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# EXTENDED DAY PROGRAM

## 2024 – 2025 PARENT HANDBOOK



Vanessa Salcedo-Dheureux - Extended Day Program Coordinator

-  10:00 am to 6:00 pm, Monday to Friday
  -  August to May - *Closed during summer* -
  -  Vanessa.Salcedo-Dheureux@stjohns.k12.fl.us
  -  904.547.4118
  -  105 Greenleaf Dr. Ponte Vedra, FL 32081
  -  <https://www-vra.stjohns.k12.fl.us/extendedday/ed-care/>  
or  
[bit.ly/EDP-VRA](https://bit.ly/EDP-VRA) (*Case sensitive*)
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**W**e thank you for entrusting your child to the caring, dedicated staff of the Extended Day Program at Valley Ridge Academy. We look forward to the opportunity to partner with you in caring for your child. This handbook is intended to provide you with information about the Valley Ridge Academy Extended Day Program (EDP) and will help us deliver the best possible experience for your child.

## OUR PROGRAM

Valley Ridge Academy Extended Day offers a quality before- and after-school program where students extend their learning and socialization beyond the scheduled school day.

Our dedicated, caring, and experienced Group Leaders provide proper student supervision while offering engaging and stimulating activities that have an appropriate balance between homework, exercise, skill development, and social activities.

Students enrolled in morning care will enjoy starting their day with friends in the cafeteria where they will be able to play board games, build with Legos, work on craft projects, read, color, and eat their breakfast from home, in preparation for their day of learning.

In the afternoon, children spend their time in groups of up to 25 students of similar age and grade, supervised by one of our Group Leaders. Students are provided a snack, have homework time, and participate in planned activities including arts and crafts, outdoor and indoor games, board games, free play, computer explorations, community service projects, movies, and most importantly, opportunities to have fun with their friends.

Hosting Extended Day care within our own site offers the advantage of continuous use of learning environments, including computer labs, playgrounds, and sports facilities. Children remain on campus in a safe and familiar environment, and working parents enjoy peace of mind plus simplified family logistics.

## EXTENDED DAY COORDINATOR

The Extended Day Coordinator oversees the operations of the Extended Day Program and communicates with the parents and staff. The coordinator reports directly to the School Principal and keeps him/her informed of the Extended Day activities and operations.

## EXTENDED DAY STAFF

VRA Extended Day staff consists of responsible, caring, and experienced adults who enjoy the company of children and who can provide the support and guidance your child needs when away from home. Your children will have the comfort and security of knowing they will see the same warm smiles greet them on a daily basis. Welcoming with words of encouragement, our Group Leaders are dedicated to ensuring that your child's time in our program is fun, safe, and stimulating.

Group Leaders are responsible for the day-to-day operations of the Extended Day Program at VRA. They monitor daily routines and activities. Extended Day staff are trained in First Aid and CPR. They all undergo fingerprinting and background checks. The staff reports directly to the Program Coordinator.



## SCHEDULE AND HOURS OF OPERATION

### Office Hours

Office hours for the Extended Day Program are:

Monday to Friday,  
**10:00 am to 6:00 pm,**  
 from **August to May**  
 - Closed during Summer -

### Hours of Operation

Extended Day care is offered during the following hours:

## HOURS OF OPERATION

	AM CARE	PM CARE
<b>MONDAY</b>	6:30 am - 8:15 am	3:00 pm - 6:00 pm
<b>TUESDAY</b>	6:30 am - 8:15 am	3:00 pm - 6:00 pm
<b>WEDNESDAY</b>	6:30 am - 8:15 am	2:00 pm - 6:00 pm
<b>THURSDAY</b>	6:30 am - 8:15 am	3:00 pm - 6:00 pm
<b>FRIDAY</b>	6:30 am - 8:15 am	3:00 pm - 6:00 pm

### Operations Calendar

Extended Day care is available all 180 regular school days Valley Ridge Academy is in session. It is closed on school holidays, teacher planning/in-service days, as well as during Winter, Spring, and Summer breaks, as shown on the calendar below.

## 2024-2025 OPERATIONS CALENDAR

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
<b>JUL 2024</b>							<b>AUG 2024</b>							<b>SEP 2024</b>							<b>OCT 2024</b>						
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31		
<b>NOV 2024</b>							<b>DEC 2024</b>							<b>JAN 2025</b>							<b>FEB 2025</b>						
					1	2	1	2	3	4	5	6	7				1	2	3	4							1
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	23	24	25	26	27	28		



## 2024-2025 OPERATIONS CALENDAR (CONTINUED)

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
<b>MAR 2025</b>							<b>APR 2025</b>							<b>MAY 2025</b>							<b>JUN 2025</b>						
						1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30					
30	31																										

**LEGEND:**

Dates in yellow denote school is in session and Extended Day Care is available.

### CARE PLANS

We offer a variety of enrollment options to meet your needs:

## 2024-2025 EXTENDED DAY CARE PLANS

CARE PLAN		DESCRIPTION
<b>AM</b>		Provides before-school care Monday to Friday from 6:30 am to 8:15 am. <b><i>Enrollment is available on a full-time basis only.</i></b>
<b>PM</b>		Provides after-school care Monday to Friday from dismissal time to 6:00 pm. <b><i>Enrollment is available on a full-time basis only.</i></b>
<b>AM + PM</b>		Provides before-school care Monday to Friday from 6:30 am to 8:15 am <i>PLUS</i> after-school care Monday to Friday from dismissal time to 6:00 pm. <b><i>Enrollment is available on a full-time basis only.</i></b>
<b>WEDS</b>	<b>PM</b>	Provides after-school care on Wednesdays from 2:00 pm to 6:00 pm.
<b>DROP-IN</b>	<b>AM</b>	Provides before-school care on the day of your choice from 6:30 am to 8:15 am.
	<b>PM</b>	Provides after-school care on the day of your choice from dismissal time to 6:00 pm.
	<b>AM + PM</b>	Provides before-school care from 6:30 am to 8:15 am <i>PLUS</i> after-school care from dismissal time to 6:00 pm on the day of your choice.

### REGISTRATION

Registration is required annually for both new and returning students. The process is initiated by completing an electronic registration form for EACH student. This form can be found on the Program’s website:

<https://www.vra.stjohns.k12.fl.us/extendedday/ed-care/>  
or [bit.ly/EDP-VRA](https://bit.ly/EDP-VRA) (Case sensitive)

A non-refundable registration fee of \$95 per child will be collected annually with registration forms. It applies to all Care Plans including Drop-In options. This fee secures your child’s spot in the program.



### TUITION RATES

Each school calendar year consists of 180 days when school is in session and students are in attendance. Extended Day services are provided during those days. For your convenience, we have broken up tuition fees into 10 equal installments, each covering 18 days of care. Tuition fees are collected monthly, and the rates vary based on the Care Plan you choose for your child(ren) and the number of siblings enrolled. The table below displays Extended Day tuition rates for the 2024-2025 school year.

### 2024-2025 TUITION RATES

# STUDENTS	CARE PLAN						
	AM	PM	AM + PM	WEDNESDAYS PM	DROP-IN <i>- Requires registration -</i>		
					AM	PM	AM + PM
1	\$ 160 / month	\$ 340 / month	\$ 400 / month	\$ 150 / month	\$ 25 / day	\$ 40 / day	\$ 60 / day
2	\$ 280 / month <small>(25% sibling discount)</small>	\$ 555 / month <small>(37% sibling discount)</small>	\$ 650 / month <small>(38% sibling discount)</small>	\$ 300 / month	\$ 50 / day	\$ 80 / day	\$ 120 / day
3	\$ 370 / month <small>(44% sibling discount)</small>	\$ 690 / month <small>(60% sibling discount)</small>	\$ 890 / month <small>(40% sibling discount)</small>	\$ 450 / month	\$ 75 / day	\$ 120 / day	\$ 180 / day

VRA EDP will review tuition rates annually and reserves the right to adjust prices for each academic year, or at other times during the year due to unforeseen economic conditions or extraordinary expenses. We will provide at least two weeks’ notice of any changes.

### PAYMENT PROCEDURES

#### Payment Schedule

The Extended Day Program will collect 10 equal monthly tuition payments per year, each covering 18 days of care. Florida State Law requires that services be paid in advance. To comply with this requirement, payments are due on the 15<sup>th</sup> of every month, from July 15<sup>th</sup> to April 15<sup>th</sup>.

As a courtesy, a grace period of five (5) calendar days is granted to all Extended Day families. However, a late fee of \$25 will be automatically assessed if installment is received after 6:00 pm on the 20<sup>th</sup> day of the month, as indicated on the table and calendar included at the bottom of this section.

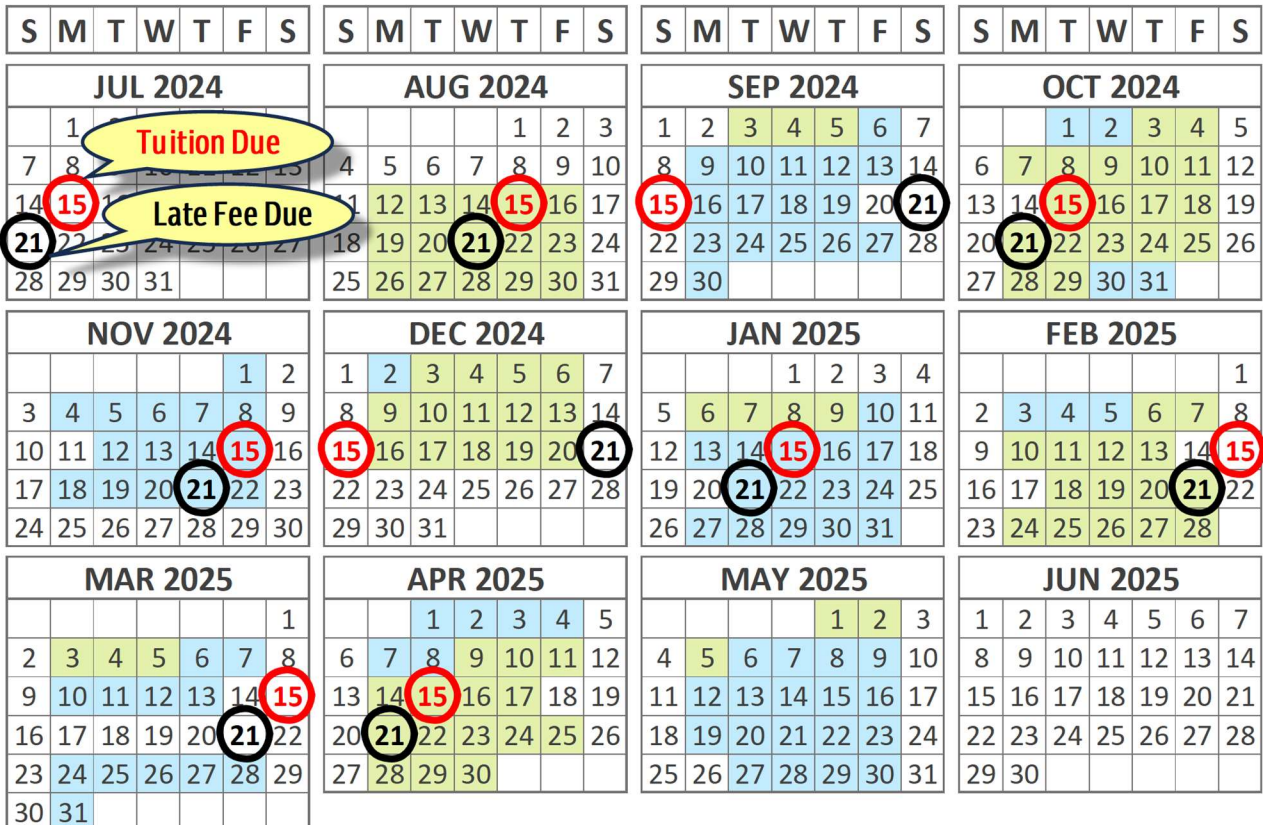
State law prohibits attendance if tuition has not been paid in advance, therefore children may not attend the Extended Day Program until the fees for that period have been paid in full, including any late fees. Continuous late payments may result in childcare privileges being removed.





## 2024-2025 TUITION PAYMENT CALENDAR

CARE PERIOD	PAYMENT DUE DATE	LATE PAYMENT FEE DUE DATE
# 1 Aug. 12 - Sep. 5	Jul. 15	Jul. 21
# 2 Sep. 6 - Oct. 2	Aug. 15	Aug. 21
# 3 Oct. 3 - Oct. 29	Sep. 15	Sep. 21
# 4 Oct. 30 - Dec. 2	Oct. 15	Oct. 21
# 5 Dec. 3 - Jan. 9	Nov. 15	Nov. 21
# 6 Jan. 10 - Feb. 5	Dec. 15	Dec. 21
# 7 Feb. 6 - Mar. 5	Jan. 15	Jan. 21
# 8 Mar. 6 - Apr. 8	Feb. 15	Feb. 21
# 9 Apr. 9 - May 5	Mar. 15	Mar. 21
# 10 May 6 - May 30	Apr. 15	Apr. 21





### Forms of payment

We accept the following forms of payment:

- **Personal checks** payable to VRA. **Please include the following 3 items in the memo line:**
  - cell phone number,
  - alternative phone number,
  - student(s) name(s).
- **Online** payments at [SchoolPay.com](https://SchoolPay.com)
- **Cash**

Payments can be turned in at the Extended Day checkout desk, the School front desk, or mailed to:

Valley Ridge Academy  
C/O Extended Day Program  
105 Greenleaf Dr.  
Ponte Vedra, FL 32081

Please keep in mind that mailed payments must be received by the due date to avoid late fees.

### Returned check policy

Envision Payment Solutions (EPS) is the payment processing provider for St. Johns County School District. If you should have a check returned for insufficient funds you will be contacted by this company. Please work with Envision Payment Solutions to clear this debt within a 7-day period so that your child's enrollment will not be jeopardized. Parents are responsible for any applicable processing fees charged by EPS.

If these checks are not cleared within a 7-day period or if more than one returned check is received, it will be mandatory to pay in cash or money order for all future transactions with the Extended Day Program.

### Invoices, Statements, and receipts

**The Extended Day Program does NOT send monthly invoices.** Payments are expected to be received in a timely manner as per the Tuition Payment Schedule included above.

Billing statements are generated **upon request** or if there is a balance/credit due. Receipts and Tax statements are also available from the Extended Day Coordinator upon request. For tax purposes, our tax ID number is 59-6000824.

## DROP-OFF AND PICK-UP PROCEDURES

### Drop-off

Our morning program will be held in the cafeteria. Children may be dropped off between 6:30 am and 7:55 am. Please park in our Visitor parking lot and walk your child(ren) into the cafeteria, through the Annex doors located near the flagpole (see map at the bottom of this section). Children will need to be signed-in by the parent/guardian daily.

**\* Please note golf carts are not allowed on school grounds at any time of the day \***





**Pick-up**

Children in our Extended Day Program will be picked up from the cafeteria Annex **after 3:30 pm (2:30 pm on Wednesdays)** and before 6:00 pm.

Please use our Google Voice phone number **904.834.9922** to text us your student(s) name(s) when you are 5-10 minutes away from picking up your student(s) from Extended Day. By texting, student(s) will be called to the check-out area in advance and will likely be ready to go upon your arrival. This will help to make pick-up run more efficiently.

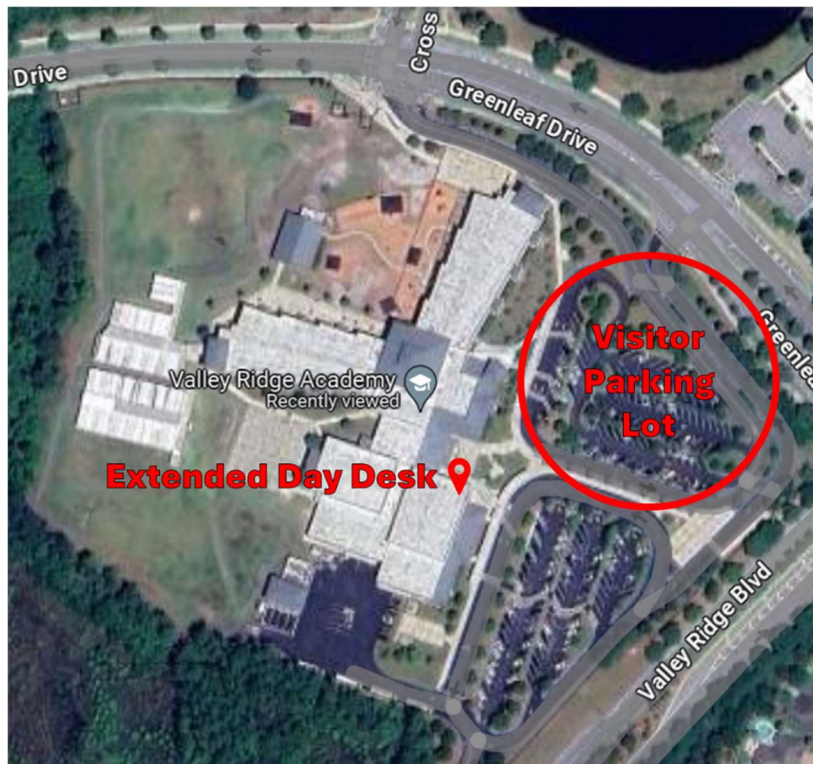
Once on campus, please park in our Visitor parking lot and walk to the Annex doors located near the flagpole (see map below).

**\* Please note golf carts are not allowed on school grounds at any time of the day \***

Children must be signed out and picked up by an adult on their approved pick-up list. Please inform all parties on your approved list to provide ID at pick-up. **A valid Driver’s License is the form of ID accepted by the School District. Pictures of this document will not be allowed.** Students will not be released to minors, those not on the list, or those who cannot provide ID. Additions or changes to the student’s approved pick-up list must be made prior to pick-up time via email to the Program Coordinator at:

[Vanessa.Salcedo-Dheureux@stjohns.k12.fl.us](mailto:Vanessa.Salcedo-Dheureux@stjohns.k12.fl.us)

Please remember to email the Program Coordinator before 12:00 pm with any dismissal changes.





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## DISMISSAL / TRANSPORTATION CHANGES

It is the parent's responsibility to notify **BOTH**, the Front Office **AND** the Extended Day Coordinator of any transportation changes that occur once the school day has started. It is **VERY IMPORTANT** that you email or call the Extended Day Coordinator **NO LATER THAN 12:00 pm**. Having as much notice as possible ensures your child's safety.

Children will not be allowed to change transportation on their word and will not be allowed to call parents to change transportation during the school day or at dismissal.

## LATE PICK-UP POLICY

**Late pick-up should be avoided.** Each day, children should be signed out and picked up **no later than 6:00 pm**. Parents must make sure to have emergency back-up in case of delays due to traffic, emergencies, or other unexpected situations. If you are concerned that you will be running late, please call our office to let us know of your preferred alternative pick-up plans.

Anyone picking up after 6:01 pm will be asked to sign a late pick-up sheet and will be charged \$1 per minute per child until the pick-up person's arrival. This charge will be determined by using Extended Day Program's clock and will be automatically applied to your account. This is necessary to cover the additional costs of staffing after hours. If tardiness becomes chronic (3 times), we will provide a warning and if the practice continues, your child will be subject to disenrollment.

## SCHEDULE CHANGES

### Early Withdrawal

Communication is essential to providing quality Extended Day services for our students. Therefore, if you need to withdraw from the Program, we ask that you provide a **two-week written notification** by emailing the Extended Day Coordinator at [Vanessa.Salcedo-Dheureux@stjohns.k12.fl.us](mailto:Vanessa.Salcedo-Dheureux@stjohns.k12.fl.us). This will help us accommodate other children on a waiting list for an available opening.

All outstanding fees must be paid in full during this 2-week period before the effective withdrawal date. All refund requests must be made within 2 weeks of withdrawal from the Program, or the amount will be forfeited. Please keep in mind that if we are not aware of your plan to discontinue our services, you will be responsible for the entire month's fee.

### Care Plan / Schedule Changes

If you plan to change your child's Care Plan or attendance schedule, please email the Extended Day Coordinator with as much lead time as possible.

## SNACKS

Snacks are provided for all after-school care children and are already factored into your monthly payments. Your child's dietary restrictions and food allergies should be noted on your child's registration form. Children will be permitted to choose one item per day. Snacks typically available include dried and fresh fruit, crackers, cheese,



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popcorn, muffins, pretzels, chips, fruit snacks, and cookies, among others. Parents may choose to pack extra/different snacks for their child(ren). Students will need to carry their water bottles during program hours.

## DAILY ACTIVITIES AND ROUTINES

Students enrolled in morning care will enjoy starting their day with friends in the cafeteria where they will be able to play board games, build with Legos, work on craft projects, read, color, and/or eat their breakfast from home, in preparation for their day of learning. When the bell rings at 8:15 am, students will be released to the cafeteria if they are having school-provided breakfast or to their classrooms. Extended Day staff will escort Kindergarten through 1<sup>st</sup> grade students to their designated areas.

At the end of the school day, children will report to their Group Leader at their designated location for roll call. Students will have outdoor free play, snack, and homework/reading time daily. The group will then proceed with activity rotations based on their monthly schedule. Activity rotations include arts & crafts, sports, movies, inside team and board games, community service projects, computer lab, outside games, and most importantly, opportunities to have fun with friends.

Children will be called to the check-out desk as parents notify EDP staff of their upcoming arrival.

## HOMEWORK

The Extended Day afternoon schedule provides 30 mins of quiet time for homework and reading Monday through Thursday for all grade levels except kindergarten. All students in each group will participate in this quiet time. Group Leaders are available to oversee homework time and assist when needed. Students must come prepared with homework materials and reading books, as they are not allowed to go back to classrooms, for safety purposes and to reinforce responsibility. Please note that we use the honor system for homework, and it is your child's responsibility to complete their work. It is the responsibility of the parent to review the work of your child each day for accuracy. We recommend you design a homework check system for your child so he/she will learn to abide by your requests for the completion of his/her homework.

## MOVIES

As part of the Extended Day activities, we include some scheduled movie days. There will be occasions, such as rainy days, that we may have an unscheduled movie day. We select G and PG rated movies that are generally appropriate for K-5th grade aged kids. If you prefer your child not watch PG rated movies, alternative arrangements can be made for your child upon parent request.

## PICTURES

Occasionally, Extended Day staff may photograph children during program activities and share those special moments with parents via email and/or social media, and with the VRA community through our school Newsletter and/or website. We can except children from Extended Day pictures upon parent request.









## PERSONAL ITEMS

The Extended Day Program counts with an extensive supply of materials, toys, and games for student use during care time. We strongly encourage students to not remove personal items from their backpacks. Extended Day is NOT responsible for any personal items lost during program hours.

## COMMUNICATION

The best form of communication with the Extended Day Coordinator is via **email**. Full contact information is listed below.

-  10:00 am to 6:00 pm, Monday to Friday
-  August to May - *Closed during summer* -
-  Vanessa.Salcedo-Dheureux@stjohns.k12.fl.us
-  904.547.4118
-  105 Greenleaf Dr. Ponte Vedra, FL 32081
- <https://www.vra.stjohns.k12.fl.us/extendedday/ed-care/>
-  or
- [bit.ly/EDP-VRA](https://bit.ly/EDP-VRA) (*Case sensitive*)

Please keep in mind that school staff attend to multiple duties throughout the day and an immediate response to your email or phone call may not be possible. If you have an emergency, please call the school (904.547.4090) and the receptionist will forward your message to the Coordinator.

## ACCIDENTS / ILLNESSES

The safety of your child is the number one priority to us. Children should report all injuries or illness symptoms to Valley Ridge Academy Extended Day Program staff. If a child is injured, the staff will administer simple first aid and send home a brief report describing the situation. In the event of a serious accident or illness, if Extended Day staff is unable to reach the parents, they will contact the physician indicated during school registration and follow his/her instructions. If it is impossible to contact this physician, then Extended Day staff may make whatever arrangements necessary to provide care and treatment for the child. In case of an accident or serious illness where immediate treatment is not indicated but where the child is unable to remain at school, Extended Day will contact parents to arrange for transportation. If our staff is unable to reach parents, they will contact one of the people listed on the registration form and request them to come to the school and pick up the child.

## DISCIPLINE

It is our policy to treat our children with love and respect. To accomplish this goal, we always employ positive reinforcement first, and redirection when needed. We believe that catching children when they make good choices by complimenting them and positively reinforcing good behavior is far more effective than disciplining children when they misbehave. However, children are curious, and it is developmentally appropriate for them to test rules and limits.

Children are expected to follow the instructions of the St. Johns County School District Code of Student Conduct (<https://www.stjohns.k12.fl.us/schoolservices/conduct/>) as well as VRA Citizenship Rules.



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We work as partners with parents if/when behavioral issues arise. Most minor behavioral issues will be managed between the Group Leader and the child. Other instances will result in a written incident report and parent contact. Notes are sent home to keep you advised and to ask for support in correcting the behavior. With proper communication and support at home, many behaviors can be modified before other consequences are required.

Repeat occurrences of previously addressed behavior or extreme behavior may result in suspension from the Extended Day Program. Our goal for short term suspension is for parents to work at home with children on strategies to improve and correct behavioral issues. Reoccurrences of the issue following suspension may result in disenrollment from our program.

Infractions warranting a formal behavior write-up will be documented and handled as follows:

- **1<sup>st</sup> Incident:** Parents will be notified in writing, giving them the opportunity to correct the behavior.
- **2<sup>nd</sup> Incident:** Student will be sent to the office for a 2<sup>nd</sup> infraction. The student will remain in the office until a parent arrives, providing the student “thinking time”.
- Student will be suspended from Extended Day for **one week** if there is a **3<sup>rd</sup> infraction**.
- If a **4<sup>th</sup> infraction** occurs, student will be disenrolled in Extended Day.

Depending on the severity of the offense, these consequences may be escalated.

The Valley Ridge Academy Extended Day Program remains committed to the safety, security, and well-being of each child in our care. We will enforce these Discipline Policies to ensure that we provide the best service possible to you and the community. These expectations will ensure a safe and happy environment for all children. We thank you for your partnership and support.