

Hickory Creek Extended Day

Extended Day Care is provided from **6:30am to 6:00pm** every day your child attends school. Our students are expected to report to the cafeteria at dismissal for check-in. If there will be a change in your child's Extended Day schedule, the coordinator must be notified in advance with a note sent to a classroom teacher, a phone call to **547-7458 (from 8am-1pm)**, or an email to the coordinator Christine.Southworth@stjohns.k12.fl.us.

If you need to reach the coordinator after 1pm, please call the front desk at 547-7450.

To pick-up your child from Extended Day, please enter the building through the main office doors. I will be there every afternoon to help with signing out your child. Always bring your ID with you and advise anyone picking up your child to do so.

The State of Florida and the St. Johns County School District require payment for childcare in advance of care being provided. For this reason, **ALL PAYMENTS ARE DUE ON THE 15th of the month. There is a \$5/day late fee for ALL payments made after the due date. Payment is due regardless of receiving an invoice. Please see the Schedule of Fees on the backside of this sheet. The first payment is due July 15, 2019. You will need to drop off the payment in the front office or mail payment to my attention:**

**Christine Southworth
235 Hickory Creek Trail
St. Johns, FL 32259**

If you include the \$25 snack fee your child will be given a drink and a snack on the first day of school. Please send a snack with your child if you do not purchase it from Extended Day. **We accept cash, check, money orders, and you can pay by credit card. To pay by credit card, go to the HCE Extended Day Website and set up "School Pay". School Pay is not immediately available for newly registered students. You may have to pay with check or cash until your student is processed completely.**

Please visit the HCE Extended Day Website for our Handbook, Discipline Policy, and more detailed information. Thank you for the pleasure of caring for your child. We are looking forward to a great year!

Christine Southworth
HCE Extended Day Coordinator

Schedule of Fees

2019-2020

The school calendar year consists of 180 days that the children are in attendance. Each month varies in the amount of days attended. Due to the variance, we have broken up the extended day fees into **10 equal payments** for your convenience. **Each payment covers 18 days of child care and does not include any breaks or holidays.**

Florida state law requires that all services must be paid in full prior to services being rendered.

Due to state law and regulation, payments are due on the 15th of the month. Payments past due will render a \$5.00/day late fee (not including weekends or holidays). If a balance is unpaid by the date in the "Covers care through" box below, your child will be unable to attend Extended Day until the account is cleared.

We accept cash, School Pay, and checks. **Please make all checks payable to HCES and include your phone number and child's name in the memo line. School Pay is not immediately available for newly registered students.**

We do offer SJCSDS discounts. Please email Mrs. Southworth for more details.

Payment #	Due	Covers care through-
1	July 15th	Aug 12 th -Sept 5 th
2	Aug 15th	Sept 6 th -Oct 1 st
3	Sept 15th	Oct 2 nd -Oct 28 th
4	Oct 15th	Oct 29 th -Nov 22 nd
5	Nov 15th	Nov 25 th -Jan 6 th
6	Dec 15th	Jan 7 th - Feb 3 rd
7	Jan 15th	Feb 4 th - Feb 28 th
8	Feb 15th	Mar 2 nd -Apr 2 nd
9	March 15th	Apr 3 rd -Apr 30 th
10	April 15th	May 1 st -May 27 th

Monthly Service Fees- Multiple Discount Shown	Number of students
Registration Fee-Annual & Non-Refundable	
\$75.00	Same amount per student enrolling
Before Care Only	
\$85.00	1
\$136.00	2
\$187.00	3
After Care Only	
\$240.00	1
\$384.00	2
\$528.00	3
Before & After	
\$280.00	1
\$448.00	2
\$616.00	3
Wednesday PM only	
\$65.00	1
\$104.00	2
\$143.00	3

Enrollment Pro-Rate Formula

Days remaining in current monthly installment
X daily rate= pro-rate due

Fall 2019 Registration Information Letter

1. Once your child is completely registered at HCES, **THEN** you are eligible to register for HCE Extended Day.
2. Is your child potty trained? All children must be trained. A few accidents, especially with kindergarteners, is expected but more than 2 accidents a week is considered excessive. Non-trained students are not eligible for Extended Day.
3. Please note, **EXTENDED DAY IS A PRIVILEGE, NOT A RIGHT.** Please refer to the HCE Extended Day Handbook on the Extended Day webpage for information on our policies.
4. The Schedule of Fees is on the HCE EXTENDED DAY WEBPAGE. **This is your payment schedule and it has changed since fall 2018.** As a courtesy, I email invoices. REGARDLESS of receiving an invoice, THIS is your notification that all payments are listed on the Schedule of Fees. All payments are to be received by this date. If payment is late, there is a \$5/day late fee. All invoices and late fees must be paid for your child to maintain enrollment.
5. Pick up in the evening is by 6pm. All employees must be off the clock at 6pm. If you are late, you may be charged \$1/minute depending on the circumstance. Please refer to the Welcome Letter & Website for phone numbers and important information.
6. REGISTRATION IS NOT COMPLETE until the \$75 NON-REFUNDABLE annual Registration fee is paid.
7. SIGN & STAPLE your payment **to this** Information sheet. You are acknowledging that you have been informed of payments, are aware to check the website and will read the policies within. Your confirmation of a fall registration will be a paid invoice sent to your email for the amount of your registration fee.
8. Now you need to go **to HCES** and see Christine Southworth. There you will fill out the Registration form and speak with her about your child. **FIRST PAYMENT WILL BE DUE JULY 15TH. YOU WILL NEED TO MAIL OR DROP OFF THE PAYMENT. SEE WELCOME LETTER & SCHEDULE OF FEES. LATE FEES WILL BE ISSUED.**

I have read the fall 2019 HCE Registration Information Letter. I understand the payment schedule, the rules of eligibility, and have attached the \$75/per registered student to this form.

Signed: _____ Date: _____

Attach Payment Here