

Extended Day Program

2022-2023

Policies and Procedures Handbook



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OUR PROGRAM

Cunningham Creek Elementary Extended Day is a community service available to CCE students and is self-funded. It does not receive any money from any city, county, or federal agencies. Our team's mission is to provide a safe and fun environment for your child(ren).

Students enrolled in morning care will start their day with friends in the art room. Where activities may include, but are not limited to, coloring, crafts, board games, legos, and/or movies. At 8:00 a.m., when the first bell rings, they will be released to the cafeteria if they are having breakfast or to their classrooms.

In the afternoon, the children are grouped by age and grade. Each group contains up to 25 students. Students are dismissed to extended day when school ends and must be picked up no later than 6:00 p.m. They will meet their friends in the cafeteria for attendance and snack. Monday through Thursday the **2nd through 5th** grade students have about 30 minutes for homework and/or reading. We make time for activities that include, but are not limited to, free play on the playgrounds, board games, arts and crafts, and other indoor/outdoor sports and activities. Occasionally we will watch a movie when the weather is not favorable for being outside. Our activities are geared for your child's age and grade level.

PROCEDURES

ELIGIBILITY

Our Extended Day program and certain other fee-based activities are open to Cunningham Creek Elementary students that are in grades K through 5th. They are required to be fully registered to attend the school **before** they can be enrolled in the Extended Day program.

All students taking part in our Extended Day program **must be potty-trained and self-sufficient when restroom needs arise**. Children will be admitted based upon their needs and appropriateness of the program for the child. If determined that staff training, staff to child ratio, or facilities used, create an undesirable situation for your child, other children or the staff, the coordinator will advise the Principal and we will request that you choose an alternative childcare option.

HOURS OF OPERATION, DROP-OFF & PICK-UP PROCEDURES

Morning care begins at 6:30 AM. Any student not enrolled in the Extended Day Before Care program may NOT enter the school before 8:00 AM. When bringing your child(ren) to morning care, you will need to be buzzed into the building. You will bring your student to the front office, where you sign-in your student in the morning care book, on their respective page. Your child(ren) must be signed in by the person dropping them off every day that they attend. **You must come in with your child(ren), you cannot drop them off outside and leave.**

Please note procedures are subject to change based on the current SJCS and DOH requirements and guidelines.

Afternoon care begins when school dismisses. Students **must** be picked-up and signed out (including time picked up) from the front office, **NO LATER THAN 6:00 PM** by someone on their approved pick-up list. **Please inform all parties on your approved list to provide a picture ID at pick-up.** Students will not be released to those not on the list or those who cannot provide ID. Students will not be released to walk or ride bikes home without an escort from the approved pick-up list. Students are not permitted to sign themselves out. **NOTE: Make sure you, as well as anyone else coming to pick up your child, should ALWAYS have your picture ID,** while we may not card you after we get familiar with you, there will be times when there is someone filling in for us that does not know you and will need to see your ID. Please do not get upset with staff when this happens, this is for the safety of your child. Changes and/or additions to your approved pick-up list needs to be made in writing (note or email) from you. **Please contact the school (904-547-7860 or**

7868) if an emergency arises and someone who is not listed on your approved pick-up list will be picking up your child. Please be patient when picking up your child, it may take a few minutes for them to gather their belongings, clean up any activity they may have been doing, and then make their way to the office.

If your child arrives at Extended Day ill, you will be asked to take him/her home. If your child becomes ill, you or an authorized person will be called to pick up your child. Please respect this request when made, it is meant to keep everyone as healthy as possible when they are at Extended Day.

Please note procedures are subject to change based on the current SJCS and DOH requirements and guidelines.

DISMISSAL & SCHEDULE CHANGES

Should your child's schedule deviate from the norm, it is the parent's responsibility to **email dismissal changes to ccestransportation@stjohns.k12.fl.us before 2:00 PM (1:00 PM on Wednesdays)**. Please include the Extended Day Coordinator, at Kelly.Mullen@stjohns.k12.fl.us, in your email. This will ensure your child's safe and accurate dismissal.

All students in attendance with Extended Day must be signed out by an authorized person and will not be allowed to leave by way of walking or biking alone. If we are not notified of a change, we will keep your child in our care. We **DO NOT ACCEPT** a child's word for dismissal changes. Their safety is our number one priority and we will always elect to err on the side of caution.

LATE PICK-UP POLICY

YOUR CHILD MUST BE PICKED UP AND SIGNED OUT PROMPTLY BY 6:00 P.M.

Anyone picking up after 6:05 p.m. will be asked to sign a late pick-up sheet and will be charged \$1.00 per minute per child from 6:01 p.m. until the pick-up person's arrival. Your late fee will be determined using CCE's office clock. ***This charge will automatically be applied to your account.*** All fees must be paid in order to be in compliance with the *Florida State Law*. Non-payment of late fees can result in suspension from the Extended Day program. We understand that unforeseen things happen, such as traffic, accidents, emergencies, or just running late, we ask that you notify us before 6:00 p.m. Your waiting child will feel more reassured as well. **Please have a BACKUP PLAN for such emergencies.** We extend our understanding by offering you three (3) excused late pick-ups, this does not excuse the late fees. At our discretion, we may give a one-time courtesy warning and waive the fee for a first-time offense. After three (3) late pick-ups your services may be suspended for one week. If you continue to have late pick-ups after that, you will be asked to make other arrangements for after school care that better suit your needs. When you arrive, please do NOT dispute the fee charged. This is a charge we DO NOT wish to have to collect. **Please be considerate of our time, as our staff also have families and personal obligations they need to get to.** This is a St. Johns County School District policy that is strictly enforced! Any questions regarding this policy should be addressed to the Extended Day Coordinator, not to the attendant caring for your child at the time of pick up.

WITHDRAWING FROM THE PROGRAM

If you are planning to remove your child for a day, a week, or discontinue our services, **please notify us of your plans**. If you should need to discontinue our services, please give us **two-weeks written notice** (note or email). There may be other children on a waiting list for an available opening. If your child leaves with any outstanding debts, you are still responsible for paying the debts, and he/she

may not be re-enrolled until these have been satisfied. **Any refund requests must be made within 2 weeks of withdrawal or the amount will be forfeited.**

Note: If we are not aware of your plan to discontinue our services, you will be responsible for the entire month's fee.

VENDOR ENRICHMENT ACTIVITIES

These activities are offered by vendors that are contracted by the St. Johns County School District. Our program acts as a bridge between you and the vendor offering these additional services as a convenience for our parents and students. You will need to contact them directly in order to register your child(ren) in their classes and pay for their services, which are completely separate from Extended Day registration and fees. Checks for these classes must be made payable to the vendor's business name and can be given to Extended Day to give to the activity staff the next day that they hold class. The activities are offered to all Cunningham Creek Elementary students, not just the students enrolled in Extended Day. Students who are not currently enrolled in Extended Day are required to pay a \$25.00 registration fee and fill out an Enrichment Only registration form to attend these activities. This fee is an annual fee per child and covers all vendor activities for that school year. This is payable to CCE Extended Day and is completely separate from any fees charged by the vendor. This fee and the registration form need to be submitted to Extended Day before the student can attend any activity classes. These activities include, but are not limited to: Club Scientific, Debbie's Dance Co., L.E.E. Spanish, KidzArt, Pottery Plus, Silvernote Piano, and Ready Set Act. **These may change each year.**

***Please avoid picking up your child early on the day of their schedule activity.**

AFTER SCHOOL CLUBS & ACTIVITIES

Teacher sponsored (non-vendor) after school activities and clubs at CCE, such as Chorus, Yearbook Club, etc. Please send the Extended Day Coordinator an email to let us know if your Extended Day student is going to be joining any of the teacher sponsored after school activities/clubs and what day of the week they will be expected to attend the activity/club. This way we will know that you have given your permission for your child to be involved in the activity.

KINDERGARTEN STUDENTS

Kindergarten students begins the year on a staggered start schedule. Your student will have the opportunity to attend Extended Day on their assigned staggered start day. Please notify the Extended Day Coordinator if your child will not attend that day. Extended Day will work with the Kindergarten teachers to assure that your child arrives at Extended Day on the days they attend school the first week. Kindergarten students will be escorted directly from their classrooms to their Extended Day group leaders until they have a full understanding of our routine. We know this is a great time of transition for both child and parent, please be assured your child's safety and feeling of security is our first priority. Please ensure your student has an extra change of clothes in addition to the outfit you pack for the classroom, just in case an accident occurs during Extended Day.

SNACKS

The Extended Day Program will provide for each child, **one** snack per day and **one small bottle of water per day, only if they do not have their own refillable water bottle with them.** We try to offer a variety of snacks that will not pose a problem for children with allergies. However, with so many different types of allergies it is hard to cover every possibility. Therefore, it is **IMPERATIVE** that you let us know if your child(ren) has an allergy so we can make sure that there is a snack option they can have. Please feel free to pack additional snacks for your child, we will give them an opportunity to eat them.

HOMWORK

The Extended Day afternoon program provides approximately 30 minutes of quiet time for homework and reading on Monday through Thursdays. This time is provided for **second through fifth** grade groups. The Extended Day Aide leading each group will oversee homework time and can assist when needed to the best of their ability for their group. Please be advised that they are not trained and therefore not able to help with Common Core. We cannot guarantee that your child(ren)'s assignments will be completed by pick-up. Students that are required to work on their homework in Extended day must come prepared. **We do NOT allow children to go back to classrooms** for safety and supervision purposes, as well as, to reinforce responsibility. All classrooms are locked as the teacher leaves, therefore, they cannot get in. All students in second through fifth grade will participate in homework time and are expected to remain quiet during homework time out of respect for all students, regardless if you require them to do their homework during Extended Day or not. There is only one teacher for each group, therefore, they cannot split the group and be in more than one place at a time. Please note that we use the honor system for homework, and it is your child(ren)'s responsibility to complete their homework. As a side note, after approximately 30 minutes has elapsed or the majority of the children are done, they will move on to whatever location for the activity planned for the day. Any children still needing to finish their homework will be allowed to do so at that location.

Kindergarten and First Grade students do not have the same "quiet time" for homework as the older children, however, they will be asked if they have any and if so, are given an opportunity to complete it Monday through Thursday as well, once they get to their respective location for the day. Kindergarten students generally, do not have homework that can be done independently; therefore, they may come home with homework that still needs to be completed. We do not have adequate staff for one-on-one attention.

MOVIES

Occasionally we will show a movie to the students. All movies are rated G or PG, if appropriate. If you do not approve, we will provide something else for your child to do during the movie.

LIFE CHANGES

It is the mission of the CCE Extended Day Program to be a support to families and to promote positive development for our children. We recognize that many families have special circumstances such as divorce, separation, a move, a disability, etc. In order to provide the best possible care for your child/children, it is vitally important that we be able to maintain current information and positive relationships with all significant adults in your child's life. For instance, we need to be clear on the following:

- Custody arrangements
- Which parent to contact first in the event of an emergency
- Should program information be sent to both parents (*incident reports, behavior issues, etc.*)
- Who is responsible for payment?
- Who will or will not be authorized to pick up children (*Court order and/or documents must be on file to enforce*)
- If your child has a disability, is there anything that would be helpful for us to know to be able to work better with them.
- Anything else you feel is pertinent to your child's well being

POLICIES

REGISTRATION FEE

A **non-refundable registration fee** will be collected annually with registration forms. This fee helps covers costs associated with the program. Registration fees are \$75 per child. If you remove your child(ren) from the program during the school year and then decide to re-enroll in the program later in the same school year, if space is available, you will not be required to pay another registration fee.

Note: If your child leaves with any outstanding debts, he/she may not be re-enrolled until these debts have been satisfied.

RATES & PAYMENT PROCEDURES

The school calendar year consist of 180 days that children are in attendance. We have broken up the Extended Day fees into 10 equal installments for your convenience. Each payment covers 18 school days of child care. Florida State Law (Article VII, Section 10 of the Florida Constitution) requires that all services be paid in full prior to services being rendered. Payments are due **on or before** the 15th of every month. If the 15th falls on a weekend or holiday, payment must be received on the business day **before** the 15th. **A \$5.00 late fee will be applied every for 5 days that the payment is late (late fees will be charged on the 20th, 25th, 30th, etc.).** Payments not received by the day that payment coverage starts, will result in your service being suspended and your child will not be allowed to attend until your account is brought up to being current, including late fees. *For example: If the payment is due Sept. 15, which covers the period of Sept. 30th through Oct. 26th, and we have not received payment by Sept. 30th, your child(ren) will not be allowed to attend until you have paid and brought your account current, this includes all late fees (which would be \$15.00 if you paid on Sept. 30th).*

Reminder: There are two monthly payments due on or before August 15th, please remember to pay online, mail or drop them off BEFORE school starts.

2021-2022 Cunningham Creek Elementary Extended Day Program Rates

No. of Children	AM Care Only	PM Care Only	AM and PM Care	Wednesday Only PM Care
1 Child	\$155.00/mo.	\$280.00/mo.	\$350.00/mo.	\$115.00/mo.
2 Children	\$263.50/mo.	\$476.00/mo.	\$595.00/mo.	\$195.50/mo.
3 Children	\$372.00/mo.	\$672.00/mo.	\$840.00/mo.	\$276.00/mo.

*SJCSD Employees receive a 50% discount off rates shown above

*****Fees are subject to district approval and changes may be necessary to meet district requirements each year.**

2022-2023 Fee Schedule		
Payment #	Due Date	Payment Coverage
1	Aug. 9 th	Aug. 10 th – Sept. 2 nd
2	Aug. 15 th	Sept. 6 th – Sept. 29 th
3	Sept. 15 th	Sep. 30 th – Oct. 26 th
4	Oct. 15 th	Oct. 27 th – Nov. 22 nd
5	Nov. 15 th	Nov. 28 th – Dec. 21 st
6	Dec. 15 th	Jan. 5 th – Jan. 31 st
7	Jan. 15 th	Feb. 1 st – Feb. 28 th
8	Feb. 15 th	Mar. 1 st – Apr. 3 rd
9	Mar. 15 th	Apr. 4 th – May 1 st
10	Apr. 15 th	May 2 nd – May 25 th

Payments can be made online at www.schoolpay.com, by check or cash. If you pay through www.schoolpay.com, be sure to select Extended Day. **Checks should be made payable to CCE.** **Please notate CCE Ext. Day and child(ren)'s name(s) in the memo line.* We cannot be held responsible for money being sent to school with your child. Cash payments can be made in the office. If paying with cash, you must have the correct amount, we cannot give change. Checks sent in with your child should be in an envelope with Extended Day and with your child's name written on it. DO NOT include any other school function fees in your Extended Day payments (cafeteria, field trips, fund raisers, etc.). If you mail your payment in, please remember to mail it in with enough time for it to arrive to us on or before the due date.

Monthly invoices will NOT be sent. THIS is your notification that all payments are expected to be paid in a timely manner and are listed on the Extended Day Fee schedule. Statements are available upon request. At the end of the tax year, you may request an end-of-year tax statement, which will reflect all payments made to Extended Day for that calendar year. If you would like it sent to you in an email, **you must specifically request that.** Otherwise, one will be printed out for you to pick up in the office. For tax purposes: **Federal Tax ID: 59-6000824.**

RETURNED CHECK POLICY

The St. Johns County School District is an Envision Payment Solutions participant. If you should have a check returned, you will be contacted for payment by Envision. Please do not pay Extended Day. You are responsible for any additional fees that may be charged by Envision. **If these checks are not cleared within a 7 Period or if we receive more than one returned check on your account, it will be mandatory to pay in cash or money order for all future transactions with the Extended Day program.** Prompt communication with Envision regarding such matters is required in order to maintain your status with the Extended Day program.

EMERGENCY CLOSINGS

Extended Day will close when St. Johns County Schools are closed due to severe weather conditions or other emergency conditions affecting the county. In severe weather, the children will be brought inside Cunningham Creek Elementary School. You may come and check your child out through normal check-out procedures.

PERSONAL ITEMS

Extended Day is NOT responsible for any personal items lost during the program hours. Students should not remove personal items from their backpacks during Extended Day. Students are welcome to check the Lost & Found in the cafe. **At no time are students allowed to use electronics, such as cell phones or iPads from home.** We also do not allow personal toys to be brought to Extended Day (to include but not limited to, balls, Pokemon & Yugioh cards, etc.). Our program has plenty of appropriate items for use.

DRESS CODE

Weather permitting, your child will have play time outside during the afternoon. Please keep this in mind when dressing your child in the morning. It is always best to dress your child in comfortable clothes appropriate for the weather conditions for that day. Extended Day follows the SJCSD Student Dress Code. Girls wearing dresses or skirts should **always** wear shorts or leggings underneath. Students must wear shoes that have a back or strap on the heel. Also, you may want to have an extra change of clothes, in a large zip-lock bag labeled with your child's name, in their backpack in case of accidents, especially for younger children.

BEHAVIOR AND DISCIPLINE POLICY

PLEASE READ THE FOLLOWING POLICIES OVER WITH YOUR CHILD(REN)!

Making you aware of the policies may prevent problems before they occur. Please keep in mind that this is more of a social environment than the classroom. Remember...It is a **PRIVILEGE, NOT A RIGHT** to attend the Extended Day program.

BEHAVIOR

POSITIVE BEHAVIOR IS A MUST!!!

Students in CCE's Extended Day program are expected to exhibit good behavior, and follow all school rules and procedures, just as they are during the regular day. They are well versed in the Character Counts principles and know the difference between right and wrong. 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 judgement. 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 student ratio of 1 to 25.

Know that we will make you aware of minor issues to prevent potentially larger problems before they occur. You will note on our form that after the third reprimand, a child may be suspended or expelled from our program. This is a policy we hope we do not have to enforce, but sometimes is necessary to ensure a fun and safe environment for all children attending. **It is a privilege, not a right to attend the Extended Day program.**

All Extended Day students are required to follow the expectations listed below.

EXPECTATIONS

Trustworthiness

- ❖ Be honest, reliable, and loyal. Have the courage to do the right thing. Don't deceive, cheat, or steal.

Respect

- ❖ Disrespect in any form and/or to anyone will not be tolerated.
- ❖ Teachers are always to be obeyed, as well as shown respect.
- ❖ Be respectful of other's feelings and property.
- ❖ Use good manners.
- ❖ Be courteous when others are talking.
- ❖ Always use inside voices when in the building. You can be loud outside.
- ❖ No foul or abusive language or hand gestures or racial slurs towards anyone.

Responsibility

- ❖ Children are required to remain with their teachers during their designated time and/or are responsible for informing their teachers of their whereabouts by reporting in for “role call” at the beginning of Extended Day.
- ❖ All children must acquire permission from teachers to leave the group for any reason (including the bathroom). They must also let their teacher know when they arrive back to the group.
- ❖ All children should always be in sight of their group leader.
- ❖ Clean up after yourself and help others clean up. Leave things just as or better than you found them when you arrived.
- ❖ Children are responsible for their own belongings. Valuable items should not be brought to school. We will not be held responsible for these items.

Fairness

- ❖ Good sportsmanship and fair play must always be displayed.
- ❖ Always share and never exclude anyone.

Caring

- ❖ Do not pick up or throw rocks, sticks, mulch.
- ❖ No fighting, hitting, kicking, or other abusive behavior towards fellow students or teachers. Remember to always treat others as you want to be treated!
- ❖ No bullying, intimidation, or harassing behavior towards fellow students and/or staff.

Citizenship

- ❖ No defacing or abuse of school or extended day property, materials, or equipment.
- ❖ All injuries, conflicts or mishaps must be reported to the teachers immediately.
- ❖ No dangerous items of any type are to be brought to school.
- ❖ Items such as: iPads, cell phones, other electronic devices, trading cards, toys or sports equipment of any kind from home are not permitted. These items must stay in your child’s backpack or be left at home. Extended Day will not be held responsible for any lost, stolen, or damaged items.

DISCIPLINE

Students failing to exhibit good behavior are subject to the following disciplinary procedures and consequences.

Infractions will be handled as follows:

1. **Informal Warning:** For the first offense, depending on the severity of the offense, the student will be warned and conference with an adult when an infraction occurs. They may be given a time out or other method of correction. This verbal warning will give the student the opportunity to correct the behavior. A parent is not asked for a conference, however, may be notified.
2. **1st Incident:** 1st infraction, parents will be notified of any formal warning offenses. Written documentation, signed by the parent, is required. Record of the incident will remain on file.
3. **2nd Incidents:** Student will be sent to the office for a 2nd infraction. The student will remain in the office until a parent arrives, providing the student “thinking time”. Parents will be notified by way of a formal or informal conference. Written documentation, signed by the parent, is required. Record of the incident will remain on file. The child may be suspended from the Extended Day program for up to 1 week depending on the severity of the offense.
4. **3rd Incident:** Parents will be notified through formal/informal parent conference. Written documentation, signed by the parent, is required. Record of the incident will remain on file. Student will be suspended from Extended Day for one week or may be expelled from the Extended day program depending on the severity of the offense.

5. **4th Incident:** Parents will be notified by formal/informal parent conference. As with prior incidents, this conference is often done by verbal discussion and written documentation. The documentation will require a parent signature. At this point, the student will be disenrolled from the Extended Day program.

Note: Depending on the severity of the offense, these consequences may be escalated. The Extended Day program reserves the right to suspend and expel a child if at any point in time he/she threatens the safety of himself/herself or another child. There will not be any refunds or credits given for periods of suspension.

We sincerely hope that these steps will not be necessary, but our mission is to keep our students safe while in the care of Extended Day. These expectations will ensure a safe and happy environment for all children. Thank you for your partnership and support.

AGREEMENTS and RELEASES

GENERAL RELEASE OF LIABILITY

The undersigned agrees to release and forever discharges the Cunningham Creek Elementary Extended Day Program and School, the St. Johns County School District, St. Johns County School Board, their officers, servants, agents, and employees from all claims, demands, rights and causes of action of any kind the undersigned now has or hereafter may have on account of or in any way arising from personal injuries and/or property damage known or unknown to the undersigned at the present time that results from any occurrences which may happen to the below stated child during time spent in Cunningham Creek Elementary Extended Day Program, barring proven supervisory neglect.

MEDICAL RELEASE FOR CARE & TREATMENT

In case of accident or serious illness during Extended Day hours, The Extended Day Staff will contact the legal guardian. Cunningham Creek Elementary School Extended Day Program may make whatever arrangements necessary to provide care and treatment for my child including contacting a physician. In case of emergency, I hereby give the Extended Day Staff permission for my child to be transported by Emergency Medical Services to the hospital and given necessary treatment. I understand I will be responsible for any and all related charges. In the case of an accident or serious illness where immediate treatment of my child is not indicated but where he/she is unable to remain at the school, the Extended Day Staff will contact the parent to arrange pick-up of my child. If Extended Day Staff is unable to reach me, I authorize them to contact one of the persons listed on the registration form and request them to come to the school and pick up my child. (Please be sure that your emergency contacts are local and can pick up your child if there is an emergency and we cannot reach you.) I understand that it is the parent/guardian's responsibility to notify the school of any changes in this information throughout the school year.

VERIFICATION OF UNDERSTANDING & AGREEMENT

I have read the handbook for the Cunningham Creek Elementary Extended Day Program; I accept the terms and agreements above. I agree to pay my student's fees according to the payment schedule. I am aware that delayed payment of fees will result in loss of childcare. I understand the information above and have gone over the homework, discipline policy, and program safety guidelines with my student(s).

Thank you for taking the time to review the Cunningham Creek Elementary Extended Day Policies and Procedures Handbook! Feel free to contact the Extended Day Coordinator with any questions or concerns you may have during the duration of your child(ren)'s enrollment at (904) 547-7868. **We look forward to working with your family and having a wonderful school year!**

Sincerely,

Kelly Mullen	Extended Day Coordinator
Linda Ramos	Extended Day Aide, 3 rd , 4 th & 5 th Grade
Julianne Horne	Extended Day Aide, K & 1 st
Linda Smith	Extended Day Aide, 1 st & 2 nd
Tracy Madsen	Extended Day Aide, ESE Floater
Jaime Jones	Extended Day Aide, K & 1 st (PTAN)
TBD	Extended Day Aide, Morning Care

