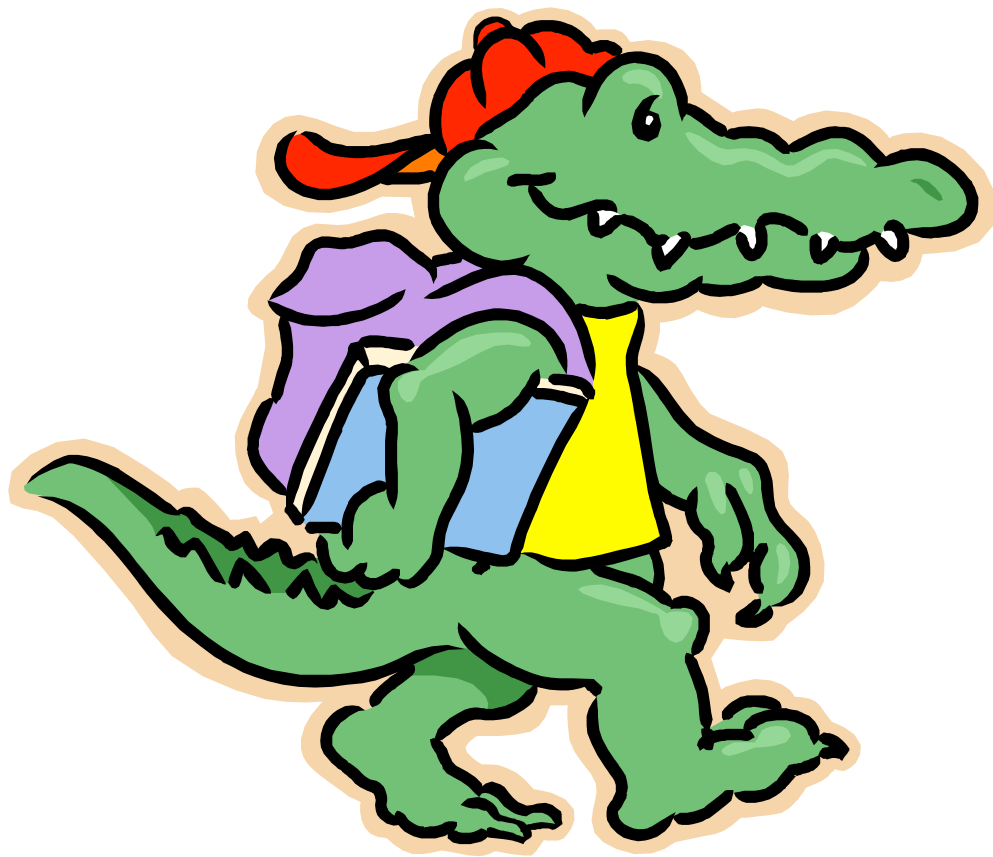


Kate Sullivan Elementary School

**Extended Day Program
2011-2012**



Kate Sullivan Elementary School

KATE SULLIVAN ELEMENTARY SCHOOL
927 MICCOSUKEE ROAD
TALLAHASSEE, FL 32308
(850) 488-1834 (10:30a.m. - 6:00p.m.)
FAX 487-0005

KATE SULLIVAN ELEMENTARY AFTER SCHOOL PROGRAM

The Extended Day Program offers well supervised, varied, educational, and fun activities for school-age children. The program encompasses Before School, After School, and Summer Camp. Due to our large enrollment, we will only be accepting children full time (5 days per week) this year. We will not be accepting part time enrollment.

SCHEDULES

Before- School.....7:00-7:45 a.m.
After School.....2:50- 6:00pm

PROGRAM SCHEDULE OF FEES

Calendar school cycle date fees are listed below. A cycle consists of 18 school days. There are 10 cycles per school year. Weekends, holidays, and teacher planning days are not considered school days. **YOU ONLY PAY FOR ACTUAL SCHOOL DAYS...NO HOLIDAYS.** No credits will be forwarded to the next cycle for days unused.

Cycle payment due dates must be strictly enforced. The After School Program will send home courtesy reminders prior to cycle due dates. **Failure to receive a reminder does not relieve parent or guardian from payment, due dates, and late fees.** Tuition payments must be made by check or money order. Cash is not accepted.

PAYMENT SCHEDULE:

Payment is due on the dates listed below:

August 22, 2011	January 18, 2012
September 16, 2011	February 13, 2012
October 12, 2011	March 8, 2012
November 8, 2011	April 11, 2012
December 8, 2011	May 7, 2012

PAYMENTS 2011-2012:

August 22, 2011-September 15, 2011
 September 16, 2011-October 11, 2011
 October 12, 2011-November 7, 2011
 November 8, 2011-December 7, 2011
 December 8, 2011-January 17, 2012
 January 18, 2012-February 10, 2012
 February 13, 2012- March 7, 2012
 March 8, 2012-April 10, 2012
 April 11, 2012-May 4, 2012
 May 7, 2012-May 31, 2012

BEFORE-SCHOOL FEES:

Monthly Fee- \$60.00
 Daily Drop in Fee- \$5.00

AFTERSCHOOL FEES:

Days per Week-----	Monthly Fee
5-----	150.00

SCHOOL HOLIDAYS: After school will be closed on the following days:

Monday, September 5, 2011.....Labor Day
 Monday, October 24, 2011.....Teacher Planning Day
 Friday, November 11, 2011.....Veteran’s Day
 Wednesday, November 23-25, 2011.....Thanksgiving Holiday
 Thursday, December 22- January 4, 2012.....Winter Holiday
 (Students Return Thursday, January 5, 2012)
 Monday, January 16, 2012.....Martin Luther King
 Monday, March 19-23, 2012.....Spring Break
 Monday, March 26, 2012.....Teacher Planning Day
 (Students Return Tuesday, March 27, 2012)
 Monday, May 28, 2012.....Memorial Day



DAILY SCHEDULE

The Before School Program meets from 7:00- 7:45 a.m. The Before School Program will meet in the old cafeteria and a light snack will be served to students as they come in.

The After School Program begins at 2:50 p.m. or immediately upon dismissal from school. Students in 2nd-5th grade report to the cafeteria when the bell rings. Kindergarten and 1st grades are picked up from their classrooms by their assigned After School staff. Attendance is taken to make sure each child has arrived safely. **If your child will not attend after school, as regularly scheduled, parents should call 488-1834 and leave a message.** Your child's safety is important to us.

A Homework Center is available to the 2nd-5th grade students Monday through Thursday. Parents may require that a child attend or the child can go voluntarily. If this is arranged, a homework center contract must be completed by the parent and on file in the after school office. **No homework is graded or checked for accuracy by the after school staff. The homework center is not designed for a Tutoring Center.** It is the student's responsibility to complete the homework just as they would at home while in the Homework Center.

After developmental play, the K and 1st grade children attend fun classes. Classes are separated between older and younger children. The children in the Kindergarten and First Grade will be kept together and involved in the K/1-Club activities. They will do different centers everyday such as arts, sports, and computers.

The 2nd-5th graders do two activities per afternoon. If they are in the Homework Center it meets Monday-Thursdays from 3:00-3:40 in private classrooms. The second through fifth graders then choose what activity they would like to participate in. We offer many sport activities such as kickball, soccer, football, basketball, and the Champions Program for Physical Fitness for 3rd-5th grade. We also offer activities such as crafts, computers, cooking, play, board games, and other fun activities. We are always adding new activities to our program.



IMPORTANT INFORMATION

Dear Parents and Families,

Thank you for registering your child in the Kate Sullivan Extended Day Program. A copy of our daily schedule and registration forms are attached. We must have a completed registration form, the attached parent contract signed, and a check made payable to Leon County Schools in order for your child to begin participation in the Extended Day Program on Monday, August 22. All payments must be made by check or money order. NO CASH IS ACCEPTED. The next payment is due on September 16th and will cover 09/16/11-10/11/11. You will receive payment memos every month at check-outs 5 days prior to payments being due.

All children must be picked up from Kate Sullivan when the bell rings unless they are registered in the After School Program. Please register your child now for the After School Program if you know that you are going to be late picking your child up from school. Drop-ins and part time students will not be accepted this year due to our large enrollment.

After School students in Kindergarten and First Grade will be picked up directly from their teachers each day by a member of the after school program staff when the bell rings, and escorted to their area for snack, attendance, and developmental play. Students in the 2nd-5th grades are sent to the cafeteria by their teachers when the bell rings for dismissal from school.

After School classes end at 4:15 daily. If you must pick up your child prior to 4:15 please go to the cafeteria in order for us to locate your child. Please allow five minutes for us to call your child to the cafeteria, as we will be using all areas of the school. If you pick up your child between 4:15 and 6:00 p.m. you must go to the parent pick up area. The parent pickup driveway for Kindergarten and First graders is located in the driveway between Kate Sullivan and Cobb Middle School (the bus loading lane). The 2nd-5th grade parent pick up is at the front of the East playground closest to TMH (this is the same driveway you let your child out in the mornings).

You must sign your child out every day. Your child will not be released to you or anyone else unless they have been signed out. If you refuse to sign your child out, regretfully, your child will be dismissed from the After School Program without a refund. Due to heightened security concerns, the school board is strictly enforcing this policy. Also, your child will not be released to anyone who is not on the registration form.

If you need a friend, co-worker, or relative to pick up your child and you know that they are not listed on the registration form, call us at 488-1834. The person will be required to show a photo ID unless personally known by the check-out staff. This is for the protection of your child and will be strictly enforced.

RAINY DAY PICK UP: If you pick up your child prior to 4:15 you will come to the cafeteria to sign out your child. Between 4:15 and 6:00 p.m. all children (K-5) will be picked up at the driveway in front of the East playground (the one closest to TMH). This will be the same driveway that the children are dropped off in the morning. On rainy days we will have staff in the driveway after 4:15 to radio for your child to come to the car. They will then be escorted out to your car by another staff member.

The staff and I welcome each of you and look forward to serving your family this year. Please do not hesitate to call me from 11:00 a.m. - 6:00 p.m. at 488-1834 with any questions or concerns.

We look forward to seeing you all.

Georgianne Jones
After School Director



LEON COUNTY SCHOOLS AFTER SCHOOL PROGRAM POLICY STATEMENT

ELIGIBILITY & ENROLLMENT:

After school participants must be of school age and meet the basic entry-level criteria in all areas of self care, communication, mobility, and social-emotional development. All participants must complete the After School registration form prior to participation.

PAYMENT OF FEES:

Fees are paid in full by the appropriate due date for the coming week. The School Board has not approved any other fee payment or credit. All fees are to be paid by check or money order made payable to Leon County Schools. Cash will not be accepted.

DISCIPLINE:

To achieve the goal of providing quality programs for children in an environment of cooperation and respect, positive discipline practices are utilized by all members of the After School Program Staff. These policies and practices are consistent and conform to our school's discipline policy. If these discipline practices do not facilitate the appropriate behavior, the child's parents will be asked to join in a conference with an administrator. If a child chooses not to, or cannot demonstrate appropriate behavior within the program, their behavior will be interpreted to mean that the student does not have the desire to participate in the program. If your child receives two behavior referral forms from the Afterschool director or Principal, your child will be permanently dismissed from the Extended Day Program. Should it be deemed that the student is capable, but chooses not to behave in an appropriate manner, no refund shall be given.

ARRIVAL & DEPARTURE:

For the safety and well being of all participants, each child must be signed in and out by a parent or guardian. No child will be released to a person not authorized by the custodial parent.



POLICY STATEMENT (CONT.)

LATE PICK UP FEES:

After School ends at 6:00 P.M. Parents who are late picking up their child will be assessed a late fee. Payment is due at the time the child is picked up. Parents will be charged a late fee of \$1.00 per minute for every minute after 6:00 P.M. that they are late picking up their child. After two non emergency late fees, the parents will be notified by the Director that a third non emergency late fee will result in permanent dismissal from the program.

SNACKS:

Nutritious snacks are provided in the After School Program free of charge.

ILLNESS:

Children who are ill during the After School Program must be picked up by parents/guardians.

INSURANCE:

After School does not carry accident insurance on participants. It is the parent's responsibility to carry adequate accidental insurance. Such a policy is available through Leon County Schools. Check with the school secretary for an application.

MEDICATION:

Doctor prescribed medication will be administered according to the label. Students are not allowed to transport medication. Should your child need to have medication administered during the time they are in the After School Program, a medication form must be completed, the medication must be in its original container and must be taken during the hours your child is in attendance.

****Many of our staff are CPR certified****

**KATE SULLIVAN ELEMENTARY
AFTER SCHOOL PROGRAM
REGISTRATION FORM**

Child's Name: _____ Birthdate: _____

Child's Age: ____ Grade: ____ Sex: ____ Home Phone: _____ Teacher: _____

Address: _____ City: _____ Zip: _____

Parent's Name: _____ Work Phone: _____ Home: _____

Cell: _____ Sex: ____ Race: _____ Employer: _____

Parent's Name: _____ Work Phone: _____ Home: _____

Cell: _____ Sex: ____ Race: _____ Employer: _____

The following individuals are allowed to pick up this child and may be contacted in case of an emergency:

Name: _____ Relationship: _____ Day Phone: _____
Cell Phone: _____

Name: _____ Relationship: _____ Day Phone: _____
Cell Phone: _____

Name: _____ Relationship: _____ Day Phone: _____
Cell Phone: _____

MEDICAL INFORMATION:

List any medications, allergies, or limitations requiring special attention:

Is your child in special education with an IEP? _____

If yes, which program: _____

I have read and fully understand the policies outlined in the After School Parent's Policy Statement

Signature: _____ Date: _____

PARENT CONTRACT

In completing this registration for my child I understand and agree that:

1. I must pay the cycle fees on or before the due dates regardless of whether my child is in attendance on the due date.
2. A \$25.00 late fee will be assessed for any payment received 5 business days after the indicated due date.
3. If I am late picking up my child from the program, I will pay the late pick-up fee of \$1.00 per minute beginning at 6:01 p.m. The late pick-up fee is due at the time you pick up your child. If I am late picking up my child from the After School Program 3 times throughout the school year, my child will immediately be dismissed from the After School Program and cannot return the rest of that school year.
4. I must sign my child out everyday and that failure/refusal to do so will result in immediate dismissal from the After School Program.
5. I must call the After School office by 1:00 p.m. daily to report if my child will be absent from the program each time he/she is absent.
6. If my child displays unacceptable behavior the Kate Sullivan Principal or After School Director reserves the right to permanently dismiss my child from the After School Program.

I have read the contract and agree to all of the payment and procedure requirements for the program.

Parent or Guardian

Parent or Guardian

Date

Date