



FSUS EDEP Information Guide

2025-2026

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EDEP Contact Information

Phone Numbers

EDEP Office - (850) 245-3843

EDEP (Text Only) - (850) 273-8861

Email Information

General EDEP Email
edep@fsus.school

Extended Day Director- Leketra Harvey
l.harvey@fsu.edu

Extended Day Program Assistant- Ashley Shaw
amshaw@fsu.edu

Extended Day Billing Manager- Tammy Gholar
t.gholar@fsu.edu

Extended Day Administrative Assistant- Camille Spears

School Address

3000 School House Rd
Tallahassee, FL 32311

Program Information & Hours

Office Hours 10:00am-6:00pm

EDEP Hours- 2:30pm-6:00pm

EDEP Overview

The Extended Day Enrichment Program (EDEP) operates every school day from the time school is dismissed until 6:00 pm. EDEP provides a safe and enriching environment for students each day. The program is self-sustaining, funded entirely by the tuition and fees collected for their use. To ensure our students receive adequate supervision and their needs are met, we maintain a low student to staff ratio, resulting in limited space availability.

Our EDEP offers various opportunities for students to complete their homework, engage in physical activities to get moving and burn energy, and participate in special activities. Our elementary (K-5th) students are grouped by age and developmental level, with Kindergarten in its own group and 1st-2nd and 3rd-5th placed into smaller multi-age groups to support age-appropriate activities and interactions. Our secondary (6th-12th) groups are determined by the students' activity preferences, allowing for more tailored and engaging experiences.

EDEP is designed to provide an affordable, active, and enriching environment for students during after school hours. We utilize the school campus for EDEP activities, which may include homework help, enrichment lessons, special interest clubs, recreational activities, creative expression through art, cooperative games, team building, and more! However, please note that EDEP is not equipped to provide one-on-one services.

We are committed to offering a high-quality program that supports the physical, social, emotional, and intellectual needs of our students. We love feedback and working with all of our families to continually improve our program.

Program Closures

Our program will be closed on all school holidays, including: winter break, spring break, and teacher planning days. Please make alternate arrangements for your child on these day.

Labor Day: No School/EDEP	September 1, 2025
Teacher's Planning Day: No School/EDEP	October 13, 2025
Teacher's Planning Day: No School/EDEP	November 10, 2025
Veterans Day: No School/EDEP	November 11, 2025
Thanksgiving Break: No School/EDEP	November 24-28, 2025
Winter Break: No School/EDEP	December 22, 2025 – January 2, 2026
Teacher's Planning Day: No School/EDEP	January 5, 2026
MLK Jr Day: No School/EDEP	January 19, 2026
President's Day: No School/EDEP	February 16, 2026
Spring Break: No School/EDEP	March 16-20, 2026
Teacher's Planning Day: No School/EDEP	March 23, 2026
Spring Holiday: No School/EDEP	April 3, 2026
Teacher's Planning Day: No School/EDEP	April 6, 2026

Program Capacity & Group Structure

To maintain a safe, engaging, and well-supervised environment, enrollment in EDEP is limited and students must be registered and approved before attending. Spaces are filled on a first-come, first-served basis, and a waitlist may be used once available spots are filled.

Students will be grouped by grade ranges as follows:

- **Kindergarten** will have its own group with dedicated staff support to meet their unique developmental needs.
- **1st–2nd Grade** students will be placed in **multi-age groups**.
- **3rd–5th Grade** students will be placed in **multi-age groups**.
- **6th–12th Grade (Secondary)** students will participate in a student-choice model, with access to both recreational and academic options during two structured sessions each day.

This approach to grouping allows us to support more families on the waitlist by opening spots to any student within a grade range, rather than being limited to a single grade level. It also allows for more variety, consistency in staffing, and well-rounded daily experiences for our students.

Schedules

Elementary

Grade Level	2:30 – 2:45	2:50 – 3:20	3:25 – 3:55	4:00 – 4:25	4:30 – 4:55	5:00 – 5:25	5:30 – 6:00
Kindergarten	Attendance	Energy Outlet	Snack Time	Playground	Enrichment	Recreation	Closing Activities
First- Second Grade	Attendance	Energy Outlet	Snack Time	Homework / Silent Reading	Enrichment	Recreation	Closing Activities
Third- Fifth Grade	Attendance	Snack Time	Energy Outlet	Homework / Silent Reading	Enrichment	Recreation	Closing Activities

Secondary

3:00 – 3:25	3:30 – 4:25	4:30 – 5:25	5:30 – 6:00
Attendance & Snack	Session 1: Outdoor Activity or Homework	Session 2: Indoor Activity or Homework	Closing Activities

Payment & Enrollment Information

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 7. In person payments can be made at the meet the teacher events for Kindergarten-5th grade, in the front office any time after August 1st, or on the first day of school at EDEP pick-up.

CYCLE DATES & PAYMENT DUE DATES

Cycle	Cycle Start Date	Cycle End Date	Payment Due Date
1	August 11th, 2025	September 4th, 2025	Upon Registration
2	September 5th, 2025	September 29th, 2025	September 3rd, 2025
3	September 30th, 2025	October 24th, 2025	October 1st, 2025
4	October 27th, 2025	November 21st, 2025	November 3rd, 2025
5	December 1st, 2025	January 7th, 2026	December 2nd, 2025
6	January 8th, 2026	February 2nd, 2026	January 7th, 2026
7	February 3rd, 2026	February 27th, 2026	February 2nd, 2026
8	March 2nd, 2026	April 1st, 2026	March 2nd, 2026
9	April 2nd, 2026	April 29th, 2026	April 1st, 2026
10	April 30th, 2026	May 22nd, 2026	May 1st, 2026

The above cycle dates have been set up to cover 17-18 school days. You only pay for actual school days, not for holidays.

Payments made after 8:00pm on the due date will be assessed a \$20.00 late fee per child. Additionally, partial payments after the due date will result in late fee.

2025-2026 FSUS EDEP RATES

Full-Time Attendee (1st student)	\$235.00
Full-Time Attendee (Each Additional Sibling)	\$215.00
Full Time Attendee (Reduced Lunch)	\$145.00
Full Time Attendee (Free Lunch)	\$120.00
Single Day Drop In (30mins or less)	\$10.00
Single Day Drop In (31mins to 1hr)	\$15.00
Single Day Drop In (Over 1hr)	\$25.00
Early Release Day Drop In (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 cash, check or money order only. **Online payments** are preferred. **Mailed payments** are discouraged.

Online Payments

Online payments are made using the Transact System, and there is a service fee. If you would like to avoid the fee, you can pay in person with check or money order before the deadline.

Steps for Online Payments:

1. Go to [fsus.school/edep](https://commerce.cashnet.com/fsus) and click on the "Make a Payment" button OR visit <https://commerce.cashnet.com/fsus>. Select "Extended Day Program & Summer Camps".
2. Fill in the required information and select "Add to Cart", select "Checkout", then "Continue".
 - a. When making a payment, it will not provide you with the amount you owe. You will enter the amount you wish to pay. Your balance can be found in your parent portal and general rates and dates information can be found on our website.
3. Enter your credit card or debit card information and select "Continue".

In Person Payments

- Payments can be made by cash, check or money order:
 - At EDEP pickup (locked drop box or money bag)
 - At the front office accounting window
- Check or Money Order payments must be made out to Florida State University or FSU.
- **Receipts** are emailed to the primary account holder the next business day.
- **Do not** send payments with your child, your child's teacher or in their school folder — they may be delayed or lost and result in a late fee.

PAYMENT GUIDELINES & PROCEDURES

- **Full payment** is required by **8:00pm** on the due date to avoid a late fee. **Partial cycle payments** will be considered late.
- **Late payments** incur a **\$20 fee per child**.
- If a **previous late fee is unpaid**, but the current cycle is paid on time, **no additional late fee will be charged** unless the cycle payment was made after the deadline again.
 - We will **not charge a late fee on a late fee**.
- A **one-time courtesy late fee waiver** is available each school year upon request. *This request must be made in writing to edep@fsus.school*.
- Families are responsible for keeping accounts current in order to participate in the EDEP.
- Payments made **after 8:00 PM** on the due date are considered **late**.
- **No in-person payments accepted** after program closing.
- There is **no grace period**, even if your child is absent on the due date.
- Payments are applied to the **oldest fees first**.
- **Monthly statements are emailed** to families with outstanding balances; however, parents/account holders are responsible for knowing their account balance at all times, regardless of whether a statement was received. Account information is always available through the Parent Portal.
- **Late pickup fees:**
 - \$5 per child for pickups between **6:01–6:05 PM**

- Additional \$5 per child for **every 5-minute increment** afterward
- **EDEP Sign-Out clock** will determine pickup time
- **Returned checks:**
 - \$25 fee per returned check
 - After the **first**, checks not accepted for **90 days** (money order or online payment only)
 - After a **second**, checks will no longer be accepted for that child
- **Cycle fees cannot be prorated**, including in shared custody situations. If joining the program after a cycle has started (e.g., from the waitlist), families may choose to either pay the full cycle fee or the daily drop-in rate—whichever is more cost-effective based on the start date—or wait to begin enrollment with the next cycle.
- **Refunds are only granted** for documented prolonged illness or for pre-paid future cycles your child will no longer attend. *Refunds must be requested in writing to edep@fsus.school*

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

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

- **Full-Time Participants** - If the previous cycle's fees are not paid, your child cannot attend the current cycle. Example: If fees for Cycle 2 are not paid by the end of Cycle 2, the account will be considered not in good standing, and the student will not be able to attend 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. Example: Fees for January attendance are due on February 1st.

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

- Attend EDEP

If an account has an outstanding balance for 60 days or more it will result in the student(s) no longer being permitted to do the following until the balance is paid;

- Participate in school field trips
- Participate in school carnival
- Participate in any other non-academic school special events
- Receive a school yearbook
- And/or possible withdrawal from FSUS

The account holder will be notified via FOCUS email if the account is no longer in good standing and the student can no longer attend EDEP. An EDEP Activity Hold will be activated via FOCUS if the account has an outstanding balance for 60 days or more. The primary notification method will be FOCUS email, and other forms of communication may include phone or EZChildTrack 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.

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 Cycle 3's start date due to 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 tell us if you qualify for free or reduced lunch 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

Our Tax ID number is **59-3726188**. Please keep your payment receipts for accurate recordkeeping, as we do **not** provide annual tax statements or year-end summaries. If needed, families may access their payment history through the **Parent Portal**.

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.

ENROLLMENT CHANGES

All enrollment changes—whether switching between full-time and drop-in, or un-enrolling—must be submitted in writing to edep@fsus.school at least 5 days prior to the change. Please note that enrollment is based on availability, and space is limited due to program capacity and waitlists.

DROP IN ENROLLMENT

Students who need to attend EDEP on a drop-in basis must be fully registered with the program in advance. However, registration does not automatically grant approval to attend on a given day.

To request a drop-in day:

- Parents must email edep@fsus.school with the specific date they would like their child to attend.
- Our team will check availability and respond with confirmation or denial based on current group capacity and staffing.

Please do not send your child to EDEP without prior approval. Doing so may result in your child not being able to attend and could impact your ability to use the drop-in option in the future.

We strongly recommend having a backup plan, as availability is not guaranteed. This also applies to students who switch from full-time to drop-in status; advance requests are still required. Last-minute requests may not be able to be accommodated.

FSUS SPORTS & EXTRACURRICULAR PARTICIPATION

We understand that many of our students participate in **FSUS-sponsored sports teams and extracurricular activities**, and we want to support families in balancing these opportunities with afterschool care needs. If your child makes a team or joins a school-based activity that affects their ability to attend EDEP full-time, we ask that you notify us **in advance** so we can adjust their enrollment accordingly.

Families have the option to:

- **Unenroll** for the season or
- **Switch from full-time to drop-in enrollment**, based on availability.

Please note:

- This policy applies **only to FSUS sports and extracurriculars**. It does **not** apply to outside organizations or non-FSUS programs.
- If you plan to resume EDEP services after the season ends, please let us know so we can plan ahead. We will monitor enrollment and consider placing your child on a **temporary seasonal hold**, if appropriate.
- Switching to drop-in **does not guarantee space on a given day**. You must **email us in advance at edep@fsus.school** to check availability for the specific day(s) you need care. If the program is at capacity, other arrangements will need to be made.
- Failure to provide adequate notice may result in your child **not being able to return** to the program if space is no longer available.

Early communication helps us plan supervision, manage waitlists, and support as many families as possible while maintaining safety and staffing standards. We appreciate your partnership in helping us offer a smooth and flexible experience for all students.

Policies & Program Specific Information

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. 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, to pick up a child, the car tag number must 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 the Elementary Loop (on the left when facing the school). 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 pull 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, a 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 a 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 or money bag. 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. If a child is not picked up within 20 minutes of a text message, they will be sent back to their group. Some days the text ahead service will not be available due to the weather.



PLEASE DO NOT TEXT AND DRIVE. BE SAFE.

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).

Additional forms of communication can be found on the bulletins posted within EZChildTrack, EZChildTrack email blasts, FOCUS, RemindApp and our website.

Payment Reminders- Payment due dates will be communicated with you via our social media and 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.

SNACK

A snack will be provided daily to each child enrolled full-time. Every student needs to bring a refillable water bottle. Students are not permitted to eat candy, bring soda or share food with other students during snack time.

K-5: Snack will be provided between 2:45 and 3:45 only Monday-Thursday. 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. On Fridays. Ice cream/Popsicles will be served between 3:30-3:55.

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

30 minutes daily

KINDERGARTEN SPECIFIC INFORMATION

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 email us at edep@fsus.school to request that their child does a specific activity option during the two afternoon sessions. 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 cannot participate.

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 enrolled full time 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 holidays, 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.

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 FSU law enforcement and administration regarding child abandonment.

STUDENT PROPERTY

Children are responsible for their own belongings. We will remind students to keep track of all their belongings, but we cannot be held responsible for misplaced items. Please write names on all coats, hats, lunch boxes, etc. Elementary students are permitted to wear smart watches however they may not actively use them during EDEP. Students are not permitted to bring toys, stuffed animals 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:

- Always exhibit good sportsmanship and fair play
- Be respectful of school property and other people's property
- Always use courteous and respectful language
- Treat other people with kindness
- Be responsible for your own belongings
- Always obey group leaders
- Always remain with your group

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/or possible 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.

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.

OPEN DOOR

FSUS Extended Day Enrichment Program grants parents access to their child both by phone and/or in person. Elementary students are not permitted to use cell phones during EDEP. While they may wear smartwatches, these devices must remain inactive and are not to be used during program hours. If you need to reach your child, please call the EDEP main line at **850-245-3843**.

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 if needed.

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

All EDEP staff are post-high school; while most are 18 or older, some may be 17 if they have already graduated. We do not employ current 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. High School volunteers have been background checked and will always be supervised by a staff member.

ELIGIBILITY

EDEP is open to all students who attend Florida State University Schools. 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.

QUESTIONS?

edep@fsus.school or 850-245-3843

Have your child ready when you arrive!

Text Ahead Number: 850-273-8861

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 3:30-3:55 for elementary and 3:00-3:15 for secondary. Please refer to the snack section for additional details.

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 (850-245-3843) 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. Online payment is the preferred payment method. 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 "Florida State University or FSU".

If I pay online a few minutes after the 8:00pm deadline—say, at 8:03pm—will I be charged a late fee?

Yes. All payments are due by 8:00pm. We receive an automatic nightly statement of payments made between 8:01pm the previous day and 8:00pm on the current day. Payments made after the 8:00pm deadline—even just a few minutes late—will not appear on that day's statement and will result in a late payment fee.

Can I make a payment after the due date?

Yes, payment can be made at any time however if a payment is made after the due date then you will be assessed a \$20/child 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 that is available via the EZChildTrack Parent Portal. 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 (if they are not also enrolled in the program) may pick up siblings with parental permission. If an older sibling is picking up they must provide the student car tag or photo ID for sign out in addition to leave campus once they have their sibling.

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.

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. Remind individuals who do not normally pick up to bring ID.

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

All enrollment changes—whether switching between full-time and drop-in, or un-enrolling—must be submitted in writing to **edep@fsus.school** at least 5 days prior to the change. Please note that enrollment is based on availability, and space is limited due to program capacity and waitlists. Cycle fees are not prorated, including for shared custody situations. If your child joins after a cycle has begun (e.g., from the waitlist), you may choose to pay the full cycle rate or the daily drop-in rate—whichever is more cost-effective based on the start date—or wait to begin enrollment with the next cycle.

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****