



Punch Card

- * 20 fun-filled visits for \$450.00
- * Good for the 2026-2027 school year
 - * Is non-transferable
 - * Cannot be refunded
- * Only one card needed per family
- * One punch per student per visit
- * Includes Before and After School Care
- * Includes snack, Extended Day scheduled activities
- * Students must be picked up by 6:00pm
- * 24-hour advance reservation is not required but appreciated

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.

Child Name _____
Last First MI Nickname Grade

Child Name _____
Last First MI Nickname Grade

Child Name _____
Last First MI Nickname Grade



**2026-2027
PUNCH CARD
\$450.00**

ALERTS
Please detail in section below
Medical _____
Legal _____
(Court documents must be present)
IEP _____
504 _____

Parent/Guardian:

1. Name _____ Relationship _____

Email _____ Address _____

Cell # _____ Work# _____ Employer _____

2. Name _____ Relationship _____

Email _____ Address _____

Cell # _____ Work# _____ Employer _____

Alternative Child Pick-up/Emergency Contact List:

I hereby give JCE Extended Day Enrichment Program permission to release my child to one or more of the following persons:

Name Relationship Phone# _____

Name Relationship Phone# _____

Name Relationship Phone# _____

Name Relationship Phone# _____

Medical Contact:

Physician Phone# _____

Address _____

Alerts, Special Instructions, or Medical Concerns:

Medical Alert Disclosure

If your child has a "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 _____

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 _____

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 tuitions 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 tuitions paid prior to withdrawal will be forfeited. If I should decide to re-enroll my child in the JCE EDP preceding their withdrawal, a \$35.00 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 _____