**2020-2021 School Year**

**2021 Summer Camp**

**WELCOME**

 We welcome your family to the Extended Learning Center (ELC) program!

 ELC is a fee-supported Community Education program operated by the School Board of Lake County, Florida (Lake County Schools). The program is under the supervision of the school principal, with countywide coordination and direction provided by the Administrative Coordinator of Choice, Charter and Community Education (CCCE).

The following information outlines what you can expect from the Extended Learning Center program and explains its guidelines. We hope that it is helpful and we welcome your suggestions for future publications.

**MISSION STATEMENT**

To provide all school age children with a safe and secure environment with quality, well-supervised enrichment programs that coordinate and complement the student’s regular school program.

**ELIGIBILITY**

Students attending kindergarten through fifth grade at a district operated elementary school are eligible to attend the ELC program. Students may only attend the ELC program at the site where the student is officially registered and attending school.

**PROGRAM GOALS**

* To provide well-supervised extended day programs for students that facilitate personal and life skills development.
* To provide a program that coordinates and complements the student’s regular school program.
* To meet the needs of students by providing assistance with their homework.
* To maximize the use of public resources by utilizing school facilities beyond the regular school day.
* To strengthen the relationship between schools and community.

 **EXPECTATIONS**

Students will be provided with a safe, secure and quality environment that will complement the student’s regular school program. This mission can only be accomplished with the cooperation of  the students, parents and the ELC staff. The Administrative Coordinator of Choice, Charter and  Community Education (CCCE) and the Principal or designee has the right to refuse service for the following reasons:

* A student has received three ELC Discipline Notices
* A student exhibits behavior such as creating an extreme disruption, running away, fighting, stealing or committing violence
* A parent/guardian or student fails to follow School Board policies, school site policies or ELC program procedures or rules
* A parent/guardian fails to pick up a student after notification of illness or discipline issue
* A parent/guardian or student is physically or verbally abusive to staff
* A parent/guardian fails to pay fees as scheduled
* A parent/guardian fails to provide updated information and records
* A parent/guardian fails to adhere to ELC opening and closing times

**RATES**

* **Before School and After School -  $51.60 per week**                                                                                                                                                      (There is no extra charge for weeks with a full day when paying this rate)
* **After School Only -  $42 per week**
* **Before School Only - $24 per week**
* **Summer Camp - $90 per week**

**Those who participate in an eligible assistance program will receive a discounted rate once the parent/guardian provides evidence to ELC staff.  Discounts are also available for families with 3 or more students attending from the same household. Additional financial assistance may be available. Please contact school administration for more information.**

**REGISTRATION**

* Registration forms are available through a link found on your school’s web site.
* Registration forms must be completed for each student entering the ELC program. A local emergency   contact with a working telephone number,  other than a parent, must be provided on the  registration form.
* A registration fee of $20 (SY) and $25 (Summer Camp) will be charged in addition to the first week’s tuition at the time of enrollment.
* Registration fees must be paid with a separate check or money order or using the on-line payment system “ELC Registration” tab.
* Students that attend Summer Camp will not be required to pay an additional registration fee at the start of the following school year.

**HOLIDAY SCHEDULE AND EMERGENCY CLOSINGS**

Calendars are available using the links on this web-page indicating  the  days  the  site  will  be  open  and closed. A sign-up sheet will be provided for days when full-day care will be available. Please sign up early for those days so that adequate staff will be scheduled. If the school closes early for inclement weather or any other emergency, the ELC program will also close.

 **ATTENDANCE AND HOURS**

* The ELC program may be used on a weekly basis.
* Before school hours are from 7 AM until the school day begins.
* After school hours are from the time school ends until 6 PM.
* Parents must check students in and out of the program.
* It is imperative that the parent/guardian discuss with the student the importance of going directly to ELC after school each day. The student’s classroom teacher must be notified that the student attends the ELC program at the end of the school day.
* Any changes must be in writing and given to the teacher and the ELC staff.

**PAYMENT POLICIES**

* Lake County Schools ***may not extend credit***; therefore, **fees must be paid in advance**.
* **All fees are due before 6 PM on Monday of the week of services. All fees paid after 6 PM on Monday will be assessed a $5 late fee per family account.**
* Fees paid late three times may result in a 6 month suspension of services unless a procedure waiver is approved by the Principal, Administrative Coordinator or designee.
* Tuition may be paid by check, money order or by using the on-line payment system Myschoolbucks.com.
* Checks or money orders must be made payable to **Lake County Schools**. The student’s name and the check writer’s current driver’s license and phone number shall be included on the check. Sorry, we **do not accept cash.**
* Recovery of all non-sufficient fund (NSF) checks passed through ELC program accounts will be collected in the form of **money orders only**. If a tuition check is returned, all subsequent tuition payments from any household member must be made by money order or on-line payment system for one calendar year.
* Non-sufficient fund (NSF) checks must be paid for in a timely manner or ELC services may be suspended.

**PICK-UP POLICIES AND LATE PICK-UP FEES**

* Students may not be dropped off at the ELC program before 7 AM and must be picked up no later than 6 PM.
* ELC services may be suspended for 6 months if students are dropped off early or picked up late from ELC three times per school year unless a procedure waiver is approved by the Principal, Administrative Coordinator or designee.
* Students in the ELC program must be checked out by an authorized person who is someone on the registration form and is at least 18 years of age or a sibling 16 years or older.
* Any persons not known by the ELC staff will be required to provide valid, government issued, picture identification.
* Notice of temporary or permanent changes to the list of persons authorized to pick up a student must be made in writing.
* A copy of legal custody paperwork must be provided if there is a parent/guardian custodial issue.
* A $5 fee per family will be charged if the student is picked up after 6:05 PM. An additional late fee of $1 will be charged per family for every minute thereafter. Late fees must be paid in full prior to the student returning to the ELC program.
* The parent/guardian is expected to contact the ELC program if he/she will be late; however, late fees will still be applied.
* Students who remain at the program site 30 minutes after closing may be released into the custody of the appropriate law enforcement officials.

**COMMUNICATION**

For the safety of the students, ELC personnel are not able to give a parent/guardian undivided attention during operating hours. Therefore, any parent or guardian wishing to speak with ELC staff will be asked to leave a name, phone number and the topic to be discussed (if required) in writing when the student is being dropped off or picked up from ELC. During the next scheduled non-student time, the ELC staff will contact the parent/ guardian. Parents will also be provided with a monthly newsletter to facilitate communication.

**NOTIFICATION OF CHANGES**

It isextremely important that the Site Coordinator is notified immediately of any changes regarding the home address, contact numbers or list of adults authorized to pick a student up from the ELC program. Changes at home should also be communicated to the Site Coordinator so that staff will be prepared to deal with any changes in behavior.

**SNACKS/LUNCHES**

Nutritional snacks will be provided each afternoon at no additional cost. Students must bring a sack lunch on teacher work days, holidays and days that the cafeteria is not in operation. Sites that receive the Summer Feeding Program will be determined on an individual school basis prior to the start of Summer Camp.

**SUMMER CAMP**

The ELC program offers Summer Camp at many of its sites from 7 AM to 6 PM daily. Eligible students must have attended school the previous year on the campus where the Summer Camp is being held. Students from district operated elementary schools that do not offer Summer Camp may be eligible to attend a designated ELC site. All students will be charged the ELC registration fee at the beginning of Summer Camp.

To ensure that the ELC program is prepared with the proper number of staff, snacks and supplies, the parent/guardian will be required to indicate on the registration form which weeks the student will attend Summer Camp. A weekly fee is charged regardless of how many days the student attends. If plans change, the parent/guardian must notify the Site Coordinator in writing of the change at least seven days in advance of the scheduled week.

**PERSONAL ITEMS**

* Books, games, puzzles and other activities are provided by the ELC program.
* Due to COVID-19, students may not bring items from home to share with others.
* The parent/guardian must recognize that the staff cannot be responsible for loss or damage of these belongings.
* All personal belongings (including jackets, lunch boxes, etc.) should be labeled with the student’s name.
* Electronic games and non-district devices are not allowed.
* Cell phones must be turned off and kept out of sight according to the Lake County School District Code of Student Conduct & Policy Guide.

**HEALTH AND SAFETY POLICIES**

 All student illness will be handled in accordance with School Board policies. The parent/guardian of a student who becomes ill, will be notified and required to pick up the student within the hour. If a parent/guardian cannot be reached, an emergency contact person will be called for the purpose of picking up the student.

In the event of a serious illness, injury or other medical emergency, an effort will be made to contact a parent/guardian for instructions. If a parent/guardian cannot be reached, an effort will be made to notify the emergency contact person. If none of the above can be reached and the emergency warrants medical attention or is life-threatening, ELC staff will call 911 or take other necessary steps.

If a parent/guardian indicates a request for medication administration on the ELC Registration Form, they will be given an ELC Administration of Medication or Medical Procedure Request form. This form will be submitted to the District Health Educator and the Administrative Coordinator of CCCE for review and approval.

Lake County School’s COVID-19 protocols will be followed in all ELC programs. Staff and students will wear masks at all times when social distancing is not an option. Exemptions for students that can’t wear masks due to specific medical needs will be handled on a case by case basis and will follow what is done during the school day. Any student with a temperature of 100.4 or higher or exhibiting COVID-19 related symptoms will be isolated and parents will be called to pick the student up.

**DISCIPLINE POLICIES**

All official School Board policies relating to discipline will be followed. These policies are provided to students upon registration at each school in the Code of Student Conduct. The principal/designee and the Administrative Coordinator have the right to refuse service if it is not in the best interest of the student and/or the ELC program.

**STAFF**

All persons working in the ELC program possess and maintain CPR/First Aid certification. In addition, ELC contractual staff have completed coursework in the child-care field. ELC staff are School Board employees under the supervision of the school principal and the Administrative Coordinator of the Choice, Charter and Community Education Department.

**INCOME TAX INFORMATION**

Parents must request statements for IRS purposes. Once requested, ELC staff will generate tax statements within 10 days. Tax statements will  only be provided in writing; no information will be communicated verbally.                                                                        Lake County School’s Tax ID # is  59-6000694.

No student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination on the basis of race, color, religion, sex, national or ethnic origin, qualified handicap or disability or social and family background.The district also provides access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act, or any other youth group listed in Title 36 of the United States Code as a patriotic society. An employee, student, parent, or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

David Meyers                                                                                                                    352-253-6554                                                                                                                                   meyersd@lake.k12.fl.us