



**Hickory Creek Elementary School**

**Extended Day Program**

**Policies & Procedures Handbook**

Christine Southworth

Extended Day Coordinator

904-547-7458

After 3:15 pm: 904-547-7450

Email: [Christine.Southworth@stjohns.k12.fl.us](mailto:Christine.Southworth@stjohns.k12.fl.us)

## **Extended Day Goals: “First we love them, then we teach them.”**

- Create a nurturing, safe and positive environment.
- Offer an accessible and convenient Extended Day program for families of Hickory Creek Elementary School.
- Offer a variety of developmentally appropriate activities that correlate with the student’s grade, age level and interests.

### **Extended Day Coordinator:**

The Coordinator will oversee the operations of the Extended Day Program and communicate with the parents and staff. The coordinator reports directly to the principal. The coordinator will keep the Principal informed of the extended day activities and operations.

### **Extended Day Staff:**

Hickory Creek Extended Day staff consists of responsible, caring adults who enjoy the company of children and who can provide the support and guidance your child needs when absent from your presence. Your children will have the comfort and security of knowing they will see the same warm smiles greet them on a daily basis. Welcoming with words of encouragement, our staff is dedicated to ensuring that your child’s time in our program is fun, safe, and stimulating.

All HCE Extended Day staff is certified in First Aid and CPR. All staff undergo required fingerprinting and background checks.

The staff are responsible for the day-to-day operations of the Extended Day program at HCE. They monitor daily routines and schedules, ensure that all students are consistently accounted for and having fun in a nurturing and exciting learning environment. The staff reports directly to the Coordinator.

Any concerns you have regarding the program should be directed to the Extended Day Coordinator.

### **Hours of Operation:**

<b>Monday</b>	<b>6:30am-8:15am</b>	<b>2:40pm-6:00pm</b>
<b>Tuesday</b>	<b>6:30am-8:15am</b>	<b>2:40pm-6:00pm</b>
<b>Wednesday</b>	<b>6:30am-8:15am</b>	<b>1:40pm-6:00pm</b>
<b>Thursday</b>	<b>6:30am-8:15am</b>	<b>2:40pm-6:00pm</b>
<b>Friday</b>	<b>6:30am-8:15am</b>	<b>2:40pm-6:00pm</b>

## Registration:

At the time of registration, parents/guardians are required to complete the Beyond the Bell Registration Form and return the form with the applicable registration fee as outlined below:

**There is a one-time, non-refundable registration fee of \$75/child per school year.**

Registration allows/ensures enrollment in our program. The annual registration fee is required for both new and returning students.

## Program Fees:

Monthly Before & After Care	\$280.00
Monthly After Care Only	\$240.00
Monthly Before Care Only	\$85.00
Wednesday Care Only	\$65.00
Monthly Snack Fee (optional)	\$25.00

\*\*\*Each Additional Child is 1/2 price except for snack\*\*\*

We do offer a St. Johns County School District employee rate & rates for Free/Reduced Lunches. Please email Christine Southworth if you would like more information.

Included in the program are such activities as homework lab, arts and crafts, a computer lab, and recess time.

**The Extended Day calendar year consists of 180 days. We have broken up the program fees into ten equal payments for your convenience.**

<u>Payment #</u>	<u>Due</u>	<u>Payment Covers Care Through</u>
1	Aug 1st	Aug 10-Sept 7
2	Sept 1st	Sept 8-Oct 5
3	Oct 2nd	Oct 6-Nov 3
4	Nov 1st	Nov 4-Dec 7
5	Dec 1st	Dec 8-Jan 22
6	Jan 8th	Jan 23-Feb 21
7	Feb 1st	Feb 22-Mar 22
8	Mar 1st	Mar 23-Apr 26
9	Apr 2nd	Apr 27-May 24
10	May 1st	Open Fall Registration fee ONLY \$75/non-refundable per student

**\*\* see HCE website for a printable color-coded Fee Schedule\*\***

- **Tuition is due monthly by the 1<sup>st</sup> (at closing) and, *per Florida State Law*, must be paid in advance of services being rendered.**
- **August payment is due prior to school starting. Please mail, drop off your check or cash, or pay by School Pay. The School's Address is:**

**Hickory Creek Elementary School  
235 Hickory Creek Trail  
St Johns, FL 32259**

- **Late payments will be charged a \$5/day late fee.**
- **Payments are cash, check, or School Pay (credit card payment located on the HCE Extended Day webpage). Make checks payable to HCE with your child's name in the memo. Payments can be mailed (but must be received by the due date to avoid being charged the \$5/day late fee), given to your child's teacher, a Before Care staff member, or Mrs. Southworth at pick up.**
- **At the end of the tax year, you may request an end-of-year tax statement for the Extended Day Coordinator. For tax purposes, our tax ID number is 59-600824.**

### **Extracurricular Activities:**

These activities are offered by vendors that are contracted by the St. Johns County School District. Our program acts as a bridge between you and the vendor offering these additional services as a convenience for our parents and students.

For additional fees, the activities include but are not limited to: in Club Scientific, KidzArt, Drama Kids, Pak's Karate, Language Exploration Enrichment (L.E.E.-Spanish), Sewing.

These may change each year.

### **Eligibility:**

All students taking part in our Extended Day program must be potty-trained. Children will be admitted based upon their needs and appropriateness of the program for the child. If determined that staff training, staff to child ratio, or facilities used to create an undesirable situation for your child, other children or the staff, the coordinator will advise the Principal and we will request your child not participate in the program.

**Early Withdrawal Policy/Fees:**

If you need to discontinue our services, kindly provide two weeks written notice of your plans. Credits or refunds for any unused portions of childcare cannot be given without two weeks prior written notice. Please know that if we are not aware of your plan to discontinue our services, you will be responsible for the entire month's fee. If your child leaves with any outstanding debts, he/she may not be re-enrolled until these debts have been satisfied.

**Communication:** The best form of communication with the Extended Day Coordinator is via email. Please note, because the Coordinator has other duties during the day, an immediate response to your email may not be possible. The Coordinator does check every morning at 9:30am and every afternoon at 1:30pm for any correspondence from parents/guardians. If you have an emergency, please call the school **(547-7450)** and the receptionist with forward your call to the Coordinator.

**Dismissal Changes:**

It is the parent's responsibility to notify the Front Office and the Extended Day Coordinator of any transportation changes that occur once the school day has started. You may reach the Coordinator at **904-547-7458** or **Christine.Southworth@stjohns.k12.fl.us**.

**Afternoon Snack:**

Afternoon snacks are provided for an additional fee of \$25.00/month. The snacks that are available include, but are not limited to, pretzels, popcorn, graham crackers, cookies, and chips. Water, milk, and juices are provided as a drink. Feel free to pack extra/different snacks for your child. They are welcome to enjoy them as well during extended day. Please remember we are a peanut friendly school.

**Emergency Closings:**

Extended Day will close when St. Johns County Schools are closed due to severe weather conditions or other emergency conditions affecting the county. In severe weather, you will be notified and you will need to come in and check your child out through normal check-out procedures.

**Accident/Illnesses:**

The safety of your child is the number one priority to us. The children should report any and all injuries and when they are not feeling well to the HCE Extended Day staff.

If a child is injured, the staff will make every effort to contact the parent(s). If you or other emergency contacts cannot be reached and the injury is considered serious, the ambulance service will be called and one of our teachers will accompany your child to the hospital. HCE has a registered nurse on campus until 3:30pm. An accident/injury form will be completed and kept on file when an injury occurs.

If your child arrives at Extended Day ill, you will be asked to take him/her home. If your child becomes ill, you or an authorized person will be called to pick up your child. Please respect this request when made; it is meant to keep everyone as healthy as possible when they are at school.

Other conditions may warrant your child's removal from the HCE Extended Day Program at the discretion of the Coordinator and Principal.

It is the parent's responsibility to maintain an accurate list of emergency contact numbers. This allows Extended Day Staff to contact alternate individuals when your child is ill and we are unable to reach you.

### **Personal Items:**

Extended Day is NOT responsible for any personal items lost during the program hours. It is highly recommended students do not remove personal items from their backpacks during Extended Day. Students are welcome to check the Lost & Found in the cafe. At no time are students allowed to use cell phones or iPads from home. **We also do not allow personal toys to be brought to Extended Day (balls, figdets, Pokemon & Yugioh cards). Please refer to the HCE Student Handbook as well if you have any questions.** Our program has an extensive supply of appropriate items for use.

Dress Code:

Weather permitting, your child will have play time outside during the afternoon. Please keep this in mind when dressing your child in the morning. It is always best to dress your child in:

- Comfortable play clothes appropriate for all weather conditions
- Sneakers-they are the best shoes. Avoid all open-toe or backless shoes or boots.
- If your child has a problem with accidents, please leave an extra change of clothes in a large Ziploc bag labeled with your child's name in their backpack.

### **Homework Lab:**

Homework Lab is optional. If you would like for it to be mandatory that your child attends, please ask for a Homework Lab Contract. Homework lab is available Monday-Thursday. It starts at 3:30pm on Mondays, Tuesdays, & Thursdays. On Wednesdays it begins at 3:00pm. An Extended Day staff member calls each class into a separate classroom about 25-30 students at a time. The classes are rotated and as a student finishes, another student is brought in. We try our best to help every child but this is not a one-on-one tutor. We cannot guarantee that all assignments will be done by pick-up. Children must come to the lab with all of their assignments and planner. We do not allow students to go back to classrooms. This is for safety and supervision reasons. The houses are cleaned and locked after teachers leave for the day at 3:15pm.

## **Pick-Up Procedures:**

For the safety of all children, you **must** walk into HCE and pick up your child at the end of the day. All children **must** be signed out with your signature and the time your child was picked up each day.

- Each child must be signed out every day by the parent or guardian. Students are not allowed to sign themselves out.
- At the end of the day, each child must be picked up by someone on your approved pick-up list. Please inform all parties on your approved list that they will need to provide a picture ID at pick-up.
- If changes need to be made to the parties on your approved list, we must receive those changes in writing from you.
- Children will not be released to anyone that is not on their approved pick-up list or those who cannot provide picture ID.

## **Late Pick-Up Policy/Fee:**

Each student must be picked up and signed out by 6:00pm. At 6:01 pm and after, you will be asked to sign a late pick-up sheet. We recognize that circumstances may arise and cause an unavoidable late pick-up.

**Additionally, you will be charged \$1.00 every minute you are late.** This is a St. Johns County School District policy and is strictly enforced. Your late fee will be determined using HCE's clock and is ***due when you pick up your child.***

We recognize that circumstances may arise and cause an unavoidable late pick-up. When that occurs, we ask that you notify us before 5:55 pm. We extend our understanding by offering you three excused late pick-ups.

## **Behavior:**

Our students are well versed in Character Counts principles and *know the difference between right and wrong*. However, when problems do occur, we have rules and consequences that will be enforced. We feel strongly that when we have support from parents at home, we can be more effective in helping children who have made an error in judgment. You will note that all incidents, will require you to be notified. Being able to work with the support of the parents will minimize the likelihood of having to repeat the process.

**Please read over these policies with your child!** Know that we will make you aware of minor issues to prevent potentially larger problems before they occur. You will note on your form that after a fourth reprimand, a child may be permanently expelled from our program. This is a policy we hope we do not have to enforce, but sometimes is necessary to ensure a smooth running program for all children attending. It is a **privilege, not a right**, to attend the Before & After School program.

**Positive behavior is a must!!!**

**Extended Day Behavior Expectations:**

1. **Disrespect in any form will not be tolerated.**
2. **No foul or abusive language or hand gestures.**
3. **No defacing or abusing of school property, materials, or equipment.**
4. **Children are responsible for their own belongings and for cleaning up their space in the library before leaving.**
5. **No hitting, kicking, fighting, or other abusive behavior towards fellow students, teachers, or property.**
6. **Teachers and staff are to be shown respect and are to be obeyed at all times.**
7. **NO CHEWING GUM. No other food items allowed except in designated areas.**
8. **No dangerous items are to be brought into the school.**
9. **NO CELL PHONE USE.**
10. **Be respectful of others and allow fellow students the environment to complete homework assignments.**

**Parents will be notified when their child is unable to meet our student behavior expectations. A pattern of continuous behavior issues may lead to a temporary suspension or removal from the Extended Day Program as outlined below:**

**Informal Warning:**

For the first official offense, the child will be warned and given time to correct his/her behavior. He/she may be given methods and/or time to prove he/she is able to adhere to policy. Informal warnings will be removed from the child's record if the child exhibits acceptable corrected behavior.

**1<sup>st</sup> & 2<sup>nd</sup> Incidents:**

Parents will be notified of incidents by way of a formal or informal parent conference. Written documentation, signed by parent, is required. Record of the incident will remain on file.

**3<sup>rd</sup> Incident:**

Parents will be notified of any incidents through formal/informal parent conference. Written documentation, signed by the parent, is required. Record of the incident will remain on file. **At this point, the child may be suspended from the Extended Day program for up to 1 week depending on the offense.**



#### **4<sup>th</sup> Incident:**

Parents will be notified of incident through formal or informal parent conference. As with the prior incidents, this conference is often done by a verbal discussion and written documentation. The documentation will require a parent signature. The record of the incident will remain on file. **At this point, the child will be expelled from the Extended Day program.**

#### **Your Child's Progress:**

Communication is a key element at our program. Please feel free to ask any questions of our Coordinator.