

General Information/Policies and Procedures

Durbin Creek Elementary Extended Day Enrichment Program

“Encouraging Growth While Making the Most of Our Enrichment Time”

General Information

The Extended Day Enrichment Program at Durbin Creek Elementary School is a community service provided by the St. Johns County School District. It is available to students enrolled at Durbin Creek in grades Kindergarten to Fifth. The children enrolled are provided with supervised daily activities that are age appropriate. Group ratios are approximately 1:25. This is a totally self-supportive program, receiving no monies from the city, district, county, state or federal agencies. All fees for student participation in the program **must be paid in advance** prior to the child’s attendance. Extended Day Enrichment is designed to provide a safe, nurturing, positive environment that enlists age appropriate programs and activities to enhance and enrich the experiences within our student’s day. Such activities include arts & crafts, homework, recess, and sports. Space is available on a limited basis. Contracted activities requiring additional fees are also available to enrich your child’s afternoon.

Registration, Fees & Information

There is a once a year, non-refundable registration fee of \$100 per child. This fee helps provide materials necessary for activities within the Enrichment Program. This fee is not refundable if the parent decides not to enroll his/her child after payment of this fee. The parent may enroll, withdraw & re-enroll their child/ren in the program throughout the year without repayment of the registration fee. However, space is limited. Although we will be glad to give you our best guess, there are no guarantees that there will still be room for your child should you need to re-enroll.

Enrichment fees are collected for the months of August through May. Extended Day enrichment fees are divided into **10 even payments**. If payment is not received, we do not charge a late fee, however, your child will be dropped from the program until the balance is paid in full.

Payment Options

Option 1: Please make checks payable to: **Durbin Creek Elementary** or **DCE**

**Checks returned NSF for any reason will be subject to processing fees from Envision Payment Solutions who handles all returned checks.*

Option 2: Online Extended Day Payments: Below is the link to the online payment system. You can set up your own account and take care of Extended Day payments. We offer a 2% discount if tuition is paid in full. Link to online pay site:

<http://www.schoolpay.com>

Receipts

Receipts for reimbursement of dependent care expenses will be issued through the Extended Day Office if requested. End of year statement summaries for tax purposes

will be printed or emailed as needed. If any further documentation is required, please direct all requests to the Extended Day Coordinator.

Pricing Information

Plans listed below are cost per month. The school calendar year consists of 180 days that the children are in attendance. Each month varies from another in the amount of days attended. Due to the variance, we have broken up the extended day fees into 10 equal payments for your convenience. Each payment covers 18 days of child care. Florida state law requires that all services must be paid in full prior to services being rendered. Snack and drink included with all after school plans.

Before School Care Only

1 Child: \$160
2 Children: \$280
3 Children: \$400

After School Care Only

1 Child: \$250
2 Children: \$437.50
3 Children: \$625

Both Before & After School Care

1 Child: \$320
2 Children: \$560
3 Children: \$800

**“DROP IN” with paid registration \$30/visit
OR without paid registration \$40/visit**

**Drop In Punch Card = 10 visits
“Any Date Drop Ins” for \$250 with paid registration
(Unused Punches Not Refundable)**

Program Hours

Before School Care

6:30 am – 7:50 am

After School Care

Dismissal – 6:00 pm

School dismisses at 2:45 pm on Monday, Tuesday, Thursday, & Friday and at 1:45 pm on Wednesday.

Extended Day care is available on days Durbin Creek Elementary School is in session. It is not available on school holidays, teacher/in-service days, or Winter, Spring, or Summer breaks. Monthly fees already account for those weekdays (holidays, breaks, etc.) on which there is no school. On days of early release, your child in Extended Day goes immediately to Extended Day upon school dismissal.

Late Pick-up Charges

Late fees begin at 6:05 pm with a charge of \$5.00 and \$1.00 per each additional minute after 6:05 pm.

Schedule Change or Withdrawal

Should your needs change and you need to reduce or discontinue services through our program, we require **2 weeks notice** in writing. Should you decide to withdraw, we cannot guarantee a spot will be available should you return.

Morning Extended Day

6:30am – 7:50am If students are in need of breakfast, it is available through the school's cafeteria. Breakfast begins at 8:00am. Payment for breakfast is paid directly to the cafeteria via your child's lunch number. (Cash is also accepted.) Breakfast/Lunch money cannot be included in payments to Extended Day.

Afternoon Extended Day

Begins as school ends, which is at 2:45 pm Monday, Tuesday, Thursday, Friday & 1:45 pm Wednesday. Upon school dismissal until 6:00pm. Extended Day supervision is not available beyond 6:00 PM.

Daily Recess & Snack

The children alternate using the playgrounds, basketball courts, softball fields, soccer fields, their assigned houses, and the cafeteria on a daily basis. Snack is provided for all After School Care children and is already factored into your monthly payments. Please advise us of ANY food allergies so we can accommodate your child.

Homework

Each group will have a time designated for the completion of homework. Their Extended Day teacher will try their best to help children with directions and questions, however, we do not have adequate staff for one-on-one attention.

Contracted Activities

Each child in After School Care has the opportunity to enroll in contracted activities for an additional cost. Prices vary based on activity. They are offered to enable the children of working parents the opportunity and exposure that late hours sometimes prohibit. They are meant to enhance your child's experiences and promote a higher self-esteem and sense of accomplishment.

When do they begin?

Most activities do not begin until September.

When do we register?

Most activities consist of 6 to 8 weeklong sessions and will have registration forms at the Extended Day checkout.

Pick-up Procedure

Pick-up procedures are forthcoming.

Behavior Communication

Warnings will be given to children who do not follow the instructions of the St. Johns County Code of Student Conduct as well as Durbin Creek Elementary and Extended Day Citizenship Rules. Please keep in mind that this is more of a social environment for the children than the classroom, especially since they've just completed their school day. If your child should continue to make poor choices, notes will be sent home to keep you advised and to ask for support in correcting the behavior. If the behavior continues then your child will be removed from the program. Any infractions severe enough to warrant a formal behavior write-up will be documented and the parents advised. With proper communication and support at home, many behaviors can be modified before severe consequences are required.

The first 3 Write-Ups will result in loss of playtime and a note sent home.

4th Write-Up will result in a note sent home and the child suspended from the program for 1 day

5th Write-Up will result in a note sent home and the child suspended from the program for 2 days

6th Write-Up will result in a note sent home and the child permanently expelled from the program.

Consequences may be escalated if behavior is violent or severely disruptive.

DURBIN CREEK ELEMENTARY EXTENDED DAY

Federal Tax I.D. #59-6000824

Contact Information

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