



W. D. Hartley Elementary
Extended Day Program
Policies & Procedures Handbook
Welcome to “The Nest”!

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Hartley Elementary Extended Day Program

2019-2020

About Hartley's Extended Day Program, "The Nest"

Hartley's mission is to provide all students with a high-quality learning experience that develops their social and academic potential. The goal of the Hartley Extended Day Program is to offer students a well-supervised, enjoyable enrichment experience in a safe, familiar setting where they feel "at home." We will have fun, educational, physical, and developmentally appropriate activities planned for our students.

Our mission is the same as our school's mission:

"Hartley Elementary School will provide a safe and caring environment where every student's academic, emotional and social needs are nurtured. Parents, teachers, and staff work together to create a community in which children are inspired and empowered to attain their full potentials and embrace lifelong learning."

Registration & Rates

There is a **non-refundable** registration fee of **\$75 per child, per school year**. The annual registration fee is required for both new and returning students.

Registration Fee \$75.00 per child – Non- Refundable

- Before School Care:
 - First Child: \$160 per Month
 - Second Child: \$80 per Month
- After School Care:
 - First Child: \$260 per Month
 - Second Child: \$130 per Month
- Before & After School Care:
 - First Child: \$320 per Month
 - Second Child: \$160 per Month
- Part Time:
 - Morning: \$10 per Child per Morning
 - Afternoon: \$20 per Child per Afternoon

Please Note:

- The rates listed are monthly rates.
- The registration fee is due prior to the student's start date.
- Monthly prices are three (3) or more day per week in attendance.

We offer reduced rates to families who qualify for free and reduced lunch. *A copy of your approval letter from SJCS D must be presented at the time of registration.*

All St. Johns County School District employees are offered discounted fees.

Payments

- We accept **SchoolPay (preferred online payment option)**, check, or cash.
- **Per Florida State Law (Article VII Section 10)**, *payments must be made prior to childcare services rendered. Please keep in mind that the Extended Day Program is self-sustained and do not receive funding from the school district or state.*
- We cannot be held responsible for money being sent to the school with your child. Cash payments can be made directly in the front office.
- Please put the name of your student on any check and indicate that it is for "Hartley Extended Day".
- All checks returned unpaid by the bank will be turned over to collections.
- Two returned checks unpaid by your bank will result in mandatory cash payments for all subsequent fees due.
- Invoicing will be completed on a monthly basis – the first week of every month. Please make sure we have your email – you will be invoiced via email.
- Regardless of receiving an invoice, THIS is your notification that all payments are listed on the Extended Day Payment Calendar and are expected to be paid in a timely manner.
- At the end of the tax year, you may request an end-of-year tax statement from the Extended Day Coordinator. For tax purposes:
Federal Tax ID: 59-6000824.
- The link for SchoolPay has been provided below for your convenience.
<https://www.schoolpay.com>

Late Fees

A \$30 Late Fee will be added to your account on the 16th if payment is not received. Payments not received by the following bill cycle will result in removal of the program.

Hours of Operation

Monday	6:30am – 8a.m.	2:45pm – 6p.m.
Tuesday	6:30am – 8a.m.	2:45pm – 6p.m.
Wednesday	6:30am – 8a.m.	1:45pm – 6p.m.
Thursday	6:30am – 8a.m.	2:45pm – 6p.m.
Friday	6:30am – 8a.m.	2:45p.m. – 6p.m.

Pick Up & Drop Off

- Please inform all contacts on your approved pick up list that they will need to provide a state-issued picture ID at pick up each time they are here to pick your child/children up.
- For the safety of all children, you must walk into the school and pick up your child at the end of the day. All children **MUST** be signed out with an approved adult's signature and the time they picked up your child each day. Students are not permitted to sign themselves out.
- If changes need to be made to the contacts on your approved list, we must receive those changes in writing (note or email) from you.
- Children will not be released to anyone that is not on their approved pick up list to without a photo ID.
- The Extended Day program ends promptly at 6p.m. daily.
- In the event of three (3) or more late pickups:
There will be a \$1.00 per minute per child late fee applied after 6p.m.
- This is a St. Johns County School District policy and is strictly enforced.
- Your late fee will be determined using Hartley's clock and late fees will automatically be charged to your account.
- When arriving, please do not dispute the fee charged. This is a fee we do not wish to have to collect.
- If possible, we strongly suggest you have a backup plan, a close neighbor, friend, or family member you trust for those unforeseen times when you are stuck in traffic, have an emergency, or are running late.

Where to Drop Off and Pick Up

- **Morning:**
 - In the bus loop there is a fence enclosing the playground. Enter through the gate and walk to a door marked "Extended Day." An Extended Day supervisor will welcome your child.
- **Afternoon**
 - Enter the front office and identify yourself to the Extended Day Director. She will call your child to join you.
 - These procedures have been created in order to maintain a safe environment for students and staff.

Dismissal Changes

It is the parent or guardian's responsibility to notify the Extended Day Coordinator of any transportation changes that occur. You may reach the coordinator at:

Email: Jacey.Gwaltney@stjohns.k12.fl.us

Phone Number: 904-547-8390

Early Withdrawal Policy

In the event of early withdrawal from the Extended Day Program, all tuitions and registrations paid will be forfeited.

If you should decide to re-enroll your child in the Extended Day Program after your student's withdrawal, an enrollment fee of \$35.00 will be required before your child can start.

If there is a debt, the debt must be paid in full before the student is able to re-enroll.

Snack

Snack will be provided for students. Each student will be given snack and a drink each day. Please Note: If your student has allergies that require an alternative snack, please let the Extended Day Coordinator know in order to accommodate the student.

Homework Lab - Please discuss with your student(s).

- Extended Day provides time for homework on Mondays through Thursdays immediately after snack in a designated homework area in a study hall fashion. Extended Day teachers are available to oversee homework time and assist when needed. Extended Day teachers are able to spot check homework for completeness.
- If you require your student to complete their homeworking during this time or at home, please let the Extended Coordinator know with a written note or email.
- Your child is responsible for completing their homework. We cannot guarantee that your child's assignments will be completed by pick up.
- We do not allow children to go back to classrooms. This is for safety purposes and reinforces responsibility.
- We expect all students in the homework area to be as quiet as possible during homework time out of respect for all students.

Activities

Extended Day students participate in many activities including recess, arts and crafts, cooking, science experiments, and more. There may also be special fee-based enrichment programs available to your students to participate in after school. It is always the parent's choice to accept these extra opportunities.

Program Safety Guidelines – Please discuss with your student(s).

We want your child to enjoy Extended Day while participating in a safe learning and social environment. During Extended Day, we expect students to comply with the rules they follow during the regular school day. The rules are exactly the same. Your child's teacher, as well as our group leaders, will work closely with your child from the very first day of school to teach them the proper use of equipment and proper behavior inside the building and on the playground. Any child endangering themselves or others, misusing the playground equipment, or not following the safety rules will be unable to participate in the playground activity that day.

- Children should always be able to see their group leader – stay close to your group.
- If a ball goes over the fence, a group leader will retrieve it. **DO NOT CLIMB OVER** the fences.
- Proper use of equipment is expected at all times.
- Always use inside voices when in the building. You can be as loud as you like outside.
- Always take a buddy after asking permission to leave the group. **NEVER GO ALONE.**
- Clean up after yourself and leave things just as you found them when you arrived.
- Keep your hands and feet to yourself at all times. If you have a problem, tell an Extended Day Teacher.
- Please leave all toys and game home. We are not responsible for lost or stolen items.
- Remember to always treat others as you want to be treated!

Discipline Policy - Please discuss with your student(s).

We occasionally have students who make errors in judgment during Extended Day. We feel strongly that when we have support from the parents at home, we can be more effective when dealing with discipline problems. Listed below and on the following page you will find our Program Safety Guidelines. Please read the guidelines over carefully with your child. After an informal warning, you will be notified in writing of any behavior problems with your child.

- After two written notices, the child will be suspended for one (1) day from attending Extended Day.
- After three written notices, the child will be suspended for three (3) days from attending Extended Day.
- If your child receives a referral after four notices at any point during the year, he or she may be asked not to return to the Extended Day Program.
- The Extended Day Program reserves the right to suspend and/or expel a child if at any point in time he/she threatens the safety of himself/herself or another child.
- There is a no tolerance policy for bullying.

Please print/return the following “permission” page along with your registration.

Movie Permission

Do you give permission for your child to watch “Not Rated,” “G,” or “PG” movies at Extended Day in the event of inclement weather or as a reward? This will act as a movie permission slip for the school year. *If you choose “No”, your students will be provided with an alternate activity.*

YES NO Initial: _____

Authorization for Emergency Care

In case of an accident or serious illness, if the Hartley Extended Day Program is unable to reach me, I hereby authorize them to contact the physician indicated on the registration form and follow his/her instructions. If it is impossible to contact this physician, then the Hartley Elementary School Extended Day Program may make whatever arrangements necessary to provide care and treatment for my child.

In 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 school, Hartley Elementary School Extended Day Program will contact me to arrange transportation for my child. If I am unable to be reached, 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.

Parent/Guardian Signature: _____

General Release of Liability

The undersigned agrees to release and forever discharges the Hartley Elementary School Extended Day Program, the St. Johns County School Board, their officers, servants, agents, and employees from all claims and 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 occurrence which may happen to the below stated child during time spent in the Hartley Elementary School Extended Day Program, barring proven supervisory neglect.

Parent/Guardian Signature: _____

Agreement

I have read the handbook for the Hartley 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 fees will result in loss of childcare. I understand the information above and have gone over the homework lab, discipline policy, and program safety guidelines with my student(s).

Child/Children’s Names:

Parent/Guardian Signature:
