



**Hickory Creek Elementary School**

**Extended Day Program**

**Policies & Procedures Handbook**

Donna Claudio

Extended Day Coordinator

904-547-7464

After 3:15 pm: 904-547-7450

Email: [Donna.claudio@stjohns.k12.fl.us](mailto:Donna.claudio@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
- 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 daily. Welcoming with words of encouragement, our staff is dedicated to ensuring that your child’s time in our program is fun, safe, and stimulating.

HCE Extended Day staff is certified in First Aid and CPR and AED. 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>6:40am-8:00am</b>	<b>3:00pm-6:00pm</b>
<b>Tuesday</b>	<b>6:40am-8:00am</b>	<b>3:00pm-6:00pm</b>
<b>Wednesday</b>	<b>6:40am-8:00am</b>	<b>2:00pm-6:00pm</b>
<b>Thursday</b>	<b>6:40am-8:00am</b>	<b>3:00pm-6:00pm</b>
<b>Friday</b>	<b>6:40am-8:00am</b>	<b>3:00pm-6:00pm</b>

## Registration:

At the time of registration, parents/guardians are required to complete an online Registration Form and promptly submit payment for the registration fee as outlined below:

**There is a one-time, non-refundable registration fee of \$80/child per school year.**

Registration allows/ensures enrollment in our program. The annual registration fee is required for both new and returning students. Extended Day Coordinator is unable to hold your enrollment in the program without a completed registration form or fee payment. Keep in mind the coordinator and the program are not available during the summer months.

**Program Fees:** Please request a copy of the Fee Schedule. Fees below are for 1 Child.

Monthly Before & After Care	\$320.00
Monthly After Care Only	\$280.00
Monthly Before Care Only	\$130.00
Wednesday Care Only	\$110.00
Monthly Snack Fee (optional)	\$25.00

\*\*\*Each Additional Child is given a multiple discount of 40%, except for snack\*\*\*

We do offer a St. Johns County School District employee rate. Please email the Extended Day coordinator 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.

## Program Fees:

**The Extended Day calendar year consists of 180 days. The program fees are broken up into ten equal payments for your convenience. Please see the school year schedule of fees for exact dates. Families are not charged for breaks or holidays.**

- **Tuition is due monthly by the 15th (at closing) and, *per Florida State Law*, must be paid in advance of services being rendered. If the 15<sup>th</sup> falls on the weekend, then your invoice must be paid on Friday. Online payments can be made on the weekends but are still due by the 15th.**
- **July payment is due prior to school starting. Please mail, drop off your check 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**. **Late pick up fees are \$1/min**. All late fees must be paid in order to be in compliance with the *Florida State Law*. ***Non-payment of late fees can result in suspension from the Extended Day Program.*** **Continuous late pick up may result in expulsion from the PM Care program. Expulsion is determined by the Coordinator and Principal of HCES.**
- Payments are cash, check, bank check or online with 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 at pick up. Envision Solutions is responsible for any NSF returned checks. The parent is responsible for any additional fees.
- At the end of the tax year, you may request an end-of-year tax statement from the Extended Day Coordinator. For tax purposes, our tax ID number is **59-6000824**.

#### **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: Club Scientific, Club Lego Robotics and KidzArt, Chess

These may change each year.

#### **Eligibility:**

All students taking part in our Extended Day program **must be completely 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, 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. Extended day does not have aids to help assist children and cannot leave other children unattended at any time.

#### **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 checks email every morning at 10:00am and every afternoon at 1:30pm for any correspondence from parents/guardians. If you have an emergency, please call the school **(904-547-7450)** and the receptionist will 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

**904-547-7464** 10:00a – 1:30p or [Donna.claudio@stjohns.k12.fl.us](mailto:Donna.claudio@stjohns.k12.fl.us). Email is the best form of communication.

### **Afternoon Snack: included is drink and 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, and juices are provided as a drink. Feel free to pack extra/different snacks for your child. They are welcome to enjoy them during extended day. Please remember we are a peanut friendly school.

### **Accident/Illnesses:**

The safety of your child is the number one priority to us. Your Child should report any injuries or 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 3:15pm. 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.

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. Students should not remove personal items from their backpacks during Extended Day. 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 on occasion has accidents, please leave an extra change of clothes in a large Ziploc bag labeled with your child's name in their backpack.

## 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 6:00 pm. At 6:01 pm and after, you will be asked to sign a late pick-up sheet. **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 may 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 our teachers frequently cover rules. However, when problems do occur, we have consequences to the rules 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. We follow the **St. John's County Code of Conduct for Discipline** at Extended Day. It is the same policy followed during the school day.

**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. After 3<sup>rd</sup> 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.

## **Extended Day Behavior Expectations:**

1. Respect should be shown to all adults and fellow students in Extended Day.
2. Hitting, kicking, fighting, any abusive behavior or foul and abusive language is not allowed.
3. Take care of school property, materials and equipment.
4. Clean up after yourself.
5. Eat snacks in designated area and no chewing gum.
6. Running is not allowed in the cafeteria or school hallways.
7. Leave all items brought from home in your backpack.
8. Follow all playground rules. There are additional rules to the different playgrounds
  - Swing correctly
  - Slide down, no climbing up a slide.
  - No climbing on top of equipment
  - No digging in mulch
  - Play fairly
  - Ask to use the restroom so the teacher knows where you are always.
  - Restrooms may not be in the teacher's site. Students will be sent with a buddy.

**NOTE: We follow the St. John's County Code of Conduct for Discipline at Extended Day. It is the same policy followed during the school day.**

## **Behavior Warnings:**

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 Warnings:**

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 the parent, is required. **The child may be suspended from the Extended Day program for up to 1 week depending on the offense.**

## **3<sup>d</sup> Incident:**

Parents will be notified of any incidents through formal and informal parent conference. Written documentation, signed by the parent, is required. Record of the incident will remain on file. **At this point, the child will be expelled from the Extended Day program depending on the offense at the discretion of the Coordinator and Principal.**

## **Enrollment and Acknowledgement Forms:**

Extended Day Program parents/guardians will be given forms to complete these forms **must** be completed, signed and returned.

- Form #1 - Enrollment form.
- Form #2 - Authorization for Emergency care signature for each child
- Form #2 - General Release of Liability signature form for each child
- Form #2 - Verification of Understanding signature form for each child

Please feel free to contact the HCE Extended Day Coordinator with any questions.

[Donna.claudio@stjohns.k12.fl.us](mailto:Donna.claudio@stjohns.k12.fl.us)