services from each school. The following are the goals for 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 provided by your Site Manager.** If you have any concerns about EDEP, we would be happy to talk with you. Please call the EDEP Site Manager at your school 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:

- Snack
- Homework Help – We will make every effort to complete homework as our schedule allows. One-on-one tutoring is not available.

Note: Please encourage your child to work on homework during the scheduled time. Ultimately, it is the responsibility of the parent to check homework for completion and accuracy.

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

## ***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*

---

## **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.**
- Demonstrates behavior in accordance with the SDMC Code of Student Conduct.

# Registration Policy

Registration requires completion of all registration forms by the parent and payment of 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 new 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.
- The enrolling parent is the responsible party for weekly payments.

**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 the school year. 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.

# 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. 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. ***Termination will occur if fees are not paid on time.***

- Tuition and fees are payable by cash, check, cashier's check or via online payment system <https://www.ezchildtrack.com/Manatee-EDEP/parent>.
- Parent email address is required for setting up online payments.
- Starter checks are not accepted for payment of tuition or fees.
- 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 6:00PM on Fridays, per child, even when the child is not in attendance.
- EDEP is not responsible for payments sent in a child's backpack or left at the school office.
- Weekly tuition is not prorated for short program weeks, acts of God or circumstances beyond our control or when suspension or termination occurs on any day of the week.
- Payment is required each week regardless of attendance (i.e. vacation, illness, suspension and/or termination).
- Late Payment Procedure is as follows: Weekly tuition is due by 6:00PM on Fridays. Late payment fee will be assessed the following Monday at 6:00PM.
- 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.
- Three late payments may result in dismissal from program or failure to pay for returned checks will result in termination.
- 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.
- Parents are billed weekly, regardless of their child's attendance.
- EDEP reserves the right to require payment by cash, cashier's check or online payment system 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.

## **CheckRedi (NSF)**

Checks returned for non-sufficient funds ("NSF") or rendered non-negotiable will be forwarded to Check-Redi who has been contracted by the district to process returned checks. Check-Redi is authorized to redeposit the check for payment. The undersigned authorizes a service fee in the amount of \$25.00 to \$40.00 or 5% of check amount whichever is greater, After two NSF checks, payment must be made by cash, cashier's check or the online payment system.

## **Overdue Fees**

If payment is not received, the balance will be turned over to the district's finance department to be reported to our collection agency.

# Tuition and Fee Schedule

CHILD	BEFORE/AFTER (WEEKLY)	PART-TIME (AM ONLY)	PART-TIME (PM ONLY)
FIRST	\$65.00	\$35.00	\$55.00
ADD'L CHILD	\$55.00	\$25.00	\$45.00

Non-Refundable Registration Fee	\$40.00 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 6:31PM

## Late Pick-Up

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

- 6:01PM – 6:15PM = \$10.00 Per Child
- 6:16PM – 6:30PM = \$20.00 Per Child

***We reserve the right to dismiss your child from the program after three late pick-ups.***

- 6:31PM – Abandoned Child Procedure Initiated  
Children who remain on site after 6:31PM will be released into the custody of a Law Enforcement Officer and Child Protective Services will be contacted. One pick-up after 6:30PM will result in immediate dismissal from program.

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 school site 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 arrives by 6:31PM, the Site Manager reserves the right to contact Law Enforcement to pick up the child and contact Child Protective Services.
- Parent signature is required on the Late Pick-Up Form.

# 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/sign-out areas.
- Parent/authorized person is not permitted to go beyond the designated sign-in/sign-out area at any time.

## 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 12:00PM. 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.

## Medication

School nurses are not present during program hours. There will not be administration of any medications. If your child has food or other allergies, it is the parent/guardian responsibility to notify the staff in writing.

## 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.

## **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. Student may not return to program until Lice are no longer present and treatment has been completed.

## **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. Disciplinary action is noted on a Behavior Notice that is to be signed by the parent within 24 hours of the incident. The EDEP reserves the right to refuse services for failure of parent or child to follow EDEP policies, procedures or rules. Three behavior notices may lead to dismissal from program. If warranted, suspension or a parent conference will be requested if disruptive behavior continues. Immediate dismissal from the program will occur should a student become physically or verbally abusive to another student or staff. If a parent/authorized person becomes physically or verbally abusive to staff, student will be immediately dismissed from program. Parents must remember that their child’s participation in the EDEP is a privilege, not a right.

## **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 is maintained and parents will be notified of minor injuries and requested to sign the log. Parent will be notified if the injury requires additional treatment.

## **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.

# Employees of the SDMC

Current employees of the School District of Manatee County receive a 50% discounted rate on their weekly tuition.

- The application for this discount must be submitted every time a child is registered or re-registered. The Site Manager at the school will have the application/form.
- A \$40 non-refundable registration fee applies.
- The discount will take effect following EDEP District Office verification and approval.

---

***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.***

---



# EDEP PARENT ACKNOWLEDGEMENT

- \_\_\_\_ Parent/Guardian agrees to the hours of operation for EDEP before/ 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. Tardiness of 3 times will result in dismissal from the program. Tardiness one time past 6:30PM will result in **immediate** dismissal.
- \_\_\_\_ Parent/Guardian agrees that fees are due in advance on Friday each week. A \$10 late fee will be assessed at 6PM on Mondays. Failure to pay fees in advance will result in dismissal from the program.
- \_\_\_\_ Parent/Guardian agrees that after two returned checks payment must be made by cash, cashier's check or online payment system.
- \_\_\_\_ Parent/Guardian agrees that their child is independent in daily self-care needs. Child must be potty trained. Failure to utilize bathroom facilities will result in dismissal from the program.
- \_\_\_\_ Parent/Guardian agrees that their child is able to participate in large group activities with an adult/child ratio of 1 adult to 20 children. EDEP is not equipped to provide one-on-one services.
- \_\_\_\_ Parent/Guardian agrees that if their child leaves the supervised area it will result in **immediate** dismissal.
- \_\_\_\_ Parent/Guardian agrees they must enter the building to drop-off/pick-up their child and sign the program attendance sheet. 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 for all names provided on registration form.
- \_\_\_\_ 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 stealing, inappropriate touching and running away from staff 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.
- \_\_\_\_ Parent/Guardian agrees to notify the Site Manager of any food or other allergies your child has so the staff can be aware.
- \_\_\_\_ Parent/Guardian agrees that all children in EDEP will be expected and required to follow the Code of Student Conduct, EDEP guidelines/policies, and any individual school policies. SDMC reserves the right to dismiss any child from the EDEP for repeated, disruptive behavior.

CHILD'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

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

**Please Note:** Site Manager will provide a copy for you to sign as required by EDEP.



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.

## Contact Us

### **EXTENDED DAY ENRICHMENT PROGRAM**

Professional Support Center  
2501 63rd Avenue East  
Bradenton, FL 34203

**Phone:** 941-751-6550

## Contacts:

**Trish Dezso** - Program Administrator  
ext. 43004 [deszop@manateeschools.net](mailto:deszop@manateeschools.net)

**Elizabeth Thompson** – Program Administrator  
ext. 43049 [thompsoe@manateeschools.net](mailto:thompsoe@manateeschools.net)

**Holli Vigna** – Program Administrator  
ext. 43296 [vignah@manateeschools.net](mailto:vignah@manateeschools.net)

## EDEP Website and Site Info:

[www.manateeschools.net](http://www.manateeschools.net)