



John A.
Crookshank

2016 – 2017

Elementary School

Extended Day

Parent Packet



John A. Crookshank Extended Day Fees 2016 - 2017

Registration Fees

Single Rate \$50

Family Rate \$70

Wednesday Only \$25

**The registration fee is \$50 per child enrolled in the Extended Day Program. This fee is due prior to the child's start date and is non-refundable.

Afterschool Extended Day Fees (Full Week)

<u>1st Child</u>	<u>2nd Child</u>	<u>3rd Child</u>
Afterschool only \$54 Afterschool w/ morning care \$60	Afterschool only \$27 Afterschool w/ morning care \$30	Afterschool only \$20 Afterschool w/ morning care \$15

Wednesday Only

<u>1st Child</u>	<u>2nd Child</u>	<u>3rd Child</u>
\$15	\$10	\$10

Smart Start Morning Care Only Prices
Hours of Operation 7:00am – 8:00am

<u>Registration Fee</u>	<u>1st Child</u>	<u>2nd Child</u>	<u>3rd Child</u>
1 child \$25 Family Rate \$35	\$25/week	\$15/week	\$10/week

*These are the fees per week whether you need the service for 1 day or all week.

*As in years past, the registration fee is non-refundable.

***We accept Episcopal Funding.**

For more information or a registration form, please stop by the front office or call Extended Day at 669-3254. Drop off will be the bus loop by the multi-purpose room.

Registration Information

The Extended Day Program is a community service available to all K-5th grade students at Crookshank Elementary School as well as St. John's County School Board employees. The registration fee and first week's payment is due at the time of registration. Registration fees are NON-REFUNDABLE even if you decide not to enroll your child/children after payment is received. You may, however, enroll or withdraw from the program at any time during the school year without paying the fee a second time.

Payment Information

The Extended Day Program is totally self supportive. New enrollments and re-enrollments are required to pay in advance for services rendered accordingly to the Florida Constitution (Article VII Section 10). Payment is requested by check, cash, or money order payable to Crookshank Elementary School. Payments for the Extended Day Program MUST be paid in advance on a Friday for the following week's care to remain in compliance with State and District policies and procedures. Payments that are received on a Monday after 3 pm. will be considered late and a \$10.00 late payment fee will be applied to your account. Any family two days behind in payment will not be allowed to attend until payment is made in full. If a student is withdrawn from the program with a past due payment notice, that student will not be allowed to re-enter the program until all past due payments are made in full. Any family needing subsidized childcare may apply through Episcopal Children's Services at 5 Clark St St. Augustine, FL 32084. Tel. # is 904-770-2565.

Discipline Policy

We occasionally have students who make errors in judgement during Extended Day. We feel strongly that when we have support from the parents at home, we can be more effective in dealing with discipline problems. Please read over the Program Safety Guidelines with your child. After an informal warning, you will be notified in writing of any behavior problems with your child. After the third written notice, your child will be suspended from the program for 1 day. After five written notices the child will be suspended for 3 days. If your child receives a sixth notice at any point during the year, he or she will be asked not to return to the Extended Day Program. The Extended day Program reserves the right to suspend or expel a child if at any point in time he/she threatens the safety of himself/herself or another child.

Program Safety Guidelines

We want your child to have fun during Extended Day, however we are concerned for their safety. We ask no more from the students during Extended Day than during the regular school day. The rules are exactly the same. Your child's teacher as well as our group leaders will be working closely with your child from the very first day of school to teach them the proper use of equipment and proper behavior inside and on the playground. Any child endangering themselves or others, misusing the playground equipment or not following the safety rules will be unable to continue use of the playground facilities.

*Children should always be able to see their group leader.

*Proper use of equipment is to be displayed at all times.

*Always use inside voices when in the building. You can be as loud as you like outside.

***Keep your hands and feet to yourselves at all times.**

Daily Routine

The Extended Day Program is offered each day school is in session from the time students are released until 6:00pm. Throughout the afternoon, children will have the opportunity to participate in any games, sports, and activities. There will be a 45 minute time slot reserved daily for homework and reading activities. If you do not want your child to complete homework during Extended day hours, please contact the Extended day Coordinator in writing. Homework is not done in afterschool on Fridays.

Pick – Up Procedures

The sign – out table will be located inside the cafeteria of the school at the front entrance. You will need to sign your name as well as the time of pick up in the space provided each day on your child's page. For the safety of your child, signing out is required on a daily basis. Students may NOT sign themselves out. Only an adult with your approval will be allowed to remove your child. Picture ID will be necessary for all persons picking up from Extended Day until we get to know you. Be sure to list all persons you have allowed to pick up your child on the registration form. Your child WILL NOT be released to anyone who is not on your consent list. Please contact the Extended day Coordinator at 669-3254 if an emergency arises and someone who is not listed on your consent form will be picking up your child. The Extended day Program ends PROMPTLY at 6:00 pm. daily. There will be a \$1.00 per minute late fee applied after 6:00 pm. Late charges can be paid at the time of weekly payment. If possible we STRONGLY suggest you have some sort of back up plan, a close neighbor, friend, or family member to pick up your child for those unforeseen times when you are stuck in traffic or have an emergency.

John A. Crookshank Registration Form 2016-2017

Registration Fee (Non-Refundable): \$50.00 Per Child \$70-Family

Program Needed: (Check Only One)

Full week
 Wednesday Only

Office Use Only:

Date Enrolled ___/___/___
 Date Ntbk ___/___/___
 Date CMPTR ___/___/___

(1) Child's Name _____

Male Female (Last) (First) (MI)
 Date of Birth ___/___/___ Grade: ___ Teacher: _____

(2) Child's Name _____

Male Female (Last) (First) (MI)
 Date of Birth ___/___/___ Grade: ___ Teacher: _____

(3) Child's Name _____

Male Female (Last) (First) (MI)
 Date of Birth ___/___/___ Grade: ___ Teacher: _____

Parent's Information (This Information MUST be filled out completely)

Persons permitted to remove child: Mother: Yes ___ No ___ Father: Yes ___ No ___
 If "No" to above, legal custody documentation must be on file in the office to legally enforce.

Child Resides with: Both parents Mom Dad Other

	MOM's Name & Information	DAD's Name & Information
Name of Parents		
Home #		
Work #/Cell #		
Home Street Address		
City, State, Zip		
E-Mail Address		
Name of Employer		
Address of Employment		

Child pick-up / Emergencies: Crookshank Elementary Extended Day Program is hereby authorized to release my child to the following individuals (please provide at least one). These individuals may also be contacted in the event of illness or accident.

Name	Relationship	Home Phone #	Work Phone #	cell #

Special instructions or medical concerns:

 Parent/Guardian's Signature

 Date

Crookshank Elementary Extended Day Program
2016 – 2017 Payment Agreement

I, _____ have received a copy of the policies and procedures for the Extended Day Program. I understand that St. Johns County School District Auditors have advised that payments for the Extended Day Program must be paid in advance on a Friday for the following week's care to remain in compliance with State and District policies and procedures. Payments that are received on a Monday after 3 p.m. will be considered late and a \$10.00 late fee will be applied to your account. I understand a fee of \$1.00 a minute will be charged after 6:00 p.m. for late pick up.

By signing below, you are agreeing to pay your child's fees according to the fee schedule outlined above and are aware that delayed payment of fees will result in loss of care for your child.

Student(s) Name _____

Parent/Guardian Name (print)

Date

Parent/Guardian Name (sign)

Date

If you have any questions, please call the school at 547-7840
Or e-mail

Deborah Damon Cell# 669-3254
Extended Day Coordinator