

ALBEMARLE COUNTY PUBLIC SCHOOLS |
EXTENDED DAY ENRICHMENT PROGRAMS

All you need is
a little help from
someone else to
push yourself on.

The Little
Engine
That
Could.



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General Information

Organization and Funding

The Albemarle County Extended Day Enrichment Program (EDEP) is operated by the Department of Community Engagement in collaboration with each elementary school. The EDEP provides a safe and enriching environment for over 1,100 elementary students. These programs are self-sustaining, funded entirely by the tuition and fees collected for their use. EDEP offerings include the After School Enrichment Program (ASEP) and the Student Holiday/Spring Break Program.

Mission Statement

The EDEP community engages each student in an exciting journey of exploration and discovery to enhance and expand their individual knowledge, skills, and abilities.

Eligibility

The EDEP serves students from kindergarten (age 5) - grade 5,* who are currently enrolled in an Albemarle County elementary school. Eligible students may only participate in the ASEP at the school site in which he/she is enrolled and in the Student Holiday Program at the designated location. Registration is accepted on a first come, first serve basis.

*Due to staffing regulations, admission will be made on a space available basis to pre-k students after August 7, 2017.

Admission

An EDEP Registration Form must be completed, required documentation provided, and the requisite fee(s) paid before a child may enter the program. All registration forms must have local emergency contact persons who can be reached by telephone in the event that the parents are inaccessible. Proof of the child's identity and age (a certified copy of the child's birth certificate, birth registration card, or passport), and a copy of the health and immunization records no more than one year old must be provided for any student who was NOT enrolled in the EDEP for the 2016-2017 school year. A physician, his/her designee, or an official of the local health department must have signed the Health Form and it must document that he

student's immunizations are up-to-date. The only exception to this policy in an affidavit filed on the *Certification of Religious Exemption Form* that is received within the same time period.

Additionally, all outstanding balances must be paid in full before a student may re-enter.

Withdrawal

Parents/guardians must provide written notification to the Site Facilitator and the EDEP Administrative Office of their intent to withdraw their child(ren). A written request for refund must be received 10 school days prior to the start of the cycle to be eligible to receive a refund less \$20 service fee. Requests received after the deadline are not eligible for a refund. No refunds or credits will be given for unused days. Services may not be transferred to another student or to the next school year. A refund constitutes official withdrawal from the Extended Day Enrichment Programs. If a child is withdrawn, he/she may re-register, if space is available, by paying applicable registration fees and tuition.

Financial Assistance

Financial assistance is available. An Extended Day Enrichment Program *Financial Assistance Request Form* must be completed and submitted to the Community Education Registrar with verification of income. Applicants must work or attend school a minimum of 30 hours per week to be eligible for EDEP assistance. Written notification of approval/denial is mailed to all applicants. Parents/Guardians qualifying for assistance may receive a 25% or 50% reduction in tuition based on financial status.

Approved financial assistance will become effective on the NEXT billing cycle. Reductions in tuition are not retroactive and are not applicable to the registration fee(s). Reduced rates are applied to full time and part time attendance options only. Reduced rates are not applicable to the *Premium Day Package*.

EDEP Rules

1. Stay within sight and sound of the teacher. If a child runs away from the program, the parent will be contacted immediately.
2. Use appropriate voices (inside voices) and behavior for indoor activities.
3. Respect others and the property of others (including the school building and equipment/supplies of the EDEP).
4. Keep your hands, feet and body to yourself.

Behavior Management

EDEP rules and regulations are consistent with those used during the academic day, which can be found in each school's student handbook. A student may be suspended or expelled from the program for disruptive behavior or behavior that could cause harm to self, students, staff or school property. A variety of interventions may be applied before suspension. Conversely, severe behaviors may result in immediate suspension or expulsion (as defined by Albemarle County School Board Policy JGD/JGE) from the program. Parents will be required to pick up their child immediately if called because of inappropriate behavior. The guidelines listed below will typically apply if the inappropriate behavior continues.

Stage 1: The parent/guardian will receive a written notice describing the inappropriate behavior and a one day suspension may be imposed at this time.

Stage 2: The parent/guardian will receive a second notice and a three-day suspension may be imposed. A conference with the parent/guardian may be required prior to readmission.

Stage 3: A third and final notice is given at this stage and the student is expelled from the program.

Tuition payments are not refunded if a child is suspended or expelled.

Acceptable/Unacceptable Behavior Guidance

The EDEP uses the *Responsive Classroom* behavior management system, which is consistent with Albemarle County Public Schools, that focuses on student responsibility and natural consequences. The EDEP is a safe, respectful, cooperative and productive environment. All members of the EDEP community will act in a

respectful, safe, cooperative and productive manner. The following actions are forbidden:

- physical punishment,
- striking a child, roughly handling or shaking a child,
- restricting movement through binding or tying,
- forcing a child to assume an uncomfortable position, or exercise as punishment;
- enclosure in a small confined space or any space that the child cannot freely exit;
- punishment by another child;
- separation from the group so that the child is away from the hearing and vision of a staff member;
- withholding or forcing of food or rest;
- verbal remarks which are demeaning to the child;
- punishment for toileting accidents; and
- punishment by applying unpleasant or harmful substances.

Medication Policy

According to Albemarle County Policies and Regulations (JHCD) regarding administration of medication to students at school, parents need to be aware of the following:

- Whenever possible, medication should be scheduled outside of school/EDEP hours. Speak with your doctor about the possibility of your child taking medicines when you can administer them.
- Albemarle County Public Schools personnel may give prescription medication to students only with a physician's written order and written permission from the parent/guardian, which shall expire or be renewed after 10 work days; therefore, a completed *Request for Administration of Medication Form* must be signed by the parent/physician before EDEP staff can dispense medication. Long-term prescription drug use may be allowed with written authorization from the child's physician and parent
- If prescription medicine is to be dispensed at school, it must be in the original pharmacy container, with the current prescription label, displaying the following information:
 - Child's name

- Name of prescribing physician
 - Name of medication
 - Dosage
- Albemarle County Public Schools personnel may give non-prescription medication to students with the written permission of the parent/guardian, which shall expire or be renewed after 10 work days. Long-term over-the-counter medication may be allowed with written authorization from the child's physician and parent. Written permission shall include:
 - Child's name
 - Name of medication
 - Dosage
 - Frequency and duration that the medicine should be given
 - Reasons to give the medicine
- We reserve the right to refuse the parent's request to dispense medicine.
- All medication must be transported by an adult and given directly to EDEP personnel.

Sunscreen and Insect Repellent Policy

Albemarle County EDEP personnel may apply skin products with the written permission of the parent/guardian. The authorization must note any potential adverse reactions. Additionally, the sunscreen shall be in the original container and labeled with the child's name.

Illness and/or Emergency

If students become ill or are injured while in the EDEP, parents will be notified. Please come as quickly as possible to pick up your child. The EDEP agrees to obtain appropriate care in an emergency when the parent or an emergency contact cannot be reached. Additionally, parents/guardians must inform the EDEP within 24 hours or the next business day after a child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

Accurate information on the *Registration Form* is absolutely essential to facilitate this process. Please notify the EDEP staff immediately of any changes and/or additions to emergency contact information. It is imperative that the EDEP has current emergency information for each child.

If a child has been absent from school on a particular day for any reason, he/she may not attend the EDEP.

Safety Policy

During any unforeseen crisis, such as natural disasters or similar events, the EDEP will cease regular day activities and follow the appropriate plan outlined in the *EDEP Safety and Crisis Plan*. If you would like to review the plan for emergencies, please ask the Site Facilitator. The EDEP will evacuate the premises if necessary, and parents will be contacted if children are to be released early from the program. The EDEP will notify the proper authorities in the event of any emergency. The *EDEP Safety and Crisis Plan* is reviewed biannually and updated annually.

Reporting Child Abuse and Neglect

The EDEP is mandated by the State of Virginia to report any suspected child abuse or neglect; therefore, any suspected incident of child abuse or neglect shall be reported in accordance with §63.2-1509 of the Code of Virginia.

EDEP Programs

After School Enrichment Program (ASEP)

The ASEP operates every school day from the time schools are dismissed until 6:00pm. A typical day will include time for socialization and free play, snack, homework/quiet time, and enrichment activities. For further details, please contact the site facilitator. Field trips, guest speakers and supplemental classes may also be offered to enhance existing programming.

Attendance: Days attending must be selected at the time of registration. Once days are selected for a specific cycle, they may not change. This allows the EDEP to properly staff and create a safe environment for every child. Any cycle-to-cycle schedule change must be made in writing to the Site Facilitator and the EDEP administrative office two (2) weeks prior to the beginning of the next cycle.

The *Premium Day Package* is available to part-time attendees who may need to augment their schedule with an additional day (beyond the pre-purchased 1-3 day option). A three (3) day notice, however, is required prior to the date of attendance.

Sign-Out: All students must be signed out prior to leaving the program. Only those individuals authorized on the registration form are allowed to pick up a student. If you would like to authorize additional persons, you must send a signed and dated note. As a precautionary measure, persons picking up a child from ALL extended day enrichment programs must be of age to have a valid driver's license. In addition, he/she must present a photo ID and provide the *safe word*. The *safe word* is a password selected by the parent/guardian at the time of registration. If a student is not signed out, the site facilitator will note who picked up the student and initial the sign-out sheet to verify attendance on that day.

Children must remain under parental supervision while on the school grounds after being signed out.

Late Pick-up

Please call if you know you will be arriving late. A \$1.00 per minute/per child fee is assessed for pick-up after 6:00pm, determined by the official school time. An EDEP

Late Pick-Up Form must be completed by the site facilitator and signed by the parent.

Habitual/frequent late pick-up or excessive tardiness may result in temporary or permanent suspension of EDEP services.

Late Pick-up Procedures

6:15pm The site facilitator will attempt to contact authorized persons listed on the registration form to pick up the student.

6:30pm The coordinator, the principal and the custodian will be notified.

6:45pm The Albemarle County Department of Social Services and the Police Department will be contacted for appropriate assistance.

If the student is released into the custody of the Department of Social Services, a sealed envelope containing information on how to get in touch with the child and the site facilitator will be affixed to the door that is regularly used. The parent's/guardian's name will be written on the front of the envelope.

Full-Day Closings/Make-up Days

The ASEP is not offered when there is an emergency school closing. Announcements will be made on local radio and TV stations when school is closed. This information is also available at the *School Closing Hotline (434-296-5886)* and the *Albemarle County Public Schools' website, www.k12albemarle.org*.

Early School Closings and After School Program Cancellations

The ASEP will not operate if school closes earlier than the regular dismissal time. Additionally, when Albemarle County evening and after school activities are cancelled, the EDEP will not operate. Refunds/credits are not given for early school closings and after school activity cancellations.

Full-Day Programs

Full-day programs provide a safe, energetic and fun environment with a variety of activities developed around a central theme. All participants must be pre-registered

to attend. Please check with the Site Facilitator for accurate schedules and details. Parents/guardians must provide lunch, snacks and beverages.

All full-day programs are hosted at *Greer Elementary School*, located at 190 Lamb's Lane, Charlottesville, VA, 22901, phone (434)973-0595.

Student Holiday and Spring Break Programs

The Student Holiday Program and Spring Break programs operate from 7:00am-6:00pm on the following days:

<u>DATE</u>	<u>THEME</u>
▪ Friday, September 22, 2017	<i>Fairy Tales on Trial</i>
▪ Friday, October, 27, 2017	<i>Pop, Pop! Fizz, Fizz!</i>
▪ Monday, November 6, 2017	<i>Dino-MIGHT!</i>
▪ Tuesday, November 7, 2017	<i>Dino-MIGHT!</i>
▪ Monday, January 22, 2018	<i>On the Road Again</i>
▪ Monday, February 19, 2018	<i>Hop, Skip, & Jump</i>
▪ Spring Break	
▪ April 2- April 6, 2018	<i>It's a Wonder-FULL World</i>

The Student Holiday Program is not offered on the Labor Day, Thanksgiving, Winter Break, Martin Luther King Jr. Day and Memorial Day holidays.

Check-In and Sign-Out Procedures: Students must be signed in by an adult to ensure a safe and smooth transition into the program. Please inform the staff of any needs or special requirements that your child may have (such as medications, etc) to assure that the staff is prepared to meet the student's needs. Additionally, provide contact information where you can be reached throughout the day. Sign-out procedures are consistent with those used in the After School Enrichment Program (see pages 9).

Parent Information

Help us help your child with good channels of communication.

1. Speak frequently with the site facilitator. He/she can answer many of your questions about the program and provide specific information.
2. Contact the EDEP office at 434-296-5840 for any questions about the status of your account.
3. Maintain accurate, updated emergency contact information.
4. Inform the site facilitator of any major changes (death in family, moving, divorce, etc.) so that the staff may respond to the child's needs most appropriately.

Snacks

Daily snacks, in compliance with USDA guidelines, are provided for each student in the ASEP. A monthly snack menu will be posted and maintained on file at the school site. Any substitutions to the planned menu items will also be posted. This allows the option of sending a snack from home.

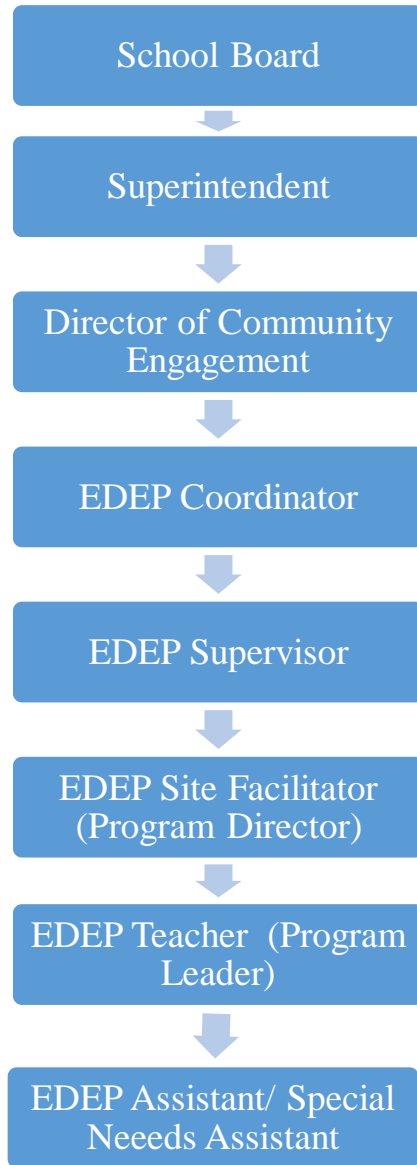
Student Report

The Virginia Department of Social Services requires the EDEP to provide written feedback regarding students two (2) times annually, at the end of the fall and spring semesters.

Parental Visitation

In accordance with the custodial parent's right to be admitted to the center as required by § 63.2-1813 of the Code of Virginia, the EDEP has an open door policy regarding custodial visits. We strive to foster a child's independence and growth while allowing parents the opportunity to observe their child. The EDEP is committed to the safety of our children; therefore, we require all visitors to check in with the Site Facilitator. If you wish to accompany your child at any time during his/her day, please notify the Site Facilitator.

Lines of Authority



Contact Information

In order to obtain program information, you should contact the specific school program. The staff checks voicemail periodically and will return calls in a timely manner.

EDEP TELEPHONE NUMBERS

<u>School</u>	<u>Telephone</u>
Agnor-Hurt	973-0377
Baker-Butler	974-4702
Broadus Wood	973-1914
Brownsville	823-6520
Cale	295-4054
Crozet	823-6603
Greer	973-0595
Hollymead	973-8997
Meriwether Lewis	293-9304
Virginia L. Murray	977-0300
Red Hill	979-7746
Scottsville	974-8042
Stone Robinson	296-4296
Stony Point	973-8810
Woodbrook	973-1697

EDEP Supervisor(s)

Claudia Wert	531-3797
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EDEP Administrative Office

Kelvin Reid, Director	296-5840 ext. 4
Gayle Smith, Registrar	ext. 3
Melissa Gardner, Office Associate	ext.

Payment Policies and Billing

Payment Policies

- Tuition must be pre-paid.
- Student Holiday/Spring Break Program tuition must be pre-paid. Additional days, exceeding the number pre-purchased, are billed at \$50.00 each in addition to a \$20.00 overage fee.
- Tuition is neither transferrable to future cycles nor to other students.
- The payment due date is typically the 5th of the month. A \$20.00 per child late fee is applied if payment is not received by the 12th of the month (refer to the *Billing Schedule* on page 17 for exceptions).
- Payments received after 4:30 pm will be credited the next business day.
- Payments **may** be made online (credit card payments only), mailed, or dropped off at the EDEP office at **907 Henry Avenue**. Acceptable methods of payment:
 - Check
 - Credit Card (Discover, Mastercard, Visa)
 - Cash
 - Money Order
 - Cashier's check
- ***Please note that a 3% convenience fee is added to ALL credit card transactions.*** Credit card company by-laws require the Department of Finance to use a third party to process credit card payments for VISA, MasterCard, and Discover. The EDEP uses a third-party processor named Elavon to process credit card payments. Elavon will charge a convenience fee of 3% on the total amount of the bill charged as authorized under Virginia Code 2.2-614.1.
- Completed coupons must accompany payments.
- Payments are applied to the cycle specified on the accompanying coupon.
- A \$35.00 fee is charged for each returned check, which must be paid within **10 days** to prevent suspension of services.
- Past due accounts will incur a \$20.00 late fee. Parents/guardians will receive a *past due* notice from the EDEP Administrative Office via the site facilitator. The due date prior is noted on the notice. If payment is not received by this last chance due date, then services will be suspended. Reinstatement of suspended accounts is subject to space availability and will incur a \$20.00 late fee.
- Outstanding balances must be paid in full before additional services can be purchased. Payments, consequently, are applied to the balance; any remaining

monies will be applied towards the service indicated on the coupon. Delinquent fees will result in the suspension of services. Suspended accounts may be sent to a collection agency and/or a Warrant in Debt may be sought through the Albemarle General District Court at any time during the school year.

On-Line Payment

On-line payments can be made with VISA, MasterCard, and Discover at www.k12albemarle.org/edep

Please note that a 3% convenience fee is added to all transactions. Credit card company by-laws require the Department of Finance to use a third party to process credit card payments for VISA, MasterCard, and Discover. The EDEP uses a third-party processor named *Elavon* to process credit card payments. Elavon will charge a convenience fee of 3% on the total amount of the bill charged as authorized under Virginia Code 2.2-614.1.

Disclaimer: The EDEP assumes no responsibility for incorrect information entered by customers. Customers are responsible for ensuring payments are made in sufficient time to meet required deadlines. Customers are responsible for printing and retaining the confirmation of their payment. Payments received after 4:30pm will be credited the next business day. Failure to understand any information provided herein will not constitute grounds for waiver of any penalties.

2017-2018 EDEP Pre-Paid Billing Schedule

Cycle #	DATES	Payment Due Date	Late Fee Date
Cycle 1	August 23 - September 22	August 4	August 11
Cycle 2	September 25 - October 20	September 5	September 12
Cycle 3	October 23 - November 21	October 5	October 12
Cycle 4	November 27 – January 5	November 6	November 13
Cycle 5	January 8 - February 2	December 5	December 12
Cycle 6	February 5 - March 2	January 5	January 12
Cycle 7	*March 5 – March 29	February 5	February 12
Cycle 8	April 2 – May 4	March 5	March 12
Cycle 9	*May 7 - June 6	April 5	April 12

**Please Note: On Friday, March 30, and Thursday, June 7, schools will operate on a ½ day schedule. The After School Program will not be offered*

	<u>After School</u>	<u>Student Holiday</u>
Registration Fees:	\$50.00	\$30.00
<u>Tuition Costs:</u>		
Full-Time (4 – 5 days per week)	\$230.00	
Part-Time (1 – 3 days per week)	\$168	
Student Holiday Daily Fee		\$50.00

IMPORTANT DATES TO REMEMBER...

<u>Cycle #</u>	<u>Date</u>	<u>Description</u>
Cycle 1	Friday, September 22	Student Holiday
Cycle 2	Friday, October 27	Student Holiday
Cycle 3	Monday, November 6	Student Holiday
Cycle 3	Tuesday, November 7	Student Holiday
Cycle 5	Monday, January 22	Student Holiday
Cycle 6	Monday, February 19	Student Holiday
Cycle 8	April 2 – April 6	Student Holiday/Spring Break

The Student Holiday Program will be held at Greer Elementary School. The Student Holiday Program operates from 7am – 6pm.

Albemarle County Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, pregnancy or marital status in its programs and activities. The Director of Human Resources has been designated to handle all inquiries regarding non-discrimination policies. Address any inquiries or concerns to: Director of Human Resources, 401 McIntire Road, Charlottesville, Virginia 22902. (434) 296-5827

El sistema de las Escuelas Públicas del Condado de Albemarle no discrimina en base a raza, color de la piel, religión, edad, sexo, discapacidad, país de origen, embarazo ni estado civil. Las preguntas o las inquietudes que puedan tener con respecto al cumplimiento de las políticas de la división escolar que prohíben la discriminación pueden ser dirigidas a: Director of Human Resources, 401 McIntire Road, Charlottesville, VA 22902 - Teléfono: 434-296-5827

