



Leopard's LEAP Program Costs

After School Program – Operates ONLY When School is Open:

Full – Time After School	2:35 – 6:00	\$55.00/week** (\$11.00/day)
Part – Time After School (1 – 4 days a week)	2:35 – 6:00	\$12.00/day**

*****Fees for LEAP are set by Fayette County Public Schools and are uniform for all elementary schools that have their own After School Program.***

Payment is requested on the 1st school day of each fiscal month, or at the latest by the 3rd school day of the fiscal month. The fee schedule for each month will be posted on the LEAP Bulletin Board located at the back entrance of the intermediate hallway. This is the location where students will be picked up each day.

How do I make my payment?

- Your payment may be brought to school and given to the director, Betty Simson. Do not give money to the staff.
- Your payment may be mailed to Lansdowne Elementary School in time to arrive on the first school day of each month.

Please make checks payable to Lansdowne's LEAP Program.

Mail checks to:

Lansdowne Elementary School
Attn: Betty Simson
336 Redding Road
Lexington, KY 40517

2020-2021 LEAP Payment Schedule

<i>Month</i>	<i>Payment</i>	<i>Due Date</i>
Aug. 12-Aug. 28 (12 days)	\$132.00	Aug. 14 th
Aug. 31-Oct.2 nd (22 days)	\$242.00	Sept. 3 rd
Oct. 5–Oct 30 th (20 days)	\$220.00	Oct. 7 th
Nov. 2-Nov. 27 th (16 days)	\$176.00	Nov. 4 th
Nov. 30-Dec.18 th (15 days)	\$165.00	Dec. 2 nd
Jan.4-29, 2021 (19 days)	\$209.00	Jan. 6 th
Feb. 1-Feb. 26 th (19 days)	\$209.00	Feb. 3 rd
Mar. 1-Mar. 26 th (19 days)	\$209.00	Mar. 3 rd
Apr. 5-Apr. 30 th (20 days)	\$220.00	Apr. 7 th
May 3-May 21 st (15 days) (177 days)	<u>\$165.00</u>	May 5 th

LATE PAYMENT:

All fees are due by the first school day of each fiscal month. The latest fees will be accepted is the 3rd school day of each fiscal month. A **\$10.00** late fee will be assessed. If payment still has not been received after the 3rd day of the fiscal month, you will be charged an additional late fee and your child could forfeit his/her place in the program.

Child not picked up on time: If the child is not picked up from the after school program by 6:00 pm, the charge is \$2 per minute. *Late charges are due at the time of pick up.*

IT IS EXTREMELY IMPORTANT THAT YOU MAKE YOUR PAYMENT ON TIME EACH MONTH. WE ARE OPERATING TOTALLY ON FUNDS GENERATED FROM TUITION OF OUR STUDENTS.

Lansdowne LEAP Student Biting Policy

2020 - 2021 School Year

Biting by one student to another student or staff person is strictly prohibited at LEAP. This can potentially be very dangerous, especially if the bite is so severe that it breaks the skin of the other person involved.

If biting by a child occurs, the event will be assessed as to what provoked the biting incident, and why the child reacted in this manner.

If biting is a reaction by a student that occurs, the child may be asked to leave the LEAP Program, especially if it occurs on several occasions. The biting incident will be discussed with Betty Simson, LEAP Director, parent and child involved, and Principal Jennifer Fish.

Please make sure your student is aware of this policy and adheres to the NO Biting Policy.

Child: _____

Parent Signature: _____

Date: _____

The Leopard's LEAP

Lansdowne's After School Enrichment Program

Kindergarten through 5th Grade

Daily, 2:35 p.m. - 6:00 p.m.

\$11 per day

State Approved Child Care Assistance is Accepted (CCAP)

Arts, Crafts, Gym, Technology,

Homework Help, Enrichment Activities

Pre-register now to save your spot!

Questions?

Contact Betty Simson at 859-381-3500

betty.simson@fayette.kyschools.us

Leopard's LEAP Registration Form

This form registers your child for the Lansdowne Elementary After School Enrichment Program, and must be accompanied by a non-refundable \$30 fee. *This is valid for the 2020-2021 school year, August through May/June.* Please complete one form per child.

Please Print (in ink)

Child's Name _____ Grade/Teacher _____

Address _____ Zip Code _____

Date of Birth ____/____/____ Age _____ Gender _____

Parent/Guardian _____ Home Phone _____

Place of work _____ Work Phone _____

Email Address _____ Cell Phone _____

Parent/Guardian _____ Home Phone _____

Place of work _____ Work Phone _____

Email Address _____ Cell Phone _____

Emergency Contacts and Authorized Pickup Persons (in order of who to contact first)

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

List anyone specifically NOT AUTHORIZED to pick up your child and why:

Child's Physician's Name _____ Phone Number _____

Hospital Preference _____ Dentist: _____

Does your child require special medications or routines? Yes _____ No _____

Does your child have any physical/emotional/behavioral/developmental conditions we should know about? Yes _____ No _____ Please explain:

This information is accurate to the best of my knowledge, and the child herein described has my permission to engage in all activities. In the event I cannot be reached in an emergency, I hereby give permission to the director of the LEAP program or designee to secure emergency medical services including transportation and a physician.

Parent/Guardian Signature _____ Date _____

LEAP Program Fee Requirements

A \$30.00 non-refundable fee will be required for each student wanting to enroll in the Lansdowne LEAP program. The tuition fee is \$11.00 per day for full time students, or \$12.00 per day for part time students. This covers the cost of snacks, art supplies, crafts, enrichment materials, and staffing. By signing this contract, you are agreeing to pay Lansdowne the money for the 2020 – 2021 school year. The following guidelines will be used when evaluating your good standing in the program.

- Anyone who is late in their payments more than TWICE during the school year may be asked to leave the program.
- Fees are not refunded due to sickness, vacations, family emergencies, or availability of another childcare provider.
- There is a late fee of \$2.00 per minute for anyone leaving their child later than 6:00. This fee is due at the time of pick up, not with the next month's tuition. *This will be enforced for the 2020-2021 school year.*
- Contact will be made ONE TIME in an effort to collect tuition when an NSF check has been written. This includes checks written on closed accounts. They will be turned over to the FCPS board attorney for prosecution after 10 days. You may be asked to pay your tuition in cash for the remainder of the year.
- LEAP is not in session during days in which school is closed. You will be credited on the following month's tuition for any snow days.
- Failure to adhere to the Lansdowne Elementary discipline policy will result in immediate dismissal from the after-care program. This will be at the discretion of school administration.

Program Withdrawal

You have the option of withdrawing from the LEAP program at anytime during the school year. However, once the month has begun, you owe for the entire month's tuition. You will not be allowed back in the program until all debts are brought current, this includes late fees. Readmission into the program is not guaranteed once you have withdrawn. You will be placed on a waiting list and notified if a space becomes available. Because of the waiting list, we may not be able to re-enroll a student so please think carefully before you withdraw. You will be asked to sign a withdrawal form stating that you understand this procedure. You are not exempt from tuition until that form has been signed. We will keep these forms for the remainder of the school year.

TAX Information & Receipts

The Fayette County tax identification number is 61-6001059. Please keep it in a safe place along with each month's tuition receipts. You are responsible for keeping track of how much you have paid.

By signing this form you are agreeing to abide by the above LEAP policies. Failure to do so will result in your child's suspension/dismissal from the program.

Parent Signature _____ Date _____ Director Sign: _____

LEAP Pet Permission Policy 2020 - 2021

I, parent/guardian of _____,

give permission for my child to be in a Lansdowne Elementary School classroom that houses a pet. Pets are defined by the state of Kentucky as fish, hamsters, gerbils, guinea pigs, hermit crabs, turtles, birds, non-poisonous amphibians, bearded dragons, rabbits, chinchillas, as well as caterpillars and butterflies.

If your child is going to be in a classroom that houses a pet, such as during homework time or special activity time, you will be notified as to what this pet is, and parental permission will be obtained. This is defined as: if a child can see the animal, the animal is in the presence of the child, and written parental permission will be required. Please sign below that you are aware of Lansdowne's LEAP Pet Policy:

Signed: _____

Animals are not allowed to visit the facility unless the following is in place:

1. The animal is under the supervision and control of an adult.
2. Written parental consent has been obtained.
3. The animal is certified as vaccinated against rabies (if applicable).

The Leopard's LEAP Registration Form

Please fill this out and return it to the LEAP teacher along with your \$30 per child, or \$40 per family, registration check.

Parent(s)/Guardian(s)

Name _____

Address _____

Home Phone _____ Cell Phone _____

Work Phone _____ E-mail address _____

Student's Name _____

Student's 2020-2021 Grade _____

August 1st Age _____

Teacher _____

Please check all days your child plans to attend the LEAP program. Classes will be filled first with full time applicants.

Monday – Friday _____

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

**** ATTENTION ****

The days you sign up for will be the days you are charged fees. You will not be refunded for days your child misses or goes home early. By signing this document you are agreeing to this policy.

Parent(s)/Guardian(s) Signature _____

2020 - 2021 School Year

Lansdowne LEAP Parents:

State licensing for after school programs now requires all locations to have an emergency/disaster preparedness document on file. This was already in place through Fayette County Public Schools, and was modified to apply to our LEAP program. Staff members have been trained, and students continue to participate in required safety preparedness drills that address emergency situations should they arise.

In order to keep parents informed of our disaster plan, the attached sheet is available for you to keep on file in case there was an emergency situation. Safety of all students in the building is our number one concern, and we welcome the opportunity to continue to provide a safe, nurturing environment for your children.

Please feel free to contact Betty Simson, LEAP Director, if you have any concerns or questions regarding the emergency/disaster preparedness plan that is being utilized by Lansdowne's after school program.

Betty Simson

Leap Director

Lansdowne LEAP Program

2020 - 2021 School Year

Parent Acknowledgement Form

Upon completion of enrollment of my child(ren) into the Lansdowne Elementary After School Program, known as LEAP,

I, (print) _____, parent/guardian of
child(ren), _____,
understand and acknowledge the program policies, procedures, fees,
and behavior expectations involved with the program.

Parent/Guardian Signature: _____

Date: _____

LEAP Director Signature: _____

Date: _____



2020-2021 School Year

Dear Parents,

Are you looking for an enriching and fun place for your child after school? Welcome to the Leopard's LEAP, Lansdowne's Enrichment After School Program for the 2020 – 2021 school year. A staff of dedicated teachers and assistants will provide a series of meaningful educational opportunities for your child in the after school program. Together, we can provide a fun, safe, and nurturing environment for your child to thrive throughout the school year.

The location of the LEAP program will begin in the multipurpose room at Lansdowne Elementary with a nutritious snack, then include enriching opportunities in the media center, the gymnasium, and the art room. A daily routine of exercise, homework time, and various enrichment activities will allow your child the opportunity he/she needs to become a more well rounded individual. Homework time is supervised, although we don't have the staffing to provide "one-on-one" instructional time.

Lansdowne's LEAP is open to any child attending Lansdowne Elementary School, kindergarten through 5th grade, as long as space is available and the proper staffing is in place to care for the needs of each child. We reserve the right to limit each class size based on staffing and the amount of attention each student requires. Often times, smaller children require more direct assistance and therefore we must monitor the class numbers.

Lansdowne's LEAP Program is a state licensed after school care facility, and we adhere to the guidelines required to maintain this status. For parents that qualify, assistance to participate in the LEAP Program is available.

By completing all of the needed paperwork and signing your child up for the LEAP program, you are agreeing that you and your child will adhere to our discipline and payment guidelines. Failure to do so may result in probation/dismissal from the program. Our goal is to keep each and every student healthy and happy while attending our program. Please feel free to discuss the program with our director, Betty Simson, or make an appointment to meet with school administrators. We can be reached Monday-Friday 8:00-3:00 at 381-3500, or after 3:00 p.m. at 381-4976.

Sincerely,
Betty Simson, LEAP Director

Lansdowne Elementary LEAP

Photo Permission Form 2020 - 2021

Occasionally the LEAP staff might photograph LEAP students when they are participating in enrichment activities, talent shows, or with arts and crafts events. These photographs are never posted on the internet, and are only used to enhance a craft project that would be sent home for parents or for the LEAP bulletin boards for parents and students to enjoy.

Please sign below that you give permission for your LEAP student to be photographed:

Student Name: _____

Parent/Guardian Name: _____

Date _____

**LEAP Afterschool Program
Lansdowne Elementary School
2020 - 2021 Sick Child Policy**

Your child will not be allowed to participate in the LEAP afterschool program if he or she presents with:

- Temperature of 100 degrees or higher (need to be fever-free without the use of fever-reducing medications for 24 hours before returning)
- Vomiting or diarrhea during the school day or after school
- Head lice
- Mouth sores with drooling
- Rash with fever or behavior change
- Eye drainage
- Diagnosis of a contagious disease. Must be on prescribed antibiotics for 24 hours prior to returning to the afterschool program.

We appreciate your cooperation in ensuring that all of our children are provided with a safe and healthy afterschool environment.

I, _____, parent/guardian of
_____, have read and have a full understanding of the LEAP Afterschool Program sick child policy.

Date: _____