



**2024 - 2025**

**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

## 2024/2025

### **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. For clarification please see the Student Code of Conduct.

### **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).

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.**

### **Movie Viewing**

We do show children's movies in the Extended Day program during free time. While many of our movies are rated G, most children's movies are now rated PG. So we will show PG movies that are screened to make sure that they are child appropriate.

# Mill Creek Extended Day Program

## 2024/2025

### Fees

Registration Fee (Non-refundable)	\$150.00 Per Child
AM Care Only (6:30AM—School Start)	\$200.00—1 Child \$300.00—2 Children \$350.00—3 Children
PM Care Only (School End—6:00PM)	\$350.00—1 Child \$500.00—2 Children \$600.00—3 Children Additional \$150.00 Per Child
AM & PM Care (6:30AM—School Start & School End—6:00PM)	\$400.00—1 Child \$600.00—2 Children \$750.00—3 Children \$900.00—4 Children
Wednesdays PM Care Only (School End—6:00PM)	\$200.00—1 Child \$250.00—2 Children \$300.00—3 Children

**St. Johns County School District Employees and Active Duty Military**  
**See Next Page**

# Mill Creek Extended Day Program

## 2024/2025

### Fees

#### St. Johns County School District Employee and Active Duty Military Fees

Registration Fee (Non-refundable)	\$150.00 Per Child
AM Care Only (6:30AM—School Start)	\$100.00—1 Child \$150.00—2 Children \$175.00—3 Children
PM Care Only (School End—6:00PM)	\$175.00—1 Child \$250.00—2 Children \$300.00—3 Children Additional \$75.00 Per Child
AM & PM Care (6:30AM—School Start & School End—6:00PM)	\$200.00—1 Child \$300.00—2 Children \$325.00—3 Children \$450.00—4 Children
Wednesdays PM Care Only (School End—6:00PM)	\$100.00—1 Child \$125.00—2 Children \$150.00—3 Children

# Mill Creek Extended Day Program

## 2024-2025

Registration Fee of \$150.00 is due prior to starting in the program.

Prior to Start—Payment due for August 12—September 5. (Payment must be made prior to start)

August 15th, 2024—Payment due for September 6—October 2. (Aug 22 late fee added)

September 15th, 2024—Payment due for October 3—October 29. (Sep 22 late fee added)

October 15th, 2024—Payment due for October 30—December 2. (Oct 22 late fee added)

November 15th, 2024—Payment due for December 3—January 9. (Nov 22 late fee added)

December 15th, 2024—Payment due for January 10—February 5. (Dec 22 late fee added)

January 15th, 2025—Payment due for February 6—March 5. (Jan 22 late fee added)

February 15th, 2025—Payment due for March 6—April 8. (Feb 22 late fee added)

March 15th, 2025—Payment due for April 9—May 5. (Apr 22 late fee added)

April 15th, 2025—Payment due for May 6—May 30. (Apr 22 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 promptly 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 staff members 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.\*\*\*

## 2024/2025 Extended Day Schedule

- Monday – August 12, 2024 – School begins for students / Extended Day begins – Registration fee and first period payment must be made prior to student beginning.
  - Thursday – August 22, 2024 – Payment Due – Covers Sep 6—Oct 2.
  - Monday – September 2, 2024 – Labor Day – No School and No Extended Day.
  - Wednesday – September 18, 2024 – Payment Due – Covers Oct 3—Oct 29.
  - Friday – September 20, 2024 – Teacher Inservice Day – No School and No Extended Day.
  - Monday – October 14, 2024 – Teacher Planning Day – No School and No Extended Day.
  - Wednesday – October 16, 2024 – Payment Due – Covers Oct 30—Dec 2.
  - Monday – November 11, 2024 – Veterans Day – No School and No Extended Day.
  - Tuesday – November 12, 2024 – Payment Due—Covers Dec 3—Jan 9.
  - Monday through Friday – November 25-29, 2024 – Thanksgiving Break – No School and No Ext Day.
  - Friday – December 13, 2024 – Payment Due— Covers Jan 10—Feb 5.
  - Monday though Thursday – December 23, 2024 through January 2, 2025 – Holiday Break – No School and No Extended Day.
  - Friday – January 3, 2025 – Teacher Planning Day – No School and No Extended Day.
  - Monday – January 20, 2025 – Martin Luther King Day – No School and No Extended Day
  - Thursday – January 23, 2025 – Payment Due—Covers Feb 6—Mar 5.
  - Friday – February 14, 2025 – Teacher Inservice Day – No School and No Extended Day.
  - Monday – February 17, 20245 – Presidents Day – No School and No Extended Day.
  - Thursday – February 20, 2025 – Payment Due—Covers Mar 6—Apr 8.
  - Friday – March 14, 2025 – Teacher Planning Day – No School and No Extended Day.
  - Monday through Friday – March 17-21, 2025 – Spring Break – No School and No Ext Day.
  - Wednesday – March 26, 2025 – Payment Due—Cover Apr 9—May 5.
  - Friday – April 18, 2025 – Student/Teacher Holiday – No School and No Extended Day.
  - Tuesday – April 22, 2025 – Payment Due—Cover May 6—May 30.
  - Monday – May 26, 2025 – Memorial Day – No School and No Extended Day.
  - Friday – May 30, 2025 – Last Day for Students and Last Day of Extended Day.
- \*\*\*There may be changes in schedule due to school activities and other requirements.\*\*\***

**Any changes will be communicated as early as possible.**



# Schedule of Fees

## MCA Extended Day

### 2024-2025 School Year

AUG 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPT 2024				
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				

OCT 2024				
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	

NOV 2024				
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

DEC 2024				
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			

Installment #	Due	Installment covers care through:
1	Prior to Start	Aug 12th - Sep 5th
2	Aug 15th	Sep 6th - Oct 2nd
3	Sep 15th	Oct 3rd - Oct 29th
4	Oct 15th	Oct 30th - Dec 2nd
5	Nov 15th	Dec 3rd - Jan 9th
6	Dec 15th	Jan 10th - Feb 5th
7	Jan 15th	Feb 6th - Mar 5th
8	Feb 15th	Mar 6th - Apr 8th
9	Mar 15th	Apr 9th - May 5th
10	Apr 15th	May 6th - May 30th

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 = 10 equal monthly - payments

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 February 15th, 2025—Payment due for March 6—April 8. (Feb 22 late fee added)  
 March 15th, 2025—Payment due for April 9—May 5. (Mar 22 late fee added)  
 April 15th, 2025—Payment due for May 6—May 30. (Apr 22 late fee added)

JAN 2025				
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

FEB 2025				
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

MARCH 2025				
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				

APRIL 2025				
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		

MAY 2025				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30