

# VALLEY RIDGE ACADEMY

## EXTENDED DAY CONTACT INFORMATION

Federal Tax ID #59-6000824

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## GENERAL INFORMATION

The program is self-funded, and does not receive any money from any 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 that Valley Ridge Academy is in session. It is not available on school holidays, teacher in-service/planning days, Winter, Spring or Summer breaks. Installment fees already account for those weekdays on which there is no school. On days of early release, your child in Extended Day goes immediately to Extended Day upon dismissal.

Morning Extended Day

6:30 AM - 8:05 AM

Students may NOT arrive before 8:05 AM without being enrolled in the Before Care Program.

Breakfast: If they are in need of breakfast, it is available through the school's cafeteria.

Breakfast usually begins about 8:05 AM. **Payment for breakfast is paid directly to the cafeteria via your child's lunch account. (Cash is also accepted.) Breakfast/Lunch money cannot be included in payments to Extended Day.**

Afternoon Extended Day

Dismissal - 6:00 PM

- ❖ School is dismissed at 2:50 PM on M, T, Th & F; 1:50 PM on W
- ❖ Extended Day supervision is NOT available beyond 6:00 PM. Should your child/ren be picked up late on 3 occasions, you will need to make other arrangements for child 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 can accommodate your child/ren.

## 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. (For the safety of the children, we cannot send anyone back to their classroom to retrieve forgotten items.)
- ❖ To be honest when telling us about their homework needs.
- ❖ 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 will be glad to do so. However, it is not always possible.
- ❖ Should we have any challenges with a child being disruptive, despite warnings, a behavior note will be sent home.

## EXTENDED DAY TUITION FEES

### REGISTRATION FEES & INFORMATION

New enrollments, as well as re-enrollments are required to pay a registration fee of \$60 per child on an annual basis. This once a year fee helps to provide materials necessary for activities within the Extended Day Program. The registration fee is required per student regardless of the program in which the child/ren is enrolled or when they enroll. **The registration fee is non-refundable** if the parent decides not to enroll the child/ren after payment has been made.

Just a few notes:

- ❖ Make checks payable to **Valley Ridge Academy** or **VRA**.
- ❖ Payments are due in accordance with the posted fee schedule and **PRIOR** to services being provided according to the Florida Constitution (Article VII, section 10)
- ❖ Children who qualify for free or reduced lunch will receive discounts on the monthly installment. A copy of the approval letter **must** be provided for our records.
- ❖ You can drop payment off in the basket that sits at the Extended Day checkout table. It is emptied each night for processing.
- ❖ You may withdraw and re-enroll without paying a second registration fee.
- ❖ Should you decide to withdraw, we cannot guarantee a spot will be open should you need to return.

- ❖ Late payment fees will be assessed every week to any past due accounts.
- ❖ NSF Checks: District wide, Envision Payment Solutions is utilized to process checks that are returned for any reason. You will be contacted by a representative of Envision to resolve the balance, DO NOT contact the Extended Day office.

Envision requires that all checks have the following information:

Payers full name  
 Street Address (no PO Boxes)  
 Home Phone with area code  
 Secondary Phone (Cell or Work)  
 Driver's License # with state

### SCHEDULE OF DUE DATES 2017-2018

Installment	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> to 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. Upon request, we will attach them to your child/ren's sign out sheet. End of year statements for tax purposes will be printed and put on your child's sign out sheet **NO LATER THAN JANUARY 31<sup>st</sup>**. Any further documentation requests can be directed to the Extended Day Coordinator.

### LATE PICK-UP CHARGES

In the event you are late picking up your child, you will be charged \$5 for the first 5 minutes and \$1 for every minute afterwards. This charge is automatically applied to your account. This is necessary to cover the additional costs of staffing after hours. Our staff also needs to get

home and fulfill their family and personal obligations. **Please be considerate and direct any complaints you may have to the coordinator.** This is a charge that we DO NOT wish to have to collect! **Make back-up arrangements in case of emergencies and please, do not pick up your child late!**

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

### WITHDRAWING FROM THE PROGRAM

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

### PICK-UP PROCEDURES

Check out will be held in the cafeteria. Please make sure to ALWAYS carry your photo ID with you in case the normal staff member is absent. There will be a sign out sheet for each student in the check-out binders, arranged alphabetically by last name. **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 student will be removed from the program.

Any infractions severe enough to warrant a formal 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 play time 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 a 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!**