

# John A. Crookshank Elementary School



## Extended Day Program 2020/2021 Parent Packet

**Mission:** The John A. Crookshank Elementary School Extended Day program is to provide a nurturing and loving environment where students can grow their minds and create meaningful experiences. Our Cougars learn what it means to be accepting and tolerant of the world around them while embracing the six pillars of character. Our Extended Day Program Cougars are inspired, motivated and committed to making the "*Crookshank Difference*" one day at a time!

**John A. Crookshank Elementary School  
Extended Day Program  
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If you have any questions, please call the Extended Day Office at  
(904) 547-7843

## Registration Information

The Extended Day Program is a community service available to all K-5<sup>th</sup> grade students at John A. Crookshank Elementary School. The program is also offered to St. Johns County School Board employees. **The registration fee and first week's payment are due at the time of registration. Registration fees are NON-REFUNDABLE with no exceptions--even if you decide not to enroll your child(ren) 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 according to the Florida Constitution (Article VII Section 10). *Payments can be made in the form of a cash, check, or money order payable to Crookshank Elementary School. You may also pay by credit card using [www.School Pay.com](http://www.School Pay.com). Payments for the Extended Day program MUST be paid in advance by Friday prior to 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 payments made on Monday after 3 p.m. Failure to make payments on time could result in withdrawal from the Extended Day program.*

## Discipline Policy

We occasionally have students who make errors in judgment during Extended Day. We feel strongly that when we have support from parents/guardians at home, we can be more effective in dealing with disciplinary problems. *Please read over the Program Safety Guidelines with your child(ren).* The Extended Day

Coordinator will follow the appropriate steps below when discipline is warranted above and beyond a verbal notice from the program staff.

- **Informal Warning:** An informal warning is a notice in writing of any behavioral problems with your child(ren).
- **Written Notice:** Upon reaching three written notices, your child will be suspended from the program for 1 day. After 5 written notices, your child will be suspended for 3 days. If your child receives a 6<sup>th</sup> notice at any point during the year, he/she will be asked not to return to the Extended Day program. The Extended Day program reserves the right to temporarily suspend or withdraw a child if at any point in time he/she threatens the safety of himself/herself, another child, or staff member.

## Program Safety Guidelines

We want your child to have fun during program hours. However, safety is our #1 priority. There is no greater time than now for our program staff and students to be most aware of the program safety guidelines and to follow them accordingly. We are most concerned that we all do our part to ensure we stay safe and stay well. We can achieve this by adhering to the following...

1. Temperature checks will be conducted upon arrival in the program during morning and afternoon hours and as needed until your student departs from the program for the day.
2. Your child(ren) will remain in his/her assigned group at all time unless otherwise noted.
3. Staff and students will remain 6 ft. apart during program hours.

4. Masks should be worn by staff and students when social distancing presents a challenge. The only exception is during the snack hour.
5. Any child endangering themselves or others, misusing materials, equipment, or facilities and not following safety rules will be unable to continue the use of the facilities or materials.
6. Please check your child's backpack or pockets one last time before morning drop off to ensure that slime, stuffed animals, toys, cards, or electronic devices do not wind up in the Extended Day program.
7. Hands, Bodies, and Objects (**HBO**) are to remain to ourselves at all time.
8. Proper sanitation of program materials and spaces will be cleaned during program hours.

## Daily Routine

The Extended Day Program is offered each day school is in session from the time students are released until 6:00 PM. Throughout the afternoon, your child(ren) will have the opportunity to participate in crafts, sports, reading activities, homework and enrichment activities. Monday-Thursday, 45 minutes is allocated for homework and reading activities. No homework is required on Fridays. Kindergarten students are not expected to do homework. A designated activity will be provided for them during this time.

## 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(ren), signing out is required daily. Students may NOT sign themselves out, and no person under the age of 18 can sign out a child. Only an adult listed on your

contact information sheet will be allowed to pick up your child. A picture ID will be necessary for anyone picking up from Extended Day.

Please list everyone that you consent to picking up your child(ren) on the current registration form. Your child **WILL NOT** be released to anyone not listed on the contact sheet. Please contact the Extended Day Coordinator (**Ms. Weary**) at 904-547-7843 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.** We recognize unforeseen circumstances do arise. **Thus, we are extending you 3 excused late pick-ups. After the 3<sup>rd</sup> late pick-up, you will be required to find alternative childcare arrangements.** We highly recommend you utilize alternative resources like a close neighbor, friend, or family member to pick up your child during emergency situations and unexpected circumstances.

# John A. Crookshank Elementary School

## 2020 - 2021

### Extended Day Program

### Fees List

	<b>Registration Fees</b>	<b>AM Care Only</b>	<b>PM Care Only</b>	<b>AM+PM Care</b>
Full Week	Single Child: <b>\$50.00</b>	<b>\$45.00</b>	<b>\$65.00</b>	<b>\$90.00</b>
Full Week	Family Rate: <b>\$70.00</b> <i>(2 or more siblings)</i>	<b>\$25.00/per additional child</b>	<b>\$45.00/per additional child</b>	<b>\$70.00/per additional child</b>
Wed. Only	Single Child: <b>\$25.00</b> Family Rate: <b>\$35.00</b> <i>(2 or more siblings)</i>	1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Child Wed. Only Rate <b>\$15.00</b>	1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Child Wed. Only Rate <b>\$15.00</b>	1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Child Wed. Only Rate <b>\$15.00</b>

**All Registration fees are non-refundable! No exceptions!**

**Please make Checks/Money Orders payable to:  
Crookshank Elementary School**



**Morning Hours: 6:30 AM-8:00 AM**  
**Afternoon Hours: School Dismissal-6:00 PM**

Daily activities include: Arts & Crafts, Sports, Homework Assistance,  
Reading Activities and more!!

More Information?

Find us at [www-ces.stjohns.k12.fl.us](http://www-ces.stjohns.k12.fl.us) OR  
call the Extended Day Coordinator (**Ms. Weary**) at (904) 547-7843

**\*Additional Fees may apply for Enrichment Activities\***

# John A. Crookshank Elementary School

1455 N. Whitney Street  
Saint Augustine, FL 32084  
(904) 547-7840

**Mr. Marquez D. Jackson**  
Principal  
Marquez.Jackson@stjohns.k12.fl.us

**Mrs. Yvette Cubero-Gonzalez**  
Assistant Principal  
Yvette.Cubero-Gonzalez@stjohns.k12.fl.us

**Mrs. Angela Rodgers**  
Assistant Principal  
Angela.Rodgers@stjohns.k12.fl.us

For the 2020-2021 school year we will be offering SchoolPay which will allow you to pay by credit card (Visa, MasterCard, and Discover). **There is a fee involved with using this service.** To register:

Go to SchoolPay.com

1. Click "find my account".
2. Enter your email address.
3. If your email is in the system, a password link will be emailed to you. Click the link, select a new password, and you're all set.

**OR**

If your email is not in the system, you will be guided through creating an account. You will need:

Student's ID number (found on report card for example)

School's site name (John A. Crookshank Elementary School)

\*Important to either scenario: make sure to check spam folders for auto-response emails coming from [support@schoolpay.com](mailto:support@schoolpay.com).

You may contact SchoolPay if you have questions about their website by

Email [support@schoolpay.com](mailto:support@schoolpay.com)

Phone (888) 886-9729

Their hours of operation are Monday-Friday 8:00 am- 8:00 pm Eastern Standard Time

As always, we will also accept checks or cash for school activities. This is just one more option to make it convenient for parents to pay for items at John A. Crookshank Elementary School.



# John A. Crookshank Elementary School Registration Form 2020-2021

**Registration Fees (Non-Refundable): \$50 Per Child, \$70 Per Family (2 or more children)**  
**Wednesday Only: \$25 Per Child, \$35 Per Family (2 or more children)**

**Program Needed: (Check Only One)**

- Full week  
 Wednesday Only

**Office Use Only:**

Date Enrolled     \_\_\_/\_\_\_/\_\_\_  
 Date Notebook    \_\_\_/\_\_\_/\_\_\_  
 Date Computer     \_\_\_/\_\_\_/\_\_\_

**(1) Child's Name** \_\_\_\_\_  
 (Last)                                      (First)                                      (MI)  
 Male   Female    Date of Birth \_\_\_/\_\_\_/\_\_\_    Grade: \_\_\_\_\_    Teacher: \_\_\_\_\_

**(2) Child's Name** \_\_\_\_\_  
 (Last)                                      (First)                                      (MI)  
 Male   Female    Date of Birth \_\_\_/\_\_\_/\_\_\_    Grade: \_\_\_\_\_    Teacher: \_\_\_\_\_

**(3) Child's Name** \_\_\_\_\_  
 (Last)                                      (First)                                      (MI)  
 Male   Female    Date of Birth \_\_\_/\_\_\_/\_\_\_    Grade: \_\_\_\_\_    Teacher: \_\_\_\_\_

**Parent/Guardian's Information (This information MUST be filled out completely)**  
**Persons permitted to pick up your 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 \_\_\_\_\_

	Parent/Guardian #1	Parent/Guardian #2
Name of Parent/Guardian		
Home #		
Work #/Cell #		
Home Street Address		
City, State, Zip		
E-Mail Address		
Name of Employer		
Address of Employment		

**Child pick-up /Emergencies:** John A. 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, allergies or medical concerns:**

\_\_\_\_\_  
 Parent/Guardian's Signature

\_\_\_\_\_  
 Date

# John A. Crookshank Elementary School Extended Day Program 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 by Friday for the following week's care to remain in compliance with State and District policies and procedures. Payments received Monday after 3 p.m. will be considered late and a **\$10.00** late fee will be applied to my account.

By signing below, you are agreeing to pay your child's fees according to the fee schedule outlined above and that failure to make payments on time could result in withdrawal from the Extended Day program.

\_\_\_\_\_  
Student(s) Name (print)

\_\_\_\_\_  
Parent/Guardian Name (print)

\_\_\_\_\_  
Parent/Guardian Name (sign)

\_\_\_\_\_  
Date

If you have any questions, please call the Extended Day Office at  
(904) 547-7843

# John A. Crookshank Elementary School Extended Day Program Late Pick-Up Agreement

I, \_\_\_\_\_ have received a copy of the policies and procedures for the Extended Day Program. I understand that the **Extended Day Program is extending me 3 excused late pick-ups**. After the 3<sup>rd</sup> late pick-up, I will be asked to sign a notice acknowledging that I must find alternative childcare arrangements.

By signing below, you are agreeing to find alternative childcare once you have exceeded 3 late pick-ups.

\_\_\_\_\_  
Student(s) Name (print)

\_\_\_\_\_  
Parent/Guardian Name (print)

\_\_\_\_\_  
Parent/Guardian Name (sign)

\_\_\_\_\_  
Date

If you have any questions, please call the Extended Day Office at  
(904) 547-7843