Albemarle County Public Schools Extended Day Enrichment Programs

2021-2022 Parent Handbook

EDEP/EDVENTURE

ED·VENTURE (ed ven' chər) n.

- 1 an educational adventure
- 2 a journey of exploration, discovery, excitement, possibility

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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 they are enrolled and in the Student Holiday Program at the designated location.

Admission

An EDEP Registration Form must be completed, and required fees paid before a child may enter the program. Additionally, all accounts must be current (no outstanding balances) prior to registering for the 2019-2020 school year. All registration forms must have local emergency contact persons who can be reached by telephone in the event that the parents are inaccessible.

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 If a child is withdrawn, he/she may re-register, if space is available, by paying applicable registration fees and tuition.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. Tuition is based on the combined gross household income, full or part-time enrollment, and verification of work or school attendance for a minimum of 30 hours per week. The two (2) most recent paystubs for each adult household member must be provided to calculate gross income. Individuals who are self-employed must also provide 12 months of bank statements showing income deposits and the schedule "C" tax form. Qualifying parents/guardians may receive a 25% or 50% reduction in fees.

Approved reductions in tuition become effective on the NEXT billing cycle and may be applied to the full-time and part-time attendance options only. Additionally, they are not retroactive and are not applicable to the registration fees or 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 and non-prescription (OTC) 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 school 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
- 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

The EDEP will follow the guidance provided by the Centers for Disease Control and Prevention (CDC), the Virginia Department of Health (VDH), and the Virginia Department of Education (VDOE) to implement mitigation strategies to reduce risk. These include:

- 1. Distancing: Space between students in the classroom, in the halls, gymnasiums, and on the playground.
- 2. Masks: We require all students and staff to wear face masks or cloth face coverings to protect each other and themselves. The CDC provides direction on *How to Wear Masks* and on *How to Wash Masks*.
- 3. Handwashing: Will be promoted and enforced throughout the day. Handwashing signage will be placed throughout each school building to encourage students and school personnel in this effort. Hand sanitizer stations have been added to various locations within each school. All hand sanitizer will meet the CDC requirements for alcohol content.
- 4. Groupings: Limited group sizes, furniture arrangement and visual reminders will help support these guidelines.
- 5. Access: No families or visitors will be permitted beyond the sign-out station.
- 6. Frequent and thorough building cleaning and disinfection.
- 7. If students or employees become ill at school, we will remove them from the group setting immediately and refer them to a health care provider to determine if COVID testing is appropriate, and work with the health department to notify and quarantine classmates and close contacts if test results are positive.

For further information, refer to <u>Frequently Asked Questions</u> on the ACPS <u>Return</u> to School website.

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 Offerings

After School Enrichment Program (ASEP)

The ASEP operates every school day from the time schools are dismissed until 6:00pm. Full-time (4-5 days per week) and part-time (1-3 days per week) options are available; however, the full or part-time option must be purchased every cycle to secure the space. Any cycle-to-cycle schedule change must be made in writing to the Site Facilitator and the EDEP administrative office at least ten (10) school days prior to the beginning of the next cycle.

A typical ASEP day will include time for socialization and free play, snack, homework/quiet time, and enrichment activities. For further details about your program, please contact the site facilitator.

Please provide the following supplies to help us make this a wonderful experience for your child. All supplies should be clearly labeled with your child's full name.

- ✓ Pencils and pencil sharpener
- ✓ Crayons
- ✓ Markers
- ✓ Glue sticks
- ✓ Scissors
- ✓ Ruler
- ✓ Pencil box or container to hold in which to store personal belongings

<u>Part-time Attendance</u>: When purchasing the part-time option, the days attending must be selected at the time of registration (for example, a M, W, F or a T, TH schedule). 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.

Selected days of the week may not change from week-to-week unless premium days are used. The *Premium Day Package* is available to part-time attendees who may need to augment their schedule with an additional day (beyond the pre-selected 1-3 days). A three (3) day notice, however, is required prior to the date of attendance.

<u>Sign-Out:</u> 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. In an effort to keep our students, staff and families safe, family members or visitors are not allowed to enter the EDEP spaces. We ask that all persons picking up students remain at the sign-out table.

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.

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. There are no refunds/credits for after school activity cancellations, inclement weather, or early school closings.

Half-Days/EDEP Professional Development

Extended Day service is provided at each school site on the following *half-day, teacher work days:*

- October 13, 2021
- November 10, 2021
- December 8, 2021
- February 16, 2022
- April 1, 2022
- April 20, 2022
- June 10, 2022

The ASEP will not operate on the January 21, 2022 half-day as it is reserved for professional development.

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 adhere to the <u>School Health Services Procedures</u> as outlined on the <u>Return to School</u> website to include checking temperature. Parents will be responsible for completing a daily health screening for their child and must attest that they believe their child is free of illness symptoms. Please note that everyone must wear a mask while on school grounds. (See <u>Health Screening for Students</u>.)

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 Programs

Friday, March 4, 2022

The Student Holiday Program operates from 7:00 a.m. to 6:00 p.m. on the following days:

	<u>DATE</u>	THEME
•	Monday, September 27, 2021	
•	Friday, October 29, 2021	Journey to Japan
•	Monday, November 1, 2021	Journey to Japan
•	Monday, November 2, 2021	Journey to Japan
•	Monday, January 24, 2022	

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

<u>Check-In and Sign-Out Procedures:</u> 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 9-10).

Please provide the following supplies to help us make this a wonderful experience for your child. All supplies should be clearly labeled with your child's full name.

- ✓ Pencils and pencil sharpener
- ✓ Crayons
- ✓ Markers
- ✓ Glue sticks
- ✓ Scissors
- ✓ Ruler
- ✓ Pencil box or container to hold in which to store personal belongings

Parent Information

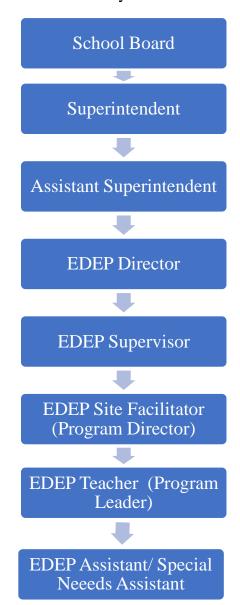
Help us help your child with good channels of communication.

- 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.

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)	
Caroline Kirby	531-3797
EDEP Administrative Office	296-5840
Kelvin Reid, Director	ext. 4
Gayle Smith, Registrar	ext. 3
TBA, Office Associate	296-5840

Payment Policies and Billing

Payment Policies

- ➤ Tuition must be pre-paid.
- ➤ Student Holiday 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 19 for exceptions).
- The full or part-time option must be purchased every cycle. Past due accounts will incur a \$20.00 late fee. If payment is not received by noon on the first day of the cycle, then services will be suspended, which constitutes official withdrawal from the program. Registration will be inactive and the student placed at the end of the waitlist. Readmission is subject to space availability and will incur a \$20.00 reinstatement fee.
- 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, which is currently located at 907 Henry Ave.; however, we will be relocating to 1180 Seminole Trail, Suite 226 by the end of the 2020-2021 school year. Acceptable methods of payment:
 - Check
 - o Credit Card (Discover, Mastercard, Visa)
 - o Cash
 - o Money Order
 - o 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.

➤ Outstanding balances must be paid in full before additional services can be purchased. Payments are applied to the account before any monies are credited to the next cycle. 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

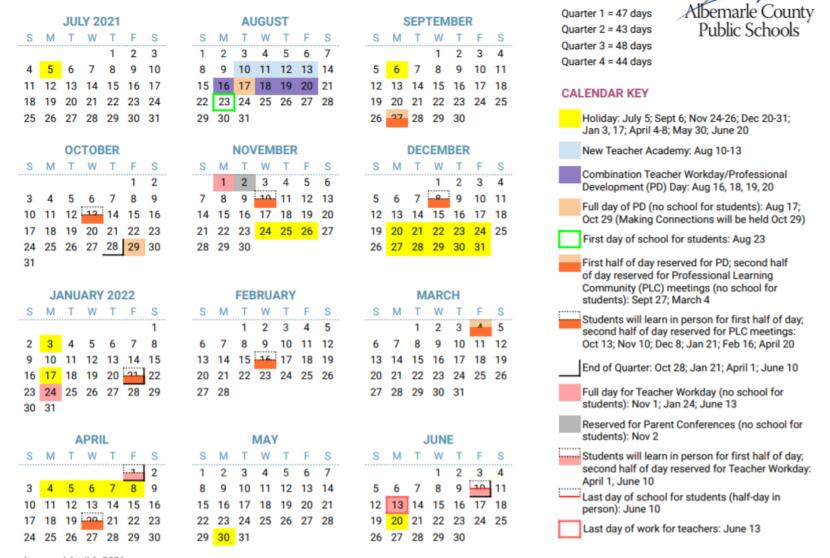
On-line payments can be made with VISA, MasterCard, and Discover at www.k12albemarle.org/edep

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 4:30 p.m. will be credited the next business day. Failure to understand any information provided herein will not constitute grounds for waiver of any penalties.

2021-2022 School Year Calendar

2021-22 School Year Calendar



182 SCHOOL DAYS

Approved April 1, 2021

2021-2022 Billing Schedule

Cycle #	DATES	Payment Due Date	Late Fee Date
Cycle 1	August 23 - September 16	August 5	August 12
Cycle 2	September 17 - October 13	September 3	September 10
Cycle 3	October 14 - November 11	October 5	October 12
Cycle 4	November 12 - December 10	November 3	November 12
Cycle 5*	December 13 – January 21	December 6	December 13
Cycle 6	January 24 – February 18	January 5	January 12
Cycle 7	February 21 – March 18	February 4	February 11
Cycle 8	March 21 - April 20	March 5	March 12
Cycle 9	April 21 - May 16	April 5	April 12
Cycle 10	M ay 17 - June 10	May 5	M ay 12

^{*}Please Note: On Friday, January 21, 2022, the Half-Day Program will not be offered. EDEP will be closed for staff development.

Tuition and Fees

	After School	<u>Student</u>
<u>Holiday</u>		
Registration Fees:	\$50.00	\$30.00
The state of the s		
Tuition Costs:	40 - - 00	
Full-Time (4 – 5 days per week)	\$255.00	
Part-Time (1 – 3 days per week)	\$185.00	
Half-Days (Part-time users regularly scheduled day)	\$10.00	
Half-Days (Part-time users - non-scheduled day)	\$25.00	
*Premium (4) Day Package: (for part-time users only)	\$100.00	
Student Holiday Daily Fee		\$50.00
25% Reduction:		
Full-Time $(4 - 5 \text{ days per week})$	\$191.25	
Part-Time (1 – 3 days per week)	\$138.75	
Half-Days (Part-time users regularly scheduled day)	\$7.50	
Half-Days (Part-time users – non-scheduled day)	\$18.75	
Student Holiday Daily Fee	*	\$37.50
50% Reduction:		
Full-Time (4 – 5 days per week)	\$127.50	
Part-Time (1 – 3 days per week)	\$92.50	
Half-Days (Part-time users regularly scheduled day)	\$5.00	
Half-Days (Part-time users – non-scheduled day)	\$12.50	
Student Holiday Daily Fee	Ψ 12. 00	\$25.00
2 2		

IMPORTANT DATES TO REMEMBER...

Cycle #	<u>Date</u>	<u>Description</u>
1	September 27	Student Holiday/Teacher Workday
2	October 13	Half-Day
3	October 29	Student Holiday/Teacher Workday
3	November 1	Student Holiday/Teacher Workday
3	November 2	Student Holiday/Teacher Workday
3	November 10	Half-Day
4	December 8	Half-Day
	December 20 - January 3	Winter Break*
6	December 20 - January 3 January 24	Winter Break* Student Holiday/Teacher Workday
6 6		
	January 24	Student Holiday/Teacher Workday
6	January 24 February 16	Student Holiday/Teacher Workday Half-Day
6 7	January 24 February 16 March 4	Student Holiday/Teacher Workday Half-Day Student Holiday/Teacher Workday
6 7	January 24 February 16 March 4 April 1	Student Holiday/Teacher Workday Half-Day Student Holiday/Teacher Workday Half-Day

All Student Holiday Programs are hosted at Greer Elementary School 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 peguntas 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

Safe Word

^{*}The EDEP does not operate on Winter Break and Spring Break.