



2021 - 2022

# 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

## 2021/2022

### 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 [mcattransportation@stjohns.k12.fl.us](mailto:mcattransportation@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

2021/2022

## Fees

Registration Fee (Non-refundable)	\$80.00 Per Child
AM Care Only (6:30AM—School Start)	\$140.00—1 Child \$210.00—2 Children \$280.00—3 Children
PM Care Only (School End—6:00PM)	\$250.00—1 Child \$375.00—2 Children \$500.00—3 Children Additional \$125.00 Per Child
AM & PM Care (6:30AM—School Start & School End—6:00PM)	\$320.00—1 Child \$480.00—2 Children \$640.00—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 Next Page

# Mill Creek Extended Day Program

2021/2022

## 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	\$70.00—1 Child
(6:30AM—School Start)	\$105.00—2 Children
	\$140.00—3 Children
PM Care Only	\$125.00—1 Child
(School End—6:00PM)	\$190.00—2 Children
	\$250.00—3 Children
	Additional \$75.00 Per Child
AM & PM Care	\$160.00—1 Child
(6:30AM—School Start &	\$240.00—2 Children
School End—6:00PM)	\$320.00—3 Children
Wednesdays PM Care Only	\$40.00—1 Child
(School End—6:00PM)	\$80.00—2 Children
	\$120.00—3 Children
Drop-In Fee	\$10.00 Per Day—Each Child

# Mill Creek Extended Day Program

## 2021-2022

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

Prior to Start—Payment due for August 16—September 9. (Payment must be made prior to start)

August 30th, 2021—Payment due for September 10—October 5. (Sep 7 late fee added)

September 24th, 2021—Payment due for October 6—November 1. (Sep 30 late fee added)

October 22nd, 2021—Payment due for November 2—December 1. (Oct 28 late fee added)

November 18th, 2021—Payment due for December 2—January 11. (Nov 29 late fee added)

December 17th, 2021—Payment due for January 12—February 8. (Jan 6 late fee added)

January 26th, 2022—Payment due for February 9—March 7. (Feb 3 late fee added)

February 23rd, 2022—Payment due for March 8—April 8. (Mar 2 late fee added)

March 30th, 2022—Payment due for April 11—May 6. (Apr 6 late fee added)

April 27th, 2022—Payment due for May 9—Jun 2. (May 4 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](http://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. \*\*\*

## 2021/2022 Extended Day Schedule

- Monday – August 16, 2021 – School begins for students / Extended Day begins – Registration fee and first period payment must be made prior to student beginning.
- Monday – August 30, 2021 – Payment Due – Covers Sep 10–Oct 5.
- Monday – September 6, 2021 – Labor Day – No School and No Extended Day.
- Friday – September 24, 2021 – Payment Due – Covers Oct 6–Nov 1.
- Monday – October 18, 2021 – Teacher Planning Day – No School and No Extended Day.
- Friday – October 22, 2021 – Payment Due – Covers Nov 2–Dec 1.
- Thursday – November 11, 2021 – Veterans Day – No School and No Extended Day.
- Thursday – November 18, 2021 – Payment Due—Covers Dec 2–Jan 11.
- Wednesday through Friday – November 24-26, 2021 – Thanksgiving Break – No School and No Extended Day.
- Friday – December 17, 2021 – Payment Due— Covers Jan 12–Feb 8.
- Monday through Friday – December 22, 2021 through January 4, 2022 – Holiday Break – No School and No Extended Day.
- Monday – January 5, 2022 – Teacher Planning Day – No School and No Extended Day.
- Monday – January 17, 2022 – Martin Luther King Day – No School and No Extended Day
- Wednesday – January 26, 2022 – Payment Due—Covers Feb 9–Mar 7.
- Monday – February 7, 2022 – Teacher Inservice Day – No School and No Extended Day
- Monday – February 21, 2022 – Presidents Day – No School and No Extended Day.
- Wednesday – February 23, 2022 – Payment Due—Covers Mar 8–Apr 8.
- Wednesday – March 11, 2022 – Teacher Inservice Day – No School and No Extended Day
- Monday through Friday – March 14-18, 2022 – Spring Break – No School and No Extended Day.
- Wednesday – March 30, 2022 – Payment Due—Cover Apr 11–May 6.
- Friday through Monday – April 15-18, 2022 – Student/Teacher Holiday – No School and No Extended Day.
- Wednesday – April 27, 2022 – Payment Due—Cover May 9–Jun 2.
- Monday – May 30, 2022 – Memorial Day – No School and No Extended Day.

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



## Schedule of Fees

## MCA Extended Day

**2021-2022  
School Year**

AUG 2021				
M	T	W	T	F
3	4	5	6	7
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

SEPT 2021				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

OCT 2021				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

NOV 2021				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

DEC 2021				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Installment #	Due	Installment covers care through:
1	Start	Aug 16th - Sep 9th
2	Aug 30th	Sep 10th - Oct 5th
3	Sep 24th	Oct 6th - Nov 1st
4	Oct 22nd	Nov 2nd - Dec 1st
5	Nov 18th	Dec 2nd - Jan 11th
6	Dec 17th	Jan 12th - Feb 8th
7	Jan 26th	Feb 9th - Mar 7th
8	Feb 23rd	Mar 8th - Apr 8th
9	Mar 30th	Apr 11th - May 6th
10	Apr 27th	May 9th - Jun 2nd

Florida state law requires that all services must be paid in full prior to services being rendered. There is a 5 day grace period after the posted due date. All payments submitted AFTER the 5 day period will be rendered a \$25.00 late fee. If balance is unpaid by the end of the installment period, your child/ren will not be able to attend until the balance has been paid.

Please make all checks payable to MCA Extended Day.  
Payments may be made online at [www.schoolpay.com](http://www.schoolpay.com).

Monthly rate formula: 180 days of care x daily rate / 10 (Aug-May)  
= 10 equal monthly payments

JAN 2022				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

FEB 2022				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

MARCH 2022				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

APRIL 2022				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MAY 2022				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31	1	2	3

## MCA Extended Day 2021-2022 Rates

Fees are per 18 school day period

### MCA Extended Day

#### Standard Rate

Registration Fee (Non-refundable)  
\$40.00 until 6/10 then 80.00 Per  
Child

AM Care Only  
(6:30AM—School Start)  
\$140.00—1 Child  
\$210.00—2 Children  
\$280.00—3 Children

PM Care Only  
(School End—6:00PM)  
\$250.00—1 Child  
\$375.00—2 Children  
\$500.00—3 Children  
Additional \$125.00 Per Child

AM & PM Care  
(6:30AM—School Start &  
School End—6:00PM)  
\$320.00—1 Child  
\$480.00—2 Children  
\$640.00—3 Children

Wednesdays PM Care  
(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

### MCA Extended Day

#### St. Johns School District Employees & Active Duty Military

Registration Fee (Non-refundable)  
\$40.00 until 6/10 then 80.00 Per Child

AM Care Only  
(6:30AM—School Start)  
\$70.00—1 Child  
\$105.00—2 Children  
\$140.00—3 Children

PM Care Only  
(School End—6:00PM)  
\$125.00—1 Child  
\$190.00—2 Children  
\$250.00—3 Children  
Additional \$75.00 Per Child

AM & PM Care  
(6:30AM—School Start &  
School End—6:00PM)  
\$160.00—1 Child  
\$240.00—2 Children  
\$320.00—3 Children

Wednesdays PM Care  
(School End—6:00PM)  
\$40.00—1 Child  
\$80.00—2 Children  
\$120.00—3 Children

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

To receive the discounted rates shown above you must provide proof of employment by the St. Johns County school district or show proof that a parent is a Military service member on active duty.