

# 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](mailto: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**