

# **Liberty Pines Academy Extended Day Program**

**2023-2024**

## **Policies and Procedures Handbook**



### **Contact Information**

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## **OUR PROGRAM**

The Extended Day Program at Liberty Pines Academy is a community service provided by the St. Johns County School District. It is available to all students enrolled at Liberty Pines Academy in grades Kindergarten through Eighth. The children enrolled are provided with supervised daily activities that are age appropriate. Liberty Pines Extended Day will provide a safe, fun, and encouraging environment for our students. We will encourage the values of honesty, integrity, respect, responsibility, caring and teamwork.

## **REGISTRATION FEES**

New enrollments and returning students are required to pay a non-refundable registration fee of \$80. This is a yearly fee and helps provide materials necessary for activities for the Before & After School Extended Day Program. If the student is withdrawn from the program, he/she may re-enroll (within the same school year) without paying the registration fee again. Afterschool Enrichment Activities for non-extended day students are required to pay a one-time registration fee of \$25.00.

## **HOURS OF OPERATION**

Extended Day morning hours are from 6:30AM - 8:00AM. Extended Day afternoon hours on M, T, Th, F, are from 3:05-6:00PM. Wednesdays from 2:00-6:00PM.

## **DROP OFF & PICK UP PROCEDURES**

### **Drop Off**

For safety reasons, parents must escort students to the doors by the cafeteria (new addition to the building) and check them in with an Extended Day staff member. Students will be released at 8:00AM to their classroom or to breakfast. Kindergarten and 1<sup>st</sup> grade students will be walked to their classroom by an Extended Day staff member.

**\*\*** Please be advised that we will accept students up to 8:00AM. After that time parents will have to wait in the car line until the doors open.

### **Pick Up**

The Extended Day pick-up desk is located inside the door of the covered walkway to the left of the front office (Bus loop). Please remember that if you are picking up your child/ren from Extended Day while the buses are running, you are not allowed to park in front of the building. Parents are required to enter the building and sign-out their children. This is for the safety of your children. Please remember to always have your **ID** with you for verification purposes. 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. If you have an appointment or a sports activity that you need to get to upon pick up, please plan ahead.

## 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 before and after care privileges could be suspended for a period of 1 week.** Any subsequent late picks up after a suspension will result in a permanent removal from the program. **To avoid late fees please secure back up arrangements with family, friends, or neighbors, for emergency situations.**

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## PAYMENT PROCEDURES

All checks should be made payable to Liberty Pines Academy (provide two phone numbers). Reminder: **Florida State Law** requires that all fees be paid in advance for any service.

1. Monthly payments are due by the **15<sup>th</sup>** of each month and are considered late after the 21<sup>st</sup>. Please see the payment schedule.
2. Payments should be turned in at the Extended Day checkout desk or given to the program coordinator.
3. Statements are emailed monthly by the 10<sup>th</sup> of the month. Payments are expected to be received in a timely manner.
4. Any questions regarding your statement should be addressed with the program coordinator.
5. **Late payment fees will be assessed after the 21<sup>st</sup> of each month at \$5 per week.**
6. **The State of Florida requires that all services we provide must be paid for in advance of any service provided. Paying over 5 days late would result in suspension of services.**
7. 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 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 must be made by July 15<sup>th</sup>, to hold your child/children’s spot(s) 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.

**Due to program demand, we will no longer accommodate month long absences without payment to reserve your spot. If you choose to remove your student from Extended Day, you will forfeit your spot. and must re-enroll if space is available.**

### **FORMS OF PAYMENT**

**Personal checks payable to Liberty Pines. Please include two phone numbers.**

**Parents can make payments through [www.schoolpay.com](http://www.schoolpay.com) it’s quick, easy, and convenient.**

**Money order or Cash.**

### **RETURNED CHECK POLICY**

Envision Payment Solutions (EPS) is the payment processing provider for St. Johns County School District. If you should have a check returned for insufficient funds you will be contacted by this company. Please work with Envision Payment Solutions to clear this debt within a 7-day period so that your child’s enrollment will not be jeopardized. Parents are responsible for any applicable processing fees charged by EPS. If these checks are not cleared within a 7-day period or if more than one returned check is received, it will be mandatory to pay in cash or money order for all future transactions with the Extended Day Program

## **EXTENDED DAY MONTHLY FEES**

### **Before & After Care Fees**

One Child      \$360.00

Two Children \$576.00

Three Children \$792.00

### **Before Care Only Fee**

One Child      \$180.00

Two Children \$288.00

Three Children \$396.00

### **After Care Only Fees**

One Child      \$288.00

Two Children \$461.00

Three Children \$634.00

### **Wednesday Only Fees**

Per Wednesday      \$33.00

Monthly \$132.00 (No additional multi-child Discount)

## **RECEIPTS**

Receipts of any/all payments will be available upon request. 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.

## **WITHDRAWING FROM THE PROGRAM**

Communication is essential to provide the service 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.

## DAILY ACTIVITIES

During Before 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, or other 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 time, please indicate your wishes in writing to the Before & After School Extended Day Program Coordinator.**

## CONTRACTED ACTIVITIES

There are a variety of enrichment activities through contracted providers 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 extra fees is made payable directly to the contractor, not Liberty Pines Academy. However, you can turn in your payments (for the contractor) into the Before & After School Extended Day Program.

## COMMUNICATION

Communication is essential for the safety of our students in the program. Please specify on the enrollment forms the person(s) who is permitted to pick up your child/ren. The specified person(s) picking up must bring a picture ID with them for verification purposes. Any additions, or changes, to the enrollment forms after they are turned in, will require a signed note verifying the changes.

Should your child's schedule deviate from the norm, it is important that you communicate this change with the front office and the Extended Day Program. **Changes are best**

**communicated through email:**

<https://surveys.stjohns.k12.fl.us/TakeSurvey.aspx?SurveyID=lpadissmissal#> **This procedure will ensure your child's safe and accurate dismissal.**

If your child's schedule changes weekly, we need a note for the Extended Day Program coordinator and transportation, which will allow you to outline the week.

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 2:00 p.m. (1:00 p.m. on Wednesday) 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 students know what is expected of them and behave very well. We strongly believe that when we are partnered with the support of our parents at home, we can be more effective in guiding our students to practice acceptable behaviors and help them improve the skills of making independent, good choices on their own.

We believe in the practice of positive reinforcement. Please read the Character Guidelines and Discipline Policies with your child. Understanding the consequences will encourage children to make better choices in challenging circumstances.

## **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. Extended Day students have the right to be informed about the rules of the program.
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 abusing 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 staff.
8. No chewing gum.
9. All injuries, conflicts or mishaps, no matter how small, must be reported to the staff immediately.
10. No dangerous items of any type are permitted.
11. Items such as: Legos, Trading Cards, iPod, Cell phones, Footballs, Tennis balls, Soccer balls or any item from home are not permitted.

**Warnings will be given to children who do not follow the instructions of the St. Johns County Code of Student Conduct. This also applies as well to the Liberty Pines Academy Extended Day Program's guidelines. Informal warnings will be evaluated between the student and the Extended Day Program staff. In the event student requires a formal warning, a conference will be issued with the parent. All reprimands will be written up and are subject to a write up and requires a parental signature. Documentation will be retained in the child's folder.**



## WARNING LEVELS

### 1- Verbal Warning

Extended Day Teachers will give the student a verbal warning that his/her behavior is unacceptable and will discuss ways to enhance behavior.

### 2- Formal Warning

Student will be reported to the coordinator's office to discuss incident. Parent will be notified of incidents, and advised their child is not in compliance with the student's behavior guidelines. A pattern of continuous behavior issues may lead to a temporary suspension or removal from the Extended Day Program. Parents will be notified of any warning offenses by way of parent conference. Record of offense remains on file.

### 3- Formal Warning

Parents will be notified of any warning offenses by way of parent conference. Record of offense remains on file. If a child's behavior is out of control, at this point the **student may be suspended from the Extended Day Program for up to 1 week depending on the offense**. Written documentation signed by parent is required. Record of the incident will remain on file.

### 4- Formal Warning

Any additional offenses will result in the **CHILD BEING EXPELLED** from the Program.

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