

Program Hours

AM Hours: 6:50 AM-7:45 AM (Last student accepted at 7:40 AM each morning). Enter through the main doors.

PM Hours: Dismissal-6:00 PM sharp! (Pick-up from front office).

Registration

The Extended Day program is a community service available to all PreK-5th grade students at John A. Crookshank Elementary School. The program is also offered to St. Johns County School Board employees. The registration fee is due at the time of registration. Registration fees are NON-REFUNDABLE with no exceptions—even if you decide 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.SchoolPay.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 \$5 late payment fee will be applied to all payments made on Monday after 3 p.m. and will continue to be applied every 5 days your account has an outstanding balance. Failure to make payments on time could result in withdrawal of the Extended Day program.

Extra Snack/Extra Clothing

In previous years, we have provided your student with a daily snack from our school cafeteria coupled with a special treat from Mrs. Weary. We will continue to have snack provided from our school cafeteria, but we will limit special treats from Mrs. Weary to Wednesdays only! If your student(s) requires more than 2 snacks daily, please pack something additional in their lunchbox.

Accidents occur from time to time when we least expect them. Please provide a daily set of clothing with your student(s) to keep in his/her backpack. The clinic does not always have the appropriate size for your student to wear.

Discipline Policy

We occasionally have students who make errors in judgement during Extended Day. We feel strongly that when we have support from parents/guardians at home, we can be more effective dealing with disciplinary problems. Please read over the Program Safety Guidelines below 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 6th 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 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...

- Your student will remain in his/her assigned group unless otherwise noted.
- 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.
- 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.
- Hands, Bodies, and Objects (HBO) are to always remain to ourselves.
- 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 student(s) will have the opportunity to participate in crafts, sports, reading activities, homework, and enrichment activities, which are often an additional fee. Monday- Thursday, 45 minutes is allocated for homework and reading activities. No homework is required on Fridays. PreK and 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 time of pick up, in the space provided each day on your student's page. For the safety of your student(s), signing out is required daily. Please look at the top of the sign-out page to ensure you are signing out your student and not someone else's child! 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 required for anyone picking up your student from Extended Day.

Please list everyone that you consent to picking up your student 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 (**Mrs. 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-up notices. After the 3rd late pick-up notice, 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.