



**2019 - 2020**

**Mill Creek Extended Day**  
**Program**  
**Information Package**

**Mill Creek Academy**

**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](mailto:arthur.thomas@stjohns.k12.fl.us)**

**School Website: [www-mca.stjohns.k12.fl.us](http://www-mca.stjohns.k12.fl.us)**

Mission Statement: The Mill Creek Extended Day Program will provide a safe, fun, and caring atmosphere while facilitating education and creativity, and in doing so provide a valuable service to our students, families and staff.

# Mill Creek Extended Day Program

## 2019/2020

### **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 Extended Day that afternoon. Transportation changes should be emailed to the front office at [mcatransportation@stjohns.k12.fl.us](mailto:mcatransportation@stjohns.k12.fl.us).

### **Payment of Services**

Please make all checks payable to MCA-Extended Day. Make sure to put your child's name under memo and your phone number must be on the check. Payments may also be made online at [www.schoolpay.com](http://www.schoolpay.com).

There are no refunds once fees are paid.

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 period have been paid in full. Please see our 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.**

# Mill Creek Extended Day Program

## 2019/2020

### Fees

Registration Fee (Non-refundable)	\$80.00 Per Child
AM Care Only	\$120.00—1 Child
(6:30AM—School Start)	\$180.00—2 Children
	\$240.00—3 Children
PM Care Only	\$235.00—1 Child
(School End—6:00PM)	\$350.00—2 Children
	\$475.00—3 Children
	Additional \$160.00 Per Child
AM & PM Care	\$285.00—1 Child
(7:00AM—School Start &	\$430.00—2 Children
School End—6:00PM)	\$575.00—3 Children
Wednesdays PM Care	\$80.00—1 Child
(School End—6:00PM)	\$160.00—2 Children
	\$240.00—3 Children
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

## 2019/2020

### Fees

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

Registration Fee (Non-refundable) \$80.00 Per Child

AM Care Only \$80.00—1 Child  
(6:30AM—School Start) \$120.00—2 Children

PM Care Only \$180.00—1 Child  
(School End—6:00PM) \$250.00—2 Children  
\$350.00—3 Children

AM & PM Care \$200.00—1 Child  
(7:00AM—School Start &  
School End—6:00PM) \$300.00—2 Children  
\$400.00—3 Children

#### Mill Creek Staff Fees

AM & PM Care \$140.00—1 Child  
(6:30AM—School Start &  
School End—6:00PM) \$215.00—2 Children  
\$285.00—3 Children

AM Care Only \$60.00 Per Child  
(6:30AM—School Start)

Drop-In Fee \$10.00 Per Day—Each Child

Wednesdays Only \$40.00 Per Child Monthly

# Mill Creek Extended Day Program

## 2019/2020

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

August 5th, 2019—Payment due for August 12—September 5. (Payment must be made prior to start)

August 21st, 2019—Payment due for September 6—October 1. (Aug. 28th late fee added)

September 18th, 2019—Payment due for October 2—October 28. (Sept. 25th late fee added)

October 16th, 2019—Payment due for October 29—November 22. (Oct. 23rd late fee added)

November 13th, 2019—Payment due for November 25—January 6. (Nov. 20th late fee added)

December 11th, 2019—Payment due for January 7—February 3. (Dec. 18th late fee added)

January 22nd, 2019—Payment due for February 4—February 28. (Jan. 29th late fee added)

February 19th, 2019—Payment due for March 2—April 2. (Feb. 26th late fee added)

March 25th, 2019—Payment due for April 3—April 30. (Apr. 1st late fee added)

April 22nd, 2019—Payment due for May 1—May 27. (Apr. 29th late fee added)

### See Schedule of Fees

**All fees are due prior to service. There are no exceptions.**

**Make all checks payable to MCA Extended Day and put the child's name in the memo line. The district also requests that all checks have two phone numbers to contact if there are any issues with payment.**

**Payments can be made online at [www.schoolpay.com](http://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

AM Care—6:30AM-8:10AM

PM Care—1:45PM—6:00PM—Wednesday

2:45PM—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.**

\*\*\*After 3 late pick-ups, your child will be removed from the program.\*\*\*

## **2019/2020 Extended Day Schedule**

- ✧Friday – August 12, 2019 – School begins for students / Extended Day begins – Deposit and first monthly payment must be made prior to student beginning.
- ✧Wednesday – August 21, 2019 – Payment Due – Covers Sep 6—Oct 1.
- ✧Monday – September 2, 2019 – Labor Day – No School and No Extended Day.
- ✧Wednesday – September 18, 2019 – Payment Due – Covers Oct 2—Oct 28.
- ✧Monday – October 14, 2019 – Teacher Planning Day – No School and No Extended Day.
- ✧Wednesday – October 16, 2019 – Payment Due – Covers Oct 29—Nov 22.
- ✧Monday – November 11, 2019 – Veterans Day – No School and No Extended Day.
- ✧Wednesday – November 13, 2019 – Payment Due—Covers Nov 25—Jan 26.
- ✧Wednesday through Friday – November 27-29, 2019 – Thanksgiving Break – No School and No Extended Day.
- ✧Wednesday – December 11, 2019 – Payment Due— Covers Jan 7—Feb 1.
- ✧Monday through Thursday – December 23, 2019 through January 2, 2020 – Holiday Break – No School and No Extended Day.
- ✧Friday – January 3, 2020 – Teacher Planning Day – No School and No Extended Day.
- ✧Monday – January 20, 2020 – Martin Luther King Day – No School and No Extended Day
- ✧Wednesday – January 22, 2020 – Payment Due—Covers Feb 4—Feb 28.
- ✧Friday – January 31, 2020 – Teacher Inservice Day – No School and No Extended Day
- ✧Monday – February 17, 2020 – Presidents Day – No School and No Extended Day.
- ✧Thursday – February 19, 2020 – Payment Due—Covers Mar 2—Apr 2.
- ✧Friday – March 13, 2020 – Teacher Inservice Day – No School and No Extended Day
- ✧Monday through Friday – March 16-20, 2020 – Spring Break – No School and No Extended Day.
- ✧Thursday – March 25, 2020 – Payment Due—Cover Apr 3—Apr 30.
- ✧Monday & Friday – April 10 & 13, 2020 – Student/Teacher Holiday – No School and No Extended Day.
- ✧Wednesday – April 22, 2019 – Payment Due—Cover May 1—May 27.
- ✧Monday – May 25, 2020 – Student/Teacher Holiday—No School and No Extended Day.
- ✧Wednesday – May 27, 2020 – Last Day for Students and Last Day of Extended Day.

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

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