



**Important  
Information**

# Extended Day Reminders 2026 -2027

## Drop Off

Extended Day morning hours are from 6:30 AM to 8:00 AM. For safety reasons, parents must escort students to the doors by the cafeteria and check them in with an Extended Day staff member.

- Students will be released at 8:15 AM to their classrooms or to breakfast.
- Kindergarten students will be escorted to their classrooms by an Extended Day staff member.

Please Note:

We will accept students until 7:55 AM. After that time, parents will need to remain in the car line until the main doors open.

## Hours of Operation:

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

## Pick-Up Location:

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).

## Important Reminders:

- If you are picking up your child while buses are running, **do not park in front of the building.**
- Parents must enter the building and sign out their child(ren) this is for their safety.
- Always bring a valid photo ID for verification during pick-up.

## Payments

In accordance with the State of Florida and the St. Johns County School District, payment for childcare is required in advance of services being provided.

Payment Schedule:

- August payment (first payment) is due on July 15th.
- All monthly payments are due on the 15th of each month.
- Payments are considered late after the 21st of each month.
- A \$5 late fee will be charged per week for late payments.

All payments must be received by the due date to avoid late fees.

## 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. Credit for unused childcare **cannot be issued without two weeks' prior written notice**. If we are not informed of your plans to discontinue services, **you will be responsible for the full month's fee**. Due to program demand, **month-long absences cannot be accommodated without payment to reserve your child's spot**. If you choose to withdraw your child(ren), **your spot in the program will be forfeited**.