



2020 - 2021

**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

School Website: 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

2020/2021

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.

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.

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

2020/2021

Fees

Registration Fee (Non-refundable)	\$80.00 Per Child
AM Care Only (6:30AM—School Start)	\$120.00—1 Child \$200.00—2 Children \$280.00—3 Children
PM Care Only (School End—6:00PM)	\$240.00—1 Child \$380.00—2 Children \$500.00—3 Children Additional \$160.00 Per Child
AM & PM Care (7:00AM—School Start & School End—6:00PM)	\$300.00—1 Child \$480.00—2 Children \$600.00—3 Children
Wednesdays PM Care Only (School End—6:00PM)	\$80.00—1 Child \$160.00—2 Children \$240.00—3 Children
Drop-In Fee	\$20.00 Per Day—Each Child

**St. Johns County School District Employees and Active Duty Military
See Section 2**

Mill Creek Extended Day Program

2020/2021

Fees

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

Registration Fee (Non-refundable)	\$80.00 Per Child
AM Care Only (6:30AM—School Start)	\$60.00—1 Child \$100.00—2 Children \$140.00—3 Children
PM Care Only (School End—6:00PM)	\$120.00—1 Child \$190.00—2 Children \$250.00—3 Children
AM & PM Care (7:00AM—School Start & School End—6:00PM)	\$150.00—1 Child \$240.00—2 Children \$300.00—3 Children
Wednesdays PM Care Only (School End—6:00PM)	\$40.00—1 Child \$800.00—2 Children \$120.00—3 Children
Drop-In Fee	\$20.00 Per Day—Each Child

Mill Creek Extended Day Program

2019/2020

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

Prior to Start—Payment due for August 10—September 2. (Payment must be made prior to start)

August 21st, 2020—Payment due for September 3—September 29. (Aug. 28th late fee added)

September 18th, 2020—Payment due for September 30—October 26. (Sept. 25th late fee added)

October 16th, 2020—Payment due for October 27—November 20. (Oct. 23rd late fee added)

November 10th, 2020—Payment due for November 23—January 5. (Nov. 17th late fee added)

December 9th, 2020—Payment due for January 6—February 2. (Dec. 16th late fee added)

January 20th, 2021—Payment due for February 3—March 1. (Jan. 27th late fee added)

February 17th, 2021—Payment due for March 2—April 5. (Feb. 24th late fee added)

March 23rd, 2021—Payment due for April 6—April 29. (Mar. 30 late fee added)

April 19th, 2021—Payment due for April 30—May 25. (Apr. 26th 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.

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.

2020/2021 Extended Day Schedule

- Friday – August 10, 2020 – School begins for students / Extended Day begins – Registration fee and first period payment must be made prior to student beginning.
 - Friday – August 21, 2020 – Payment Due – Covers Sep 3–Sep 29.
 - Monday – September 7, 2020 – Labor Day – No School and No Extended Day.
 - Friday – September 18, 2020 – Payment Due – Covers Sep 30–Oct 26.
 - Monday – October 12, 2020 – Teacher Planning Day – No School and No Extended Day.
 - Friday – October 16, 2020 – Payment Due – Covers Oct 27–Nov 20.
 - Tuesday – November 10, 2020 – Payment Due—Covers Nov 23–Jan 5.
 - Wednesday – November 11, 2020 – Veterans Day – No School and No Extended Day.
 - Wednesday through Friday – November 25-27, 2020 – Thanksgiving Break – No School and No Extended Day.
 - Wednesday – December 9, 2020 – Payment Due— Covers Jan 6–Feb 2.
 - Monday through Friday – December 21, 2020 through January 1, 2021 – Holiday Break – No School and No Extended Day.
 - Monday – January 4, 2021 – Teacher Planning Day – No School and No Extended Day.
 - Monday – January 18, 2021 – Martin Luther King Day – No School and No Extended Day
 - Wednesday – January 20, 2021 – Payment Due—Covers Feb 3–Mar 1.
 - Friday – January 29, 2021 – Teacher Inservice Day – No School and No Extended Day
 - Monday – February 15, 2021 – Presidents Day – No School and No Extended Day.
 - Wednesday – February 17, 2021 – Payment Due—Covers Mar 2–Apr 5.
 - Friday – March 12, 2021 – Teacher Inservice Day – No School and No Extended Day
 - Monday through Friday – March 15-19, 2021 – Spring Break – No School and No Extended Day.
 - Tuesday – March 23, 2021 – Payment Due—Cover Apr 6–Apr 29.
 - Friday – April 2, 2021 – Student/Teacher Holiday – No School and No Extended Day.
 - Monday – April 19, 2021 – Payment Due—Cover Apr30–May 25.
 - Tuesday – May 25, 2021 – 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.**