

Liberty Pines Academy Extended Day Program

2025-2026

Policies and Procedures Handbook



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OUR PROGRAM

Mission Statement: At Liberty Pines Extended Day, our mission is to provide a safe, nurturing, and stimulating environment that inspires student growth beyond the traditional school day. We promote core values such as honesty, integrity, respect, responsibility, caring, and teamwork. Through engaging activities and supportive guidance, we supplement the school's primary goals and instructional standards while helping students enhance their academic, social, and life skills in an informal, enriching setting.

The Extended Day Program at Liberty Pines Academy is a community service offered by the St. Johns County School District. It is available to all Liberty Pines Academy students in kindergarten through 8th grade, providing families with a reliable, high-quality before- and after-school care option that supports each child's development and well-being.

HOURS OF OPERATION

Extended Day morning hours are from 6:30AM - 7:50AM. Extended Day afternoon hours on M, T, Th, F, are from 3:00-6:00PM. Wednesdays from 2:00-6:00PM.

EXTENDED DAY DROP OFF & PICK UP PROCEDURES

Drop Off

For the safety of all students, parents must **escort their child(ren) to the doors by the cafeteria (located in the new addition of the building)** and check them in with an **Extended Day staff member**.

- **Student Release:** Students will be released at **8:00 AM** to their classrooms or to the cafeteria for breakfast.
- **Kindergarten and 1st Grade:** These students will be **escorted to their classrooms** by an Extended Day staff member.
- **Drop-Off Cutoff Time:** We will accept students until **7:55 AM**.
 - After 7:55 AM, parents must **remain in the car line** and wait until the school doors open for regular arrival.

Extended Day Afternoon Pick-Up Procedures

Extended Day afternoon hours are as follows:

- Monday, Tuesday, Thursday, and Friday: 3:30 PM – 6:00 PM
- Wednesday: 2:30 PM – 6:00 PM

The Extended Day check-out desk is located inside the doors of the covered walkway to the left of the front office (bus loop side).

Please note the following important reminders for pickup:

- **Parking:** If you are picking up your child while **buses are running, do not park in front of the building**.
- **Sign-Out Requirement:** Parents must enter the building and sign out their child(ren) for safety purposes.
- **ID Required:** Always have a valid photo ID with you for verification.
- **Pick-Up Time:** Please be patient during pick-up. It may take a few minutes for your child to gather their belongings and walk to the check-out area.
- **Planning Ahead:** If you have an appointment or activity scheduled after pick-up, please allow extra time to ensure a smooth and stress-free departure.

LATE PICK-UP CHARGES

Please be advised that a late fee of \$1 per minute, per child, will be charged for any pick-up occurring after 6:00PM. No exceptions will be made.

- **After three late pick-up offenses within an 18-week period, your child's Extended Day privileges may be suspended for one week.**
- **Any additional late pick-ups following a suspension will result in permanent removal from the Extended Day program.**

REGISTRATION FEES

New enrollments and returning students are required to pay a non-refundable registration fee of \$90.00. 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. After-school Enrichment Activities for non-extended day students are required to pay a one-time registration fee of \$25.00.

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 **15th** of each month and are considered late after the **21st**. Please see the payment schedule.
2. **Late payment fees will be assessed after the 21st of each month.**
3. **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.**

Our program operates on a **10-month payment schedule** each year.

- In accordance with **State of Florida regulations**, we are **not permitted to extend credit** to families for services. Any payment received **after the due date** is considered a form of credit and is **not allowed**.
- As a result, it is necessary to **collect one month's payment in advance**.
- The **first payment is due by July 15th** to **secure your child(ren)'s spot** in the program.

Please refer to the **payment schedule** for the due dates of the remaining nine payments.

- **Statements** will be provided if there is a balance due or upon request.

Due to high demand, we are **unable to hold spots during month-long absences** without payment. If you choose to withdraw your child from the program, **you will forfeit your spot** and must re-enroll **only if space is available**.

DISMISSAL – TRANSPORTATION CHANGES

Parent Communication & Authorized Pick-Up Procedures

Clear and timely communication is essential to ensure the safety and well-being of all students in the Extended Day Program.

- On the **enrollment forms**, please clearly specify the **individual(s) authorized to pick up your child(ren)**.
- Anyone picking up a student must present a **valid photo ID** for verification—**no exceptions**.
- Any **additions or changes** to the authorized pick-up list after enrollment forms are submitted **must be provided in writing**, with a **signed note verifying the change**.

If your child's schedule changes from their usual routine, it is **crucial that you notify both the front office and the Extended Day Coordinator**. **This procedure will help ensure your child's safety and an accurate, efficient dismissal from the Extended Day Program.**

The best way to communicate these changes is via email:

<https://surveys.stjohns.k12.fl.us/TakeSurvey.aspx?SurveyID=lpadissmissal#>

If we are not notified of a change, your child(ren) will remain in our care and follow their regular dismissal routine. We cannot accept a child's word for dismissal changes. All changes must be communicated by a parent or guardian. We do not accept transportation changes after 2:00 p.m. (or 1:00 p.m. on Wednesdays). Your child(ren) safety is our top priority, and we will always err on the side of caution to ensure their well-being.

FORMS OF PAYMENT

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

Parents can make payments through 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	\$380.00
Two Children	\$645.00
Three Children	\$905.00

Before Care Only Fee

One Child	\$190.00
Two Children	\$323.00
Three Children	\$456.00

After Care Only Fees

One Child	\$305.00
Two Children	\$520.00
Three Children	\$735.00

Wednesday Only Fees

Wednesday Daily	\$35.00
Monthly	\$135.00 (No additional multi-child Discount)

WITHDRAWING FROM THE PROGRAM

Communication is essential to providing quality Extended Day services for our students. Therefore, if you need to withdraw from the Program, we ask that you provide a two-week written notification 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 the amount will be forfeited. Balances are not carried out from year to year.

DAILY ACTIVITIES

During Before Care, children will be able to participate in quiet activities or rest until they are 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 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 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 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 with the opportunity to participate in things that late working hours would sometimes prohibit. There is an annual \$25.00 registration fee, for non-Extended Day students to be able to participate in any activity.

BEHAVIOR EXPECTATIONS

Participation in the Liberty Pines Academy Before & After School Extended Day Program is a privilege, not a right. While the majority of students consistently demonstrate exemplary behavior, we recognize that the partnership between home and school is essential to fostering positive student conduct. We firmly believe that when parents collaborate with us, we can more effectively guide students toward making responsible, independent decisions and upholding high standards of behavior.

Our approach is grounded in positive reinforcement. We encourage all families to review the Extended Day Program Guidelines and Discipline Policies with their children. A clear understanding of expectations and consequences is integral in helping students make thoughtful and respectful choices, particularly in challenging situations.

DISCIPLINE POLICIES

Please take the time to review these policies with your child. By being aware of the expectations, we can help prevent any issues from arising. Please note that after a third formal warning, a child may be permanently expelled from the program. While we hope we never have to enforce this policy, it is essential in maintaining a smooth and effective environment for all children in the program.

Children are expected to follow the instructions of the St. Johns County School District Code of Student Conduct (<https://www.stjohns.k12.fl.us/schoolservices/conduct/>) as well as Liberty Pines Citizenship Rules.

Repeated occurrences of previously addressed behavior or any extreme behavior may lead to suspension or disenrollment from the program. Any infractions requiring a formal behavior write-up will be documented and handled according to the following procedure:

1st Incident

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

2nd Infraction

Students will be reported to the coordinator's office to discuss the incident. Parents 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. Record of offense remains on file.

3rd Infraction

Students may be suspended from the Extended Day Program for up to 1 week depending on the offense. Written documentation signed by parents is required. Records of the incident will remain on file.

Any additional offenses occur; students will be disenrolled from the Program.

The Extended Day Program remains committed to the safety, security, and well-being of each child in our care. We will enforce these Discipline Policies to ensure that we provide the best service possible to you and the community. These expectations will ensure a safe and happy environment for all children. We thank you for your partnership and support.