



ACE 2024-2025

Extended Day Program

PVPV/Rawlins Extended Day offers a quality Before/After School Program where students extend their learning and socialization beyond the scheduled school day. Students participate in a variety of supervised and enriching activities. Most importantly, they have fun with their friends.

Coordinator: Gail Catania

Office: 904-547-3830

Fax: 904-547-8575

gail.catania@stjohns.k12.fl.us

PVPV/Rawlins Elementary School

610 A1A North

Ponte Vedra Beach, FL 32082

Website: www-pvmkr.stjohns.k12.fl.us

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 Student Code of Conduct.



THE SIX PILLARS OF CHARACTER!

“Work Hard, Be Kind, Be Awesome!”

PROGRAM INFORMATION:

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 for both parents/guardians.**

The ACE staff are dedicated and experienced Group Leaders who can provide the support and guidance your child needs when absent from your presence. Group Leaders greet your children after school, provide afternoon snack and discuss the school day. Students then engage with their Group Leaders among various activities such as:

- Exercise and Sports
- Computer Time
- Homework Lab
- Arts and Crafts
- Fee-based Enrichment Camps
- Social skills building

Hosting the afterschool care within our own facility offers the advantage of continuous use of our familiar learning environments including the Media Center, Computer Labs, and Playgrounds where children enjoy playing basketball, dodgeball, kickball and more.

2024-2025 ENRICHMENT CAMPS:

Chess	Challenge Island
Club Scientific	Dance/Cheer & Acro
Drama	First Tee Golf
Kick Start Art	Kidz Art
Kids Can Code	S4 Sports
Soccer	Spanish
Tennis	

Watch the website for new camps.

EXTENDED DAY HOURS/RATES (Subject to Change)

HOURS OF OPERATION

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

AM: 7 am - 8:00 am @ PV Campus (Breakfast available in cafeteria at 8:00)

PM: From dismissal until 6:00 pm @ Rawlings Campus

(Avoid picking children up during dismissal between 2:40 and 3:15 as they are in transit.)

***Note Early Closing Days, LATE Payment and Late Pick-Up Fees.**

***We close at 5pm on the last day of school before: Thanksgiving Break, Holiday Break, Spring Break, and the last day of school.**

TRANSPORTATION CHANGES

You **MUST NOTIFY** the Extended Day Coordinator of your child’s **transportation changes NO LATER THAN 2 pm (1 pm on Wednesday)**. You may phone or email using the contact information on the front page. ***If we do not have an official transportation change from you, we will KEEP YOUR CHILD AT ACE.***

EXTENDED DAY HOURS/RATES (continued) Registration fees noted below.

- AM Only:** 7am-8am PV Building Cafeteria
1 Child - \$175 Payment
- PM Only:** Dismissal – 6pm Rawlings Front Office
1 Child - \$300 Payment
- AM & PM:** Both morning and afternoon
1 Child - \$350 Payment

REGISTRATION/PAYMENT INFO

There is an annual, **NON-REFUNDABLE** registration fee, per child, to enroll in the ACE program. The fee secures your child's spot in the program. Fees include a daily snack and supplies.

- BEFORE MAY 24TH:** \$125 per child
AFTER MAY 24TH: \$150 per child

Fees are collected monthly in 10 equal payments totaling 180 days of school. Please refer to the Payment Schedule for payment due dates. State Law requires care be paid for in advance. For sibling and employee discounts or special financial needs see the Coordinator.

PAYMENTS ARE DUE WITHIN 5 DAYS OF THE DUE DATE LISTED ON PAYMENT SCHEDULE.

REGISTRATION FORMS are available in both front offices and online: www.pvmkr.stjohns.k12.fl.us All sections of form must be completed.

LATE PAYMENT POLICIES: *THERE IS A \$1 PER MINUTE LATE PICK-UP FEE AFTER 6 PM. 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. **Late fee for 5:00 PM dismissal days listed above is \$10 fee plus \$1 per minute.**

***ALL PAYMENT AND LATE PAYMENT POLICIES ARE STRICTLY ENFORCED. After 3 late Fees your child may be subject to dismissal from the program.**

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

Non-Extended Day Students **MUST** fill out a Non-Extended Day Enrichment Registration form and pay a one-time yearly fee of \$25. This fee along with the Registration Form found on the school website should be sent directly to the ACE Coordinator. Students cannot start camp until we receive fee and form.

If payment is not made by the end of the last paid service date you will be called to pick your child up from ACE and they will not be able to return until all monies, including late fees, are paid. After 3 late fees your child may be dismissed from the program. Late Payment fees are \$25 per payment for the first occurrence, \$50 thereafter. If extenuating circumstances arise, please do not ignore the payment; speak with the coordinator in advance and we will try to work with you.

Reinstatement Fee for Student Withdrawn from Program: \$25

THERE ARE NO PAYMENT REFUNDS.

PERSONAL ITEMS:

Students are not allowed to bring personal items to ACE, including toys, cards, stuffed animals, and other items from home. We are not responsible for any personal items lost during ACE.

DRESS CODE:

Most days your child will have outside playtime during ACE. Please keep this in mind when dressing your child in the morning. It is always best to dress your child in comfortable play clothes. Sneakers are highly recommended.

If your child has a problem with bathroom accidents, please leave an extra change of clothes in a bag with your child's name in their backpack.

PICK-UP PROCEDURES

At the end of each day, each child must be picked up by someone on your approved pick-up list. Please inform all parties on your approved list that they will need to provide a picture ID at pick up.

Children will not be released to anyone who is not on their approved pick-up list or those who cannot provide a picture ID.

BEHAVIOR

Our children know the difference between right and wrong. However, when problems occur, we have rules and consequences that will be enforced. We feel strongly that when we have support from parents at home, we can be more effective in helping children who have made an error in judgment. Being able to work with the support of our parents will minimize the likelihood of having to repeat the process. Students must be able to follow the rules of the program in accordance with a staff to a student ratio of 1 to 25.

PLEASE READ OVER THESE POLICIES WITH YOUR CHILD. Know that we will make you aware of minor issues to prevent potentially larger problems before they occur. After a third reprimand, a child may be permanently expelled from our program. This is a policy we hope we do not have to enforce but sometimes is necessary to ensure a smooth-running program for all children attending. It is a **privilege not a right** to attend the program. Positive behavior is a must!!

RULES AND WARNINGS

1. Children are required to remain with their teachers during their designated time and/or are responsible for reporting to the designated area for roll call at the beginning of ACE.
2. Good sportsmanship and fair play must be displayed at all times.
3. Disrespect in any form and/or to anyone will not be tolerated.
4. No foul or abusive language or hand gestures.
5. No defacing or abusing of school property, materials, or equipment.
6. Children are responsible for their own belongings.
7. No fighting, hitting, kicking or other abusive behavior towards fellow students or teachers.
8. Teachers are to be shown respect and are to be obeyed at all times.
9. No chewing gum or eating lollipops.

10. All injuries, conflicts or mishaps, no matter how small, must be reported to the teachers immediately.
11. No dangerous items of any type are to be brought to school.
12. All valuable items including electronics should be left home. We will not be responsible for any items lost or broken.
13. Electronics are not permitted without permission. If the child is given special permission, parents must provide a note releasing the school from any liability.

Parents will be notified when their child is unable to meet our student behavior expectations. A pattern of continuous behavior issues may lead to a temporary suspension or removal from the program as outlined below.

INFORMAL WARNING

For the first official offense, a conference with the child and coordinator will occur. The child will be given time to correct his/her behavior, he/she may be given methods and/or time to prove he/she is able to adhere to policy. Informal warnings will be removed from the child's record if the child exhibits acceptable corrected behavior for a two-week period. A parent is not asked for a conference with an informal warning but will be notified.

FIRST REPREMAND:

Parents will be notified of any formal warning offenses. The record of offense remains on file.

SECOND REPREMAND:

Parents will be notified of any warning of offenses by way of a formal/informal verbal parent conference. Written documentation signed by the parent is required. The record of offense remains on file. **At this point, the child is suspended from ACE for a period of one week.**

THIRD REPRIMAND:

Parents will be notified of any warning offenses by way of a formal/informal verbal parent conference. Written documentation signed by the parent is required. The record of offense remains on file. **At this point, the child will be expelled from ACE indefinitely.**

REMOVAL FROM THE ACE PROGRAM

The Coordinator has the right to withdraw your child from the program at any point if:

- Parents are repeatedly late picking up their child.
- Fees are not paid in advance or are continuously delinquent.
- Your child does not benefit from our program.
- Your child displays inappropriate behaviors or if an incident warrants removal.
- If there is concern for the safety and/or well-being of any member of the ACE program due to the actions of the student in questions.

YOUR CHILD'S PROGRESS

Communication is a key element in our ACE program. Please feel free to ask any questions of our Coordinator. Please let us know if you have any concerns or information you need to share with us.

PLEASE BE SURE ALL CONTACT INFORMATION IS ALWAYS UP TO DATE. WE USE SCHOOL MESSENGER TO COMMUNICATE WITH ALL ACE PARENTS FOR IMPORTANT INFORMATION.