

## **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. **Payments are due on the 15<sup>th</sup> of every month. Currently, we do not charge a late fee. After 3 late payments your child may be dismissed from the program. However, payments not received by the next billing cycle will result in your child not being allowed to attend Extended Day and removal from the Extended Day program. If you have extenuating circumstances, please talk with the Coordinator and we will try to work with you.**

### **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 is 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: \$275
- 2 Children: \$480
- 3 Children: \$685

### **Both Before & After School Care**

- 1 Child: \$330
- 2 Children: \$590
- 3 Children: \$850

**“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.

### **Drop-off & Pick-up Procedures**

#### **Before School Care Drop-Off: 6:30 AM – 7:50 AM**

\*Please park in the school parking lot towards the beginning of the parent pick up line. There is a small sign indicating “Ext Day Pick Up”.

\*Parents/Guardians walk your student(s) down the sidewalk that leads to a double set of blue doors. Parents/Guardians will need to knock on the blue door.

\*At the door, an Extended Day team member will be there to greet you and allow entrance to your student(s) who will be directed to enter the Oasis (Cafeteria).

#### **After School Care Pick-Up: 3:30 PM – 6:00 PM**

\*On days your student will not be in extended day you will need to send a dismissal change to the teacher and [dcnotifications@stjohns.k12.fl.us](mailto:dcnotifications@stjohns.k12.fl.us).

\*We have a Google Voice phone number that you may text when you are 5-10 minutes away from picking up your student(s) from Extended Day. By texting, student(s) will be called to the check-out area and most likely will be ready to go upon your arrival. This will help to make pick-up run more efficiently.

\*Please park in the school parking lot toward the beginning of the parent pick up line. There is a small sign indicating “Ext Day Pick Up”.

\*Parents/Guardians please have your ID ready to show an Extended Day team member.

\*Parents/Guardians walk down the sidewalk that leads to a double set of blue doors.

\*At the door, an Extended Day team member will ask for the student(s) name(s) you are picking up and your ID.

### **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.

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

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

6<sup>th</sup> 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**

Coordinator: Allison Davis

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