



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 \$80.00—2 Children \$120.00—3 Children
Drop-In Fee	\$20.00 Per Day—Each Child

Mill Creek Extended Day Program

2020-2021

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

Prior to Start—Payment due for August 31—September 24. (Payment must be made prior to start)

September 14th, 2020—Payment due for September 25—October 20. (Sep. 21st late fee added)

October 7th, 2020—Payment due for October 21—November 17. (Oct. 14th late fee added)

November 3rd, 2020—Payment due for November 18—December 16. (Nov. 10th late fee added)

December 3rd, 2020—Payment due for December 17—January 26. (Dec. 10th late fee added)

January 12th, 2020—Payment due for January 27—February 23. (Jan. 20th late fee added)

February 10th, 2021—Payment due for February 24—March 24. (Feb. 18th late fee added)

March 9th, 2021—Payment due for March 25—April 21. (Mar. 23rd late fee added)

April 13th, 2021—Payment due for April 22—May 17. (Apr. 20th late fee added)

May 7th, 2021—Payment due for May 18—June 10. (May 14th late fee added)

See Schedule of Fees

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

Payments can be made online at www.schoolpay.com.

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.

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.**