



Important  
Information

## Extended Day Reminders 2024 -2025

### Drop Off

Extended Day morning hours are from 6:30AM – 8:00AM. 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 8:15AM 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

Extended Day afternoon hours on M, T, Th, F, are from 3:00-6:00PM. Wednesdays are from 2:00-6:00PM. The Extended Day check-out 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.

### Payments

The State of Florida and the St. Johns School District require payment for childcare in advance of care being provided. **August payment (first payment) is due by July 15<sup>th</sup>**. All monthly payments are **due** on the **15<sup>th</sup>** of each month and will be considered **late after the 21<sup>st</sup>**. There is a **five-dollar** late fee per week. Payment is due regardless of receiving an invoice.

\*Payments accepted via: **Cash, Personal Check**-two phone numbers are required), **Automatic Payment** from your bank. Payment must be received by due date. **Money Orders** and **SchoolPay** (highly recommended). \*

### Late Pick-up Policy

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-days period, your child's care privileges could be suspended for a period of one week.**

### Early Withdrawal Policy

If you need to withdraw from the Before & After school Extended Day Program, you must provide two weeks written notice stating your intent. Any credit 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. **NOTE: Due to program demand, we will no longer accommodate month long absences without payment to reserve your spot. If you choose to withdrawal your child/children's, you will forfeit your spot.**

\*\*Please keep in mind the after-hours Extended Day number 904-547-7927 is for Emergencies ONLY\*\*