

# **John A. Crookshank Elementary School 2025-2026 Extended Day Program 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 tolerant of 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

(All Registration Fees Are Non-Refundable)

### Registration Fees

Single Child: \$55

Family: \$75 (two or more siblings)

Wed. Only: Single Child: \$30

Family: \$40

### Program Needed (Check One)

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

(1)Child's Name: \_\_\_\_\_

Date of Birth \_\_\_/\_\_\_/\_\_\_ Circle: Male/ Female Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

(2)Child's Name: \_\_\_\_\_

Date of Birth \_\_\_/\_\_\_/\_\_\_ Circle: Male/ Female Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

(3)Child's Name: \_\_\_\_\_

Date of Birth \_\_\_/\_\_\_/\_\_\_ Circle: Male/ Female Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

**Parent/Guardian Information (This information must be filled out completely) Persons permitted to pick up your child: Mother: Yes \_\_\_ No\_\_\_ Father: Yes \_\_\_ No\_\_\_**

If "No" is selected above, legal custody documentation must be on file in the office to legally enforce.

| Parent/ Guardian #1 | Parent/ Guardian #2 |
|---------------------|---------------------|
| Name:               | Name:               |
| Main#:              | Main#:              |
| Alt. Phone#:        | Alt. Phone#:        |
| E-mail:             | E-mail:             |
| Employer:           | Employer:           |

### Please list any medications/allergies:

**Pick-Up /Emergencies: In case of an emergency or in the event of illness, I authorize the John A. Crookshank Extended Day program to release my child to the following:**

|               |               |               |
|---------------|---------------|---------------|
| Name:         | Name:         | Name:         |
| Relationship: | Relationship: | Relationship: |
| Phone #:      | Phone #:      | Phone #:      |

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

Date \_\_\_\_\_

## John A. Crookshank Elementary School Extended Day Program 2025-2026 Fee Schedule

### Registration Fees (Non-refundable)

|  |
|--|
| <b>Single Child: \$55</b>                |
| <b>Family: \$75 (2 or more children)</b> |
| <b>Wednesday Only:</b>                   |
| <b>Single Child: \$30</b>                |
| <b>Family: \$40</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**

**For more information, please contact:**

**Mrs. Sparrow- Evans, Extended Day Coordinator at**

**904-547-7834 or [camilla.sparrow@stjohns.k12.fl.us](mailto:camilla.sparrow@stjohns.k12.fl.us)**

### Monthly Rates

| #<br>To attend    | AM<br>Monthly | PM<br>Monthly | AM+PM<br>Monthly | Wednesday<br>Only<br>Monthly | Drop-In Care<br>Per Child<br>(2 days/week)<br><small>*Must be paid in advance</small> |
|-------------------|---------------|---------------|------------------|------------------------------|---|
| Single<br>Child   | \$190         | \$255         | \$350            | \$95                         | AM Care: \$20   |
| Two<br>Children   | \$298         | \$373         | \$468            | \$190                        | PM Care: \$25   |
| Three<br>Children | \$416         | \$491         | \$586            | \$285                        | AM+PM Care: 40  |

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

# **John A. Crookshank Elementary School Extended Day Program**

## **2025-2026 Fee Schedule**

The recommended payment schedule is as follows, **all payments are due on the 15<sup>th</sup> of each month from July 15, 2025, through April 15, 2026. Payments received 5 days after the due date are considered late. Late fees will be applied in the amount of \$5 every 5 days your account holds an outstanding balance.**

Florida state law requires that all services be paid in full prior to services being rendered. If your account has an unpaid balance, your student will not be able to attend Extended Day until the balance is paid in full. Please be sure to make your payments on time, failure to do so may result in your student being withdrawn from the Extended Day Program.

**Extended Day payments start prior to the first day of school and can be made online via [Schoolpay.com](https://www.schoolpay.com) or in person at John A. Crookshank Elementary School. Monthly invoices will NOT be sent. This is your notification that all payments are expected to be paid as scheduled on the Fee Schedule.**

### **Fee Schedule**

| <b>Payment #</b> | <b>Payment Due Date</b>     |
|------------------|-----------------------------|
| Payment # 1      | Tuesday, July 15, 2025      |
| Payment # 2      | Friday, August 15, 2025     |
| Payment # 3      | Monday, September 15, 2025  |
| Payment # 4      | Wednesday, October 15, 2025 |
| Payment # 5      | Saturday, November 15, 2025 |
| Payment # 6      | Monday, December 15, 2025   |
| Payment # 7      | Thursday, January 15, 2026  |
| Payment # 8      | Sunday, February 15, 2026   |
| Payment # 9      | Sunday, March 15, 2026      |
| Payment # 10     | Wednesday, April 15, 2026   |

## 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) and District policies and procedures. Payments can be made in the form of 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). A \$5 late payment fee will be applied to all outstanding balances every 5 days after the due date until payment is rendered. Failure to make payments on time could result in your student(s) withdrawal of the Extended Day program.

## Early Dismissal/Withdrawal Policy

Early dismissal due to withdrawal or disciplinary concerns from Crookshank Elementary School Extended Day program, all tuition paid prior to withdrawal will be forfeited.

## Extra Snack/Extra Clothing

Your student(s) will have a snack and drink provided from our school cafeteria daily. On Wednesdays, students will be offered one special treat in addition to the cafeteria snack. 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 in dealing with disciplinary incidents. Please review the program safety guidelines with your child(ren).

**Warning:** Your student will be spoken to about our expectations, and the incident will be documented for parents /guardians to review at pick up.

**Written Notice:** We encourage students to use their better judgement to avoid missing out on the fun activities in Extended Day. If a student receives a written notice this may result in suspension from the Extended Day program. The days of suspension will be determined by the severity of the circumstance.

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. Most importantly, safety is one of our top priorities. It is vital for our Extended Day staff and students to be aware of the safety guidelines and follow them accordingly. 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, and 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 dismissed from school 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, 20 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 daily on your student's page. **Please look at the top of the sign-out page to ensure you are signing out your student.** Students may NOT sign themselves out, and no person under the age of 18 can sign out a child. Only adults 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 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 (Mrs. 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 no later than 6:00 PM. If you arrive after 6:00 PM you will be required to sign a late pick-up sheet and make a payment of \$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 unavoidable late pick-up. Please make back up plans in the event of an emergency and notify us before 6:00 PM. We extend our understanding by offering 2 excused late pick-up notices with payment. At 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.**

**Extended Day closes 1 hour early, at 5:00 PM on December 19<sup>th</sup> and May 29<sup>th</sup>.**

## **AUTHORIZATION FOR EMERGENCY CARE**

In case of accident or serious illness and CES Extended Day Program is unable to reach me, I hereby authorize them to contact the physician indicated on the Emergency Card and follow his/her instructions. CES Extended Day Program may make whatever arrangements necessary to provide care and treatment for my child. In the case of serious accident or illness where immediate treatment of my child and is not able to remain at the school, CES Extended Day Program will contact me to arrange transportation for my child. If CES Extended Day Program is unable to reach me, I authorize them to emergency contacts on my Emergency Card and request them to transport my child home.

Child's Name \_\_\_\_\_

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

Date \_\_\_\_\_

## **GENERAL RELEASE OF LIABILITY**

The undersigned agrees to release and forever discharge CES Extended Day program and the St. Johns County School District from all claims and demands, rights and caused of action of any kind the undersigned now has or hereafter may have on account of or in any way arising from personal injuries and/or property damage known or unknown to the undersigned at the present time that results from any occurrence which may happen to the below stated child during time spent in the CES Extended Day Program, barring proven supervisory neglect.

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

Date \_\_\_\_\_

## **VERIFICATION OF UNDERSTANDING POLICIES**

This sheet must be signed and returned with your enrollment forms to enroll your child into the CES Extended Day Program. I, \_\_\_\_\_, have read all of the policies of the CES Extended Day Program and understand that any repeated violations of these policies can result in the removal of my child from the program. I do hereby agree to uphold and abide by all the rules set aside herein in connection with my child's care received within this program.

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

Date \_\_\_\_\_