

# Extended Day Enrichment Programs

Parent Guide SY 2022 - 2023

## Mission

To provide student centered, quality care programs during out-of-school hours to ensure all students become equipped with the 21st-century skills required to be productive citizens.

To accomplish this mission, the Volusia County School District (VCS) and Extended Day Enrichment Program (EDEP) strives to:

- Provide a safe and supportive environment for children during non-school hours.
- Provide enriching indoor and outdoor educational experiences.
- Provide academic support and remedial help (varies by school site).
- Increase student motivation and connection to school.
- Provide healthy snacks and/or meals to meet students' nutritional needs.

## Vision

The VCS Extended Day Enrichment Programs provides structured academic enrichment programs for school-age children. Every child and youth should have a safe and supportive environment, while engaging in activities that support academic achievement and promote social, emotional, physical development before and after the regular school day.

## Introduction

Volusia County Schools Extended Day Enrichment Program (EDEP) includes programs at both the Elementary and Middle School grade levels. These programs offer supervised enrichment such as: homework opportunities, academic enrichment, exploration of fine and performing arts, technology, and recreational activities, along with social emotional learning to help guide students of every age group. All EDEP sites adhere to the VCS school day calendar where students are present.

***EDEP maintains a 1 to 25 student supervision ratio, following the Department of Children and Families ratio (F.S.402.305, (6)).***

## Program Information

The EDEP is a voluntary, fee-based program. There are a limited number of students that can be served; therefore, students are accepted on a **first come, first served** basis. All programs are contingent upon minimum enrollment criteria, staff availability, facility availability, and principal support. If, for any reason, a EDEP site is cancelled at a current school site, parents will be notified via letter, phone call, ClassDojo messenger, through email, and/or in person. During the 2022-2023 school year, the School Board of Volusia County will offer EDEP am programs at 10 Middle schools and EDEP afternoon programs at 40 Elementary schools. 10 Elementary sites also have am programs. The VCS Extended Day Enrichment Programs operate on SCHOOL DAYS ONLY. The program operates on a daily basis to coincide with the regular school calendar. EDEP Sites are staffed with qualified before/after school personnel and follow VCS board policy qualifications. For more information, contact any school where the programs are held. ***\*\*Please refer to our website for a list of sites.***

### **Enrollment/Student Eligibility**

EDEP provides equal access and opportunity in its programs and activities to all students. EDEP does not discriminate on the basis of race, color, national origin, gender, age, or disability, in its educational program or activities. Please contact ***Aria Haire, Assistant Director of ESE Services, (386) 734-7190 ext. 42206, 200 N. Clara Avenue DeLand, FL 32720*** for additional information. Prior to enrollment in EDEP students must be officially registered by the parent/ guardian at the school where the child will attend the program.

### **Waiting Lists**

At times EDEP Sites have a waiting list, this list is kept by the EDEP Site Facilitator/Lead. The staff member who maintains this list will request the needed information from the parent/guardian upon request of being placed on the waitlist. When an opening occurs, the parent/guardian will be called in the order they were placed on the list. ***\*\*Waiting lists will expire yearly upon completion of the school year.***

### **Nutrition**

School Way Café (SWC) will be providing nutritional options in all programs. Parents are encouraged to provide a nutritional option for their own student if the student does not like the one provided.

### **Students Arrival and Departure Procedures**

Parents, guardians, and or authorized individuals are required to sign in/out their children from both morning and afternoon EDEP sites. No child will be released to anyone not authorized in writing by the custodial parents. Individuals who are authorized to pick up children but are not known by the staff will be required to show photo identification prior to the student(s) being released. The parent/guardian will be responsible for transporting their student(s) to/from the EDEP with the exception of a school-wide evacuation. For safety reasons, students are **NOT** permitted to ride bicycles or walk home, per the district's legal team. The district recommends that no one under sixteen (16) be allowed to pick up EDEP students.

### **Emergencies/Illness**

In the event of a medical emergency, reasonable effort will be made to contact parents/guardians for specific instructions. If parent cannot be reached, the on-site Facilitator/Lead will take necessary action. The action on the part of the program personnel does not obligate the personnel or the school to assume financial responsibility for the treatment of the child. If a child becomes ill while attending the EDEP, the child's parents/guardians will be contacted to pick the child up from the program. Refusal to pick up your child promptly could result in dismissal from EDEP. Parents are responsible for notifying the Site Facilitator/Lead in writing or by phone in advance of the child's absence and/or withdrawal from the program.

### **Medication**

School Board Policy 211 and 212 regulate the administration of prescription medication to students. The Authorization Form completed for the regular school day must be provided to EDEP. 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/Lead 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.



## Student Registration

A Master Registration Form must be completed online by the parent/guardian for the school where they will attend the program. An annual **non-refundable** registration fee will be assessed and must be paid before a child can participate in the EDEP for the school year. 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. It is the parent/guardian's responsibility to submit court documentation of custodial rights to the Site Facilitator/Lead. If documentation was provided to the school office, it still must also be submitted to the Site Facilitator/Lead. Changes in information must be communicated in writing to the Site Lead/Facilitator by parent/guardians as they occur.

***\*\*The health information requested on the form must be filled out to assist EDEP staff in providing for the health and safety of program participants.***

## Reduced Tuition

Any family that is qualified for and receiving assistance through a federal program such as TANF, SSI, or Medicaid will also qualify for the Community Eligibility Provision rate. To receive the CEP rate, families must provide EDEP with their Direct Certified documentation. It is expected upon entry of program or before the thirty (30) day deadline established by School Way Café (SWC) and/or from the first (1<sup>st</sup>) day of school.

## Late Tuition Payments

All balances must be paid in full by **Friday** (unless notated otherwise on the Weekly Fee Schedule) or a late fee will be assessed. Parent/guardian may make a payment by cash, check, or online. Payments made on the due date *after* 5:45PM at the site or 11:59PM online are considered late. A **\$10** late fee per child will be assessed to the account. If accounts remain overdue Monday morning, students will not be allowed to attend until balance is paid in full or a short-term payment arrangement has been initiated with the District Facilitator Coach. On Wednesday (when the next week is invoiced), remaining overdue accounts without payment arrangements will be withdrawn from the program.



Families withdrawn for non-payment who would like to return will be placed at the bottom of any waitlist (if there is one). If a space becomes available, all balances due must have been cleared. A new registration fee will be required to re-enroll.

### **Late Pick up Fees**

A *late pick-up fee* of **\$7.50** per child for **every 15 minutes** after **5:45PM** will be automatically charged to the account of the student(s) who are late being picked up. **More than three late pick-ups per semester** is considered to be habitual. Habitual late pick-ups will result in the student(s) being dismissed from the program.

EDEP Site Facilitators/Leads will attempt to contact persons permitted to pick up the student(s) as indicated on the Registration Form. If no authorized person is reached by 6:15PM, local law enforcement will be called.

### **Collection of Funds**

Payments must be made by the due date to the Site Facilitator/Lead by check, cash, or online payment. Online payments can be set up as an auto pay for either credit/debit card or ACH(electronic check). Checks can be made out to each individual school and must have pre-printed account holders name and address. While making a payment onsite via cash or check please turn this in directly to the EDEP Site Facilitator/Lead. At the time of payment received on-site you will receive a handwritten or printed receipt or a receipt will be emailed to you. Please refrain from giving any funds to the front office at the school. EDEP is not responsible for any lost or stolen money turned in to the front office.

### **Withdrawal from EDEP**

If parent/guardian wishes to withdraw the student(s) from the EDEP please notify your Site Facilitator/Lead or district office. A Withdrawal Form will then be filled out by parent/guardian. If you are unable to fill this form out on site a form can and will be emailed to you. After signed by all parties notated on the form parent/guardian will have (30) days to request a refund of remaining balance on the account.

***\*\*If a child withdraws from the program, a re-enrollment fee is charged for the child to return.***

### **Refund Request Timeline**

Parents may request a refund due to a credit balance on the account. **This must be requested within (30) days of student's last day of attendance.** No refunds will be made for \$10 or less on the account. If or when a refund is requested this communication needs to be given to the EDEP Site Facilitator/Lead. Please note this process can take up to four to six weeks before parent or guardian receives check.

### **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. 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 returned 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 the 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/Leads are not required to provide parents/guardians with a total of the amount they have paid during the year.

### **Parent Communication**

Daily contact between parents and staff is an important part of the program. By sharing information concerning your child's activities and welfare, we can work together to better meet the child's needs. A parent communication board is displayed in a designated area at each site. Please refer to this for activities, enrichment, schedules, and upcoming events.

### **Student Conduct**

All EDEP sites follow the Volusia County School Board Student Code of Conduct.

### **Discipline Policy**

All children in the EDEP will be expected and required to follow the Code of Student Conduct and EDEP rules. The School Board of Volusia County reserves the right to dismiss any child from the program for repeated, disruptive behavior. Parents must remember that their child's participation in the EDEP is a privilege, not a right.

### **Discipline Action**

The steps listed below will be followed by the EDEP staff in the event of a disciplinary problem.

1. Verbal contact with the parent/guardian.
2. A Behavior Conference Form notating the incident and signed by parent/guardian.
3. Possible suspension from Program (serious or repeated behavior problems may result in a one-to-three-day suspension from the program.)
4. After three Behavior Conference Forms have been filled out a Parent Conference with Principal, Program Specialist, Site Facilitator/Lead and parent will occur to establish next steps. If the established next steps are not met or upheld, it can result in termination from the program.

### **Dismissal from EDEP**

The EDEP reserves the right to refuse service for the following reasons:

1. Failure of parent or child to follow EDEP policies, procedures, or rules.
2. Three written Parent/Student Conference forms or serious misbehavior that may warrant immediate dismissal from the program.
3. Children leaving supervised area may result in dismissal.
4. Failure to pay fees as scheduled. (One week late)
5. Failure to adhere to closing time. (Three times)

**\*The EDEP on-site facilitator/lead and/or principal have the authority to suspend or remove a participant with approval from the district EDEP Specialist.**



Volusia County Schools  
**Extended Day Enrichment Programs**  
 Fee Payment Schedule for SY 2022 – 2023

<b>Week</b>	<b>Payment Due Date</b>	<b>Service Period</b>	<b>Days of Service</b>
1	Thursday, August 11	August 15-19	5
2	Friday, August 19	August 22-26	5
3	Friday, August 26	August 29-September 2	5
4	Friday, September 2	September 6-9	4
5	Friday, September 9	September 12-16	5
6	Friday, September 16	September 20-23	4
7	Friday, September 23	September 26-30	5
8	Friday, September 30	October 3-7	5
9	Friday, October 7	October 10-14	5
10	Friday, October 14	October 18-21	4
11	Friday, October 21	October 24-28	5
12	Friday, October 28	October 31-November 4	5
13	Friday, November 4	November 7-10	4
14	*Wednesday, November 9	November 14-18	5
15	*Wednesday, November 18	November 28-December 2	5
16	Friday, December 2	December 5-9	5
17	Friday, December 9	December 12-15	4
18	*Thursday, December 15	January 3-6	4
19	Friday, January 6	January 9-13	5
20	Friday, January 13	January 17-20	4
21	Friday, January 20	January 23-27	5
22	Friday, January 27	January 30-February 3	5
23	Friday, February 3	February 6-10	5
24	Friday, February 10	February 13-17	5
25	Friday, February 17	February 20-24	5
26	Friday, February 24	February 27-March 3	5
27	Friday, March 3	March 6-9	4
28	*Wednesday, March 8	March 20-24	5
29	Friday, March 24	March 27-31	5
30	Friday, March 31	April 3-7	5
31	Friday, April 7	April 10-14	5
32	Friday, April 14	April 18-21	4
33	Friday, April 21	April 24-28	5
34	Friday, April 28	May 1-5	5
35	Friday, May 5	May 8-12	5
36	Friday, May 12	May 15-19	5
37	Friday, May 19	May 22-26	5
38	Friday, May 26	May 30-June 2	4

\*Indicates payment due on day other than Friday

\*\*Subject to change, parents will be notified in writing by on-site facilitator/lead\*\*

Dear Parent,

Welcome to the SY 2022-2023, in the Volusia County School's Extended Day Enrichment Program (EDEP). VCS programs are a non-profit after-school childcare program for elementary age children who are enrolled in kindergarten through fifth grade, middle school programs for children enrolled in sixth through eighth grade and is supported solely by parent fees and in-kind services from each school.

The goal of EDEP is to provide a safe and enriching program which supports the family, school, and community. It provides opportunities for children to develop socially, emotionally, and physically, within a warm and caring atmosphere.

Our staff participates as partners with you in providing a quality program. Communication, support, and cooperation are essential ingredients in this partnership. Please read this handbook carefully and discuss pertinent information with your child and onsite facilitator/lead.

Please sign and return the "Parent Acknowledgement" form below, to the onsite facilitator/lead.

Educationally yours,

*Greg L. Schwartz*

Program Specialist, **Extended Day Enrichment Programs**

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I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_ understand the parent information provided in this handbook. I also have reviewed and understand the fee schedule, payment, and refund policy I am to follow. I acknowledge the enrollment criteria for the Extended Day Enrichment Programs and that my child(ren's) enrollment in the programs may be subject to cancelation if he/she is unable to follow the criteria required. I understand that the account is the responsibility of the enrolling Parent/Guardian.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date