



First Cycle Payment Information- Payment for the first cycle can be made online or in person. *Online payments are preferred*, information to pay online can be found on page 4. In person payments can be made at the meet the teacher events for Kindergarten-5th grade, in the front office any time after July 31st, or on the first day of school at EDEP pick-up.

Program Overview

The Extended Day Enrichment Program (EDEP) operates every school day from the time school is dismissed until 6:00pm. EDEP provides a safe and enriching environment for over 300 students each day. The program is self-sustaining, funded entirely by the tuition and fees collected for their use. We maintain a ratio of 1 staff member for every 12 students. EDEP elementary (K-5th) groups are grade level specific. EDEP secondary (6th-12th) groups are determined by the student or parent's activity preferences.

EDEP has been designed to provide an affordable, active, and enriching environment for children who stay late at school. We are committed to providing a high-quality program that provides a safe and nurturing environment for your child(ren). We strive to meet the physical, social, emotional, and intellectual needs of our students.

We love feedback and working with all of our families.

The school campus is utilized for EDEP activities. EDEP is not equipped to provide one-on-one services. Program activities may include homework help, enrichment lessons, special interest clubs, recreational activities, creative expression through art, cooperative games, team building, and more!

QUESTIONS?

edep@fsus.school or 850-245-3843

Have your child ready when you arrive!

Text Ahead Number: 850-273-8861

Schedules

KINDERGARTEN TYPICAL DAY SCHEDULE

2:30- Teachers bring the students to the EDEP Pick-up location. Counselors greet the students, take attendance, review EDEP expectations, and inform students of the schedule.

2:45- Group bathroom and water break

2:50- Snack. Each day students are provided with a snack. Students must bring a refillable water bottle daily.

3:15- Energy Outlet- Outside play. Always an organized game or activity.

4:00- Enrichment and Daily Activities (varies daily, see weekly schedule)

5:30- Whole Group Outdoor Play (weather permitting)

6:00- Program closes

Kindergarten Daily Activities	
Monday-	Arts & Crafts/Team Work
Tuesday-	Computers/Outdoor Adventures
Wednesday-	Science
Thursday-	Get Moving! Dance/Active Play
Friday-	Fun Fridays!

1st-5th TYPICAL DAY SCHEDULE (WILL VARY BY GRADE LEVEL)

2:30- Teachers bring the students to the EDEP Pick-up location. Counselors greet the students, take attendance, review EDEP expectations, and inform students of the schedule.

2:45- Energy Outlet- Outside Play. Always an organized game or activity with the purpose of getting the kids moving.

3:15- Snack. Each day students are provided with a snack. Students must bring a refillable water bottle daily.

4:00- Homework

4:30- Enrichment

5:00- Recreational Activities

5:30- Whole Group Outdoor Play (weather permitting)

6:00- Program closes

6th- 12th TYPICAL DAY SCHEDULE

3:00- Snack and Energy Outlet in the Gazebo Courtyard. Students will be provided with a snack. Students must bring a refillable water bottle daily. During this time, students will check-in by entering their pin number into the iPad, receive their snack, and make their session selections for the day. They are encouraged to spend this time socializing with friends or throwing a ball back and forth. ALL secondary students must check in by 3:15. Snack will not be provided after 3:15pm.

3:20- Line up and go to session 1.

3:30- Session 1: Students (or parents) can choose between the Homework Center or a planned outdoor activity (weather permitting).

4:30- Session 2: Students (or parents) can choose between the Homework Center or a planned indoor activity.

5:30- Supervised Free Time

6:00- Program closes

Enrollment & Payment Information

CYCLE DATES & PAYMENT DUE DATES

Cycle	Payment Due Date	Start Date	End Date
1	8/10/2023	8/10/2023	9/5/2023
2	9/1/2023	9/6/2023	9/28/2023
3	10/2/2023	9/29/2023	10/25/2023
4	11/1/2023	10/26/2023	11/27/2023
5	12/1/2023	11/28/2023	1/8/2024
6	1/4/2024	1/9/2024	2/2/2024
7	2/1/2024	2/5/2024	2/28/2024
8	3/1/2024	2/29/2024	4/4/2024
9	4/2/2024	4/5/2024	4/30/2024
10	5/1/2024	5/1/2024	5/23/2024

PRICING INFORMATION

Full Rate	\$235.00
Sibling Rate	\$215.00
Qualifies for Reduced Lunch	\$145.00
Qualifies for Free Lunch	\$120.00
Daily Drop-In Rate (Less than 30 Minutes)	\$10.00
Daily Drop-In Rate (31 Minutes - 1 Hour)	\$15.00
Daily Drop-In Rate (More than 1 Hour)	\$25.00
Early Release Daily Drop-In Rate (More than 3 Hours)	\$35.00

***FSUS Faculty/Staff or families that qualify for ELC,
please contact edep@fsus.school for rate information***

PAYMENT METHODS

Payments can be made online or in person via check or money order. Online payments are preferred. Details on online payments below. Checks should be made out to FSUS.

ONLINE PAYMENTS

Online Payment

1

Click on the link found on the right at fsus.school/edep and select "Extended Day Program & Summer Camps".

2

Fill in the required information and select "Add to Cart". Select "Checkout", then "Continue".

3

Enter in your credit or debit card information and select "Continue". You're done!

A FEW THINGS TO NOTE:

When making a payment, it will not provide you with the amount you owe. You will enter the amount to pay. The full price for a cycle is \$235, with discounts available for siblings and/or families that qualify for free or reduced lunch. Our rates and dates can be found on our website. An updated balance can be found by logging into the Parent Portal (www.ezchildtrack.com/fsusedep/parent)

Please note, we still accept check and money order payment at pick-up. The online payment system will charge a service fee of 2.75%.

If you have any questions or concerns please feel free to call 850-245-3843 or email edep@fsus.school.

EXTENDED DAY
ENRICHMENT PROGRAM
Florida State University Schools



PAYMENT GUIDELINES & PROCEDURES

- Check or money order payments can be paid directly to EDEP at pick up or at the accounting window in the front office. If paying at pick up, checks and money orders will be placed into a locked drop box. Receipts will be emailed to the primary guardian the next business day. Please do not send your payment to school with your child or in a folder. It is not the teacher's responsibility to ensure payment gets to EDEP. It is often received late and a late fee will be assessed. Payments by mail are discouraged.
- All payments will be applied to the oldest fees first, including assessed late fees.
- Late payments will result in a \$20.00 fee per child.
- A payment must be paid in full by the due date and time to avoid a late fee. Partial payments will be assessed as a late fee.
- A monthly statement will be emailed to all account holders with an outstanding balance.
- In-person payments are considered late after 6 pm on the due date listed.
- **Late fees will be assessed even if a student is not in attendance on the due date. Fees can always be paid early or online.**
- There is no grace period, however, fees can always be paid in advance.
- A late pickup fee of \$5 per student will be charged for any student picked up between 6:01 pm and 6:05 pm. Additionally, \$5 per child will be charged for every five-minute increment following. The clock from our Sign-Out system will be used to determine pick-up time.
- Checks returned for any reason, including insufficient funds, will result in a \$25.00 fee. After the first returned check, we cannot accept a check payment for that child from any individual for 90 days. Payments will need to be made with a money order or online with a credit card. If a 2nd check is returned, we will not be able to accept payment via check again at any point.
- Cycle fees cannot be prorated. This includes custody situations in which the child will be attending on alternating weeks.
- All payments should be exact and payments cannot be changed after the cycle has started.
- Refunds are not permitted except for cases of prolonged illness or withdrawal from FSUS

TIMELY PAYMENTS

All payments must be made in a timely manner in order for the account to remain in good standing.

Accounts not in good standing will result in the student(s) no longer being permitted to:

- Attend EDEP
- Participate in school field trips
- Participate in school carnival
- Participate in any other non-academic school special events
- Withholding of the yearbook
- And/or possible withdrawal from FSUS

The account holder will be notified at least 14 days before the account no longer being in good standing via email. Please make sure your email is always up to date in both Focus and EZChildTrack. Payment plans will be considered on a case-by-case basis.

Criteria for an account to no longer be considered in good standing:

- **Full-Time Participants-** Outstanding fees from the previous cycle. (Example: Cycle 1 must be paid in full to continue attendance on the first day of Cycle 3 or attend a field trip taking place on or after the first day of Cycle 3)

- **Drop-In Participants-** All fees for the previous month (and any previous balance) must be paid on the 1st of the month (or the first business day) to continue EDEP attendance or participating in non-academic activities. (For example: Fees for January attendance are due on February 1st. If January fees are not paid by March 1st, the student will no longer be able to attend).

ENROLLMENT CHANGES

Any cycle to cycle change to EDEP should be submitted to us in writing a minimum of 5 days before the change. This includes changing from full-time to drop-in, drop-in to full-time or un-enrolling.

FREE AND REDUCED LUNCH QUALIFICATION

If your child qualifies for free or reduced lunch, you are eligible for a program discount. The rates are listed in the "Program Fees" section. EDEP does not determine eligibility. To determine eligibility please contact the FSUS cafeteria. While eligibility is pending, you may delay payment for a maximum of 18 school days (1 cycle). When completing the application for free and reduced lunch, please make sure you **check the box** that says "After School Program Waiver" allowing the information to be released to EDEP. Additionally, it is best to turn in your application early to ensure it is processed quickly.

At the beginning of the school year, your payment will not be due until your eligibility is determined. However, if you have not received your eligibility determination by the start date of the Cycle 3 as a result of submitting the form late, you will be charged the full fee for Cycle 1 and Cycle 2. If it is determined you are not eligible and your child is in attendance, you will be responsible for the full cycle fee for any cycles attended.

It is your responsibility to let us know if you qualify for free or reduced lunch in order to receive the discounted rate. Fees will not be adjusted retroactively.

Free and reduced eligibility will not be grandfathered in from the previous school year. A new form must be submitted.

TAX INFORMATION

A statement of all fees paid during the calendar year will be emailed out by the end of January. Our Tax ID # is 59-3726188.

EARLY LEARNING COALITION (ELC)

EDEP accepts Early Learning Coalition Certificates. Cycle payments will be assessed based on the daily parent fee indicated on the voucher and multiplied by the number of school days per cycle. Children enrolled in ELC are expected to attend daily. ELC will only provide payment assistance based on attendance records. If your child is not in attendance for more than 3 days per cycle without a doctor's note, you will be responsible for paying the drop in rate per day.

If you have any questions regarding ELC, please email edep@fsus.school.

Policies & Procedures

SNACK

A snack will be provided daily to each child enrolled full-time. *Every student needs to bring a refillable water bottle.*

K-5: Snack will be provided between 2:45 and 3:45 only. If your child is participating in a different activity they must come prior to the activity to receive snack or one will not be provided.

Secondary: Snack will be provided between 3:00 and 3:15 only. Students must arrive to EDEP by 3:15 in order to receive a snack or one will not be provided.

HOMework (1st-5th)

Adequate time, a quiet environment, and homework monitoring will be provided Monday-Thursday.

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. If your child does not have homework they will need to bring a book to read.

30-45 minutes daily

1st-2nd grades: 30-45 minutes daily

3rd-5th grades: 45 minutes – 1 hour daily

KINDERGARTEN SPECIFIC INFORMATION

Kindergarteners will have daily themes in EDEP to provide enrichment to support what they learn during the academic day.

In order to ensure clear communication between home and EDEP, each day your child will be given a card indicating their behavior for the day with an emotion face.



SECONDARY (6th -12th) SPECIFIC INFORMATION

Each day secondary students will have time for snack and socialization and then two sessions. During the sessions they will choose between going to the homework center or participating in an activity.

During the first session, the activity will be outside (weather permitting). During the second session, the activity will be inside. At any point in the school year parents can select what they would like their child to do for each session by filling out a form online. The link can be found on our website. Unless a parent specifies which activity they would like their child to do, the student will have the choice to pick each day.

FUN FRIDAYS (K-5th)

Fridays are always busy, fun-filled days in EDEP. Fun Fridays are planned based on upcoming school events, calendar holidays, and program traditions. Fridays have a different schedule than other days, there is no homework time allotted. Fun Fridays are a privilege and utilized as a reward. Students who do not exemplify proper behavior as expected throughout the week will not be able to participate.

PARENT PORTAL

The EZChildTrack Parent Portal is the one stop shop for parents to register for programs, see attendance, enrollments, billing, and bulletins. Please note, payments cannot be made through EZChildTrack, however you will see a link for payment.

COMMUNICATION

EDEP will communicate upcoming events, payment due dates, or general information in multiple ways. Our social media accounts are our most up to date form of communication. Please follow us on Facebook (www.facebook.com/fsusextendedday) and Instagram (www.instagram.com/fsusextendedday).

An additional form of communication can be found in the Sandbox Parent Portal under the newsfeed tab. In the portal settings, you have the option to receive notifications when the newsfeed is updated. This is where all weekly lesson plans will be posted.

Payment due dates will be communicated with you via our text message Remind system. The Remind system will send out payment reminders. To opt into the Remind system, text "@fsuse" to 81010. You will then receive a welcome text from Remind.

Please remember that ultimately it is the parent's responsibility to make payments on time should any of these forms of communication malfunction.

PARENT CONDUCT

EDEP staff will not conduct business with those who use obscenities or otherwise speak in a demanding, loud, insulting, or threatening manner. Volatile, hostile, or aggressive actions and words will not be tolerated and may result in dismissal of your child from the program.

NOTIFICATION OF CHANGES

It is the parent's responsibility to notify EDEP if there are any changes to the home address, phone number, medical needs, custody arrangements, court mandates, and authorized pickups. Changes at home should be communicated so that staff will be prepared to deal with any behavioral changes.

ABSENCES

Attendance is taken daily for each group. Please notify us if your child will not attend EDEP by calling our EDEP phone number (850-245-3845) and leaving a voice message or texting our text only phone number (850-273-8861). It is our policy that if a child does not arrive to the program as expected, EDEP staff will contact the parents. If the problem of not calling or texting occurs more than three times, we will no longer be responsible for calling the parent. Absentees without prior notification may be mistaken for a missing child, causing unnecessary concern and time spent in searching for the child.

EARLY RELEASE DAYS

EDEP is open on early release days until 6pm, just like normal at no extra charge for full time participants.

SCHOOL CLOSINGS & HOLIDAYS

EDEP will not operate on days the school is closed due to weather or other unforeseen circumstances. No refunds or credits will be issued for activity cancellation, inclement weather, or other school closings that last 9 days or less (half of a cycle). If we are closed for 10 days or more, a credit can be provided. This applies to closures at any point during the cycle.

EDEP is closed when school is closed. The EDEP will host a summer camp each summer and may host other camps throughout the year.

PICK-UP PROCEDURES

Pick up for all EDEP participants is in the Elementary Loop (on the left when facing the school), utilizing the hanging car tag numbers.

Car tags for Elementary students are distributed at the beginning of the school year. Car tags are automatically distributed to elementary students by school day staff.

Any questions or concerns about elementary car tags should be emailed to Jaye Corbett at jcorbett@fsu.edu.

EDEP will distribute car tag numbers to the families of secondary students that do not have elementary siblings as soon as possible. Please be patient, it is unlikely we will be able to distribute them on the first day. Keep car tag numbers safe, if one is missing please notify the school immediately. IDs will not always be required at pick up, tag numbers will be the primary form of identification. For elementary students, in order to pick up a child, the car tag number will need to match the keychain on the child(ren)'s backpack.

PRIOR TO 3:30PM

Please drive through the loop with normal pick up traffic. School day staff will radio Extended Day and your child(ren) will be sent out. Alternatively, you may text ahead using the procedures below and an EDEP staff member will escort your child to the front to be waiting for you upon your arrival.

3:30PM-6:00PM

When you arrive at the school, enter into the Elementary Loop (on the left when facing the school). Drive forward until you see a sign that says "EDEP Pick Up, Stop Here" and a staff member waiting. Make sure your car tag number is visible, either hanging from the rear view mirror or held up. Once the staff member has entered in your car tag number they will indicate that you may move forward into the loop. Your child's group will be notified to send your child to the front. Please make sure to pull all the way up in the loop to make room for other parents. **Children will only be permitted to enter a vehicle if the car is in the right hand lane. No children will be permitted to cross the right lane to enter a vehicle in the left lane for safety reasons.** Once your child is safely in the vehicle, you may utilize the left lane to cautiously exit campus. Please make sure to be aware of your surroundings.

If you do not have a car tag number, the staff member at the "EDEP Pick Up, Stop Here" sign will direct you to move forward. Another staff member will approach your vehicle to check ID and call your child(ren) to come to the front. Please be aware, it will take a little longer for your child to arrive at the front of the school.

If you need to make a payment with check or money order, please give your payment to a staff member in the loop. The payment will then be placed into a locked drop box. Money will be processed and a receipt will be emailed to the primary guardian the next business day. Again, it is preferred for payments to be made online to ease loop traffic.

TEXT TO PICK UP *STRONGLY ENCOURAGED*

Have your child ready to go when you arrive!

To use this, simply text 850-273-8861 and indicate your child's name, grade, and tag #. Text us 5-10 minutes prior to your arrival time as your child will be waiting for you at the car pick up loop. Some days this service will not be available due to weather.
PLEASE DO NOT TEXT AND DRIVE. BE SAFE.



ABANDONMENT

If a student has not been picked up by 6:30pm and we have been unable to reach a parent/guardian/emergency contact, EDEP will contact law enforcement regarding child abandonment.

STUDENT PROPERTY

Children are responsible for their own belongings. We will actively remind students to keep track of all of their belongings, but we cannot be held responsible for misplaced items. Please write names on all coats, hats, lunch boxes, etc. Students are not permitted to bring toys or games to EDEP including sports equipment, trading cards, and electronics. 6th-12th students are permitted to use their cell phones. EDEP will provide activities and games for all students.

Any items left behind will be taken to the school's lost and found. We will not hold on to items.

BEHAVIORAL EXPECTATIONS

EDEP rules and regulations are consistent with those used during the academic day, which can be found in the student code of conduct.

EDEP participants are expected to:

- 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 at all times

All behavioral concerns or instances will be documented in the Extended Day section of Focus. Guardians will be notified via phone of the occurrence. An email will automatically be sent to guardians from Focus to notify you of the entry.

Any major concerns or 3 instances of behavioral documentation will result in a referral and possibly suspension from the Extended Day program. Multiple referrals may result in longer suspensions or

dismissal from the Extended Day Program. EDEP reserves the right to issue consequences based on the severity of the offense on a case-by-case basis.

OPEN DOOR

FSUS Extended Day Enrichment Program grants parents access to their child both by phone and/or in person. If you need to reach your child please call the main line at 850-245-3843. Elementary students are not permitted to have cell phones during EDEP.

ILLNESS

If students become ill or are injured while in EDEP, parents will be notified. Please come as quickly as possible to pick up your child in needed. We are not medical professionals and will always err on the side of caution.

If your child has a fever (temperature of 100 or higher) and/or is vomiting/diarrhea they will be need to be picked up immediately.

All medical concerns or accidents will be documented in the Extended Day section of Focus. You will be notified via phone. Additionally, you will receive an automated email via Focus notifying you of the entry. EDEP agrees to obtain appropriate care if an emergency situation arises. No child can be dismissed from the clinic to EDEP.

COMMUNICABLE DISEASE

The FSUS Extended Day Enrichment Program follows the Communicable Disease Policy consistent with Florida State University School.

MEDICATION

If possible, please try to arrange for all medications to be given during the school day (while a nurse is on campus) or after a child has been picked up from EDEP.

SUNSCREEN & INSECT REPELLANT

EDEP personnel may apply skin products with the written permission of a parent or guardian. The authorization must list any potential adverse reactions. Additionally, these products must be supplied by the parents and be labeled with the child's name.

INSURANCE

The Extended Day Program does not carry accident insurance on participants. It is the parent's responsibility to carry adequate accident insurance

STAFF

EDEP staff are all 18 years of age or older, we do NOT employ high school students. All staff are required to complete training through the Department of Children and Families as well as an in depth in house training program. All staff must undergo local, state, and federal criminal background checks before working with our students.

If you have any feedback regarding anyone on the EDEP team, please reach out to us at EDEP@fsus.school. We always appreciate feedback!

VOLUNTEERS

FSUS High School students who have previously participated in our summer Counselor In Training program may volunteer to assist EDEP during the school year. Volunteers will always be supervised by a staff member.

ELIGIBILITY

EDEP is open to all children who attend Florida State University School. Students must be independent in daily self-care, able to participate in large group activities, no danger to him/herself or others, able to remain within the program location and under adult supervision without running away and demonstrate behavior in accordance with the FSUS Student Code of Conduct.

Frequently Asked Questions

What does EDEP stand for?

Extended Day Enrichment Program

What form of payment do you take?

Payment can be made online, or in person with a check or money order. Please refer to the "Payment Methods" section. Online payment is preferred.

Is snack provided?

Yes, snack is provided Monday-Thursday from 2:45-3:45 for elementary students and 3:00-3:15 for secondary students. On Fridays, students will be served ice cream or popsicles between 3:15-3:30. Please refer to the snack section for additional details.

If this is my first time paying or signing out late can I get a break on the late fee?

Unfortunately, we are unable to waive late fees.

If my child will not be in EDEP for a day what do I do?

Please notify us if your child will not attend EDEP by calling our EDEP phone number (850-245-3845) and leaving a voice message or texting our text only phone number (850-273-8861).

If my child is absent the day fees are due, can I pay the fee once he/she returns?

Payments can be made anytime on or prior to the due date. A late fee will be assessed even if your child is absent on the due date. We encourage you to make payments a couple days in advance to avoid a late fee when unforeseeable circumstances may occur.

Who do I make my check or money order out to?

Checks and money orders can be made out to "FSUS".

Can I make a payment after the due date?

Absolutely, please add \$20 per child for the late fee.

What if I am late picking up my child?

If you know you will be late to pick up your child, please give us a call so we are able to notify your child and prepare our staff. Oftentimes students get concerned if they are not expecting to be picked up later than normal. There is a late pick up fee, for more information see payment policies and procedures section.

What do I need to do to get my child registered for EDEP?

To register your child for EDEP go to fsus.school/edep and complete the registration form. Payments cannot be submitted during the registration process, if you are registering at a time other than the beginning of the school year, please give us a call to discuss a start date and payment.

Can my older son or daughter sign out his/her younger sibling?

High school students or older may pick up siblings with parental permission via email to edep@fsus.school or our text only number (850-273-8861) if they are not also enrolled in the program. If an older sibling is picking up they must leave campus.

Who should I speak with if I have a concern about EDEP?

If you have any concerns about EDEP please reach out to a member of our admin team at edep@fsus.school or 850-245-3843.

Do you provide an end of year tax statement?

By the end of January, you will receive a tax statement emailed to you. It can also be found in the sandbox portal.

Do you have a spot for my child?

We will always have a spot in EDEP for FSUS students. We provide services to all students Kindergarten through 12th grade and we do not have a maximum capacity.

Can a relative or family friend pick up my child if I am unable to?

Yes, please make sure they have a car tag if possible. If they are unable to obtain a car tag in advance, please make sure they are on the authorized pick up list or notify us prior. They should plan to stop at the EDEP stop sign in the Elementary loop. Remind individuals who do not normally pick up to bring ID.

What if I decide to change my child's enrollment in EDEP?

Any cycle to cycle change to EDEP should be submitted to us in writing a minimum of 5 days prior to the change. This includes changing from full-time to drop in, drop in to full-time or un-enrolling. The sooner we know the easier it is to make adjustments. Please keep in mind we do not prorate cycles. If your child is leaving or joining us mid-cycle you will be required to pay for the full cycle. We will however, work with you to determine if it is more cost effective to pay for a few days of drop-in instead of full time.

If my child is sent to EDEP but wasn't scheduled to attend, will I be charged a drop-in fee?

Yes, any students on campus after 3:15 for elementary and 3:30 for secondary that are not in EDEP or participating in another program will be brought to EDEP and charged the drop in rate.

Is EDEP open on early release days?

Yes, we will be here from the time your child(ren) is released until 6pm. If changes need to be made, you will be notified as soon as possible.

IS EDEP open on teacher work days?

No, EDEP is not available on any days the school is closed.

Can I contact my child on their cell phone?

Elementary students are not permitted to have cell phones in EDEP at any time. If you need to reach your child please call EDEP at 850-245-3843. Secondary students are permitted to have their phones and can be contacted however, please do not ask them to leave the group for any reason.



Getting In; Getting Out...

Out: Check the Back Seat

- In just **10 MINUTES**, a car's temperature can increase by **19°**
- Before getting out of your car, check the back seat ... **DON'T FORGET YOUR CHILD!**
- **NEVER** leave your child alone in a car and **CALL 911** IF YOU SEE ANY **CHILD LOCKED IN A CAR!**
- Place something in the back seat that you will need at work, school, or home (your laptop; your lunch).

Developed by:
PREVENTION UNIT
Office of Family and
Community Services



Getting In; Getting Out...

In: Check Behind The Car

- **BEFORE GETTING IN THE CAR AND STARTING THE ENGINE**, walk around the car and **CHECK FOR KIDS, TOYS, AND PETS!**
- Make sure there is **NOTHING UNDER OR BEHIND YOUR CAR** that could attract a young child.
- **PICK UP TOYS, BIKES, CHALK OR ANY TYPE OF EQUIPMENT** around the driveway so that these items don't entice kids to play.

Developed by:
PREVENTION UNIT
Office of Family and
Community Services

Rilya Wilson Act

Pursuant to s. 39.604, Florida Statutes, a child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or child care program must attend the program 5 days a week unless the court grants an exemption. A child enrolled in an early education or child care program who meets the requirements of this act may not be withdrawn from the program without prior written approval of the Department or community-based care lead agency. If a child covered by this act is absent, the program shall report any unexcused absence or seven excused absences to the Department or the community-based care lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.

Educational stability and transition are key components of this act to minimize disruptions, secure attachments and maintain stable relationships with supportive caregivers of children from birth to school age. Successful partnerships are imperative to ensure that these attachments are not disrupted due to placement in out-of-home care or subsequent changes in out-of-home placement. A child must be allowed to remain in the child care or early education setting that he/she attended before entry into out-of-home care, unless the program is not in the best interest of the child. If a child from birth to school-age leaves a child care or early education program, a transition plan needs to be developed that involves cooperation and sharing of information among all persons involved, respects the child's developmental stage and associated psychological needs, and allows for a gradual transition from one setting to another.

This law provides priority for child care services for specified children who are at risk of abuse, neglect, or abandonment. *These children are also known as Protective Services children.*

Rilya Wilson Act Requirements:

- ✓ Protective services children **MUST** be enrolled to participate 5 days per week.
- ✓ Protective services children **MAY NOT** be withdrawn without prior written approval from the Department of Children and Families (DCF) or Community Based Care (CBC).
- ✓ If a Protective Services child has 7 consecutive excused or any unexcused absence, the child care provider **MUST** notify the appropriate community based care staff.
- ✓ The Department and child care providers **MUST** follow local protocols set up by the CBC to ensure continuity.
- ✓ If it is not in the best interest of the child to remain at the child care or early education program, the caregiver **MUST** work with the Case Manager, Guardian Ad Litem, child care and educational staff, and educational surrogate, if one has been appointed, to determine the best setting for the child.

Community-Based Care Lead Agencies Contact Information:

<http://www.dcf.state.fl.us/programs/cbc/docs/leadagencycontacts.pdf>

**** If you have concerns regarding any child that you may care for, please contact the Florida Abuse Hotline at 1-800-96-ABUSE****