

Liberty Pines Academy
Before & After School
Extended Day Program
2016-2017

Michelle Reid, Coordinator

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WELCOME

The Before & After School Extended Day Program is a community service available to all Liberty Pines Academy students. The children enrolled are provided with closely supervised daily activities, which coincide with their age and grade level. Various activities are provided within the program. In addition, fee-paid activities are available to enrich your child's afternoon.

REGISTRATION FEES

New enrollments are required to pay a registration fee of \$75.00. This is a once per year fee and helps to provide materials necessary for activities within the Before & After School Extended Day Program. The registration fee is required per student regardless of the program in which the child is enrolled. This once per year fee is not refundable if the parent decides not to enroll his/her child after payment. However, if the student is withdrawn from the program, he/she may re-enroll (within the same school year) without paying the registration fee again.

HOURS OF OPERATION

6:30am-8:00am Daily (After 8:00am please drop off in the parent pick up line)

2:50pm – 6pm on Monday, Tuesday, Thursday, Friday

1:50pm – 6pm on Wednesday

LATE PICK UP CHARGES

A charge of \$1 per minute, per child, will be charged for late pick up...NO EXCEPTIONS!! **After three late pick up offenses within an 18 week period, your child's care privileges could be suspended for a period of 1 week.** Any subsequent late pick up after a suspension will result in a permanent removal from the program. **Do not jeopardize your family's care needs and avoid those late fees by securing back-up arrangements with family, friends or neighbors for emergencies.**

PAYMENT PROCEDURES

All checks should be made payable to Liberty Pines Academy. Reminder: **State Law** requires that all fees be paid in advance of any service.

1. Monthly payments are due by the 25th of each month and late after the first. Please see payment schedule.
2. Bi-Weekly payments are due by the first Monday of each billing cycle.
3. Weekly payments are due on Monday of each week.
4. Payments should be turned in at the Extended Day check out desk or given to the program coordinator.

5. You are required to pay on time regardless of whether you have or have not seen a statement. Any questions regarding your statement should be addressed with the Coordinator.
6. Late payment fees will be assessed after the 1st of each month at \$5 per week.
7. The State of Florida requires that all services we provide must be paid for in advance of any service provided. Paying over 7 days late would result in suspension of services.
8. DO NOT include payments for other school services/functions (field trips, cafeteria, fund raisers, etc.) in your Before & After School Extended Day Program payment.

Considering we must provide for consistent supervision of the children, we can only provide services based on a full-time enrollment. We will however provide emergency care at the rate of \$20 per day. We will collect 10 monthly payments per year. In addition, the State of Florida prohibits us from extending credit to our families for our services. Whenever payment is received after the due date of a chosen payment plan, the state considers that as “extending credit”. Therefore, it is necessary to collect one month in advance. **The first payment will be due any time prior to August 10th in order to hold your child/children’s position within our program. Please see the payment schedule for the remaining nine payments.** You will receive a statement if there is a balance due or upon request. These statements can also be used for income tax purposes or employer vouchers.

ONLINE PAYMENTS (School Pay)

- **Parents can now pay several types of school fees online as designated by each school. It’s quick, easy and convenient.**
- www.schoolpay.com
- **Be sure to select extended day**
- **Monthly payments only.**
- **(NOTE: Continue to make payments for school lunches through the paypams.com website.)**

SchoolPay Help Line: 888-88-MYPAY

RETURNED CHECK POLICY

The St. Johns County School District is a CheckRedi participant. If you should have a check returned, you will be contacted for payment by CheckRedi. If these checks are not cleared within a 7 day period or if we receive more than one returned check on your account, it will be mandatory to pay in cash or money order for all future transactions with the Before & After School Extended Day Program. Prompt communication with CheckRedi regarding such matters is required immediately in order to maintain your Before & After School Extended Day Program status.

WEDNESDAY ONLY SERVICES

A “Wednesday Only” program is available to students who require care only on Wednesday due to early dismissal. This service is offered to the parents at a discounted rate which includes snack. This is not a drop-in service. If your child stays for a day other than Wednesday, you will be expected to pay the emergency care rate.

Before & After Care Fees

Monthly		Bi-Weekly		Weekly	
One Child	\$250.00	One Child	\$142.00	One Child	\$90.00
Two Children	\$375.00	Two Children	\$213.00	Two Children	\$135.00
Three Children	\$500.00	Three Children	\$284.00	Three Children	\$180.00

Before Care Only Fees

Monthly		Bi-Weekly		Weekly	
One Child	\$74.00	One Child	\$65.00	One Child	\$52.00
Two Children	\$111.00	Two Children	\$98.00	Two Children	\$78.00
Three Children	\$148.00	Three Children	\$131.00	Three Children	\$104.00

After Care Only Fees

Monthly		Bi-Weekly		Weekly	
One Child	\$210.00	One Child	\$123.00	One Child	\$ 79.00
Two Children	\$315.00	Two Children	\$185.00	Two Children	\$119.00
Three Children	\$420.00	Three Children	\$247.00	Three Children	\$159.00

Wednesday Only Fees

Per Wednesday	\$20.00	Monthly	\$50.00
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Emergency Care Fee (Student needs to be pre-registered to use this service)

Daily	One Child	\$20.00
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REDUCED RATES

We offer reduced rates to families who qualify for free or reduced lunch. When your family applies for either the free or reduced lunch program, you will receive a letter from the county which identifies the program your family is qualified to use. A copy of this letter must be presented to the Before & After School Extended Day

Program Coordinator to be eligible for these discounted rates. Upon presentation of the letter, the Coordinator will provide the rates which you are to pay. Fees for students who qualify for free lunch will be 1/3 of the regular fee. Fees for students who qualify for reduced lunch will pay ½ of the regular fee. Fees for additional children enrolled in either the free or reduced program qualify for ½ of the regular fee. (The letter will be placed in your child's/children's file for auditing purposes.) All reduced rates include a snack. Reduced rates DO NOT apply to Wednesday Only or Emergency Care Fee services.

DAILY ACTIVITIES

During Morning Care, children will be able participate in quiet activities or rest until dismissed. At the end of the school day, all After School Extended Day Program students will report to the designated area for roll call. Each team will provide monthly activities. The students will have the following daily activities based on their team calendar: SNACK, RECESS, and HOMEWORK TIME. Additional activities such as arts & crafts, movie time and other sports activities will also take place during the month. Every child has his/her favorite activity that he/she does not want to miss. Please discuss these activities with your child/children in order to allow them to complete their favorite activity prior to your arrival.

HOMEWORK ASSISTANCE

Homework assistance is offered every day according to the team schedule. Kindergarten students generally do not have homework that can be done independently; therefore, these students are not included in the homework rotation.

Homework time provides excellent help for our students. However, we have found that math facts and spelling words are retained best when practiced at home on a one-to-one basis. It is the responsibility of the parent to review the work of your child each day for accuracy. We recommend you design a homework check system for your child so he/she will learn to abide by your requests for the completion of his/her homework. **Please notify the Before & After School Extended Day Program Coordinator if your child is not completing homework assignments. We will work out an individual check system to ensure the completion of assignments.**

If you would prefer your child not to participate in the homework lab, please indicate your wishes in writing to the Before & After School Extended Day Program Coordinator.

CONTRACTED ACTIVITIES

We offer a variety of enrichment activities for an additional cost. These classes are held on our school premises and are optional. Sign ups for these activities are held at the beginning of the school year and the activities begin in September. These programs allow our working parents to provide their children the opportunity to participate in things that late working hours would sometimes prohibit. The payment for these fees is made payable directly to the contractor, not Liberty Pines Academy. However, you can turn your payments for the contractor into the Before & After School Extended Day Program office. Payments for these programs are due in full, prior to the services. Monthly payments for contracted activities are due by the first of every month. Delinquent payment could result in missed classes. It is in your child's best interest to be sure these payments

are made on time. You will not necessarily be given a reminder notice for these activities. It is your responsibility to keep these payments current. We offer two different types of categories as follows:

1. **Weekly Workshops** – These activities are generally held one day each week. They are programs, in which the student who prefers a variety of activities may want to participate because these require no long term commitment and may run 4, 6, or 8 weeks at a time. The activities which have been offered are contingent upon who is accepted by the district bid process. The available contractors will be announced at the beginning of each school year. Watch the Liberty Pines Academy Extended Day website/newsletter for additional information regarding these activities.
2. **Yearly Contracted Activities** – These activities are for students who have the ability to commit to work at learning these skills throughout the entire school year. We highly recommend them for self-esteem building tools. They require a “team effort” as each participating student depends on others to do “their part” to contribute to the team’s performance. They also require a commitment from our parents to refrain from early pick-ups during designated class times. This ensures the ability to improve each child’s performance and their mutual contribution to their team’s performance. If your child/children decide to “drop out” at some time during the school year, the parents remain financially responsible for these fees regardless of the student’s participation. This policy is enforced to protect the integrity of this type of program. Please discuss the importance of this commitment with your child before enrolling in these programs. These activities culminate with a recital type performance at the end of the year. This performance allows these committed students to demonstrate the skills they have worked hard as a team all year to perfect. It is truly a testimony to their hard work! These contractors are also chosen through the district bid process and will be announced at the beginning of each school year.

RECEIPTS

Receipt of all payments will be available at check out for you to pick up at your convenience. All correspondence and billing statements will also be located at check out. Billing statements are generated upon request or if there is a balance/credit due. At the end of the tax year, you will receive a tax statement, which will list your total paid to the program for the calendar year.

HOW OUR CHILDREN REPORT TO THE BEFORE & AFTER EXTENDED DAY PROGRAM

Kindergarten begins the year on a staggered start schedule. The Before & After School Extended Day Program will work directly with the kindergarten teachers to determine which children are at school and on what day during the first week. On your child’s staggered start day, we will expect him/her to participate in the Before & After School Extended Day Program on that particular day. All kindergarten students enrolled in the Before & After School Extended Day Program will be expected to attend unless we are notified in writing.

Dismissal procedures are as follows: Kindergarten classes will be escorted to the designated location for roll call. This is done prior to the dismissal of school. First and second grade students will also be released to report to the designated location.

Third through Eighth grade students will be advised on the first day of their attendance into the Before & After School Extended Day Program where they are to report on a daily basis. After our Before & After School Extended Day Program students report to their assigned location, an immediate roll call will be taken.

DROP OFF & PICK UP PROCEDURES

Children attending the morning care program are to be escorted the bus loop doors by the parent/guardian and checked in daily by the extended day staff. Kindergarten through second grade students will be escorted to their rooms by the Extended Day staff. The remaining 3rd-8th grade students will be dismissed at 8:10am to breakfast or to class.

You will pick up your child each afternoon at the Extended Day pick-up area. You will need to sign your child/children out on a daily basis. After your identity has been verified, we will call for your child to report to the Extended Day Program pick-up area. Please be patient when picking up your child. It may take a few minutes to gather belongings and make it to the pick-up location.

On the enrollment forms you will need to specify the person(s) who is permitted to pick up your child. Please be sure to let the specified person(s) picking up your child know they must bring a picture ID in order to pick up your child. Any additions to the enrollment forms after they are turned in will require a signed note verifying the changes.

COMMUNICATION

Should your child's schedule deviate from the norm, it is important that you communicate this change with the Extended Day Program office. **Changes are best communicated in the form of a note sent in to your child's teacher. The teacher will send the note to the office to be documented for the Extended Day Program. This procedure will ensure your child's safe and accurate dismissal.**

Should an emergency situation arise, please telephone the school as quickly as possible. We will need time to notify your child and the Extended Day Program staff of the change.

If your child's schedule will change weekly, we need a note for the Extended Day Program coordinator which will allow you to outline the week. These notes should be sent in every Monday to the homeroom teacher so the information can be shared with the office. This information will be recorded daily so that our staff is aware of the arrangements.

All students in attendance with the Before & After School Extended Day Program must be signed in/out by an authorized person and will not be allowed to leave by way of walking or biking alone.

If we are not notified of a change, we will keep your child in our care. **We DO NOT ACCEPT transportation changes after 10:00am or a child's word for dismissal changes. Their safety is our number one priority and we will always elect to err on the side of caution.**

BEHAVIOR EXPECTATIONS

Participation in the Liberty Pines Academy Before & After School Extended Day Program is a privilege and not a right! Generally, all of our children know what is expected of them and behave very well. However, children will be children and sometimes they do make mistakes. We strongly believe that when we are partnered with the support of our parents at home, we can be more effective in guiding our children to acceptable behaviors and help them improve the skills of making independent, good choices on their own.

We believe in the practice of positive reinforcement. This method encourages our students to seek positive attention rather than negative attention. When our students happen to make those negative choices, there are consequences. Please read the Character Guidelines and Discipline Policies with your child. Understanding the consequences will encourage children to make better choices in challenging circumstances.

CHARACTER GUIDELINES

1. ***Students must practice responsibility.***

- Students are responsible for immediately reporting to their Before & After School Extended Day Program teacher upon arrival to and when dismissed from school.
- Students are reminded every day prior to dismissal to bring all necessary materials home. **Students will not be permitted to return to the classrooms for forgotten materials.**
- All children must be responsible to acquire permission from teachers to leave the group for any reason. (i.e., bathroom, clinic)
- Dangerous items or replicas of any such item will not be allowed. (i.e., toy guns, knives)
- Students are responsible for their belongings.

2. ***Respect is a must that will only build trust.***

- Treat others how you would like to be treated. To have a friend you must first be a friend.
- Counselors are to be shown respect and obeyed at all times. When responding to a counselor, use voice tones which are acceptable.
- Be respectful of other's property and feelings.
- No bullying.

3. ***Fair play is expected.***

- Be a good sport.
- Respond – do not react. Stop and listen to your classmates and/or counselors.
- Take turns and share with others.
- Play all games by the rules.

4. ***Be known for your trustworthiness.***

- Always tell the truth, no matter what the consequences.
- Live up to your word.
- Never, cheat or steal. It is easier to lose trust than to earn it back after it is lost.
- Have the courage to do the right thing, even though it may not always be the easiest way to deal with a problem.
- Be loyal-stand by your family, friends, school and country.

5. ***Caring is awesome.***

- Be kind and compassionate to others.
- Be accepting, considerate and embrace the differences in all people.

- Always show your appreciation when someone does something for you by saying “thank-you”.
- Always be willing to help someone in need.
- If you accidentally run into someone, tell them you are sorry. They will understand.
- Be forgiving of someone if you are accidentally hurt.

6. *Citizenship shows community spirit.*

- Pick up after yourself and others without being asked.
- Cooperate with teachers, classmates, teammates and parents.
- Be a good neighbor.
- Respect all authority.
- Protect the environment.

DISCIPLINE POLICIES

PLEASE READ OVER THESE POLICIES WITH YOUR CHILD! Making you aware of the policies may prevent problems before they occur. Please note that after a 4th formal warning, a child may be permanently expelled from the program. This is a policy we hope we do not have to enforce, but it is necessary to ensure a smooth running program to all children attending.

REMEMBER...It is a **privilege, not a right**, to attend the Before & After School Extended Day Program. **GOOD BEHAVIOR IS A MUST!!**

CITIZENSHIP RULES AND WARNINGS

1. Children are required to remain with their counselors during the designated time and/or are responsible for informing their counselors of their whereabouts by reporting in for ROLL CALL during the designated time.
2. Good sportsmanship and fair play must be displayed at all times.
3. Disrespect in any form and/or to anyone will not be tolerated.
4. No foul or abusive language or hand gestures.
5. No defacing or abuse of school property, materials or equipment.
6. Children are responsible for their own belongings.
7. No fighting, hitting, kicking, or other abusive behavior towards fellow students or counselors.
8. Teachers are to be shown respect and be obeyed at all times.
9. No chewing gum.
10. All injuries, conflicts or mishaps, no matter how small, must be reported to the counselors immediately.
11. No dangerous items of any type are to be brought to school.
12. All valuable items should be checked in to the Before & After School Extended Day Program office, however the Before & After School Extended Day Program will not be responsible for their care. Bring at your own risk!
13. Items such as: IPods, Legos, Trading cards, Game Boys, Cell phones, Nooks etc. or toys of any kind are not permitted. These items must stay in your child’s backpack or be left at home.

Warnings will be given to children who do not follow the instructions of the St. Johns County Code of Student Conduct as well as Liberty Pines Academy and the Before & After School Extended Day Program’s guidelines. Informal warnings will be issued between the student and the Before & After School Extended Day Program Director. Formal warnings will follow the Informal Warning and be issued with a parent conference. All

reprimands will be in writing, signed by the parent and retained in the child's folder for documentation as outlined below:

INFORMAL WARNING: First office offense: conference with the child in Director's office. After the child promises to correct his/her behavior, he/she may be given methods and/or time to prove and redeem himself/herself. Informal warnings will be removed from the child's record if he/she exhibits acceptable corrected behavior for a nine week period. Parent is not asked in for a conference with an Informal Warning.

1ST FORMAL WARNING: Parents will be notified of any warning offenses by way of parent conference. Record of offense remains on file.

2nd INFORMAL WARNING: Conference with the child in Director's office. After the child promises to correct his/her behavior, he/she may be given methods and/or time to prove and redeem himself/herself. Parent is not asked in for a conference with an Informal Warning.

2nd FORMAL WARNING: Parents will be notified of any warning offenses by way of parent conference. Record of offense remains on file.

3rd INFORMAL WARNING: Conference with the child in Director's office. After the child promises to correct his/her behavior, he/she may be given methods and/or time to prove and redeem himself/herself. Parent is not asked in for a conference with an Informal Warning.

3rd FORMAL WARNING: Parents will be notified of any warning offenses by way of parent conference. Record of offense remains on file.

4th INFORMAL WARNING: Conference with the child in Director's office. After the child promises to correct his/her behavior, he/she may be given methods and/or time to prove and redeem himself/herself. Parent is not asked in for a conference with an Informal Warning.

4th FORMAL WARNING: Parents will be notified of any warning offenses by way of parent conference. Record of offense remains on file.

Any additional offenses will result in the CHILD BEING EXPELLED from the Before & After School Extended Day Program.

WITHDRAWING FROM THE PROGRAM

Communication is essential to provide safety for our students. Therefore, if you need to withdraw from the Before & After School Extended Day Program, please send a letter stating your intent. All outstanding fees must be paid in full within 2 weeks of withdrawing from the program. All refund requests must be made within 2 weeks of withdrawal from the program or amount will be forfeited. Balances do not carry from year to year.

