



2025-2026 Extended Day Handbook

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Phone: Prior to 3:00 PM – (904) 547-7973

After 3:00 PM – (904) 547-7960 *Front Office

Email: Candice.Goodwin@stjohns.k12.fl.us

Website: <https://www-rbh.stjohns.k12.fl.us/extendedday/>

OUR PROGRAM

The R.B. Hunt Extended Day Program provides before and after school care for all students on a first-come, first-served basis. Our team is dedicated to creating a safe, fun, and engaging environment where children can thrive both socially and academically.

Students enrolled in morning care will begin their day in the cafeteria, where they can enjoy breakfast from home or purchase breakfast when the cafeteria opens. Morning care is a smaller, mixed-age group, offering students time to socialize and enjoy free play before school starts. In the spirit of building strong relationships and fostering a positive school community, we also incorporate a *Launch*—a brief, intentional moment to connect and set a positive tone for the day, ensuring everyone feels welcomed, valued, and ready to learn. *Additional information about school breakfast can be found [HERE](#).*

In the afternoon, children are grouped by age and grade. Each group contains 20-25 students. Students are dismissed to extended day when school ends and **must be picked up by 5:30PM**. There is a daily schedule that each group follows which includes snack, homework/quiet time, the planned activity of the day, and outside and indoor play time. Our activities coincide with your child's age and grade level. Weekly activities include, but are not limited to, arts & crafts, S.T.E.A.M challenges and projects, food activities, organized sports, movement and fitness, and a free day on Friday.

HOURS OF OPERATION, DROP-OFF & PICK-UP PROCEDURES

Morning care begins at **7:00 AM**, and students are excitedly dismissed to class when school opens. To ensure a smooth start to the day, please walk your child(ren) to the cafeteria door and sign them in each morning.

Afternoon care begins right after school dismissal. To ensure a smooth and safe pick-up, all students must be **picked up and signed out from the front office by 5:30 PM** at the latest, by someone listed on the authorized pick-up list. Please kindly remind everyone on your list to bring a photo ID when picking up your child.

For the safety and well-being of all students, we can only release them to those on the authorized pick-up list who can provide proper ID. Students will not be released to walk or ride bikes home without an authorized adult escort.

LATE PICK-UP POLICY

Each student must be picked-up and signed out by 5:30PM. Anyone picking up after **5:30PM** will be asked to sign a late pick-up sheet and will be charged \$1.00 per minute until the 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 three (3) excused late pick-ups. After three (3) late pick-ups you will be asked to make other arrangements for afterschool care that better suit your needs. **Please make alternate arrangements with family, friends, or neighbors in the event of an emergency.**

NON-REFUNDABLE REGISTRATION FEES

A **Non-Refundable Registration Fee for each child** will be collected annually with the [Online Registration Form](#). This fee covers administrative costs associated with registration. The Non-Refundable Registration fee is \$75 per child. If you wish to re-enroll in the program later in the year

and space is available, you will not be required to pay another registration fee. Registration Fees can be paid on schoolpay.com, cash or check made out to R.B. Hunt Extended Day.

WEATHER & EMERGENCY CLOSURES

If school is canceled or closed due to weather or emergency conditions, the Extended Day Program will also be closed. No credits or refunds will be issued for weather-related closures. Please have a backup plan for these rare events.

PAYMENT PROCEDURES & CHECK POLICY

Florida State Law requires that all services be paid in full prior to services rendered. **Payments are due on the 15th of every month.** If the 15th falls on a weekend or holiday, payment must be received on the business day before the 15th. **A \$30 late fee will be applied on the 16th of the month.** Payments not received by next billing cycle will result in the removal from the Extended Day Program.

You are required to pay on time regardless of whether you have received a monthly statement. Receipts/Statements are available upon email request. At the end of the tax year, you will receive a tax statement, which will reflect all payments made to the Extended Day Program.

2025-2026 Rates	1 Child	2 Children	3 Children	2025-2026 Fee Schedule		
				Payment #	Due Date	Payment Coverage
AM Only	\$110	\$176	\$242	1	July 15th	August 11 – September 4
PM Only	\$270	\$432	\$594	2	Aug 15th	September 5 – October 1
AM & PM	\$350	\$560	\$770	3	Sept 15th	October 2 – October 28
*SJCS D Employee Discount- 50% off rates shown above. *Free & Reduced Lunch Discount is available upon receipt of SJCS D Approval Letter.				4	Oct 15th	October 29 – December 1
				5	Nov 15th	December 2 – January 8
				6	Dec 15th	January 9 – February 4
				7	Jan 15th	February 5 – March 4
				8	Feb 15th	March 5 – April 8
				9	March 15th	April 9 – May 4
				10	April 15th	May 5 – May 29

Payments can be made online at schoolpay.com, by check, or cash. Checks should be made payable to, R.B Hunt Extended Day. *Please notate child(ren) name(s) in the memo line.

The St. Johns County School District is an Envision participant. **All checks MUST include the following:**

- Full Name
- Billing Address (No P.O. Box)
- Home Phone Number
- Secondary Phone Number (If Applicable)

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. Prompt communication with Envision regarding such matters is required immediately to retain your Extended Day spot.

DISMISSAL & SCHEDULE CHANGES

It is the parent's responsibility to communicate schedule and dismissal changes to your student's teacher, and the Extended Day Coordinator. Dismissal Changes must be made prior to 2:15PM (1:15PM on Wednesdays) by using the online dismissal change form located on the R.B. Hunt school website.

EARLY WITHDRAWAL POLICY

A two-week notice and completion of the Withdrawal Form is required, in the event of early withdrawal from the Extended Day Program. All tuition payments paid prior to withdrawal will be forfeited. We cannot guarantee that a space will be available should you decide to re-enroll your child following their withdrawal.

KINDERGARTEN STUDENTS

Our caring Extended Day Group Leaders will pick up Kindergarten students right from their classrooms each afternoon—no need to worry about where to go! To help your child feel comfortable and confident all day long, please include a second extra change of clothes just for Extended Day, in addition to the one for the school day. You never know when a little spill or accident might happen during all the fun!

DAILY ACTIVITIES & SNACK

Each group will follow a daily schedule that allows time for outside play, snack (two provided on early release days), the planned activity, indoor play, and quiet time for reading or homework. Planned activities include, but are not limited to, arts & crafts, S.T.E.A.M challenges and projects, food activities, organized sports, movement and fitness, and a free day on Friday. Activity calendar and snack list are available upon request. There will also be seasonal parties and movie days held throughout the year that include popcorn, candy, popsicles, ice cream and other special treats that aren't served on a regular basis.

Please notify us of any allergies or restrictions your child may have.

HOMEWORK

Our afternoon schedule includes a quiet time for homework and reading Monday through Thursday. During this time, Group Leaders provide a calm, supportive environment and are available to encourage students, assist with questions, and spot-check work for completeness.

Please note that depending on your selection on the registration form, your child may or may not be placed in a designated homework group.

While we'll do our best to help, we can't guarantee that all assignments will be completed by pick-up. For safety and to encourage responsibility, students are not permitted to return to classrooms for forgotten items. All students are expected to be respectful of others by staying quiet and focused during homework time. Completing and reviewing homework is a team effort—students are responsible for doing their work, and families play an important role by checking it at home each day.

EXPECTATIONS & DISCIPLINE POLICY

At Extended Day, students are encouraged to show respectful, responsible behavior and to follow the same rules and expectations they do during the regular school day. If a student needs extra help

making positive choices, Extended Day staff will provide support and guidance. When needed, Extended Day staff will also partner with the student's teacher, administration, or other support staff to work together and help the student be successful.

Please review the following guidelines with your child(ren) to help create a positive and supportive afterschool experience.

SHINE Expectations

Extended Day follows the SHINE Expectations, adapted from the school day to fit our fun, safe, and social afterschool environment. These expectations are rooted in Capturing Kids' Hearts and our belief in building strong positive relationships.

S – Safe Choices

We make safe choices by following school and program rules. We keep hands, feet, and objects to ourselves and walk safely to roll call right after dismissal with everything we need—jackets, water bottles, homework, etc.

H –Having Respect

We show respect by listening to our group leaders, using kind words, and taking care of our school. We listen when someone asks us to stop or not do something, and we keep our spaces clean to show respect to our custodians who work hard for us every day!

I – Including Others

We include everyone who wants to play or join an activity. We are friendly and make sure no one feels left out.

N – Noticing Feelings

We pay attention to how others feel. We are kind, use nice words, and try to cheer someone up if they're feeling down.

E – Engaging in Our Program/School

We do our best during homework and reading time and try new things during planned activities. We have fun and learn by being part of the group and trying new things!

As part of our Extended Day community, students will work together with their group to create a Social Contract—an agreement that helps everyone feel safe, respected, and ready to have fun and learn. This contract reminds us of the kind, responsible choices we can make every day.

When a behavior reminder is needed, students will be guided through the Four Reflection Questions to help them think about their choices and make positive changes:

1. What are you doing?
2. What are you supposed to be doing?
3. Are you doing it?
4. What are you going to do about it?

Minor Behavior Concerns

Level 1 behaviors, as outlined in the St. Johns County Student Code of Conduct, are considered minor and are often opportunities for learning and growth. These may include behaviors such as mild disruption, occasional disrespect, or not following directions right away. When these behaviors occur, staff will respond with reminders, redirection, and support to help students make more positive choices. *The full Student Code of Conduct can be found [HERE](#).*

Behavior Steps

1. Verbal Warning

- Extended Day staff will ask the four questions, give the student a verbal warning that their behavior is not following the school rules and/or social contract and provide guidance on what they should do to improve.

2. Consequence During Extended Day

- Take a break/Time-out – Complete Behavior Reflection Form and may be required to review with Extended Day Coordinator or sit in front office for a period of time.
- Loss of privileges during Extended Day

3. Behavior Notice – Possible Suspension depending on the offense.

- The student will receive a Behavior Notice Form, which must be completed at home with parent/guardian and returned the next school day.

4. Suspension from Extended Day – In rare cases, and depending on the seriousness of the behavior, a student may be suspended from the program. Some behaviors may result in immediate suspension if they impact the safety or well-being of others. The student will be suspended from participating in Extended Day, but not from the normal school day.

- **First offense:** One day of suspension from Extended Day.
- **Second offense:** Two days of suspension from Extended Day.
- **Third offense:** Three days of suspension from Extended Day.
- **Fourth Offense:** If an Extended Day student commits a fourth offense, a meeting will be convened with administration present, to determine if the student should be removed from Extended Day Program for the remainder of the school year.

Serious Behavior Concerns

Behaviors classified as Level 2, 3, or 4 in the St. Johns County Student Code of Conduct are considered more serious and may require a stronger response. In some cases, this could result in an immediate suspension from the Extended Day Program to ensure the safety and well-being of all students and staff. If a serious situation occurs, a meeting with school administration and parents/guardians may be held to discuss the next best steps, which could include removal from the program for the remainder of the school year.

With the guidelines outlined above and through collaboration with families, teachers, and school staff, the Extended Day Program provides a supportive environment where students can grow and thrive. This collaboration helps us better understand any challenges and respond with consistency and care. We believe that when school staff and families work together, students grow and thrive in all areas. By working together, we help children develop important social, emotional, and behavioral skills that build confidence, strengthen relationships, and contribute to their overall success in and out of the classroom.

PERSONAL ITEMS POLICY

We want all students to stay focused, feel included, and have a great time at Extended Day! To help with this, we ask that personal items from home—like toys, stuffed animals (lovies), Pokémon or other trading cards, and jewelry—stay at home unless it's a special day when students have been invited to bring something fun. Giving away or trading items, especially jewelry, can lead to mix-ups or hurt feelings, so we kindly ask that students keep their special items to themselves. If a personal item is brought without permission, students will receive a friendly reminder the first time. If it happens again, the item will be kept in the front office until pick-up.

GENERAL RELEASE OF LIABILITY

The undersigned hereby release and forever discharge R.B. Hunt Extended Day, R.B. Hunt, St. Johns County School Board, St. Johns County, Florida, their servants, agents and employees from claims and demands, rights and causes of any kind of action that the undersigned has or hereafter may have on account of or in any way arising from personal injuries known or unknown to the undersigned at the present time and property damage resulting in or that results from any occurrence that may happen during time spent in R.B. Hunt Extended Day.

The [online registration form](#) provides space for electronic signature that parent acknowledges and agrees to the above.

AUTHORIZATION OF EMERGENCY CARE

In the event of an accident or serious illness, if the R.B. Hunt Extended Day Program is unable to reach me, I hereby authorize them to contact the physician indicated during school registration to follow his/her instructions. If it is impossible to contact this physician, then R.B. Hunt 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, R.B. Hunt 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 people listed on the registration form and request them to come to the school and pick up my child.

The [online registration form](#) provides space for electronic signature that parent acknowledges and agrees to the above.

VERIFICATION OF UNDERSTANDING & AGREEMENT

I have read the handbook for the R.B. Hunt 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).

The [online registration form](#) provides space for electronic signature that parent acknowledges and agrees to the above.

Thank you for taking the time to review the R.B. Hunt Extended Day Handbook. We are grateful for the trust you place in us to care for your child and are committed to partnering with you to support their growth and development throughout the school year. We look forward to a successful and rewarding year together.