

## CHARACTER ALWAYS COUNTS...

...especially in the Extended Day Program! We recognize our students for making good choices and doing the right thing through the Kids of Character Program. The St. Johns County School District's Student Code of Conduct is used as our discipline code. The discipline referral policy is explained in the registration package.



### The Six Pillars of Character

**SAFETY** is our #1 priority. Our staff members are trained in CPR and First Aid. Students participate in safety drills, which align with our School District's Emergency Operation Plan. In the event of an emergency, parents are notified immediately via School Messenger, so be sure all contact information is always up-to-date.

### HOURS OF OPERATION

We are open all 180 regular school days; closed all student holidays and teacher planning days.

AM: 7am-8am @ PV Campus

(breakfast available in cafeteria at 8:00)

PM: Dismissal - 6:00 pm @ Rawlings Campus

(Avoid picking up children up at dismissal, between 2:40 and 3:00, as they are in transit.)

### TRANSPORTATION CHANGES

You **MUST** notify the Extended Day Coordinator of your child's **transportation changes... NO LATER THAN 1:30 pm (12:30 on Wed.)** You may phone or email her using contact information on the front of the brochure. ***If we do not have an official change from you, your child will be KEPT AT EXTENDED DAY.***

## REGISTRATION/PAYMENT INFO

There is an annual, **non-refundable** registration fee per child to enroll in the Extended Day Program.

This fee secures your child's spot in the program.

Fees include a daily snack and are as follows:

**BEFORE JUNE 1<sup>ST</sup>: \$75 per child Non-Refundable**

**AFTER JUNE 1<sup>ST</sup>: \$100 per child Non-Refundable**

Fees are collected monthly in 10 equal payments of 18 days each, totaling 180 days of school. See the attached payment schedule. (Note: If you make your first payment along with your registration fee at the end of this school year, you will *not* have a payment on August 9<sup>th</sup>.) Florida State Law requires care be paid for in advance. Please inquire about pricing for students qualifying for Free-and-Reduced-Lunch, Sibling Discounts and St. Johns County School Employees.

**PAYMENTS ARE DUE WITHIN 5 DAYS OF THE DUE DATE LISTED ON THE PAYMENT SHEET.** Beginning in September, the due date will always be the 10<sup>th</sup> of the month.

If payment is not made by the end of our last paid service date, you will be called to pick up your child from the front office and student will not be allowed to attend Extended Day until all monies are paid in full, including the \$25 late fee. If this occurs more than three times in a school year, your child may be dismissed from the program.

If extenuating circumstances arise, please do not ignore the payment; speak with the Coordinator in advance to see if we can make arrangements to work out your payments.

If you withdraw your child or skip a month, there will be a **\$25 Reinstatement Fee** when your child returns. **THE ABOVE POLICIES WILL BE STRICTLY ADHERED TO.**

## EXTENDED DAY HOURS/RATES

**AM Only:** 7am-8am PVPV Media Center

1 Child = \$100/month

**PM Only:** Dismissal 6:00 Rawlings Front Office

1 Child = \$250/month

**AM & PM:** 1 Child = \$300/month

\*Please see Ms. Wing for Sibling Discounts or if your child qualifies for Free/Reduced Lunch.

**\*\*THERE IS A \$1 PER MINUTE LATE PICK-UP FEE AFTER 6:00 P.M.** After three late pick-ups, your child may be dismissed from the program. Be sure you **HAVE EMERGENCY BACK-UP** to pick up your child should you be delayed due to traffic or emergencies. **THIS POLICY WILL BE STRICTLY ENFORCED.**

**ENRICHMENT CAMPS** will be offered throughout the school year. Some camps offer a discounted fee to our Extended Day students. Extended Day Students do not pay the Extended Day Enrichment Camp Registration Fee. Please watch our monthly newsletter *The Wave* or log onto our school website, [www-pvmkr.stjohns.k12.fl.us](http://www-pvmkr.stjohns.k12.fl.us), for further information, which will be available for camps by the start of school, if not sooner.

**Non-Extended Day Students** must fill out an Ex. Day Enrichment Registration form and pay a one-time yearly \$25 Non-Refundable Extended Day Registration Fee. This fee, along with the Non-Extended Day Registration Form found on the school website, is sent directly to the Extended Day Coordinator.

**REGISTRATION FORMS** are available in both PVPV and Rawlings front offices and online: [www-pvmkr.stjohns.k12.fl.us](http://www-pvmkr.stjohns.k12.fl.us)