

# Wards Creek Elementary School

*Lighting the way to leadership*

## Top 8 Reasons WCE Extended Day Program Is the Right Place for Your Child

1. All your Extended Day dollars go back to WCE.

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 attends at a reduced rate.

3. WCE Extended Day is a SJCSD program bound by 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 your children throughout their WCE school day experience.

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

Youth today need a safe and stimulating place to go after school. Studies show that quality after school programs can improve school attendance, engagement in learning, raise test scores, improve grades, keep kids safe, help with self-esteem, and make life easier for working families.

5. Outside activities abound.

Your children will have the opportunity to be enrolled in additional outside activities without leaving campus. All outside activities are provided by top-notch instructors in their field of expertise and do require an additional fee.

6. Snacks are provided.

There is no need to pack an afternoon snack for your child. Each student enrolled in our Extended Day Program will receive a nutritional snack of their choice. Choices vary from a variety of raisins, cereal bars, cookies, baked chips, tortilla chips, pretzels, pop-tarts, and many more. A Water bottle labeled with your child's name is recommended.

7. 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.

8. We offer a smart start to your child's day.

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. Low key activities prepare your children for another exciting day of learning here at WCE. Additionally, your child has the opportunity to eat a warm comforting and nutritious breakfast from our WCE Café. Breakfast will be available at 8am for \$1.25 per child, per day. This includes choice of hot entrée or toast and cereal, 1 fresh fruit, 1 juice, 1 milk. <https://schools.mealviewer.com/school/WardsCreekElementary>

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

**Extended Day**  
**\$80 Registration Fee**

	Ward's Creek Extended Day & VPK Pricing				
	1 Child	2 Children	3 Children		
<b>Morning Care</b>	120	204	288	6:30-8:30am	Each child add \$84
<b>After Care</b>	220	374	528	2:45-6:00pm	Each child add \$154
<b>Dual Care</b>	320	544	768	AM & PM	Each child add \$224
<b>Wednesday Only</b> before and/or after	30	No additional discounts		1:45-6:00pm	
<b>Wednesday Only Monthly</b>	100	No additional discounts		1:45-6:00pm	
<b>Emergency Drop In</b>	30	Pay as you go	Requires registration	Must notify online Transportation Change	
<b>VPK</b>	320	480	640	8:25am - 2:45pm 1:45 on Wed	Each child add \$160

All Payments are Due on the 1st of the Month

**Morning Care:** Drop starts at 6:30am. Breakfast will be available at 8:00am for \$1.25.  
 \*\*\*Menu link above\*\*\*

**After Care:**  
 Students will check in with their group leader, in their designated spot, as soon as they are dismissed from class. Snack is provided.

**Dual Care:**  
 Students may be dropped off as early as 6:30. Breakfast is available in the cafeteria for \$1.25 per day and is purchased through the same account as used for lunch. Check above link for menu information.  
 An after-school snack will be provided for your child in after care and is included in the Extended Day fees.

**Payment Procedures**

*The school calendar year consists of 180 days that children are in attendance. We have broken up the Extended Day fees into 10 equal installments for your convenience. Following Florida State Regulation Guidelines, all services must be paid in full prior to services being rendered. Your registration and first installment are due by August 1st. Each installment thereafter will be due on the 1st of the month. Please review the 2021-2022 Extended Day Payment Calendar. Any payment paid 5 days after the due date will be rendered a \$25.00 late fee. If your payments are late 3 or more consecutive times, your child may be dismissed from the program with no refunds.*

- \*\*SchoolPay is our preferred method of payment**
- \*\*Checks – Please make checks payable to WCE (child’s name in notes)**



# Payment Calendar 2021-2022 School Year

**WCE  
Extended  
Day & VPK**

AUG 2021				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

SEPT 2021				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

OCT 2021				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

NOV 2021				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

DEC 2021				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Installment #	Due	Installment covers care through:
1	Aug 1	Aug 16 - Sept 9
2	Sept 1	Sep 10 - Oct 5
3	Oct 1	Oct 6 - Nov 3
4	Nov 1	Nov 4 - Dec 3
5	Dec 1	Dec 6 - Jan 13
6	Jan 1	Jan 14 - Feb 10
7	Feb 1	Feb 11 - Mar 9
8	March 1	Mar 10 - Apr 12
9	April 1	Apr 13 - May 10
10	May 1	May 11 - June 2

JAN 2022				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

FEB 2022				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25

Florida state law requires that all services must be paid in full prior to services being rendered. There is a 5 day grace period after the 15th of the month. All payments submitted AFTER the 5 day period will be assessed a \$25.00 late fee.

If balance is unpaid by the end of the installment period, your child/ren will not be able to attend until the balance has been paid.

Please make all checks payable to WCE (note child's name.)  
Payments may be made online at [www.schoolpay.com](http://www.schoolpay.com).

MARCH 2022				
M	T	W	T	F
28	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

APRIL 2022				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MAY/JUNE 2022				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	23	24	25
30	31	1	2	

**ALL PAYMENTS DUE ON 1st OF THE MONTH**

### Dismissal/Transportation Changes

It is the parent's responsibility to notify the student's teacher, the Extended Day office, and the Transportation Portal of any transportation changes via email. [Virginia.Hooks@stjohns.k12.fl.us](mailto:Virginia.Hooks@stjohns.k12.fl.us)  
<https://www-wce.stjohns.k12.fl.us/parents/#transportation>

### Extended Day Activities

Our Extended Day program offers a day full of developmental fun and social building activities. Our students are broken up into groups as follows:

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

We offer activities such as homework time, playground, basketball courts and field, crafts, and games 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 30-45 minutes at which time homework time will be completed. Children must be able to work on their own reasonably and responsibly. A limited number of computers are available for students to complete computer required homework. Unfortunately, we do not have the personnel to check planners or 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 tutoring.

### Enrichment Programs (additional fee)

Contracted activities are outside businesses that are 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 to the service provider 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.

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

### Enrichment Withdrawal Policy

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

### Outside Play/Activities/Illness

If there is any reason your child cannot participate in any sports, outside activities, etc., please be sure to notify the Extended Day Coordinator. The teachers do not always relay information to us, so notifying the teacher does not guarantee we are made aware of the situation.

If your child is sick during school hours and arrives at Extended Day ill or if they become ill at Extended Day, you will be called to pick them up immediately. Please respect this request as it is meant to keep everyone as healthy as possible when they are at school, including our staff.

### 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.**

### Late Pick-up Policy

**YOUR CHILD MUST BE PICKED UP PROMPTLY BY 6:00 P.M.** or you will be charged a late pick-up fee of \$1.00 per minute determined by the office clock. You will get a one-time warning and after that the late fee will be charged. After three consecutive offenses, your child/children may be dismissed from the program. We understand that unforeseen things happen, such as traffic, accidents, etc. so we strongly recommend that you have a BACKUP PLAN for such emergencies. Traffic has grown considerably in this area so please make sure you adjust your time/schedules accordingly. We are not in the business of collecting late fees. We are in the business of caring for children and as much as we love each and every child, our employees also have families and other obligations to get home to. Please be considerate of our time, especially on evenings before holidays and breaks as we may have travel plans, etc. Your promptness is greatly appreciated.

### Extended Day 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 coordinator regarding program concerns.
3. They will be informed of any misbehavior on the part of their child and may visit the coordinator 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.

#### **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 school if your child will not be attending Extended Day as scheduled.
5. Comply with all Policies and Procedures.

#### **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 violence (hitting, punching, kicking, biting, tripping, shoving, spitting etc)
- No bullying
- Do not pick up rocks, sticks, mulch etc. 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.
- All electronics will be kept in back packs. Ext. Day will not be responsible for lost, stolen, or damaged electronics.

### Discipline and Consequences

Parents will be notified when their child is unable to meet our student behavior expectations. A pattern of continuous behavior issues (3 Strikes) may lead to a temporary suspension or a removal from the Extended Day Program. Any student who uses physical force with a group leader will immediately and permanently be expelled 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.

### Life Changes

It is the mission of the WCE Extended Day Program to be a support to families and to promote positive development for our children. We recognize that many families have special circumstances such as divorce, separation, a move, a disability, a serious allergy etc. In order to provide the best possible care for your child/children, it is vitally important that we be able to maintain current information and positive relationships with all significant adults in your child's life.

Please let us know if we need to be aware of any issues below:

- Custody arrangements
- Which parent to contact first in the event of an emergency
- Should program information be sent to both parents
- 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)*
- *Do we need to have an Epi-Pen available for allergic reactions*
- Does your child have a disability or require special accommodations
- Anything else you feel is pertinent to child's well being



Please review these guidelines and expectations with your child/children. Feel free to contact the Extended Day Coordinator with any questions or concerns you may have during the duration of your child's enrollment. We look forward to this partnership with your family and having a wonderful school year!

Sincerely,

Ginny Hooks	Program Coordinator
Daly Diaz	Staff
Sharon Ellis	Staff
Toni McCargo	Staff
Ashley Vece	Staff