



Extended Day Program 2021-2022

The Before & After School Extended Day Program is a community service available to all RB Hunt students. The children enrolled are provided with closely supervised daily activities, which coincide with their age and grade level. Various activities are provided within the program. In addition, fee-paid activities are available to enrich your child's afternoon.

REGISTRATION FEES

New enrollments are required to pay a registration fee of \$50 per student if registering before May 31, 2021 and \$75 per student after May 31, 2021 per year. This is a once per year fee and helps to provide materials necessary for activities within the Before & After School Extended Day Program. The registration fee is required per student regardless of the program in which the child is enrolled. This once per year fee is not refundable if the parent decides not to enroll his/her child after payment. However, if the student is withdrawn from the program, he/she may re-enroll (within the same school year) without paying the registration fee again.

HOURS OF OPERATION

6:45am-7:45am Daily

2:50pm – 6pm on Monday, Tuesday, Thursday, Friday

1:50pm – 6pm on Wednesday

LATE PICK UP CHARGES

A charge of \$1 per minute, per child, will be charged for late pick up...NO EXCEPTIONS.

Do not jeopardize your family's care needs and avoid those late fees by securing back-up arrangements with family, friends or neighbors for emergencies.

PAYMENT PROCEDURES

All checks should be made payable to RB Hunt Extended Day (Provide two phone numbers and child's name on check memo line).

Reminder: State Law requires that all fees be paid in advance of any service.

1. Monthly payments are due by the 15th of each month. Please see payment schedule.
2. You are required to pay on time regardless of whether you have or have not seen a statement. Any questions regarding your statement should be addressed with the Coordinator prior to the due date.
3. Late payment fees are \$30 non-negotiable
4. The State of Florida requires that all services we provide must be paid for in advance of any service provided. If payment has not been received your child will be removed from the Extended Day Program.

5. DO NOT include payments for other school services/functions (field trips, cafeteria, fund raisers, etc.) in your Before & After School Extended Day Program payment. We must provide for consistent supervision of the children; and can only provide services based on a full-time enrollment. We will collect 10 monthly payments per year. The State of Florida prohibits us from extending credit to our families for our services. It is necessary to collect one month in advance. The first payment must be made prior to **July 15th** in order to hold your child/children's position within our program and for care to begin. Please see the payment schedule for the remaining nine payments. You will receive a statement if there is a balance due or upon request. These statements can also be used for income tax purposes or employer vouchers.

ONLINE PAYMENTS (School Pay) Preferred

- Parents can make payments through www.schoolpay.com it's quick, easy and convenient.
- Be sure to select extended day
- Monthly payments only.
- SchoolPay Help Line: 888-88-MYPAY

RETURNED CHECK POLICY

The St. Johns County School District is a *Envision* participant. If you should have a check returned, you will be contacted for payment by *Envision*. If these checks are not cleared within a 7-day period or if we receive more than one returned check on your account, it will be mandatory to pay in cash or money order for all future transactions with the Before & After School Extended Day Program. Prompt communication with *Envision* regarding such matters is required immediately in order to maintain your Before & After School Extended Day Program status.

WITHDRAWING FROM THE PROGRAM

Communication is essential to provide safety for our students. Therefore, if you need to withdraw from the Before & After School Extended Day Program, please send a letter stating your intent. All outstanding fees must be paid in full within 2 weeks of withdrawing from the program.

DAILY ACTIVITIES

During Morning Care, children will be able participate in quiet activities or rest until dismissed. At the end of the school day, all After School Extended Day Program students will report to the designated area for roll call. Each team will provide monthly activities. The students will have the following daily activities based on their team calendar: Snack, Recess, and Reading/Math Practice. Additional activities such as arts & crafts, movie time and other sports activities will also take place during the month.

HOMEWORK

Homework time is offered every day according to the team schedule. Kindergarten students generally, do not have homework that can be done independently; therefore, these students are not included in the homework rotation. Independent reading and math practice will take place Monday-Thursday for grades 1-5th. It is the responsibility of the parent to review the work of your child each day for accuracy. We recommend you design a homework check system for your child so he/she will learn to abide by your requests for the completion of his/her homework.

PICK UP PROCEDURES

On the enrollment forms you will need to specify the person(s) who is permitted to pick up your child. Please be sure to let the specified person(s) picking up your child know they must bring a picture ID in order to pick up your child. Any additions to the enrollment forms after they are turned in will require a signed note verifying the changes.

COMMUNICATION

Should your child's schedule deviate from the norm, it is important that you communicate this change with the Extended Day Program office. Changes are best communicated in the form of a note sent into your child's teacher. The teacher will send the note to the office to be documented for the Extended Day Program and the Front Office. This procedure will ensure your child's safe and accurate dismissal. Should an emergency arise, please telephone the school as quickly as possible. We will need time to notify your child and the Extended Day Program staff of the change if we are even able to accommodate the change.

If your child's schedule will change weekly, we need a note for the Extended Day Program coordinator which will allow you to outline the week. These notes should be sent in every Monday to the homeroom teacher so the information can be shared with the office. This information will be recorded daily so that our staff is aware of the arrangements. All students in attendance with the Before & After School Extended Day Program must be signed in/out by an authorized person and will not be allowed to leave by way of walking or biking alone.

If we are not notified of a change, we will keep your child in our care. We DO NOT ACCEPT transportation changes after 2:30 p.m. (1:30 p.m. on Wednesday) or a child's word for dismissal changes. Their safety is our number one priority and we will always elect to error on the side of caution.

BEHAVIOR EXPECTATIONS

Participation in the RB Hunt Elementary Before & After School Extended Day Program is a privilege. We strongly believe that when we are partnered with the support of our parents at home, we can be more effective in guiding our children to acceptable behaviors and help them improve the skills of making independent, good choices on their own.

We believe in the practice of positive reinforcement. This method encourages our students to seek positive attention rather than negative attention. When our students happen to make those negative choices, there are consequences. Please read the Character Guidelines and Discipline Policies with your child. Understanding the consequences will encourage children to make better choices in challenging circumstances.

CHARACTER GUIDELINES

- Students must practice responsibility.
- Students are responsible for immediately reporting to their Before & After School Extended Day Program teacher upon arrival to and when dismissed from school.
- Students are reminded every day prior to dismissal to bring all necessary materials home. Students will not be permitted to return to the classrooms for forgotten materials.
- All children must be responsible to acquire permission from teachers to leave the group for any reason. (i.e., bathroom, clinic)
- Dangerous items or replicas of any such item will not be allowed. (i.e., toy guns, knives)
- Students are responsible for their belongings.
- Respect is a must that will only build trust.
- Treat others how you would like to be treated. To have a friend you must first be a friend.
- Counselors are always to be shown respect and obeyed. When responding to a counselor use voice tones which are acceptable.
- Be respectful of other's property and feelings.
- No bullying.
- Fair play is expected.
- Be a good sport.
- Respond – do not react. Stop and listen to your classmates and/or counselors.
- Take turns and share with others.
- Play all games by the rules.
- Be known for your trustworthiness.
- Always tell the truth, no matter what the consequences.
- Live up to your word.
- Never, cheat or steal. It is easier to lose trust than to earn it back after it is lost.
- Have the courage to do the right thing, even though it may not always be the easiest way to deal with a problem.
- Be loyal stand by your family, friends, school and country.
- Caring is awesome.
- Be kind and compassionate to others.
- Be accepting, considerate and embrace the differences in all people.
- Always show your appreciation when someone does something for you by saying “thank you”.
- Always be willing to help someone in need.
- If you accidentally run into someone, tell them you are sorry. They will understand.
- Be forgiving of someone if you are accidentally hurt.
- Citizenship shows community spirit.
- Pick up after yourself and others without being asked.
- Cooperate with teachers, classmates, teammates and parents.
- Be a good neighbor.
- Respect all authority.
- Protect the environment.

DISCIPLINE POLICIES

PLEASE READ OVER THESE POLICIES WITH YOUR CHILD!

Making you aware of the policies may prevent problems before they occur. Please note that after a 4th formal warning, a child may be permanently expelled from the program. This is a policy we hope we do not have to enforce, but it is necessary to ensure a smooth-running program to all children attending. REMEMBER...It is a privilege, not a right, to attend the Before & After School Extended Day Program. GOOD BEHAVIOR IS A MUST!!

CITIZENSHIP RULES AND WARNINGS

1. Children are required to remain with their counselors during the designated time and/or are responsible for informing their counselors of their whereabouts by reporting in for ROLL CALL during the designated time.
2. Good sportsmanship and fair play must always be displayed.
3. Disrespect in any form and/or to anyone will not be tolerated.
4. No foul or abusive language or hand gestures.
5. No defacing or abuse of school property, materials or equipment.
6. Children are responsible for their own belongings.
7. No fighting, hitting, kicking, or other abusive behavior towards fellow students or counselors.
8. Teachers are always to be shown respect and be obeyed.
9. No chewing gum.
10. All injuries, conflicts or mishaps, no matter how small, must be reported to the counselors immediately.
11. No dangerous items of any type are to be brought to school.
12. All valuable items should be checked in to the Before & After School Extended Day Program office, however, the Before & After School Extended Day Program will not be responsible for their care. Bring at your own risk!
13. Items such as: iPad, Legos, Trading cards, Game Boys, Cell phones, Footballs, Tennis balls, Soccer ball, Nooks etc. or toys of any kind from home are not permitted. These items must stay in your child's backpack or be left at home.

Warnings will be given to children who do not follow the instructions of the St. Johns County Code of Student Conduct as well as RB Hunt Elementary Before & After School Extended Day Program's guidelines. Informal warnings will be issued between the student and the Before & After School Extended Day Program Director. Formal warnings will follow the Informal Warning and be issued with a parent conference. All reprimands will be in writing, signed by the parent and retained in the child's folder for documentation.