

Liberty Pines Academy

Extended Day Program

2026-2027

Policies and Procedures Handbook



Contact Information:

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Program Overview

The Extended Day Program at Liberty Pines Academy is a community service provided by the St. Johns County School District. The program is available to all Liberty Pines Academy students in kindergarten through 8th grade and is designed to offer families a safe, reliable, and enriching before- and after-school care option.

Our program supports each child's academic, social, and emotional development in a structured yet informal environment.

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 reinforce the school's instructional goals while helping students develop essential academic, social, and life skills. in an informal, enriching setting.

Program Expectations

Students enrolled in Extended Day are expected to:

- Follow school rules and district policies
- Show respect to staff and peers
- Participate appropriately in program activities
- Demonstrate responsibility for personal belongings

Failure to follow expectations may result in disciplinary action in accordance with school and district guidelines.

Hours of Operation

Morning Care

- 6:30 AM – 8:15 AM
- **Drop-Off Cutoff Time:** 7:55 AM

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

- 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.
- Students will be released at **8:00 AM** to the cafeteria for breakfast
- **Kindergarten students** will be **escorted to their classrooms** by an Extended Day staff member.
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Afternoon Pick-Up Procedures

Pick-Up Hours

- Monday, Tuesday, Thursday, 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).

Pick-Up Guidelines

- **Parking:** Do not park in front of the building while buses are in operation.
- **Sign-Out Requirement:** Parents/guardians must enter the building and sign out their child(ren).
- **Photo Identification:** A valid photo ID is required at every pick-up.
- **Processing Time:** Please allow a few minutes for your child to gather belongings and arrive at the check-out area.
- **Planning:** Allow extra time if you have scheduled appointments or activities after pick-up.

Daily Activities

During **Before Care**, students may participate in quiet activities or rest until they are dismissed to their classrooms.

At the end of the school day, all students enrolled in the After School Extended Day Program will report to their designated area for attendance. Each group (team) follows a monthly activity schedule designed to provide a balanced and engaging experience.

Daily Schedule Includes

- Snack time is provided during the afternoon session
- Recess / outdoor play
- Homework time / academic support
- Arts and crafts
- Group games and team-building activities

Every child has favorite activities they look forward to each day. Parents are encouraged to communicate with their child(ren) about scheduled activities to help ensure they can participate before being picked up.

Personal Belonging

- Students should label all personal items.
- The program is not responsible for lost, stolen, or damaged items.
- Students should not bring valuable or unnecessary items to Extended Day.

Contracted Activities

We offer a variety of enrichment activities through contracted providers for an additional cost. These classes are held on school premises and are completely optional. Sign-ups for these activities take place at the beginning of the school year, with programs starting in September.

These enrichment opportunities allow working parents to give their children experiences that late work hours might otherwise prevent. There is an annual \$25 registration fee for non-Extended Day students who wish to participate in any activity.

Homework Policy

Homework assistance is offered daily in accordance with each team's schedule.

Kindergarten students typically do not have homework that can be completed independently; therefore, they are not included in the structured homework rotation.

Homework time provides valuable support for students; however, skills such as math facts and spelling are best reinforced through one-on-one practice at home. Parents/guardians are responsible for reviewing their child's completed work each day to ensure accuracy and understanding.

We encourage families to establish a consistent **homework check system**, so students develop responsibility and accountability for completing assignments.

If your child is not completing homework during Extended Day, please notify the Before & After School Extended Day Coordinator. Staff will work with you to develop an individualized plan to support assignment completion. If you prefer that your child **not participate in homework time**, you must submit your request in writing to the Before & After School Extended Day Coordinator.

Communication

We believe strong communication between families and staff is essential.

- Important updates may be shared through email, or school communication platforms.
- Parents are encouraged to contact Extended Day staff with any questions or concerns.

Emergency Procedures

The safety of all students is a top priority. Extended Day staff are trained to respond to emergencies.

- **Emergency Contacts:** Parents must ensure all contact information is current.
- **Authorized Pick-Up:** Only individuals listed on the student's emergency contact form will be permitted to pick up the child (photo ID required).
- **Drills:** Students will participate in school safety drills (fire, lockdown, severe weather).
- **Severe Emergencies:** In the event of an emergency, parents will be notified as soon as possible via phone or school communication systems.

Extended Day Program Fees

Before & After Care Fees

Monthly

One Child \$405.00
Two Children \$690.00
Three Children \$953.00

Before Care Only Fees

Monthly

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

After Care Only Fee

Monthly

One Child \$330.00
Two Children \$560.00
Three Children \$790.00

Wednesday Only Fees

Wednesday Daily \$40.00 Monthly - \$140.00

Please note: A multi-child discount does not apply to the Wednesday-only option.

Payments

The school calendar year consists of 180 instructional days during which students are in attendance. For your convenience, the Extended Day fees have been divided into 10 equal installments.

Early Withdrawal Policy/Fees: If you need to withdraw your child from the Before & After Extended Day Program, you must provide two weeks' written notice stating your intent to withdraw. Credits or refunds for unused childcare days will not be issued without the required two-week written notice. If we are not informed of your intent to discontinue services, you will be responsible for the full month's tuition. Please note that due to program demand, we are unable to accommodate month-long absences without payment to reserve your child's space. If you choose to withdraw from the program, your child's spot will be forfeited. Additionally, if there is an outstanding balance on your account, your child will not be eligible for re-enrollment until the balance has been paid in full.

Fees & Payment Policies

Registration Fee

All new and returning students are required to pay a non-refundable annual registration fee of \$95.00. This fee helps provide materials and supplies necessary for activities in the Before and After School Extended Day Program.

If a student is withdrawn from the program and later re-enrolls within the same school year, the registration fee will not be charged again.

After-School Enrichment Registration

Students who participate in after-school enrichment activities but are not enrolled in the Extended Day Program are required to pay a **one-time, non-refundable registration fee of \$25.00**.

Payment Procedures

All payments must be made payable to **Liberty Pines Academy**. When submitting payment by check, please include **two current phone numbers** as required.

Per Florida State law, all fees must be **paid in advance** for any services provided.

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.

Payment Guidelines

1. **Monthly Payments:**

Payments are due on or before the **15th of each month**. Please refer to the official payment schedule for specific dates and amounts.

2. **Late Payments:**

Payments received after the **21st of the month** will be considered late and subject to a late fee.

3. **Delinquent Accounts:**

In accordance with Florida State requirements, services must be paid in advance. Accounts that are more than **5 days late** may result in **suspension of Extended Day services** until the balance is paid in full.

4. As a result, it is necessary to **collect one month's payment in advance**.

5. The **first payment is due on July 15th to secure your child(ren)'s spot** in the program.

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

Due to high demand and limited availability, the Extended Day Program is unable to hold student spots during extended absences (including month-long absences) without continued payment.

If you choose to withdraw from the program, the student's spot will be forfeited. Re-enrollment will be permitted only if space is available at the time of request.

Late Pick-up Charges

- The Extended Day Program closes promptly at **6:00 PM**.
- A late fee will be assessed for any child not picked up by closing time.
- Late fees may be charged based on the amount of time past 6:00 PM.
- **After three late pick-up offenses within an 18-week period, your child(ren) Extended Day privileges may be suspended for one week.**
- Repeated late pick-ups may result in removal from the Extended Day Program

Emergency Procedures

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- **Severe Emergencies:** In the event of an emergency, parents will be notified as soon as possible via phone or school communication systems.

Transportation Changes

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).
- Changes communicated only verbally or at pick-up **cannot be guaranteed; written notice is required** to ensure your child's safety and smooth dismissal.
- 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 **submit the change via email through the transportation link - <https://www.parentsquare.com/feeds/73521921>**

This procedure helps ensure your child's safety and an accurate, efficient dismissal from the Extended Day Program.

Behavior Expectations

Participation in the Liberty Pines Academy Before & After School Extended Day Program is a privilege, not a right. Most students consistently demonstrate exemplary behavior; we recognize that a strong partnership between home and school is essential to fostering positive student conduct. When parents collaborate with us, we can more effectively guide students toward making responsible, independent decisions and maintaining 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 helps students make thoughtful and respectful choices, especially in challenging situations.

Discipline Policies

Please take the time to review these policies with your child. Understanding the expectations helps prevent potential issues and supports a positive experience for everyone. Please note that after a third formal warning, a child may be permanently removed from the program. Although we hope this step is never necessary, it is essential for maintaining a safe, smooth, and effective environment for all students 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 result in **suspension or permanent disenrollment** from the program. Any infraction that requires a **formal** behavior write-up will be documented and managed according to the following procedure:

1st Incident

Extended Day teachers will give the student a **verbal warning** and discuss strategies to improve behavior.

2nd Incident

Parents will be notified and advised that their child is not following the behavior guidelines. A continued pattern of misbehavior may result in **temporary suspension or removal** from the Extended Day Program. A record of the offense will remain on file.

3rd Incident

Students may be **suspended** from the Extended Day Program for up to **one week**, depending on the severity of the offense. **Written documentation signed by parents** is required, and a record of the incident will remain on file.

If **additional offenses occur**, the student may be **permanently disenrolled** from the program.

The Extended Day Program is committed to the **safety, security, and well-being** of every child in our care. We enforce these Discipline Policies to provide the best possible service to families and the community. Adhering to these expectations helps maintain a **safe and positive environment** for all children. We thank you for your **partnership and support** in upholding these standards.

