



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

We are 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 would 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
- Children may never leave campus on foot, or by bike, without an adult
- Students are welcome to bring and use personal toys from home, however, personal electronics such as gaming devices, cell phones, iPad, etc. are not approved and must stay at home or in backpack.
- When utilizing the morning program, students 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**

**If you pull your student out and wish to return, there is a *re-registration fee of \$50.00* per child**

**Before School- \$150.00** per child/ each additional 40% off

Breakfast will be available from 7:45-8:25 in the cafeteria and is deducted from their lunch account. Students are welcome to bring breakfast from home as well.

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

**After School Program- \$300.00** per child/ each additional 40% off

Two snacks will be provided for your child in after-care and are included in the extended day fees. The first snack is provided at dismissal and the second snack at 4:45.

\*Examples of snack: Pudding, Jello, raisins, cheese crackers, cereal bars, Nutri-grain bars, assorted chips, popcorn, pretzels, pop-tarts, cookies, meat sticks, fruit snacks and many more.

**Before and After School- \$375.00** per child/ each additional 40% off

Students may be signed in as early as 6:30am, after 7:40am doors are locked, and we ask that you join the parent drop-off line. Students will report to the cafeteria and will remain there until dismissed for class. Breakfast will be available from 7:45-8:25 in the cafeteria and is deducted from their lunch account. Students are welcome to bring breakfast from home as well.

Two snacks will be provided for your child in after-care and are included in the extended day fees. The first snack is provided at dismissal and the second snack at 4:45.

\*Examples of snacks: Pudding, Jello, raisins, cheese crackers, cereal bars, Nutri-grain bars, assorted chips, popcorn, pretzels, pop-tarts, cookies, meat sticks, fruit snacks and many more.

### St. Johns County School Employees Discount

**Before School- \$75.00** per child

**After School- \$150.00** per child

**Before and After School- \$187.50** per child

### Payment Procedures

*The school calendar year consists of 180 days when the children are in attendance. We have broken 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 emailed to you. In return, please submit 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 of the new school year. 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. (Checks must include full name, address, and phone number) \*\*Please indicate your child's name in the notes.**

## **Hour of Operation**

**Before Care-** as early as 6:30am-7:40am doors are locked

**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, with a picture ID, 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 approved list or those who cannot provide picture 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. 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 excused late pick-ups you will be asked, on the 4<sup>th</sup>, to make other arrangements for a after school care that better suits your needs. **Please make back-up arrangements in the event of an emergency.**

## **Kindergarten Staggered Start**

Kindergarten begins Extended Day on their scheduled staggered start day. Your student will have the opportunity to attend on their scheduled staggered start day and 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**

Each group has a student/adult ratio of 25/1. This follows the guidelines put in place by the state of Florida and Children and Family.

## **Homework**

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

Students are separated 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. 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 or a private tutor.

## **Weekly Vendor Activities**

Contracted/Vendor activities are outside businesses that are cleared, 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, Dance, and may change from year to year. These activities require a separate monthly fee. All vendor activity registrations, payments, and class information should be handled directly with the vendor you have registered with.

Extended Day acts as a liaison between yourself and the vendor, offering these additional services as a convenience for our parents and students. Please email Extended Day with any information you feel we should be made aware of such as transportation change, absence from activity, class concerns, etc. **Vendor links and information can be found on the Extended day website.** For any additional information or questions about these activities, please contact:

**Kaitlin Slone~ vendor activity contact**

**[kaitlin.slone@stjohns.k12.fl.us](mailto:kaitlin.slone@stjohns.k12.fl.us)**

**\*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.**

When a student has signed into Extended Day, they become our full responsibility, therefore, we must have a signed permission slip before allowing your child to participate in non-extended day activities.

Students will ALWAYS report to Extended Day before joining their activity. They will not be allowed to leave the campus without a permission slip for travel. Your students' safety is our highest priority.

## **Early Withdrawal Policy**

In the event of early withdrawal from the JCE Extended Day Program, all tuition paid in advance, or 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 \$50.00 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, or patterns of, 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 show 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, 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
- Always stay within sight of the group leader
- 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 aggressive activity targeted toward another person. Hands to yourself always.
- No bullying
- Do not pick up or throw rocks, sticks, or other dangerous items while on school property.
- No chewing gum on school property
- Cell phones and I Pads must always remain in backpacks. Items will be confiscated if taken out unless special permission is given
- Toys from home are allowed at appropriate and scheduled times. Trading toys, cards, and personal items is not permitted. Students are responsible for keeping their personal items safe.
- No throwing any items during Extended Day.

### **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 tuition paid prior to your student's temporary or permanent suspension will be forfeited.

# **Top 10 Reasons JCE After School Social Club 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.

## **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 are 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 eight exciting fun and learning activities, your children will stay active both physically and intellectually. 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 are provided.**

Although you are welcome too, there is no need to pack an afternoon snack 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, Nutri grain bars, cheese sticks, yogurt, all-natural applesauce, crackers, etc.

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

At JCE Extended Day, 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 daily. Welcoming with a warm hug, words of encouragement, or eager to hear about their day, our staff is dedicated to bridge 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 can 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. To provide the best possible care for children, who are our main priorities, 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 to make an appointment to meet privately to discuss any matters of importance in relation to 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 an emergency
- should program information be sent to both parents (ouch grams, behavior issues)
- who is responsible for payment/fees
- 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.

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 on 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



**REGISTRATION**  
Registration Fee \$100 non-refundable  
2026-2027

**STUDENT ALERTS**  
**Please check here, detail in section below**  
Medical \_\_\_\_\_  
Legal \_\_\_\_\_  
(Court documents must be present)  
IEP \_\_\_\_\_  
504 \_\_\_\_\_

**Program Needed:** Before Care Only\_\_\_ After Care Only\_\_\_ Before & After Care\_\_\_ SJCS D Employee\_\_\_

**Child Name** \_\_\_\_\_  
Last First MI Nickname

Birth date \_\_\_/\_\_\_/\_\_\_ Sex: \_\_\_M\_\_\_F Grade Attending For This Registration \_\_\_\_\_

**Parent/Guardian:**

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_  
Cell # \_\_\_\_\_ Work# \_\_\_\_\_ Employer \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_  
Cell # \_\_\_\_\_ Work# \_\_\_\_\_ Employer \_\_\_\_\_

3. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_  
Cell # \_\_\_\_\_ Work# \_\_\_\_\_ Employer \_\_\_\_\_

4. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_  
Cell # \_\_\_\_\_ Work# \_\_\_\_\_ Employer \_\_\_\_\_

**Alternative Child Pick-up/Emergency Contact List:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone# \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone# \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone# \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone# \_\_\_\_\_

**Medical Contact**

Physician \_\_\_\_\_ Phone# \_\_\_\_\_  
In case of Emergency, Hospital of Choice \_\_\_\_\_

**Special Alerts:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Medical Alert Disclosure**

If your child has an "ALERT" marked on their registration sheet, a detailed explanation will be on the group leader's attendance sheet. This is a continued effort to keep every group leader aware of every child's medical or legal concern.

We are aware of the sensitive nature of this information; therefore, one copy (the Group Leader's copy) will have detailed information about your child's "ALERT", while the other copy (parent check-out copy) will not have any detailed information. While our staff recognizes that this information is a private matter, there is always a chance that the other students may observe the information on the attendance sheet due to the close interaction that the students and group leaders have.

For the purpose of my child's safety,

**I am in agreement** with the "ALERT" disclosure \_\_\_\_\_ **initial**

**I am not in agreement** with the above disclosure and request that my child's information NOT be disclosed on the group leaders attendance sheet \_\_\_\_\_ **initial**

-----  
**Discipline Policy**

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 JCE EDP. 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 EDP. 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 tuition paid prior to your student's temporary or permanent suspension will be forfeited.

I have read the *Extended Day Program Expectations Policy*.

I have read and reviewed the *Student Behavior Expectations* section with my child/children.

\_\_\_\_\_ **initial**

-----  
**Verification of Understanding**

I have read completely and have a full understanding of all rules and policies enclosed in the Parent/Student Policy and Procedure Handbook.

\_\_\_\_\_ **initial**

-----  
**General Release of Liability**

The undersigned agrees to release and forever discharge JCE EDP and 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 an occurrence which may happen to the below stated child/children during time spent in the JCE EDP, barring proven supervisory neglect.

\_\_\_\_\_ **initial**

-----  
**Authorization of Emergency Care**

In the event of an accident or serious illness that requires immediate medical attention, JCE EDP will attempt to contact me. If JCE EDP is unable to reach me, I hereby authorize them to contact the physician indicated and follow his instructions. If physician cannot be reached, JCE EDP is authorized to make necessary arrangements to provide care and treatment for my child. In the event of an accident or illness that does not require immediate medical attention but does require immediate pick-up, JCE EDP will contact me to make transportation arrangements for my child. If JCE EDP is unable to reach me, I authorize them to contact one of the people on my alternate pick up list and request them to transport my child home.

\_\_\_\_\_ **initial**

-----  
**Early Withdrawal Policy**

In the event of early withdrawal from the JCE EDP, all tuition paid prior to withdrawal will be forfeited.

If I decide to re-enroll my child in the JCE EDP preceding their withdrawal, a \$50.00 re-enrollment fee will be required.

\_\_\_\_\_ **initial**

-----  
**Homework Expectations**

Students in grades K-5 will be provided and expected to utilize their allotted homework time to work responsibly and independently with help available as needed. Occasions may arise when a student's teacher would like to pick them up from morning care or after care to give additional instruction, make-up tests, etc. in their classroom.

\_\_\_\_\_ **initial**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Dear Parent/Guardian,

To expand our choices for movies, it has become more difficult to find movies that are rated G.

Below is a list of PG movies that we have added to our library. We ask you to review the list of our PG movies and sign the permission portion if you are/are not in agreement.

Thank you,

Jennifer Frascello ~ Extended Day Coordinator

---

Diary of a Wimpy Kid Series	Boss Baby Series	Moana Series	Zootopia
Captain Underpants Series	Despicable Me Series	Mr. Frog	Underdog
Big Hero 6	Frozen 1 & 2	Secret Life of Pets Series	
Space Jam	Pete's Dragon	Ice Age Series	Mary Poppins Returns
Lilo and Stitch	Sing Series	Just Super	Scarygirl
Emoji Movie Series	Minions Movies	Doggie Daycare	Christopher Robin
Trolls Series	Night at the Museum	Garfield	GOAT
Wreck it Ralph 1 & 2	Home	The Secret Garden	Holidaze
Up	Epic	Bolt	Onward
Coco	Ferdinand	Robots	A Piece of Cake
Lego Movies	Peter Rabbit	Spy Kids Series	Fireheart
The Nut Job 1 & 2	Early Man	Rock Dog	Pil's Adventure
Paddington 1 & 2	Never Ending Story Series	Leap	Ainbo
Lion King Series	Flushed Away	Madagascar Series	The Wildlife
Cloudy With Meatballs Series	Shark Boy and Lava Girl	Encanto	Paws of Fury
Inspector Gadget	Kung Fu Panda Series	Megamind	The Amazing Maurice
Lyle, Lyle, Crocodile	Camp Cool Kids	Over the Hedge	Sheep & Wolves
Parent Trap	Good Dinosaur	Luca	Epic Tails
Yogi Bear	Horse Camp	Ella Enchanted	Elio
Mr. Peabody & Sherman	Brave	The Croods Series	Sponge Bob Movie
Tangled	Fantastic Mr. Fox	Turbo	The Incredibles
Barnyard	Inside Out Series	Underdogs	
Raya the Last Dragon	Surfs Up	Monster Mutt	
The Kid in King Arthur's Court	Sgt Stubby	Capture the Flag	
Mune	Bad Guys	Teen Titan's Series	
Rumble	Air Bud	Raya and the Last Dragon	
Blinky Bill	Migration	Wish	
World Record Christmas	IF	Cats and Dogs	
Descendants Series	Felix and the Hidden Treasure	Animal Crackers	
The Little Unicorn	Sky High	Super Mario Movie	
Bugs Life Series	Popular Theory	Hey Arnold Movie	
The Lorax	Vic the Viking: Magic Sword	Teenage Kraken	
Terra Willy: Unexplored Planet	My Fairy Troublemaker	Niko: Beyond the Northern Lights	
Boonie Bears: Back to Earth	A Mystery on the Cattle Hill Express		
How to Train Your Dragon Series	Teenage Mutant Ninja Turtles: Mutagen Universe		

---

Students Name \_\_\_\_\_ Grade \_\_\_\_\_

YES I am in agreement that my child may watch any of the PG rated movies listed above

Signature \_\_\_\_\_ Date \_\_\_\_\_

NO I do not want my child to watch any of the PG rated movies listed above

Signature \_\_\_\_\_ Date \_\_\_\_\_