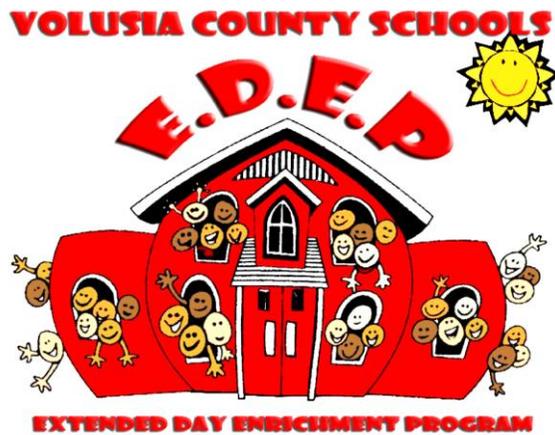


# VOLUSIA COUNTY SCHOOLS

## EXTENDED DAY ENRICHMENT PROGRAM

### PARENT HANDBOOK 2016-2017



#### **Volusia County Schools Vision Statement**

Ensuring all students receive a  
superior 21st century education

# **VOLUSIA COUNTY SCHOOLS**

## **EXTENDED DAY ENRICHMENT PROGRAM**

### **THE SCHOOL BOARD OF VOLUSIA COUNTY**

Mrs. Ida D. Wright, Chairman  
Mrs. Melody Johnson, Vice-Chairman  
Mrs. Linda Costello  
Mrs. Linda Cuthbert  
Dr. John Hill

### **SUPERINTENDENT OF SCHOOLS**

Mr. James T. Russell

### **Chief Academic Officer**

Mrs. Teresa L. Marcks

### **Coordinator, Educational Enhancements**

Mrs. Cindy Fisher

### **EDEP DISTRICT ADMINISTRATION**

Mrs. Teri Houser, EDEP District Specialist  
Mrs. Lisa Myers, EDEP District Facilitator - East Volusia  
Ms. Kathy Cole, EDEP District Facilitator - West Volusia  
Ms. Nicole Porcella, EDEP Office Specialist

## EDEP Site Contact Information

School:

EDEP Site Facilitator:

EDEP Phone Number:

Principal:

School's Main Phone Number:

School District Federal Taxpayer ID Number: 59-6000884

### **EXTENDED DAY ENRICHMENT PROGRAM GOAL STATEMENT**

“Volusia County Schools Extended Day Enrichment Program will enrich the educational, emotional and physical well-being of students in a well supervised, quality program.”

## INTRODUCTION

Volusia County Schools' Extended Day Enrichment Program (EDEP) provides before and after school care to approximately 3800 students each day. The EDEP provides a safe environment for children to receive supervised homework time, explore new hobbies and interests, develop friendships and social skills, and participate in varying activities each week.

## PROGRAM OPERATION

### Student Eligibility

Any student in grades K - 5 enrolled in a Volusia County School operating an EDEP is eligible to attend at that site.

### Waiting Lists

There are times when an EDEP has a waiting list. The list is kept by the EDEP Site Facilitator. The list contains each student's name, parent's (or guardian's) name, phone number, and the date placed on the waiting list. When an opening occurs, the parent (or guardian) will be called in the order they were placed on the list. ***Waiting lists will expire yearly upon completion of the school year.***

Each program will provide upcoming school year registration and enrollment information. Contact the EDEP Site Facilitator for additional information.

### Homework/Tutoring

Adequate time, a quiet environment and homework monitoring will be provided on a daily basis. The EDEP is ***not*** responsible for assuring completion or accuracy of assignments. Parents are encouraged to review their child's homework assignments on a daily basis.

Suggested homework period:

- K – 2        30 minutes
- 3 – 5        45 minutes

\*No homework period should exceed 1 hour

Parents may not request that students be retained in the homework center as punishment. Students in EDEP must follow the daily schedule along with their peers. If your child is in need of tutoring, please contact the school Principal to determine if any programs are offered after school. If tutoring is available, the Site Facilitator will work with the teacher in charge of tutoring to make sure your child checks in and returns to the EDEP upon completion of the tutoring session. At times, tutoring is provided through an EDEP. Please contact your Site Facilitator to see if the program is available.

## **Program Visits**

Parents/guardians are encouraged to volunteer in the EDEP as long as an **approved** Volunteer in Public Schools application is on file with the school.

Insurance coverage prohibits the attendance of volunteers' children who are not enrolled in the program.

## **Days and Hours of Operation**

In most schools, the EDEP will observe the regular school calendar. If the school Principal and EDEP Site Facilitator determine there is sufficient need, the EDEP may choose to operate a full-day program on non-school days, such as teacher planning days and/or Spring Break, as long as it is approved by the Superintendent in advance. There will be an additional charge for those days. Summer sites will be determined annually by the Principal, EDEP Site Facilitator, the District EDEP department, and other District level personnel.

At schools that provide a before-school program, the program will operate approximately one hour prior to the opening of school. The after-school programs operate from the school's dismissal time until 5:45 p.m. In schools where the EDEP operates a full-day program on non-school days, the hours of operation are generally 6:30 a.m. to 5:45 p.m.

## **Transportation**

The parents/guardians will be responsible for transporting their child(ren) to and from the EDEP. With the exception of scheduled field trips, EDEP sites do not offer transportation.

For safety reasons, the district's legal department recommends that students NOT be permitted to ride bicycles or walk home. Students **must** be signed-out of the program each day by authorized individuals listed on the Master Registration Form.

## **Snacks**

Children need to eat frequently to prevent fatigue and irritability. Since EDEP students are at school for up to four hours beyond the regular school day, a snack is served every afternoon. Each snack will include a beverage (milk or fruit juice) plus a food item. The cost of the snack is included in the tuition.

## **Supper**

A select group of schools will provide a supper meal for the students, in place of the snack. This is determined by the VCS School Way Café personnel and the needs of the school. Each supper will include five components and the student must pick at least three of them if they choose to participate.

## **Students Arrival and Departure Procedures**

Parents and/or guardians are required to sign in/out their children. They will be informed by their EDEP Site Facilitator of the designated sign in/out location and method to pick up/drop off their child(ren). No child will be released to anyone not authorized in writing by the custodial parents/guardians and on file with the program. Individuals who are authorized to pick up children but are not known by the staff will be required to show photo identification before the child(ren) is released.

It is the parent/guardian's responsibility to submit court documentation of custodial rights to the Site Facilitator. If documentation was provided to the school office, it still must also be submitted to the Site Facilitator.

Parents are responsible for notifying the Site Facilitator in writing or by phone in advance of the child's absence. The Site Facilitator will call parents to confirm a child's absence if they have not received a phone call and if the child is not on the school's absentee or early release list.

- **Morning Program Arrival**

Parents must escort their child to the designated morning program area to sign their child(ren) in. Children shall not be dropped off at any other location at the school. Failure to comply with this EDEP procedure may result in the dismissal of the child from the morning program.

- **Special Circumstances**

Special circumstances may occur where a parent needs to authorize by phone a person not on the Master Registration Form to pick up their child(ren). These calls will be handled on a case-by-case basis. Parents are reminded to have all emergency contact information on the Master Registration Form.

- **Siblings**

The district recommends that no one under sixteen (16) be allowed to pick up EDEP students. If it is necessary for a sibling under sixteen to pick up EDEP students, a letter must be received from the parent identifying the individual picking up the child(ren). The letter must be approved by the Principal/designee.

## **Release of Students to Parents and/or Guardians who Appear to be Intoxicated or Otherwise Impaired**

Every person working with students has an obligation to use reasonable care to safeguard the children. In the event a parent or guardian arrives to pick up a student and appears to be impaired, a decision will be made before releasing the child. If it appears that the child would be in danger by accompanying the adult, he/she will not be released. The Site Facilitator will balance the need to safeguard a child against a parental right to pick up the child.

If the employee decides not to release a child to a parent/guardian who appears impaired, the site Principal will be notified immediately. Law enforcement may be called if the Site Facilitator deems it necessary.

### **Adult to Student Ratio**

It is the intent of the EDEP that a ratio of one adult to no more than 20 children is maintained.

### **Illness**

If a child becomes ill while attending the EDEP, the parent/guardian will be contacted to pick him/her up. Until the parent/guardian arrives, the child will rest in a quiet area under the supervision of a staff member. Under no circumstances will an ill child be permitted to go home alone. The parent/guardian is expected to come in a timely manner and the child should not return to the program until he or she is fever free for 24 hours.

The EDEP is required to follow all school district protocol regarding contagious conditions (e.g. impetigo). A student may return to the program after receiving clearance from the school nurse.

### **Accidents/Emergencies**

EDEP employees will make every effort to ensure that a safe environment exists for all students. In the event that an accident does occur, the person designated on the Master Registration Form will be contacted for specific instructions regarding what action to take. If none of the designees listed can be reached, the Site Facilitator and/or Principal will take prudent and necessary action. Such action on the part of the EDEP personnel will not obligate them or the school to assume financial responsibility for the child's treatment.

### **Medication**

School board policy and procedures regulate the administration of prescription medication to students. These procedures apply to all types of medication – aspirin, ibuprofen, antacids, etc. The Authorization Form completed for the regular school day must also specifically include authorization for administration of medication during EDEP. When dropping off medications for administration by EDEP, the parent/guardian is required to be present when the Site Facilitator counts to confirm the number of tablets in the container. A record of medications administered will be kept as required, and all medication to be administered will be stored in its original container under lock and key.

### **Insurance**

The School District of Volusia County has liability protection for accidents occurring during the school day and other school sponsored activities, including the EDEP.

Every registered program participant will be covered through the Special Risk Accident Insurance policy underwritten for the EDEP. This insurance policy has a ***\$25.00 deductible paid by the parent***, which will be applied separately to each claim.

In the event of an injury, the EDEP Site Facilitator will provide the parent with a copy of the Hartford Life and Accident Insurance Claim Form that needs to be completed, signed, and submitted ***by the parent***. This form will not be processed by the insurance company if it is not filled in completely. All documentation such as itemized bills for any medical treatment or hospitalization must accompany the form. The completed form is mailed to:

Employee Benefits Dept. Account Manager  
Brown & Brown of Florida  
220 S. Ridgewood Avenue,  
Daytona Beach, FL 32114

386-944-5811  
386-323-9180 FAX

Participants also have the option of additional insurance through the purchase of Student Accident Insurance offered at each school in the district.

### **Field Trip Permission Slips**

Each student must have a permission slip signed by the parent/guardian in order to participate in any off-campus field trips. If the trip is a regular occurrence (e.g. they go to the public library every Wednesday), one permission slip with information regarding the weekly trip is sufficient.

### **Photographs/Videos of Students**

A media release form is provided when a student registers for an EDEP. This form must be signed by parents/guardians of all children who are photographed for newspaper publicity or for use in other program-related materials. Parents/guardians have the option of not signing the form if they do not want their child photographed or videotaped.

### **Parent Conferences**

Conferences relating to students enrolled in the EDEP may be necessary in certain situations. For example: late tuition payments, late pickup of a child, discipline issues, or discussion of participation in an activity.

### **Movies/Videos**

Only G-rated movies/videos will be available for viewing. At times, Site Facilitators may preview and approve PG videos. Parental permission for viewing PG videos is on the Master Registration Form. Children are not required to view the videos and an alternate activity will

be provided for any child(ren) whose parents do not grant permission for viewing the selected PG videos or for those students choosing not to watch a video. Site Facilitators will make every effort to post PG video titles prior to showing the movie.

### **Student Conduct**

EDEP participants are bound by the School Board-adopted Code of Student Conduct as well as the following rules:

- Exhibit good sportsmanship and fair play at all times;
- Be respectful of school property and other people's property;
- Use courteous and respectful language at all times;
- Treat other people with kindness;
- Be responsible for your own belongings;
- Obey Group Leaders at all times;
- Remain with your Group Leader at all times;
- Report in promptly, and be sure to follow sign-out procedures when being picked up.

### **Discipline and Suspensions**

**Participation in the EDEP is a privilege.** When a child breaks a rule established by the School Board or the EDEP, a Citizenship Warning Slip will be issued. This warning slip will be dated and will contain specific information about the student's misbehavior. The parent/guardian will sign the form, indicating that they have received a copy. A copy will also be kept with the student's registration information. Upon receipt of the third Citizenship Warning within the school year, the student **may** receive a one-week suspension from the program.

**Permanent removal from the program may result after four warnings within the school year.** If the parent/guardian desires a conference concerning the offense, one may be scheduled with the program Site Facilitator.

**The VCS Extended Day Enrichment Program reserves the right to permanently remove any student whose behavior is determined by the Site Facilitator and the school Principal as dangerous to himself and/or others. Each case will be reviewed individually to determine the necessity of permanent removal.**

**Depending on the severity of the incident, the school administration may enforce consequences during the regular school day, based on the Code of Student Conduct.**

### **EDEP PERSONNEL**

All EDEP staff members are hired in accordance with School Board approved policies. Each program is coordinated by a Site Facilitator and has enough Group Leaders to maintain the recommended adult-to-student ratio. Training programs and program orientation for all EDEP staff is mandatory. The EDEP District Specialist and/or EDEP District Facilitators will schedule these training activities.

### **Site Facilitator**

A Site Facilitator supervises each EDEP. The Site Facilitator has direct responsibility for the program during all hours of operation. The School Principal, along with input from the District EDEP, selects the Site Facilitator, based on ability and experience in working effectively with and managing organized activities. For issues relating to EDEP, parents/guardians should schedule conferences with the Site Facilitator.

### **Group Leaders**

Our goal is to have Group Leaders work directly with groups of no more than 20 children. They supervise activities as assigned by the Site Facilitator.

### **STUDENT REGISTRATION**

All children who participate in the EDEP during the school year must be officially registered by the parent/ guardian at the school where they will attend the program. A Master Registration Form must be completed and submitted to the Site Facilitator. An annual registration fee and first week's tuition must be paid before a child can participate in the EDEP.

### **Master Registration Form**

The EDEP must have a completed Master Registration Form for each child. Changes in information must be communicated in writing to the Site Facilitator by parents/ guardians as they occur. A new Master Registration Form must be completed each school year and updated as changes are made.

The health information requested on the form will assist EDEP staff in providing for the health and safety of program participants.

### **STUDENT FEES**

#### **Registration Fee**

A **non-refundable** registration fee will be assessed upon registration. Summer programs require an additional registration fee for the summer months. A student entering the EDEP between the start of the school year and December 31 will be charged the full year fee; those entering between January 1 and the end of the school year will be charged a reduced fee. (Refer to the attached schedule of EDEP Fees and Tuition) If the student transfers to another EDEP site within the same school year no duplicate registration fee will be charged. However, placement in the new EDEP site is subject to availability.

If a child withdraws from the program, a re-enrollment fee is charged for each additional re-entry.

### **Weekly Tuition Fees**

According to the Constitution of the State of Florida, Article VII, Section 10, it is a violation for public schools to operate on a “credit” basis. *All payments must be made in advance prior to the start of the attendance period.* Tuition is **due in full and must be paid in advance of the service period.** You will not be given a bill, but will be expected to make the scheduled payments each week as stated on the **Weekly Fee Schedule**, distributed at the time of registration. Checks or money orders shall be made payable to the individual school and submitted no later than Friday (***unless otherwise noted on the Weekly Fee Schedule***) of the week prior to the service period.

For those who pay using the Online School Payments (OSP) available at the sites, payment must still be made by the close of the program (5:45 pm) on the scheduled date of payments. Anything after that time will be assessed a late fee.

Other than the Online School Payments, all payments are to be given to and receipted by the Site Facilitator, or Designee, during program hours only. **Fees are due even if the child is absent from the EDEP on the day payment is due.** Children enrolled who are not in attendance every day or who miss one or two days because of illness (or any other reason) must still pay for the entire week. Prolonged absences due to illness or vacation will be considered on a case-by-case basis. **There is no daily rate.** Enrollment in the EDEP may be terminated if a student is absent for more than two weeks. A student’s return to the program will be based on space availability.

Tuition fees for the EDEP will be established periodically by the School Board and are subject to change.

No change will be provided for cash payments. Exact payment must be made or a credit will be placed on the account to go toward future charges.

### **Late Payments**

A late payment fee of \$5.00 per child is charged when tuition is not paid on or before the Friday (or date otherwise noted on the Weekly Fee Schedule) of the week prior to the service period. All balances must be paid in full or late fees will be assessed.

Outstanding account balances must be paid in full prior to the next service period due date. If not, the child may be removed from the current EDEP. The child will not be permitted to attend any Volusia County Schools EDEP until the account is paid in full, and will only be accepted if space is available. If no space is available the child will be placed at the end of the current waiting list for the school that EDEP enrollment is being requested. If the child was withdrawn for non-payment, a re-enrollment fee will be assessed and must be paid, along with all past due balances, in order for the child to return to the program.

### **Reduced Tuition Fees**

Reduced tuition fees are available at each site. Due to confidentiality, it is the parent's responsibility to communicate a need and provide verification to the Site Facilitator establishing eligibility, according to district policies and guidelines. Please see the Site Facilitator for details.

Volusia County Schools' EDEP also accepts subsidized childcare from the Early Learning Coalition (ELC) and Employer Reimbursed Childcare.

### **Late Pick up Fees**

A late pick up fee of \$5.00 per child for the first 15 minutes after the designated EDEP closing time will be charged to individuals who are late picking up their child(ren). For every 15 minute increment after that time, an additional \$10 late pick up fee per child will be assessed. Payments must be made before the child(ren) re-enters the program. **More than three late pick-ups per semester** is considered to be habitual. Habitual late pick-ups may result in the child(ren) being dismissed from the program.

EDEP Site Facilitators make every effort to contact the parent/guardian or other authorized individual if a child is not picked up by closing time. If the parent/guardian is more than 30 minutes late without having contacted the EDEP, the school Principal will be notified and law enforcement officers will be called.

### **Field Trip Fees**

Some field trips require that an admission fee be collected. The Site Facilitator will notify all parents in advance if a fee needs to be collected.

### **Collection of Insufficient Funds**

We recognize that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by the bank. In order to recover these funds in a private and professional manner, Volusia County Schools has contracted CHECKredi, a company specializing in the collection of returned checks.

Each check written to a school or the District must have the maker's name, address, and one phone number. When a person writes a check to a school or the District, the person writing the check agrees that, if the check is returned, it may be re-presented electronically on the same account for the full face amount and a fee established by Florida law.

CHECKredi will contact you by mail and by telephone in order to make arrangements to pay before attempting to re-present the check electronically. Payments of the check and fee may also be made online at <http://www.checkredi.com> using a credit card, debit card or electronic check without any additional fees. For a convenience fee, payments may be made

over the telephone at (877) 524-7334 by credit card, debit card, or electronic check. Payments cannot be made at a school or the District.

### **Internal Revenue Service Form W-10**

The Volusia County School District's Taxpayer Identification Number (TIN) is 59-6000884. Use this number to claim the childcare credit on income tax returns. A copy of IRS Form W-10 Dependent Care Provider's Identification and Certification will be provided to each parent/guardian at the time of enrollment in the EDEP.

It is the responsibility of the parent/guardian to retain their tuition receipts as proof of the amount spent for childcare during the year. Site Facilitators are not required to provide parents/guardians with a total of the amount they have paid during the year.

### **STUDENT SAFETY AND SECURITY**

All official School Board policies relating to discipline, safety and emergencies shall be followed. It is the joint responsibility of the Site Facilitator, the Principal and the District EDEP Specialist to advise EDEP staff of these policies and to assure compliance. These include but are not limited to the following:

- Instruction on handling emergencies
- Severe weather procedures
- Emergency/severe weather drills
- Evacuation procedures
- Discipline procedures

Each school has a plan for emergency evacuation of the EDEP program. The Master Registration Form contact information will be used to notify parents/designees of an EDEP emergency. Parents/guardians must inform the Site Facilitator of any change regarding emergency contacts.

EDEP personnel are not responsible for special toys or items brought by a student to a program. It is recommended that students do not bring personal items to the EDEP. Enrichment activities and games are provided for students by the EDEP.

Each EDEP has a telephone available during the hours of operation. The telephone number(s) is listed on page 3 as part of the "EDEP Site Contact Information."