

# VALLEY RIDGE ACADEMY

## EXTENDED DAY CONTACT INFORMATION

Federal Tax I.D. #59-6000824

Hayley Pollinger-Van Horne, Coordinator

**Phone:** 904.547.4118

**Front Office Phone:** 904.547.4090

**FAX:** 904.547.4095

**Address:** 105 Greenleaf Drive, Ponte Vedra, FL 32081

**E-mail:** [Hayley.pollinger-vanhorne@stjohns.k12.fl.us](mailto:Hayley.pollinger-vanhorne@stjohns.k12.fl.us)

**Web Site:** [www-vra.stjohns.k12.fl.us](http://www-vra.stjohns.k12.fl.us)

## GENERAL INFORMATION

The program is self-funded, and does not receive any money from city, district, county or federal agencies. All fees for student participation in the Extended Day Program **must be paid in advance by law**. Group ratios are approximately 1:20.

## DAYS/HOURS AVAILABLE

Extended Day care is available on days Valley Ridge Academy is in session. It is not available on school holidays, teacher/in-service days, or Winter, Spring, or Summer breaks. Installment fees already account for those weekdays (holidays, breaks, etc.) on which there is no school. On days of early release, your child in Extended Day goes immediately to Extended Day upon school dismissal.

### Morning Extended Day

6:30am - 8:00am

Students may NOT arrive before 8:00 am without being enrolled in the Before School Care program.

**Breakfast:** If they are in need of breakfast, it is available through the school's cafeteria. Breakfast usually begins about 30 minutes prior to the start of school. **Payment for breakfast is paid directly to the cafeteria via your child's lunch number. (Cash is also accepted.) Breakfast/Lunch money cannot be included in payments to Extended Day.**

### Afternoon Extended Day

- ❖ Begins as school ends, which is at 2:50 M,T,Th, F & 1:50 W.
- ❖ Upon school dismissal until 6:00 p.m
- ❖ **Extended Day supervision is NOT available beyond 6:00 PM.** Should your child be picked up late on 3 occasions, you will need to make other arrangements for after-school care.

## SNACK & DRINK

Snack is provided for all children and is already factored into your monthly payments. Please advise us of ANY food allergies so we accommodate your child.

## HOMEWORK EXPECTATIONS

- ❖ To be quiet and not talk with their neighbor during homework time.
- ❖ Homework can be started at any part of the afternoon voluntarily, but must be completed with the group.
- ❖ To remember all their materials needed for their homework from the classroom - prior to school's dismissal. (To ensure your child's safety, they are unable to return to their class to retrieve forgotten items.)
- ❖ To be honest in telling us if they have homework to do.
- ❖ To do their homework as you have requested.
- ❖ Should a staff member or another child be available to call out spelling words to your child, we'll be glad to do so. However, it is not always possible.
- ❖ Should we have challenges with a child being disruptive, despite warnings, a behavior note will be sent home.

## EXTENDED DAY ENRICHMENT FEES

### REGISTRATION FEES & INFORMATION

NEW ENROLLMENTS as well as RE-ENROLLMENTS are required to pay a registration fee of \$60 per child. This is a ONCE-A-YEAR Fee and helps to provide materials necessary for activities within the Extended Day Enrichment Program. The registration fee is required per student regardless of the program in which the child is enrolled, or when they enroll. **This once a year fee is not refundable** if the parent decides not to enroll his/her child after payment.

Just a few notes:

- Make checks payable to **Valley Ridge Academy** or **VRA** due in accordance with Posted fee schedule.
- Payments are due BEFORE services are provided according to the Florida Constitution (Article VII, Section 10)
- Children who qualify for free & reduced lunch will receive discounts on the tuition portion of their bill. A copy of the letter approving your children **must** be provided for our records.
- You can drop payment off in the basket that sits at the Extended Day checkout table. The basket is emptied out each night for processing.
- You may withdraw and re-enroll without paying a 2<sup>nd</sup> registration fee.
- Should you decide to withdraw, we cannot guarantee a spot will be available should you return.
- Late payment fees will be assessed every week to any payment made after the due date.
- **NSF Checks:** District wide, CheckRedi is utilized to process checks that are returned for any reason. You will be contacted by a representative of CheckRedi to resolve the balance.

### SCHEDULE OF DUE DATES

Installment Number	Dates Covered	Due Date
1	August 10 <sup>th</sup> - September 5 <sup>th</sup>	August 1 <sup>st</sup>
2	September 6 <sup>th</sup> - September 29 <sup>th</sup>	August 15 <sup>th</sup>
3	October 2 <sup>nd</sup> - October 26 <sup>th</sup>	September 15 <sup>th</sup>
4	October 27 <sup>th</sup> - November 27 <sup>th</sup>	October 17 <sup>th</sup>
5	November 28 <sup>th</sup> - December 21 <sup>st</sup>	November 15 <sup>th</sup>
6	January 8 <sup>th</sup> - February 2 <sup>nd</sup>	December 15 <sup>th</sup>
7	February 5 <sup>th</sup> - March 1 <sup>st</sup>	January 16 <sup>th</sup>
8	March 2 <sup>nd</sup> - April 4 <sup>th</sup>	February 15 <sup>th</sup>
9	April 5 <sup>th</sup> - April 30 <sup>th</sup>	March 15 <sup>th</sup>
10	May 1 <sup>st</sup> - May 24 <sup>th</sup>	April 15 <sup>th</sup>

## RECEIPTS

Receipts for reimbursement of dependent care expenses will be issued through the Extended Day Office. We will attach these to your sign out sheet upon completion. End of year statement summaries for tax purposes will be printed as needed. If any further documentation is required, please direct all requests to the Extended Day Coordinator.

## LATE PICK-UP CHARGES

In the event you are late picking up your child, you will be **charged \$5.00 for the first five minutes and \$1.00 for every minute afterwards**. This charge will automatically be applied to your account. This is necessary, not only because it costs us more in staffing fees, but also for the consideration of our staff, who also need to get home to their own families & personal obligations. **Please be considerate and direct any complaints you may have strictly to the coordinator**. This is a charge we **DO NOT** wish to have to collect! **Make back-up arrangements in the event of emergencies and please, do not pick your child up late!**

Once again, if your child is picked up late 3 times, you will need to make other arrangements for after school care.

## WITHDRAWING FROM THE PROGRAM

Should your needs change, and you need to reduce or discontinue our Extended Day service, please show us the courtesy to notify us, in writing, of your plans, giving **TWO WEEKS notice**. Without this, credits for unused childcare will not be given. **If your child leaves with any outstanding debts, he/she may not be re-enrolled until these have been satisfied.**

## PICK-UP PROCEDURES

Check out will be held the cafeteria. Please make sure to always carry your photo ID with you just in case normal staff member is absent.

It is our hope to utilize the online program EZ-Care for signing your child/ren in and out of the program. Each parent has an assigned PIN #. Please enter your PIN # into the computer to sign out your child. If the program is not functioning than sign out sheets will be on the table. Please sign your child out on the sheets.

**Please inform all persons picking up your child we will not release your child to them if they do not have the proper picture identification.**

**SIGNING OUT IS REQUIRED ON A DAILY BASIS.**

## Behavior Communication

Warnings will be given to children who do not follow the instructions of the St. Johns County Code of Student Conduct as well as Valley Ridge Academy Extended Day Citizenship Rules. Please keep in mind that this is more of a social environment for the children than the classroom, especially since they've just completed their school day. If your child should continue to make poor choices, notes will be sent home to keep you advised and to ask for support in correcting the behavior. If the behavior continues then your child will be removed from the program.

Any infractions severe enough to warrant a formal behavior write-up will be documented and the parents advised. With proper communication and support at home, many behaviors can be modified before severe consequences are required.

The first 3 Write-Ups will result in loss of playtime and a note sent home.

4<sup>th</sup> Write-Up will result in a note sent home and the child suspended from the program for 1 day

5<sup>th</sup> Write-Up will result in a note sent home and the child suspended from the program for 2 days

6<sup>th</sup> Write-Up will result in a note sent home and the child permanently expelled from the program.

**Consequences may be escalated if behavior is violent or severely disruptive!**