

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. We follow the St. Johns County School District's Student Code of Conduct. The discipline referral policy is explained in the Parent 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 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 1ST: \$75 per child Non-Refundable

AFTER JUNE 1ST: \$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. (If you make Payment #1 with your registration fee at the end of the school year, you will not have a double payment in August.) 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 10th 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 a 2nd time you will need to arrange payment automatically through your bank or make double payments in advance. After a 3rd time your child may be dismissed from the program.

If extenuating circumstances arise, please do not ignore the payment; speak with the Coordinator in advance and we will try to work something out.

If you withdraw your child or skip a month, there will be a **\$25 Reinstatement Fee** when your child returns. There are no Payment Refunds.

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 Coordinator for Sibling Discounts, if child qualifies for Free/Reduced Lunch or you are a SJCS D employee.

REGISTRATION FORMS available in both front offices and online:

www-pvmkr.stjohns.k12.fl.us. All sections of form must be completed.

****THERE IS A \$1 PER MINUTE LATE PICK-UP FEE AFTER 6:00 P.M.** After 3 late pick-ups, your child may be dismissed from the program. Be sure you **HAVE EMERGENCY BACK-UP** should you be delayed due to traffic or emergencies.

We close at 5:00 p.m. on the last day of school, day before Thanksgiving Break, Christmas Break, Spring Break and the last day of school. ALL PAYMENT POLICIES STRICTLY ENFORCED!

ENRICHMENT CAMPS are offered by outside vendors throughout the school year. Some camps offer a discounted fee to Ex Day students and they do not pay the Ex Day Enrichment Camp Registration Fee. For information log onto school website, www-pvmkr.stjohns.k12.fl.us.

Non-Extended Day Students must fill out a Non-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. Student cannot start camp until we receive fee and form.