

# **Crookshank Elementary School 2026-2027 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**

**Registration Fees**

Registration Fee (per child): \$60

Wednesday Only (per child): \$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 2026-2027 Fee Schedule

### Registration Fees (Non-refundable)

Registration (per child): \$60
Wednesday Only (per child): \$40

Extended Day fees are non-refundable! No exceptions!

Please make checks/money orders payable to Crookshank Elementary

Online payments: [www.SchoolPay.com](http://www.SchoolPay.com)

Morning drop off 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 Fees

# To attend	AM Monthly	PM Monthly	AM+PM Monthly	Wednesday Only Monthly	Drop-In Care per child, per day (2 days/week)
Single Child	\$240	\$320	\$400	\$125	AM Care: \$30
Two Children	\$360	\$480	\$600	\$250	PM Care: \$40
Three Children	\$480	\$640	\$800	\$375	AM+PM Care: \$70

\*Additional fees may apply for enrichment activities\*

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

### **2026-2027 Fee Schedule**

The Extended Day payment schedule is as follows, all payments are due on the 15<sup>th</sup> of each month from July 15, 2026, through April 15, 2027. Payments received on the 20<sup>th</sup> are considered late. A late fee of \$30.00 will be applied on the 20<sup>th</sup> to your past due balance. Accounts not paid by the next billing cycle will result in removal from the Extended Day Program, until payment is received. Please plan for childcare outside of Extended Day via Crookshank Dismissal Change policy until the balance is paid in full.

Florida state law requires that all services be paid in full prior to services being rendered. 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 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	Wednesday, July 15, 2026
Payment # 2	Saturday, August 15, 2026
Payment # 3	Tuesday, September 15, 2026
Payment # 4	Thursday, October 15, 2026
Payment # 5	Sunday, November 15, 2026
Payment # 6	Tuesday, December 15, 2026
Payment # 7	Friday, January 15, 2027
Payment # 8	Monday, February 15, 2027
Payment # 9	Monday, March 15, 2027
Payment # 10	Thursday, April 15, 2027

\*Payments received on the 20<sup>th</sup> are considered late, please add \$30.00.

### Program Hours

AM Hours: 6:50 AM-7:40 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 unless otherwise stated).

\*Extended Day closes at 5:00 PM on Friday, December 18<sup>th</sup> and Friday, May 28<sup>th</sup>.

### Emergency Closing

Extended Day will close when St. Johns County Schools are closing due to severe weather conditions or other emergency conditions affecting the county. If the school is closing before normal dismissal you will need to pick your child/children up at the time school is closing. If dismissal has already passed and you are notified the school is closing, you must pick up at that time.

### 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 and care fee are due at the time of registration. Extended Day fees are NON-REFUNDABLE with no exceptions. You may enroll or withdraw from the program at any time during the school year without paying the registration 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 a cash, check (made out to Crookshank Elementary), or money order payable to Crookshank Elementary School. You may also pay by credit card using [www.SchoolPay.com](http://www.SchoolPay.com). A \$30.00 late payment fee will be applied to all outstanding balances on the 20<sup>th</sup>. Accounts not paid by the next billing cycle will result in removal from the Extended Day Program until payment is received. For tax purposes, our tax ID number is 59-6000824.

### 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

A snack is provided daily; however, please ensure your student brings a water bottle every day.

We understand accidents may happen and ask that you keep a complete change of clothes in your student's backpack. The clinic has a limited supply of spare clothing and may not have the correct size.

Please note that independent toileting is a requirement for all Extended Day students, with no exceptions. Toileting accidents will be documented, and repeated occurrences may result in withdrawal from the program.

### Extended Day Program Behavior & Safety Guidelines

From time to time, students may demonstrate lapses in judgment during the Extended Day program. We believe that consistent support and communication between school and home play a vital role in helping students learn from these moments and make positive choices.

We kindly ask parents and guardians to review the Extended Day Program safety guidelines with their child(ren). Partnering together allows us to address behavioral concerns more effectively and maintain a safe, fun environment for all students.

#### Disciplinary Notices:

Warning Notice: Students will be reminded of program expectations, and the incident will be documented. Parents/guardians will be asked to review and sign the notice upon student pick-up.

Written Notice: Students are encouraged to make thoughtful choices so they may continue participating in Extended Day activities. Receipt of a written notice may result in temporary suspension from the Extended Day program. The length of suspension will be determined based on the severity of the incident.

## Program Safety Statement

*The Extended Day program reserves the right to temporarily suspend or withdraw a student at any time if the student's behavior threatens the safety of themselves, other students, or staff members.*

## Program Safety Guidelines

We want your child to have fun; however, safety is our top priority. To ensure a safe environment, students must adhere to the following guidelines:

- **Supervision:** Students must always remain with their assigned group unless otherwise directed by a staff member.
- **Behavior & Safety:** Any student endangering themselves or others, misusing equipment/facilities, or failing to follow safety rules may lose the privilege of using those materials or face further disciplinary action.
- **Personal Items:** Students are not permitted to bring toys, cards, stuffed animals, or other personal items from home. Extended Day is **NOT responsible** for lost or damaged personal items.
- **Electronics:** All electronic devices must be turned off and kept in the student's backpack until they are signed out of the program.
- **Sanitation:** All program spaces and materials are cleaned and sanitized regularly during program hours to maintain a healthy environment.

## Daily Routine

The Extended Day Program operates every day school is in session, from dismissal until 6:00 PM. Throughout the afternoon, your student(s) will have the opportunity to participate in reading activities, homework, crafts, recess, and enrichment activities, which are often an additional fee. Monday through Thursday, we dedicate 20 minutes to homework and reading. 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 must sign your name and the pick-up time daily on your student's designated page. Please verify you are signing the correct page before departing. Students may NOT sign themselves out. Only adults (18+) listed on your contact information sheet with a valid photo ID are authorized to pick up your child. Your child will not be released to anyone not listed on the registration form. In an emergency, if someone not listed must pick up your child, you must contact the Extended Day Coordinator, Mrs. Sparrow-Evans, at 904-547-7834 immediately.

LATE PICK-UP POLICY/ FEE: Students must be signed out no later than **6:00 PM sharp**. Arrivals after 6:00 PM require signing a late pick-up sheet and paying a fee of **\$10.00, plus \$1.00 per minute per student**. This balance must be paid before the student may return to the program

We allow **two late pick-up occurrences** (fees still apply). Upon the **third occurrence**, you will be asked to find alternative childcare. Please have a backup plan for emergencies and notify us by 5:45 PM if you will be late.

Note: Any pick-up at **6:16 PM or later** may result in immediate dismissal from the program at the discretion of the coordinator.

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 cannot 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(ren) Name \_\_\_\_\_

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

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 \_\_\_\_\_

## Movie Policy

Occasionally, the Extended Day Program will show movies to students. All movies are rated **G** or **PG** and are selected for age-appropriateness. Alternative activities will always be provided for students who choose not to watch the movie or whose parents have requested otherwise.

Please indicate your preference by checking one of the options below:

- APPROVED:** My student has permission to watch G or PG-rated movies.  
 **ALTERNATIVE ONLY:** I request my student participate in alternative activities instead of movie time.

### Statement of Understanding & Financial Agreement

I, \_\_\_\_\_, have read the CES Extended Day Program policies and understand that violations of these rules may result in the removal of my child, \_\_\_\_\_, from the program. I agree to uphold and abide by all policies herein.

Financial Agreement:

I understand that my monthly childcare fee of \$\_\_\_\_\_ is due on the **15th of each month** (July 15th through April 15th).

- Payments are considered late after the **20th of the month.**
- A late fee of **\$30.00** will be assessed on the 20th for any outstanding balance.
- Failure to pay by the next billing cycle will result in the student's removal from the program until the balance is cleared.

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

Date \_\_\_\_\_