

# **John A. Crookshank Elementary School**

## **2024-2025**

### **Extended Day Handbook**



**The mission of 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 tolerate the world around them while embracing the six pillars of character. In 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 Registration Form

**Program Needed (Check One)**

AM Care Only\_\_ PM Care Only\_\_ Combo Care (AM& PM) \_\_ Wednesday Only\_\_

(1)Child's Name \_\_\_\_\_  
(Last), (First), (Middle Initial)

**Circle: Male/Female** Date of Birth: \_\_\_ / \_\_\_ / \_\_\_\_\_

**Please list any medications/allergies:** \_\_\_\_\_

(2)Child's Name \_\_\_\_\_  
(Last), (First), (Middle Initial)

**Circle: Male/Female** Date of Birth: \_\_\_ / \_\_\_ / \_\_\_\_\_

**Please list any medications/allergies:** \_\_\_\_\_

(3)Child's Name \_\_\_\_\_  
(Last), (First), (Middle Initial)

**Circle: Male/Female** Date of Birth: \_\_\_ / \_\_\_ / \_\_\_\_\_

**Please list any medications/allergies:** \_\_\_\_\_

**Parent/Guardian #1**

**Parent/Guardian #2**

Name:	Name:
Main #	Main #
Alt. Phone #	Alt. Phone #
Email:	Email:

**Emergency Pickup:**

Name:	Name:	Name:
Relationship:	Relationship:	Relationship:
Phone#:	Phone#:	Phone#:

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_



# John A. Crookshank Elementary School

## Extended Day Program

### 2024-2025

## Fee Schedule

### Registration Fees

<b>Single Child: \$50</b>
<b>Family: \$70 (2 or more children)</b>
<b>Wednesday Only Single Child: \$25 Family: \$35</b>

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

Please make checks/money orders payable to: **Crookshank Elementary**

**Morning Hours: 6:50 AM-7:45 AM**

**Afternoon Hours: School dismissal-6:00 PM**

**More Information?? Find us at [www-ces.stjohns.k12.fl.us](http://www-ces.stjohns.k12.fl.us)**

**OR call**

**Mrs. Sparrow- Evans (Extended Day Coordinator) @ (904) 547-7834.**

**Bi-monthly & Monthly rates below are based on full attendance.**

# To attend	AM Bi-monthly Rate	PM Bi-monthly Rate	AM & PM Bi-monthly Rate	CES	AM Monthly Rate	PM Monthly Rate	AM+PM Monthly Rate	Wed. Only Weekly	Daily Drop In Per Child <i>*Must be paid in advance</i>
Single Child:	\$95	\$127.50	\$175	🐾	\$190	\$255	\$350	\$20	AM Only: \$ 15
Two Children:	\$149	\$186.50	\$234	🐾	\$298	\$373	\$468	\$40	PM: \$ 20
Three Children:	\$208	\$245.50	\$293	🐾	\$416	\$491	\$586	\$60	AM & PM \$ 35

**\*Additional fees may apply for enrichment activities\***

**\*\*Purchase of a Drop in Card is required for drop in care and Wednesday only care.**

# John A. Crookshank Elementary School

## Extended Day Program

### 2024-2025 Fee Schedule

The recommended payment schedule is as follows, **monthly payments due on the 15<sup>th</sup> of each month or bi-monthly payments due on the 1<sup>st</sup> and the 15<sup>th</sup> of each month.** If at any time you need to make a payment switch, please provide Mrs. Sparrow-Evans with at least 1-week notice.

Florida state law requires that all services be paid in full prior to services being rendered. *Any late fees collected 5 days after the due date will be assessed an additional \$5 fee. A late fee of \$5 will continue to be applied every 5 days your account holds an outstanding balance.* If your account has an unpaid balance by the date listed in the "*Covers Care Through*" box below, your child will be unable to attend Extended Day until the balance is paid in full. **Your child will be withdrawn from the program after 2 weeks of non-payment.**

Below is a detailed explanation of our monthly payment schedule. The school calendar year consists of 180 days. Please note each month varies from another in the number of days attended. Due to the variance in days, we have broken up the fees into 10 equal payments for your convenience. All payments cover 18 days for the exception of Payment #5 and Payment # 10.

<b><u>Payment #</u></b>	<b><u>Date Due Payment</u></b>
Payment # 1	JULY 15, 2024
Payment # 2	AUGUST 15, 2024
Payment # 3	SEPTEMBER 15, 2024
Payment # 4	OCTOBER 15, 2024
Payment # 5	NOVEMBER 15, 2024
Payment # 6	DECEMBER 15, 2024
Payment # 7	JANUARY 15, 2025
Payment # 8	FEBRUARY 15, 2025
Payment # 9	MARCH 15, 2025
Payment # 10	APRIL 15, 2025

## Bi-monthly Schedule

Bi-monthly payments are due on the 1st and 15th of each month. *Winter Break is the only exception where payment is not expected during holiday school closure. You will be responsible for fees during the Spring Break week!*

### Bi-monthly Payment Schedule

<b>Payment Dates</b>
Payment 1: July 15 <sup>th</sup>
Payment 2: August 1 <sup>st</sup>
Payment 3: August 15 <sup>th</sup>
Payment 4: September 1 <sup>st</sup>
Payment 5: September 15 <sup>th</sup>
Payment 6: October 1 <sup>st</sup>
Payment 7: October 15 <sup>th</sup>
Payment 8: November 1 <sup>st</sup>
Payment 9: November 15 <sup>th</sup>
Payment 10: December 1 <sup>st</sup>
Payment 11: December 15 <sup>th</sup>
Payment 12: January 1 <sup>st</sup>
Payment 13: January 15 <sup>th</sup>
Payment 14: February 1 <sup>st</sup>
Payment 15: February 15 <sup>th</sup>
Payment 16: March 1 <sup>st</sup>
Payment 17: March 15 <sup>th</sup>
Payment 18: April 1 <sup>st</sup>
Payment 19: April 15 <sup>th</sup>
Payment 20: May 1 <sup>st</sup>

### Drop-in Care

Extended Day Drop- in Card: The Drop-in card will be beneficial to families who need one or two days per week, or for occasional “drop-in” care. The registration fee and pre-purchase of the drop in card is required. We do ask that parents notify us ahead of time if the child will be staying in the Extended Day Program. Only one Punch Card is needed per family. Please ask for more information.

## 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-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 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](http://www.SchoolPay.com). Payments for the Extended Day program **MUST** be paid in advance 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

Your student(s) will have one snack and drink provided from our school cafeteria. Every Wednesday students will be offered one special treat but we will limit special treats from Mrs. Sparrow- Evans. 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. **All Extended Day students are required to be fully potty trained.**

# 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.

- **Written warning:** An Informal warning is a notice in writing of any behavioral problems with your child (ren).
- **Written Notice:** Any offense of physical nature will immediately lead to a temporary suspension from Extended Day. Any further offences thereafter will result in permanent suspension. *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 (Ms. Sparrow-Evans) at **904-547-7834** if an emergency arises and someone not listed on your consent form will be picking up your child.

**LATE PICK UP POLICY/ FEE:** Each student must be picked up and signed out by 6:00 PM. The time will be subject to the clock displayed in the Crookshank Elementary School office. At **6:01 PM** and after you will be required to sign a late pick up sheet and make a payment of \$5.00 plus an additional \$1.00 for each minute you are late. Payment must be received prior to your student(s) returning to the Extended Day program. We recognize unforeseen circumstances may arise and cause an unavoidable late pick-up. When that occurs, we ask that you notify us before 6:00 PM. Your waiting child(ren) will feel more reassured as well. We extend our understanding by offering **3** excused late pick-up notices. After the 3<sup>rd</sup> late pick-up notice and payment, you will be asked to find alternative childcare. **Students picked up at 6:16 PM or later may be dismissed from the Extended Day program at the discretion of the Extended Day Coordinator.** When arriving, please do not dispute the fee charge. This is a fee we do not wish to collect. We highly recommend you utilize alternative resources during emergency situations and unexpected circumstances. Any questions you may have should be addressed to the Extended Day Coordinator, and not to the attendant caring for your child at the time of pick up. **Extended Day Closes at 6:00 PM (5:00 PM on December 20<sup>th</sup> and May 30<sup>th</sup>)**



**John A. Crookshank Elementary School**  
**Extended Day Program**  
**Late 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 on the specified date(s) provided by the Extended Day coordinator to remain in compliance with state and district policies and procedures. Payments received 5 days after the due date will be considered late, and a \$5 late fee will be assessed to my account until it is brought current. By signing below, you are agreeing to pay your student's childcare fees according to the fee schedule and you understand the policy as outlined above. Failure to make on time payments could result in the withdrawal of your student(s) from the Extended Day Program.

\_\_\_\_\_  
Student(s) Name (Print)

\_\_\_\_\_  
Parent's Name (Print)

\_\_\_\_\_  
Parent's Name (Signature)

\_\_\_\_\_  
Date

\*If you have any questions, please call the Extended Day office at (904)547-7834\*

**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 I am required to make a payment of \$5 plus \$1 for every minute after 6:00 PM (subject to time clock in the front office). This payment must be received before my student(s) may return to the Extended Day Program. If at any time during the school year I arrive at 6:16 PM or later, I understand that I will be required to find alternative care. Please note this is subject to change at the discretion of the Extended Day Coordinator.

\_\_\_\_\_  
Student(s) Name (Print)

\_\_\_\_\_  
Parent's Name (Print)

\_\_\_\_\_  
Parent's Name (Signature)

\_\_\_\_\_  
Date

\*If you have any questions, please call the Extended Day office at (904)547-7834\*