

**Durbin Creek Elementary School  
Extended Day Program  
2025-2026  
Policies and Procedures Handbook**



**Lataben Naik – Extended Day Coordinator**

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**904 - 547 - 3882**

# **Durbin Creek Elementary Extended Day Program**

*"Encouraging Growth While Making the Most of Our Enrichment Time"*

## **General Information**

The Extended Day 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.

Our dedicated, caring, and experienced group leaders provide proper student supervision while offering engaging and stimulating activities that have an appropriate balance between homework, exercise, skill development, and social activities.

All fees for student participation in the program **must be paid in advance** prior to the child's attendance. Extended Day 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.



# **SCHEDULE AND HOURS OF OPERATION**

## **OFFICE HOURS FOR THE EXTENDED DAY PROGRAM:**

**MONDAY – FRIDAY**

**10:00AM – 6:00PM**

**From August to May**

## **EXTENDED DAY HOURS OF OPERATION**

**\*\*\*NOTE: MORNING DROP OF DOORS CLOSED AT 7:40AM\*\*\*\*\***

<b>DAYS</b>	<b>MORNING CARE</b>	<b>AFTER CARE</b>
<b>MONDAY</b>	<b>6:30am – 8:00am</b>	<b>2:45pm – 6:00pm</b>
<b>TUESDAY</b>	<b>6:30am – 8:00am</b>	<b>2:45pm – 6:00pm</b>
<b>WEDNESDAY</b>	<b>6:30am – 8:00am</b>	<b>1:45pm – 6:00pm</b>
<b>THURSDAY</b>	<b>6:30am – 8:00am</b>	<b>2:45pm – 6:00pm</b>
<b>FRIDAY</b>	<b>6:30am – 8:00am</b>	<b>2:45pm – 6:00pm</b>

# Registration, Fees & Information

Registration is required annually for both new and returning students. There is a once a year, non-refundable registration fee of \$100 per child. This fee helps provide materials necessary for activities within the Extended Day 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.

Extended Day fees are collected for the months of August through May. Extended Day fees are divided into 10 even payments. Payments are due on the 15<sup>th</sup> of every month. Late payment fees will be assessed after the 21<sup>st</sup> of each month at \$5 per week. 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\*\*\*

### We Accept the following forms of payment:

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

Please include the following 3 items in the memo line:

- Cell phone number
- Alternative phone number
- Child(ren) name(s).

*\*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>

Payments can be turned in the Extended Day checkout desk, the school front desk, or mailed to:

Durben Creek Elementary School  
C/O Extended Day Program  
4100 Racetrack Rd.  
St. Johns, FL 32259

### **LATE PAYMENTS**

**All payments past due by 5 days will be rendered a \$5:00 late fee and \$5.00 fee per every 5days later after that (i.e. 20<sup>th</sup>,25<sup>th</sup>,30<sup>th</sup>, etc.)**

All late 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.

### **Returned Check Policy:**

Envision Payment Solutions (EPS) is the payment processing provider for St. Johns County School District. If you should have a check returned for insufficient funds you will be contacted by this company. Please work with Envision Payment Solutions to clear this debt within a 7-day period so that your child's enrollment will not be jeopardized. Parents are responsible for any applicable processing fees charged by EPS.

### **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. For tax purposes, our tax ID number is 59-6000824.

### **End of year Tax statement**

At the end of the school year, you may request an end of year TAX STATEMENT (Payment Report) report from the Extended Day Coordinator.

For tax purpose, our tax ID number is 59-6000824

# 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 number 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 childcare. 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.

## Monthly Service Fee

<u>MORNING CARE</u>	<u>AFTER CARE</u>	<u>MORNING &amp; AFTER CARE</u>	<u>DISCOUNTS</u>
1 Student - \$185	1student - \$300	1 Students - \$ 375	Tuition Paid in Full 2%
2 Students - \$323	2 Students - \$ 525	2 Students - \$655	Military 5%
3 Students - \$460	3 Students - \$750	3 Students - \$ 935	Sibling – 25%

## EMERGENCY DROP IN CHARGES

<u>Morning Care</u>	<u>After Care</u>	<u>Morning &amp; After Care</u>
<u>\$ 20</u>	<u>\$ 30</u>	<u>\$ 45</u>

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

### **Before School Care Drop-Off: 6:30 AM – 7:40 AM**

- \* Morning care begins at 6:30am. **Drop-off between 6:30 to 7:40am.**
- \*Please Park in the school parking lot towards the beginning of the parent pick up line.
- \*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).
- \*Parents/Guardians will need to sign-in their student(s) on the sign-in sheet on their respective place/page.
- \*Please do not drop them off outside and leave.

### **After School Care Pick-Up PROCEDURE**

**AFTER SCHOOL CARE PICK-UP START FROM 3:30pm on (M, T, TH, F)**

**& 2:30pm ON WEDNESDAY**

- Children in our Extended Day Program will be picked up and signed out from the Front Office after 3:30pm (2:30pm on Wednesdays) **NO LATER THAN 6:00PM.**
- On days your student will not be in extended day you will need to submit a dismissal change to the front office at [www-dce.stjohns.k12.fl.us](http://www-dce.stjohns.k12.fl.us) and the student's teacher.
- Please use our Google Voice phone number **904-383-7575** to text us your student(s) name 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 in advance and will likely be ready to go upon your arrival. This will help to make pick-up run more efficiently.
- Please Park in the school parking lot and proceed to the front office.
- Parents/Guardians **please have your ID ready to show an Extended Day team member.**
- Parents/Guardians will enter the front office lobby and show their ID and sign-out their student(s) on the sign-out sheet on
- Children must be signed out and picked up by an adult on their approved pick-up list. **Please inform all parties on your approved list to provide ID at pick-up.**

Student will not be released to minors, those not on the list, or those who cannot provide ID. Any emergency changes to the student's approved pick-up list must be made prior to pick-up time via email to the program coordinator.

- 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.

## **Dismissal/Transportation Changes**

It is the parent's responsibility to notify BOTH, the front office AND the Extended Day Coordinator of any transportation changes that occur once the school day has started.

You may reach the coordinator at 904-547-3882 10:00am to 1:30pm or email it to

[Lataben.Naik@stjohns.k12.fl.us](mailto:Lataben.Naik@stjohns.k12.fl.us)

## **Late Pick-up Charges**

- Late pick-up should be avoided. Each day, children should be signed out and picked up NO LATER THAN 6:00pm.
- Parents must make sure to have emergency back-up in case of delays due to traffic, emergencies, or other unexpected situations. If you are concerned that you will be running late, please call our office or email to let us know of your preferred alternative pick-up plans.
- Late pick-up fees begin at 6:05pm with a charge of \$5.00 and \$1.00 per each additional minute after 6:05 pm. This charge will be determined by using Extended Day program's clock and will be automatically applied to your account. This is necessary to cover the additional costs of staffing after hours. If tardiness becomes chronic (3 times), we will provide a warning and if the practice continues, your child will be subject to disenrollment.

## **Schedule Changes/Early Withdrawal Policy/Fees:**

Should your needs change and you need to reduce or discontinue services through our program, please provide a **two-week written notification by completing the schedule change form found on our website**. This will help us accommodate other children on a waiting list for an available opening. Should you decide to withdraw, we cannot guarantee a spot will be available should you return. All outstanding fees must be paid in full during this 2-week period before the effective withdrawal date. All refund requests must be made within 2 weeks of withdrawal from the program, or the amount will be forfeited.

## **Daily Activities and Routines**

### **Morning Extended Day**

Students enrolled in morning care will enjoy starting their day with friends in the cafeteria where they will be able to play board games, build with Legos, work on craft projects, read, color etc. If students need breakfast, it is available through the school's cafeteria or eat their breakfast from home. 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/Extra Clothing**

The student will have outdoor free play, the children alternate using the playgrounds, basketball courts, softball fields, soccer fields, their assigned houses, and the cafeteria 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.

Accident occurs from time to time when we least expect them. Please provide a daily set of clothing with your student(s) to keep in his/her backpack.

### **Homework**

The Extended Day afternoon schedule provides 30 minutes of quiet time for homework and reading time. 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.

Student will have outdoor free play, snack, and homework/reading time daily. The group will then proceed with activity rotations based on their monthly schedule. Activity rotations include arts & crafts, sports, movies, inside team and board games and most importantly, opportunities to have fun with friends.

Children will be called to the check-out desk as parents notify staff of their upcoming arrival.

### **Personal Items**

The Extended Day program counts with an extensive supply of materials, toys, and games for students use during care time. We strongly encourage students to not remove personal items

from their backpacks during Extended Day. Extended Day is NOT responsible for any personal items lost during program hours.

### **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 play clothes appropriate for all weather conditions
- Sneakers-they are the best shoes. Avoid all open-toe or backless shoes or boots.
- If your child on occasion has accidents, please leave an extra change of clothes in a large Ziploc bag labeled with your child's name in their backpack.

### **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. 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.

#### **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 more information and registration forms on their websites.

## **Communication**

The best form of communication with the Extended Day Coordinator is via email. Full contact information is Listed below.

Coordinator: Lataben Naik  
10:00am to 6:00pm, Monday to Friday  
August to May – Closed during summer.  
Phone: 904.547.3882

Address: 4100 Racetrack Road, St Johns, FL 32259  
Email: [Lataben.Naik@stjohns.k12.fl.us](mailto:Lataben.Naik@stjohns.k12.fl.us)

Please keep in mind that school staff attend to multiple duties throughout the day and an immediate response to your email or phone call may not be possible. If you have an emergency, please call the school (904-547-3880) and the secretary will forward your message to the coordinator.

## **Accidents / Illnesses**

The safety of your child is the number one priority to us. Children should report all injuries or illness symptoms to Extended Day program staff. If a child is injured, the staff will administer simple first aid and send home a brief report describing the situation. In the event of a serious accident or illness, if Extended Day staff is unable to reach the parents, they will contact the physician indicated during school registration and follow his/her instructions. If it is impossible to contact this physician, then extended day staff may make whatever arrangement necessary to provide care and treatment for the child. In case of an accident or serious illness where immediate treatment is not indicated but where the child is unable to remain at school, Extended Day will contact parents to arrange for transportation. If our staff is unable to reach parents, they will contact one of the persons listed on the registration form and request them to come to the school and pick up the child.

## **Discipline**

It is our policy to treat our children with love and respect. To accomplish this goal, we always employ positive reinforcement first, and redirections when needed. We believe that catching children when they make good choices by complementing them and positively reinforcing good behavior is far more effective than disciplining children when they misbehave. However, children are curious, and it is developmentally appropriate for them to test rules and limits.

Children are expected to follow the instructions of the St. Johns County School District Code of Student Conduct (<https://www.stjohns.k12.fl.us/schoolservices/conduct/>) as well as DCES 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.

We work as partners with parents if/when behavioral issues arise. Most minor behavioral issues will be managed between the Group Leader and the child. Other instances will result in a written incident report and parent contact. Notes are sent home to keep you advised and to ask for support in correcting the behavior. With proper communication and support at home, many behaviors can be modified before other consequences are required.

Repeat occurrences of previously addressed behavior or extreme behavior may result in suspension from the Extended Day Program. Our goal for short term suspension is for parents to work at home with children on strategies to improve and correct behavioral issues. Reoccurrences of the issue following suspension may result in disenrollment from our program.

Infractions warranting a formal behavior write-up will be documented and handled as follows:

- The first 3 Write-Ups will result in loss of playtime and a note sent home.
  - 4th Incident: Parents will be notified in writing, giving them the opportunity to correct the behavior.
  - 5th Incident: 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".
  - Student will be suspended from Extended Day for one week if there is a 3rd infraction.
  - If a 6th infraction occurs, student will be disenrolled in Extended Day.

Depending on the severity of the offense, these consequences may be escalated.

The Durbin Creek Elementary Extended Day Program remains committed to the safety, security, and well-being of each child in our care, we will enforce these Discipline Policies to ensure that we provide the best service possible to you and the community. These expectations will ensure a safe and happy environment for all children. We thank you for your partnership and support.

# **DURBIN CREEK ELEMENTARY EXTENDED DAY**

Federal Tax I.D. #59-6000824

## **Contact Information**

Coordinator: Lataben Naik

Phone: 904.547.3882

Address: 4100 Racetrack Road, St Johns, FL 32259

Email: [Lataben.Naik@stjohns.k12.fl.us](mailto:Lataben.Naik@stjohns.k12.fl.us)

Website: [www.dce.stjohns.k12.fl.us](http://www.dce.stjohns.k12.fl.us)