

John A. Crookshank



Elementary School

2018 – 2019



Extended Day

Parent Packet

John A. Crookshank Registration Form 2018-2019

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
2018 – 2019 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 diamond@stjohns.k12.fl.us

Deborah Damon Cell# 669-3254
Extended Day Coordinator

John A. Crookshank Elementary

Extended Day Fees 2018-2019

Registration Fees

Single Rate \$50 Family \$70 Wed. Only \$25

This fee is due prior to the child's start date and is non-refundable.

Afterschool Extended Day Fees = Full Week	Wednesdays Only	Smart Start Morning Care Only 7:00-8:00 a.m.
1st Child Afterschool only \$55 Afterschool + Morning Care \$60	1st Child \$15	1st Child \$25 Weekly
2nd Child Afterschool only \$32.50 Afterschool + Morning Care \$35	2nd Child \$15	2nd Child \$15 Weekly
3rd Child Afterschool only \$25 Afterschool + Morning Care \$20	3rd Child \$15	3rd Child \$10 Weekly

- Registration fee is non-refundable
- Episcopal funding accepted
- Smart Start Morning Fees are whether you need the service for 1 day or all week.

For more information or a registration form --
 Please stop by the front office or call Extended Day at 669-3254

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. Also being added to the 2019-2020 school year is School Pay to pay by credit card. 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. A \$10 late payment fee will be applied to all late payments. Failure to make on time payments could result in withdrawal from the Extended Day program. Any family needing subsidized childcare may apply through Episcopal Children's Services at 5 Clark Street, St. Augustine, FL 32084. Tel. # 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 5 written notices the child will be suspended for 3 days. If your child receives a 6th 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 or computer room. We ask that slime, stuffed animals, toys, cards, or electronic devices not be brought to the afterschool program.

- 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.
- 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 Mon. thru Thurs. for homework and reading activities. No homework is done on Fridays in Extended Day. Homework is not done in the Kindergarten group.

Pick Up Procedures

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. Do not text as the phone does not have that option , if an emergency arises and someone 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 6:00pm. 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.