



Welcome to JCE After School Social Club  
Julington Creek's Extended Day Program!

We are so pleased that you have made the choice to place your children in our care.

Please feel free to contact the Extended Day Coordinator, Jennifer Frascello, with any questions or concerns you may have during the duration of your child's enrollment.

The following are some very important reminders we'd like to share with you:

- All payments are due before or on the 15<sup>th</sup> of each month
- Children must be picked up by 6pm at the very latest
- If your child will be unable to attend Extended Day, please notify the Extended Day office directly at (904) 547-7983 or [jennifer.frascello@stjohns.k12.fl.us](mailto:jennifer.frascello@stjohns.k12.fl.us)
- If someone, other than yourself, will be picking up your child please be sure that you have placed them on your approved pick-up list
- Always be prepared with proper ID
- On Fridays, children are welcome to bring personal toys from home, as well as portable gaming devices.
- Children enrolled in morning program must be escorted and signed in by an adult

Thank you for your understanding and cooperation.

Our goal is to provide a safe and dynamic program that your children will look forward to attending, creating lifelong memories and lasting friendships.

Jennifer Frascello and Your JCE After School Social Club Staff

## Extended Day Fees

PLEASE NOTE THAT ALL FEES ARE SUBJECT TO CHANGE

**Registration Fee-** \$100.00 per child **non-refundable**

**“Smart Start” Before School-** \$120.00 per child/ each additional 40% off

Breakfast will be available from 7:45-8:25 for \$1.25 per day, per child. Payment for breakfast is taken from their cafeteria/lunch account.

**\*Please pay the cafeteria directly for breakfast.**

**After School-** \$230.00 per child/ each additional 40% off

Students will check in with their group leader, in their designated spot, as soon as they are dismissed from class.

**Before and After School-** \$280.00 per child/ each additional 40% off

Students may be dropped off as early as 6:30. They will report to the cafeteria where they will remain until dismissed for class. Breakfast is available in the cafeteria for \$1.25 per day and is purchased through the same account as used for lunch.

### St. Johns County School Employees Discount

Before School- \$60.00 per child

After School- \$115.00 per child

Before and After School- \$140.00 per child

A snack and drink will be provided for your child in after care and is included in the extended day fees.

\*examples of snack: Bottled water and cheese sticks, yogurt, raisins, cheese and crackers, cereal bars, nutri-grain bars, baked chips, popcorn, pretzels, pop-tarts, and many more.

## Payment Procedures

*The school calendar year consists of 180 days that the children are in attendance. We have broken up the extended day fees into 10 equal installments for your convenience*

Florida state law requires that all services must be paid in full prior to services being rendered. A summer letter, with a schedule of fees, will be mailed to you. In return, please mail your first installment, due by July 15<sup>th</sup>, to

JCE ~ 2316 Race Track Rd ~ St Johns 32259

This will be your 1st installment. Your next installment will be due August 15th. Each installment, for the remainder of the year, will always be due on the 15<sup>th</sup> of the current month. Any payment paid 5 days after the due date will be rendered a \$5.00 late fee.

**\*Please make all checks payable to JCE.**

**\*\*Please indicate your child’s name in the notes.**

## Hour of Operation

**Before Care-** as early as 6:30

**After School Care-** Mon, Tues, Thurs, Fri: 2:50-6:00

Wed: 1:50-6:00

## Pick Up Procedures

Each student must be signed out and picked up by someone on their approved pick-up list. Please inform all parties on your approved list to provide a picture ID at pick-up. Students will not be released to those not on the list or those who cannot provide ID. Students will not be released to walk or ride bikes home without an escort from the approved pick-up list that is an adult.

## Dismissal Changes

It is the parent’s responsibility to notify the student’s teacher **and** the extended day office of any transportation changes. Extended day can be reached at 904-547-7983 or at [jennifer.frascello@stjohns.k12.fl.us](mailto:jennifer.frascello@stjohns.k12.fl.us)

## Late Pick-up Policy

Each student must be picked-up and signed out by 6:00pm. At 6:01pm and after, you will be asked to sign a late pick-up sheet and \$1.00 per minute until pick-up person’s arrival. We recognize that circumstances may arise and cause an unavoidable late pick-up. We extend our understanding by offering you 3 excused late pick-ups. After 3 late pick-ups you will be asked to make other arrangements for after school care that better suits your needs. **Please make back-up arrangements in the event of an emergency.**

## **Kindergarten Staggered Start**

Kindergarten begins the year on a staggered start schedule. Your student will have the opportunity to attend on their assigned staggered start day. Kindergarten students will be escorted from their classrooms to their extended day group leaders daily. We know this is a great time of transition for both child and parent, please be assured that your children's safety and feeling of security is our priority. Kindergarten students will always have a buddy to walk with when transitioning from one space to another.

## **Extended Day Groups**

Our students are broken up into groups as follows:

- K-1<sup>st</sup> mixed 22 per group
- 1<sup>st</sup>-2<sup>nd</sup> mixed 25 per group
- 2<sup>nd</sup>-3<sup>rd</sup> mixed 25 per group
- 3<sup>rd</sup>-4<sup>th</sup> mixed 25 per group
- 4<sup>th</sup>-5<sup>th</sup> mixed 25 per group

We offer a ½ hour Homework Hall for K-5<sup>th</sup> grade students, Playground time, Basketball Courts & Field and a large selection of group games and activities that offer many social, physical and character building skills.

## **Homework**

Here at Extended Day, we realize that time spent on homework is an important part of your child's after school experience. In an effort to meet your child's academic needs a structured homework program has been put in place.

Immediately following snack, students will remain in the cafeteria to begin homework in a study-hall fashion. Group leaders are present to oversee and assist in instruction when needed. Students will remain in the cafeteria for a period of 30 minutes at which time homework hall will be completed. Children must be able to work on their own reasonably and responsibly. We do provide reference materials and homework helps that the children are welcome to use at any time. A limited amount of computers are available for students to complete computer required homework. Unfortunately, we are not equipped nor do we have the personnel to check planners, work side by side or one on one with each child; any extra help your child requires will need to come from the home. We recognize the importance for you to be aware of your child's progress and homework habits. In order to assist you, we have implemented the "homework check" report card which each of you will periodically receive. We hope you will find this helpful and enlightening.

## **Weekly Vendored Activities**

Contracted/Vendored activities are outside businesses that are approved and contracted by SJC School District. These activities may include, but are not limited to Science Clubs, Athletics, Dramatic Art Classes, Art, Pottery, Crafts, Music Lessons, and may change from year to year. These activities require a monthly fee and must also be paid in advance of services rendered. Checks for these classes must be made payable in the vendors business name. Extended day acts as a connection between yourself and the vendor offering these additional services as a convenience for our parents and students. Registration forms are available on-line. For more information or questions about these activities please contact **Angela Celli-Jones through the Extended Day office.**

**\*Please avoid picking up your child early on the day of their scheduled activity.**

## **Non-Extended Day Activities Such as Scouts, Girls on the Run, Jump Rope Club, Tutoring, Band, Chorus, Teacher Aide, Etc.**

We must have a signed permission slip before allowing your child to participate in non-extended day activities. They will not be allowed to leave the campus without a permission slip for travel.

## **Early Withdrawal Policy**

In the event of early withdrawal from the JCE Extended Day Program, all tuitions paid prior to withdrawal will be forfeited.

If you should decide to re-enroll your child in the JCE Extended Day Enrichment Program following their withdrawal, a \$35.00 re-enrollment fee will be required.

## **Extended Day Enrichment Program Expectations Policy**

### **Parent's Expectations of the Program:**

1. Their children are cared for in a safe supportive environment.
2. They may visit with the director regarding concerns related to their child or the program.
3. They will be informed of any misbehavior on the part of their child and may visit the director in order to bring about improvement in the situation.
4. They will be informed immediately if their child does not arrive at the program according to enrollment information.
5. Information about programs and other extended day business will be posted where all parents may view.
6. JCE extended day will provide a caring staff, who shows genuine respect for the children and have confidence in each child's potential and promote each child's self esteem.
7. JCE extended day will provide for the children a variety of developmentally appropriate activities, including expressive art, active play, sports, games, crafts, reading, and social skills building.

### **Program Expectations of the Parent:**

1. Pay fees on time.
2. Keep your child's records complete and up to date.
3. Pick up your children on time.
4. Contact the director if your child will not be attending extended day as scheduled.
5. Pay attention to any communication from the director regarding your child's behavior, and cooperate in efforts to bring about improvement in the situation.
6. Provide communication between yourself and JCE extended day staff regarding a change in your child's home experience so we can work as partners in meeting the needs of your child.

### **Student Behavior Expectations:**

#### ***Students will...***

- Be kind to others
- Check in with your group leader in a timely manner
- Stay within sight of the group leader at all times
- Share equipment and take turns properly
- Use appropriate language- no cussing, no name calling, no racial slurs
- Be courteous when others are talking
- Use inside voices while inside
- Follow safety guidelines and rules while on school property
- Clean up after yourself and help your group leader and others clean up as well
- Respect others and their property
- No physical violence (hitting, punching, kicking, biting, tripping, spitting) toward another person
- No bullying
- Do not pick up rocks or sticks while on school property
- No chewing gum on school property
- Toys, balls, stuffed animals, collector cards, miniature skateboards and like items are not allowed in extended day and will be confiscated if taken out of back pack
- Cell phones and I-pods must remain in back packs at all times. Will be confiscated if taken out
- Electronic games are allowed when teacher gives permission at appropriate times

### **Discipline and Consequences**

Parents will be notified when their child is unable to meet our student behavior expectations. A pattern of continuous behavior issues may lead to a temporary suspension or a removal from the Extended Day Program. An offense of physical nature, such as biting, punching, kicking, pulling hair or spitting will immediately lead to a temporary suspension and any further offenses thereafter will lead to permanent removal from the JCE Extended Day Program. Any student who uses physical force with a group leader will immediately and permanently be suspended from the program as well.

**\*Refunds Due to Suspension from Program-** All tuitions paid prior to your student's temporary or permanent suspension will be forfeited.

## **JCE Extended Day Program Is the Right Place for Your Child**

### **1. All your Extended Day dollars go back to JCE.**

Student tuition is initially used to cover costs to run the program. All additional funds are put back into the classrooms and the school as a whole.

### **2. A price point you can afford.**

Our Extended Day fees are affordable, falling 30% below other programs in our surrounding area. In addition, each sibling is a 40% reduction in fees.

### **3. JCE Extended Day is a SJCS D program requiring the same policies, procedures, and mandates as the school itself.**

Our Extended Day Program and staff are held to the same A+ standards of excellence as is required for your children throughout their JCE school day experience.

### **4. Your children remain on campus in a safe and familiar environment.**

Youth today need safe and stimulating places to go to after school. Studies show that quality after school programs can improve school attendance and engagement in learning, raise test scores and improve grades, keep kids safe, help with social skills and self-esteem, and make life easier for working families. In addition, staying on campus provides access to academic needs that they simply cannot receive elsewhere.

### **5. We offer your children the chance to have fun and feel nurtured and comforted, as well as be excited about learning.**

With six exciting hands on learning centers your children will stay active both physically and mentally. We provide help with homework, learning activities as well fostering their self-worth, and developing their personal and interpersonal social skills and self-care.

### **6. Outside activities abound.**

Your children will have the opportunity to be enrolled in additional outside activities such as dance, karate, art, pottery, science, music, etc. without leaving campus. All outside activities are provided by top-notch instructors in their field of expertise and do require an additional fee.

### **7. Snacks and drinks are provided.**

Although you are welcome to, there is no need to pack an afternoon snacks for your child. Each student enrolled in our Extended Day Program will receive a snack of their choice. Choices vary from a variety of baked chips, nutrigrain bars, cheese sticks, yogurt, all natural applesauce, crackers, etc. and a bottle of spring water.

### **8. A love for neighbor and community.**

In our Caring Kids and Life Lessons Center we develop, and promote respect for cultural diversity and the importance of reaching out to both community and neighbor. By involving the children in weekly discussions and word exploration, they experience and recognize the joy and sense of self-worth and accomplishment when reaching out from beyond themselves and impacting the lives of others.

### **9. We are not just Extended Day we are extended family.**

Our staff consists of responsible and caring adults who enjoy the company of children and who can provide the support and guidance your child needs when absent from your presence. Your children will have the comfort and security of knowing they will see the same warm smiles to greet them on a daily basis. Welcoming with a warm hug, words of encouragement, or eager to hear about their day, our staff is dedicated to bridging the gap between school and home.

### **10. We offer Smart Start Morning Program.**

Our morning program for early risers begins at 6:30am. Your children will be greeted by the same warm and familiar smiles they experience in the afternoon. At Smart Start, your child has the opportunity to eat a warm comforting and nutritious breakfast from our delicious JCE Café or you may choose to bring your own. Low key activities prepare your children for another exciting day of learning, here, at JCE.

Dear Parent/Guardian,

It is the mission of the JCE Extended Day Enrichment Program to be a support to families and to promote positive development for our children. We recognize that many families are in transition and have experienced divorce or separation. In order to provide the best possible care for child/children, who are our main priority, we feel that it is vitally important that we be able to maintain good relations with all significant adults in his/her life.

The staff at JCE Extended Day Program is sensitive to the issues of divorce and separation. We ask you make an appointment to meet privately in order to discuss any matters of importance in relation to the divorce/separation and any other issues that may help us in the care of your child/children. For instance, we need to be clear on the following:

- what the custody arrangements are
- which parent to contact first in the event of a emergency
- should program information be sent to both parents (ouch grams, behavior issues)
- who is responsible for payment
- who will or will not be authorized to pick up children

*(Court order and/or documents must be on file to enforce)*

- it would also be helpful to discuss your child's general feelings as you see it so we may appropriately respond to your child/children when he/she is with us.

In an effort to minimize situations that may be uncomfortable for you, your child/children, and our staff, we ask that parents refrain from talking about custody issues, visitation disputes, problems with or talking negatively about your child's/children's other parent in front of them. Please note, we cannot deny a parent access to their child/children unless we have a copy of a court order stating that they have lost their rights to do so. If there are concerns in which we need to be aware, please arrange to meet privately with the Coordinator. Once again, it is your child's/children's well being that is our main priority, and we need to be able to maintain good relations with both parents whenever possible.

Jennifer Frascello  
JCE Extended Day Coordinator