



W. D. Hartley Elementary
Extended Day Program
Policies & Procedures Handbook

Welcome to **THE NEST**

Jacey Gwaltney, Extended Day Coordinator

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Dr. Paul Goricki, Principal

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Hartley Elementary Extended Day Program

2020-2021

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.

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 - NO DISCOUNTS
 - Afternoon: \$20 per Child per Afternoon - NO DISCOUNTS

Please Note:

- The rates listed are monthly rates.
- The registration fee is due prior to the student’s start date.
- All accounts must be current prior to registering for the 2020-2021 school year.
- **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. Please let us know which school or department you are located.

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 to the Extended Day Coordinator.
- 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 and is also located on the Hartley Website.
<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 – 8am	2:45pm – 6pm
Tuesday	6:30am – 8am	2:45pm – 6pm
Wednesday	6:30am – 8am	1:45pm – 6pm
Thursday	6:30am – 8am	2:45pm – 6pm
Friday	6:30am – 8am	2:45pm – 6pm

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 6pm 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 6pm
- 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 Parent Pick Up Loop in the Multipurpose Room. There will be a sign on the door indicating the door to enter. The doors will be opened for you to sign your student in and drop them off for the day.
- **Afternoon:**
 - Enter the front office and identify yourself to the staff member in the front office. They will call your child to join you.
 - These procedures have been created in order to maintain a safe environment for students and staff.

Eligibility

All students taking part in our Extended Day program **must be potty-trained or 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 your child not participate in the program.

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 water 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 - Please discuss with your student(s).

- Extended Day provides time for homework on Mondays through Thursdays 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.
- 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.
- Please keep in mind that we use the honor system for homework. It is your child's responsibility to complete their homework.

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 the same. Your child's teacher, as well as the Extended Day staff, 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.

Please keep in mind that attending the Extended Day Program is a privilege, not a right.

- **Children should always be able to see their group leader – stay close to your group.**
- Any form of disrespect will NOT be tolerated.
- **Do not climb under or 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 an issue, tell an Extended Day staff member.
- Please leave all toys and games at home. We are not responsible for lost or stolen items.
- Remember to always treat others as you want to be treated!
- Absolutely NO cell phone use.
- Fair play and good sportsmanship should be displayed at all times.

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 issues. 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.

- **Initial Incident:**
 - The student may be given an informal warning, depending on the offense, and given time out or another method of correction.

- **First and Second Incidents:**
 - Parents will be notified of incidents through formal or informal parent conference. Record of the incidents will remain on file. Parents will be required to sign written documentation on the incidents. The child **may** be suspended from the Extended Day program depending on the offense

- **Third Incident:**
 - Parents will be notified of the third incident through a formal or informal conference. Record of the incident will remain on file. At this point, the child **may** be expelled from the Extended Day program depending on the offense.

This school year, 2020-2021, you are able to digitally sign the forms when you register your students. There is an online signature portion explaining everything you are signing for.

If you have any questions, please don't hesitate to email me at: Jacey.Gwaltney@stjohns.k12.fl.us

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 W.D. 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.

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: _____