



Dear Parent,

Welcome to the 2024-2025 school year with the Volusia County School's Before the Bell Programs (BTB) and Extended Day Enrichment Program (EDEP). VCS programs are a non-profit after-school childcare program for elementary age children who are enrolled in kindergarten through fifth grade, middle school programs for children enrolled in sixth through eighth grade and is supported solely by parent fees and in-kind services from each school.

The goal of BTB/EDEP is to provide a safe and enriching program which supports the family, school, and community. It provides opportunities for children to develop through educational and physical activities within a warm and caring atmosphere.

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

Downloading this Parent Guide signifies that you understand the parent information provided in this handbook. That you have reviewed and understood the fee schedule, payment, and refund policy you are to follow. You acknowledge the enrollment criteria for the Before the Bell and Extended Day Enrichment Programs and that my child(ren's) enrollment in the programs may be subject to cancelation if he/she is unable to follow the criteria required. You understand that the account is the responsibility of the enrolling Parent/Guardian.

If you have any questions or concerns, feel free to reach out to me directly @ [glschwar@volusia.k12.fl.us](mailto:glschwar@volusia.k12.fl.us) or 386-734-7190 x 20625.

Educationally yours,

*Greg L. Schwartz*

Program Specialist, **Before the Bell and Extended Day Enrichment Programs**



### **Mission**

To provide student centered, quality care programs during out-of-school hours to ensure all students become life-long learners prepared for an ever-changing global society. To accomplish this mission, the Volusia County School District (VCS) Before the Bell (BTB) and Extended Day Enrichment Program (EDEP) strives to:

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

### **Vision**

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

### **Introduction**

Volusia County Schools Before the Bell (BTB) and Extended Day Enrichment Program (EDEP) includes programs at both the Elementary and Middle School grade levels. These programs offer supervised enrichment such as: homework opportunities, academic enrichment, exploration of fine and performing arts, technology, and recreational activities. All BTB/EDEP sites adhere to the VCS school day calendar where students are present. **BTB/EDEP maintains a 1 to 25 student supervision ratio, following the Department of Children and Families ratio (F.S.402.305, (6)).**

### **Program Information**

The BTB/EDEP is a voluntary, fee-based program. There are a limited number of students that can be served; therefore, students are accepted on a **first come, first served** basis. All programs are contingent upon minimum enrollment criteria, staff availability, facility availability, and principal support. If, for any reason, a BTB/EDEP site is cancelled at a current school site, parents will be notified via letter, phone call, ClassDojo messenger, through email, and/or in person. During the 2024-2025 school year, the School Board of Volusia County will offer BTB programs at 10 Middle schools and EDEP programs at 40 Elementary schools. The VCS BTB/EDEP operate on SCHOOL DAYS ONLY. BTB/EDEP Sites are staffed with qualified before/after school personnel and follow VCS board policy qualifications. For more information, contact the EDEP district office 386-734-7190 x 20353/x 20624 or visit our website [k12.vcsedu.org/edep](http://k12.vcsedu.org/edep)



### **Enrollment/Student Eligibility**

BTB/EDEP provides equal access and opportunity in its programs and activities to all students. BTB/EDEP does not discriminate based on race, color, national origin, gender, age, or disability in its educational program or activities. Before enrollment in BTB/EDEP, students must be officially registered by the parent/guardian at the school where the child will attend the program. Please contact **Allie Johnston, Assistant Director of ESE Services, (386) 734-7190 ext. 33576** with any questions about ESE services.

### **Waiting Lists**

At times BTB/EDEP Sites have a waiting list, this list is kept online and monitored by the BTB/EDEP Site Facilitator/Lead. When an opening occurs, the parent/guardian will be called in the order they signed up. **\*\*Waiting lists will expire yearly upon completion of the school year.**

### **Nutrition**

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

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

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

### **Emergencies/Illness**

In a medical emergency, reasonable effort will be made to contact parents/guardians for instructions. If parents cannot be reached, the on-site Facilitator/Lead will take necessary action. The action on the part of the program personnel does not obligate them or the school to assume financial responsibility for the child's treatment. If a child becomes ill while attending the BTB/EDEP, the child's parents/guardians will be contacted to pick the child up from the program. Refusal to pick up your child promptly could result in dismissal from BTB/EDEP.



### **Medication**

School Board Policy 211 and 212 regulate the administration of prescription medication to students. The Authorization to Administer Medication Form completed for the regular school day must be provided to BTB/EDEP. A record of medications administered will be kept as required, and all medication to be administered will be stored in its original container under lock and key.

### **Insurance**

The School District of Volusia County has liability protection for accidents occurring during the school day and other school sponsored activities, including the BTB/EDEP. Every registered program participant will be covered through the Special Risk Accident Insurance policy underwritten for the BTB/EDEP. This insurance policy has a **\$25.00 deductible paid by the parent**, which will be applied separately to each claim. In the event of an injury that requires medical attention, the BTB/EDEP Site Facilitator/Lead will provide the parent with a copy of the Hartford Life and Accident Insurance Claim Form that needs to be completed, signed, and submitted by the parent.

### **Student Registration**

A Master Registration Form must be completed online by the parent/guardian for the school where they will attend the program. An annual **non-refundable** registration fee will be assessed and must be paid before a child can participate in the BTB/EDEP for the school year. If the student transfers to another BTB/EDEP site within the same school year no duplicate registration fee will be charged. However, placement in the new BTB/EDEP site is subject to availability. It is the parent/guardian's responsibility to submit court documentation of custodial rights to the Site Facilitator/Lead. If documentation was provided to the school office, it still must also be submitted to the Site Facilitator/Lead. Changes in information must be communicated in writing to the Site Lead/Facilitator by parent/guardians as they occur. **\*\*The health information requested on the form must be filled out to assist BTB/EDEP staff in providing for the health and safety of program participants.**

### **Reduced Tuition**

The child(ren) who are directly certified based on the qualification to receive Food Stamps (SNAP), Temporary Aid for Needy Families (TANF), Medicaid or benefits as a migrant, homeless, foster, or runaway student will be eligible for a reduction in tuition. Contact Evan Haag at 386-734-7190 ext. 50832 for a copy of your student's direct certification letter. To receive this support, families must provide their EDEP site facilitator with their directly certified documentation. It is expected upon entry of program or before the thirty (30) day deadline established by School Way Café (SWC) and/or from the first (1<sup>st</sup>) day of school.

Any family that does not qualify for the CEP rate but has financial difficulties can apply for a reduced rate on the Volusia County Schools website.



### **Late Payments**

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

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

### **Late Pick up Fees**

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

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

### **Collection of Funds**

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

EDEP/BTB is not a pay as you attend service, all weekly invoices must be paid whether your student is in attendance or not.



### **Withdrawal from BTB/EDEP**

If parent/guardian wishes to withdraw the student(s) from the BTB/EDEP please notify your Site Facilitator/Lead or district office. A Withdrawal Form will then be filled out by parent/guardian. If you are unable to fill this form out on site a form can and will be emailed to you. After it is signed by all parties notated on the form parent/guardian will have (30) days to request a refund of overpayments for services not used.

### **Refund Request Timeline**

Parents may request a refund due to an overpayment on the account. **This must be requested within (30) days of the payment date.** No refunds will be made for \$10 or less on the account. If or when a refund is requested this communication needs to be given to the BTB/EDEP Site Facilitator/Lead or district staff. Please note this process can take up to four to six weeks before a parent or guardian receives a check.

### **Collection of Insufficient Funds**

We recognize that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by the bank. To recover these funds in a private and professional manner, Volusia County Schools has contracted CHECKredi, a company specializing in the collection of returned checks. CHECKredi will contact you by mail and by telephone to make arrangements to pay before attempting to re-present the check electronically. Payments of the returned check and fee may also be made online at <http://www.checkredi.com/> using a credit card, debit card or electronic check without any additional fees. For a convenience fee, payments may be made over the telephone at (877) 524-7334 by credit card, debit card, or electronic check. Payments cannot be made at a school or the district.

### **Internal Revenue Service Form W-10**

The Volusia County School District's Taxpayer Identification Number (TIN) is 59-6000884. Use this number to claim childcare credit on income tax returns. A copy of the IRS Form W-10 Dependent Care Provider's Identification and Certification is available under the registration resources tab on the EDEP/BTB website. The parent/guardian is responsible for retaining their tuition receipts as proof of the amount spent for childcare during the year. Site Facilitators/Leads are not required to provide parents/guardians with the amount they have paid during the year.

### **Parent Communication**

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



### **Parent Conduct**

Parent/Guardians are expected to follow the Code of Civility on School Board Property.

### **Student Conduct**

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

### **Discipline Policy**

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

### **Discipline Action**

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

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

### **Dismissal from BTB/EDEP**

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

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

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



**VOLUSIA EDEP**  
 EXTENDED DAY  
 ENRICHMENT PROGRAMS

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

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