PALM VALLEY ACADEMY

BOBCATS

Extended Day Program

2026-2027
Policies and Procedures Handbook

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OUR PROGRAM

Palm Valley Academy is thrilled to launch their in-house extended day program! Our Extended Day team is committed to providing a safe, fun, socially and academically engaging environment for your children! Students enrolled in morning care will enjoy starting their day with friends in the cafeteria where they will be able to eat their breakfast from home or purchase breakfast from the cafeteria when they open to morning care students – Additional information for school breakfast can be found HERE.

In the afternoon, children are grouped by age and grade. Each group contains 20-25 students. Students are dismissed to extended day when school ends and must be picked up by 6:00PM. There is a schedule that each group follows which includes snack, homework/quiet time, the planned activity of the day, and outside and indoor play time. Our activities coincide with your child's age and grade level. Weekly activities include, but are not limited to, arts & crafts, S.T.E.A.M challenges and projects, food activities, organized sports, movement and fitness, and a free day on Friday to finish activities or watch a movie.

REGISTRATION FEES

A **non-refundable registration fee** will be collected annually with registration forms. This fee covers administrative costs associated with the program. Registration fees are as follows - $85 for one child or $150 for two or more children. If you wish to re-enroll in the program later in the year and space is available, you will not be required to pay another registration fee. Registration Fees can be paid via check made out to Palm Valley Academy, cash or schoolpay. The schoolpay links are as follows:

1Child– https://www.schoolpay.com/pay/for/2627-Registration-payment-/ScEaCOC

2 or more Children – https://www.schoolpay.com/pay/for/2627-Registration-payment-/ScEaCOC

RATES & PAYMENT PROCEDURES

Florida State Law requires that all services be paid in full prior to services being provided. Payments are due on the 15th of every month. If the 15th falls on a weekend or holiday, payment must be received on the business day before the 15th. **A $25 late fee will be applied on the 18th of the month**. Payments not received by next billing cycle will result in the removal from the Extended Day Program.

2026-2027 Palm Valley Academy Extended Day Program Rates

	AM 5 Days	PM 5 Days	AM/PM 5 Days	AM 3 Days	PM 3 Days	AM/PM 3 Days	Wed. AM/PM
1 Child	$150	$300	$375	$95	$205	$240	$120
2 Children	$260	$495	$600	$165	$355	$420	$240
3 Children	$370	$690	$825	$210	$455	$540	$360

***SJCSD Employees receive a 50% discount off rates shown above.**

***Active-Duty Military receives a 25% discount off rates shown above.**

2026-2027 Fee Schedule		
Payment #	**Due Date**	**Payment Coverage**
1	Aug 1st	August 10 – September 2
2	Sept 1st	September 3– September 30
3	Oct 1st	October 1– October 27
4	Nov 1st	October 28 – November 23
5	Dec 1st	November 24 – January 6
6	Jan 1st	January 7 – February 2
7	Feb 1st	February 4 – March 3
8	Mar 1st	March 8 – April 6
9	Apr 1st	April 7 – April 20
10	May 1st	May 3 – May 28

Payments can be made online at schoolpay.com, by check, or cash. Checks should be made payable to, Palm Valley Academy. ***Please notate child(ren) name(s) in the memo line.***

Monthly invoices will NOT be sent. Receipts are available upon request and will be provided within 48 hours. At the end of the tax year, you will receive a tax statement, which will reflect all payments made to the Extended Day.

RETURNED CHECK POLICY

The St. Johns County School District is an Envision participant. If you should have a check returned, you will be contacted for payment by Envision. If these checks are not cleared within a 7-day period or if we receive more than one returned check on your account, it will be mandatory to pay in cash or money order for all future transactions with the Before & After School Extended Day Program. Prompt communication with Envision regarding such matters is required immediately in order to maintain your Before & After School Extended Day Program status.

HOURS OF OPERATION, DROP-OFF & PICK-UP PROCEDURES

Morning care begins at 6:30AM. Students will have their temperatures taken by an extended day staff member upon arrival. Students with a temperature of 100.4 will not be allowed to enter the school and will be sent home. Following completion of the temperature check, your child(ren) must be signed in by the person dropping them off. *Please note procedures are subject to change based on the current SJCSD and DOH requirements and guidelines.*

Afternoon care begins when school dismisses. Students can be picked-up **NO EARLIER THAN 3:30 PM (2:30 PM on Wednesdays).** Students must be picked-up and signed out from the stage entrance on the side of the cafeteria (up the ramp next to the art porch), **NO LATER THAN 6:00PM** by someone on their approved pick-up list. **Please inform all parties on your approved list to provide a picture ID at pick-up**. Students will not be released to those not on the list or those who cannot provide ID. Students will not be released to the Bridge to walk or ride bikes home without an escort from the approved pick-up list.

LATE PICK-UP POLICY

Each student must be picked-up and signed out by 6:00PM. Anyone picking up after 6:01pm will be asked to sign a late pick-up sheet and will be charged $1.00 per minute until the pick-up person's arrival. We recognize that circumstances may arise and cause an unavoidable late pick-up. We extend our understanding by offering you three (3) excused late pick-ups. After three (3) late pick-ups you will be asked to make other arrangements for after school care that better suit your needs. **Please make alternate arrangements in the event of an emergency.**

DISMISSAL & SCHEDULE CHANGES

It is the parent's responsibility to complete and submit the PVA Dismissal Change Form prior to 12:00PM as well as, notify the Extended Day Coordinator of any transportation changes - 904-547-4197 or email **Gayla.Wilkins@stjohns.k12.fl.us**

A two-week notification is required if you plan to change your child's schedule (i.e., 3 days a week to 5 days a week) and you must complete the Schedule Change Form.

EARLY WITHDRAWAL POLICY

A two-week notice and completion of the **Withdrawal Form** is required, in the event of early withdrawal from the Extended Day Program. All tuition payments paid prior to withdrawal will be forfeited. We cannot guarantee that a space will be available should you decide to re-enroll your child following their withdrawal.

KINDERGARTEN STUDENTS

Kindergarten students will be escorted directly from their classrooms to their Extended Day Group Leaders. Please ensure your student has an extra change of clothes in addition to the outfit you pack for the classroom, just in case an accident occurs during Extended Day.

HOMEWORK

The Extended Day afternoon schedule provides quiet time for homework and reading on Mondays through Thursdays. This time is provided for first through eighth grade groups. Extended Day Aides are available to oversee homework time and assist when needed. Extended Day Aides can spot check homework for completeness and assist with questions, but we cannot guarantee that your child's assignments will be completed by pick up. **We do not allow children to go back to classrooms** for safety purposes and to reinforce responsibility. All students are expected to remain quiet during homework time out of respect for all students. Please note that we use the honor system for homework, and it is your child's responsibility to complete their homework.

DISCIPLINE POLICY

Please read the following guidelines over carefully with your child.

Extended Day follows the P.R.I.D.E Expectations that are in place during the school day. Below are Extended Day Expectations:

- Prepared: Students are to report to roll call immediately following dismissal with all belongings (jackets, water bottle, homework, etc.).
- Respectful: Students are to listen and follow directions just as they would in their classroom during the school day.

- Inspired: Students are to be kind, use kind words, and are to include all who want to participate.
- Determined: Students are to stay with their group, follow school rules, and keep hands, feet, and objects to themselves.
- Engaged: Students are to complete homework during homework time and to participate in daily activities.

Students will also make a Social Contract (agreement of behavior) with their Extended Day group. When dealing with misbehavior, students will be asked the Four Questions: 1. What are you doing? 2. What are you supposed to be doing? 3. Are you doing it? 4. What are you going to do about it?

Students in PVA's Extended Day program are expected to exhibit good behavior, and follow all school rules and procedures, just as they are during the regular day. Students failing to exhibit good behavior are subject to the following disciplinary procedures and consequences.

Minor Misbehaviors

Level 1 offenses under the St. Johns Student Code of Conduct are considered minor misbehaviors. These included, but are not limited to, disorderly conduct, minor disrespect, and minor insubordination. The Student Code of Conduct can be found HERE.

Behavior Steps

1. Verbal Warning
   - Extended Day staff will give the student a verbal warning that their behavior is unacceptable and provide guidance on what they should do to improve.
2. Consequence During Extended Day
   - Take a break/Time-out – Complete Behavior Reflection Form
   - Loss of privileges (including, but not limited to going outside, planned activity, or using the computer)
3. Behavior Notice
   - The student will receive a Behavior Notice Form, which must be completed at home with parent/guardian and returned the next day.
4. Suspension from Extended Day
   - The student will be suspended from participating in Extended Day, but not from the normal school day.
   - First offense: One day of suspension from extended day.
   - Second offense: Two days of suspension from extended day.
   - Third offense: Three days of suspension from extended day.
   - *Fourth Offense:* If an Extended Day student commits a fourth offenses, a meeting will be convened, with administration present, to determine if the student should be suspended from Extended Day for a longer period or removed from Extended Day for the remainder of the school year.

Major Misbehaviors

If a student commits a Level 2, 3, or 4 offense, as defined by the Student Code of Conduct, they may be immediately suspended from the Extended Day Program. If the offense is severe enough, a meeting will be convened, with administration present, to determine if the student should be removed from Extended Day for the remainder of the school year.

Occasionally, we may ask your student's teacher or guidance counselor for information from the day so that we can better address any situation that may occur afterschool. We feel strongly that when we have support from the parents at home and school staff, we can be more effective when dealing with discipline issues.

GENERAL RELEASE OF LIABILITY

The undersigned hereby release and forever discharge Palm Valley Academy Extended Day, Palm Valley Academy, St. Johns County School Board, St. Johns County, Florida, their servants, agents and employees from claims and demands, rights and causes of any kind of action that the undersigned has or hereafter may have on account of or in any way arising from personal injuries known or unknown to the undersigned at the present time and property damage resulting in or that results from any occurrence that may happen during time spent in Palm Valley Academy Extended Day.

The online registration form provides space for electronic signature that parent acknowledges and agrees to the above.

AUTHORIZATION OF EMERGENCY CARE

In the event of an accident or serious illness, if the Palm Valley Academy Extended Day Program is unable to reach me, I hereby authorize them to contact the physician indicated during school registration and follow his/her instructions. If it is impossible to contact this physician, then Palm Valley Academy Extended Day Program may make whatever arrangements necessary to provide care and treatment for my child. In case of an accident or serious illness where immediate treatment of my child is not indicated but where he/she is unable to remain at school, Palm Valley Academy Extended Day Program will contact me to arrange transportation for my child. If I am unable to be reached, I authorize them to contact one of the persons listed on the registration form and request them to come to the school and pick up my child.

The online registration form provides space for electronic signature that parent acknowledges and agrees to the above.

VERIFICATION OF UNDERSTANDING & AGREEMENT

I have read the handbook for the Palm Valley Academy Extended Day Program; I accept the terms and agreements above. I agree to pay my student's fees according to the payment schedule. I am aware that delayed payment fees will result in loss of childcare. I understand the information above and have gone over the homework lab, discipline policy, and program safety guidelines with my student(s).

The online registration form provides space for electronic signature that parent acknowledges and agrees to the above.

Thank you for taking the time to review the PVA Extended Day Policies and Procedures Handbook!