



2017-2018

**Mill Creek Extended Day Program
Information Package**

Mill Creek Elementary

3750 International Golf Parkway

Saint Augustine, FL 32092

Arthur Thomas

Extended Day Coordinator

Tel: 904-547-3751

Cell: 904-501-1514 (Program Hours Only Please)

Email: arthur.thomas@stjohns.k12.fl.us

School Website: www-mce.stjohns.k12.fl.us

Mill Creek Extended Day Program

2017/2018

Fees

Registration Fee (Non-refundable)	\$80.00 Per Child
AM Care Only (7:00AM—School Start)	\$120.00—1 Child \$240.00—2 Children \$260.00—3 Children
PM Care Only (School End—6:00PM)	\$225.00—1 Child \$385.00—2 Children \$545.00—3 Children Additional \$160.00 Per Child
AM & PM Care (7:00AM—School Start & School End—6:00PM)	\$265.00—1 Child \$450.00—2 Children \$635.00—3 Children
Wednesdays PM Care (School End—6:00PM)	\$80.00—1 Child \$160.00—2 Children \$240.00—3 Children
Early AM Program (6:30AM—7:00AM)	\$20.00 Per Month—Each Child
Drop-In Fee	\$20.00 Per Day—Each Child

**St. Johns County Employees, Active Duty Military and Mill Creek Staff
See Section 2**

Mill Creek Extended Day Program

2017/2018

Fees

St. Johns County Employee and Active Duty Military Fees (must show proof)

Registration Fee (Non-refundable)	\$80.00 Per Child
AM Care Only (7:00AM—School Start)	\$80.00—1 Child \$120.00—2 Children
PM Care Only (School End—6:00PM)	\$160.00—1 Child \$240.00—2 Children \$340.00—3 Children
AM & PM Care (7:00AM—School Start & School End—6:00PM)	\$180.00—1 Child \$280.00—2 Children \$380.00—3 Children
Mill Creek Staff Fees	
AM & PM Care (7:00AM—School Start & School End—6:00PM)	\$130.00—1 Child \$195.00—2 Children \$227.00—3 Children
AM Care Only (7:00AM—School Start)	\$60.00 Per Child
Drop-In Fee	\$10.00 Per Day—Each Child
Wednesdays Only	\$40.00 Per Child Monthly

Mill Creek Extended Day Program

2017/2018

Registration Fee of \$80.00 is due prior to starting in the program.

August 10th, 2017—Payment due for August and September Care. (Payment must be made prior to start)

September 15th, 2017—Payment due for October Care. (Sept. 22nd Late Fee Added)

October 13th, 2017—Payment due for November Care. (Oct. 20th Late Fee Added)

November 15th, 2017—Payment due for December Care. (Nov. 21st Late Fee Added)

December 15th, 2017—Payment due for January Care. (Dec. 21st Late Fee Added)

January 12th, 2017—Payment due for February Care. (Jan. 19th Late Fee Added)

February 15th, 2017—Payment due for March Care. (Feb 22nd Late Fee Added)

March 15th, 2017—Payment due for April Care. (Mar. 22nd Late Fee Added)

April 13th, 2017—Payment due for May Care. (Apr. 20th Late Fee Added)

All fees are due the month prior to service. There are no exceptions.

Make all checks payable to MCE Extended Day and put the child's name in the memo line.

Payments can be made online at www.schoolpay.com.

Late payments will be charged \$25.00 after 5 school days past the due date.

While we do not foresee any price changes, all fees are subject to district approval. Changes may be necessary to meet district requirements.

Hours of Operation

Early AM Care—6:30AM-7:00AM (\$20.00 additional fee per month per child)

AM Care—7:00AM-8:10AM

PM Care—1:50PM—6:00PM—Wednesday

2:50PM—6:00PM—Monday, Tuesday, Thursday and Friday

PM Care closes at 6:00PM. Parents are responsible for picking up their child on time. In case of an emergency alternate pick-up arrangements should be made. **You will be charged a \$1.00 per minute late fee payable at time of pick-up.** This is to offset the cost of having a staff member stay past their contracted hours.

If there is an emergency and you will be late please call me at 904-501-1514.

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Pick-Up and Drop-Off

All PM Care students must be picked up and signed out by an authorized adult. Any changes to authorized pick-ups should be made prior to pick-up time. ****A photo ID is required at time of pick-up.****

*****All AM Care students must be walked into the café and signed in by an adult. No Exceptions.*****

Behavior

Your child is expected to follow the same rules and use the same behavior as they would during the school day. We use a three strike policy. Upon receiving a third strike your child will be removed from the program. There may be circumstances that arise which may result in immediate dismissal from the program.

Transportation Changes

Please notify the school as well as Extended Day if there are changes and the student will not be attending the program that day.

Payment of Services

Please make all checks payable to MCE-Extended Day. Make sure to put your child's name under memo.

Fees are never prorated and all fees are paid on a monthly basis. There are no refunds once fees are paid. Fees are not prorated for the holiday months.

Due to Florida Law, all fees must be paid prior to services rendered. Therefore, your child may not attend the Extended Day program until the fees for that month have been paid. Please see Payment Schedule for due dates.

Termination of Services

We request a 2 week notification if you are pulling your child out of the program. **Remember, there are no refunds once payments have been made and processed.**

2017/2018 Extended Day Schedule

- ☐ Wednesday – August 10, 2017 – School begins for students / Extended Day begins – Deposit and first monthly payment must be made prior to student beginning.
- ☐ Monday – September 4, 2017 – Labor Day – No School and No Extended Day.
- ☐ Friday – September 15, 2017 – Monthly Payment due for October Care.
- ☐ Friday – October 13, 2017 – Monthly Payment due for November Care.
- ☐ Monday – October 16, 2017 – Teacher Planning Day – No School and No Extended Day.
- ☐ Friday – November 10, 2017 – Veterans Day – No School and No Extended Day.
- ☐ Wednesday – November 15, 2017 – Monthly Payment Due for December Care.
- ☐ Wednesday through Friday – November 22-24, 2017 – Thanksgiving Break – No School and No Extended Day.
- ☐ Friday – December 15, 2017 – Monthly Payment due for January Care.
- ☐ Friday through Friday – December 22, 2017 through January 5, 2018 – Holiday Break – No School and No Extended Day.
- ☐ Friday – January 12, 2018 – Monthly Payment due for February Care.
- ☐ Monday – January 15, 2018 – Martin Luther King Day – No School and No Extended Day
- ☐ Monday – January 29, 2018 – Teacher Inservice Day – No School and No Extended Day
- ☐ Thursday – February 15, 2018 – Monthly Payment due for March Care.
- ☐ Monday – February 19, 2018 – Presidents Day – No School and No Extended Day.
- ☐ Thursday – March 15, 2018 – Monthly Payment due for April Care.
- ☐ Friday – March 16, 2018 – Teacher Planning Day – No School and No Extended Day.
- ☐ Monday through Friday – March 26-30, 2018 – Spring Break – No School and No Extended Day.
- ☐ Friday – April 13, 2018 – Monthly Payment due for May Care.
- ☐ Thursday – May 24, 2017 – Last Day for Students and Last Day of Extended Day.

*****There may be changes in schedule due to school activities and other requirements.*****

Any changes will be communicated as early as possible.

**Thank you all so very much for your support
of our program.**