



2023 - 2024

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

2023/2024

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.

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 re-funds 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

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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)	\$300.00—1 Child \$450.00—2 Children \$550.00—3 Children Additional \$150.00 Per Child
AM & PM Care (6:30AM—School Start & School End—6:00PM)	\$350.00—1 Child \$550.00—2 Children \$650.00—3 Children
Wednesdays PM Care Only (School End—6:00PM)	\$150.00—1 Child \$200.00—2 Children \$250.00—3 Children
Drop-In Fee	\$40.00 Per Day—Each Child

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

Mill Creek Extended Day Program

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Fees

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

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)	\$150.00—1 Child \$225.00—2 Children \$275.00—3 Children Additional \$75.00 Per Child
AM & PM Care (6:30AM—School Start & School End—6:00PM)	\$175.00—1 Child \$275.00—2 Children \$325.00—3 Children
Wednesdays PM Care Only (School End—6:00PM)	\$75.00—1 Child \$100.00—2 Children \$125.00—3 Children
Drop-In Fee	\$20.00 Per Day—Each Child

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

Prior to Start—Payment due for August 10—September 5. (Payment must be made prior to start)

August 22nd, 2023—Payment due for September 6—September 29. (Aug 29 late fee added)

September 18th, 2023—Payment due for October 2—October 26. (Sep 25 late fee added)

October 12th, 2023—Payment due for October 27—November 27. (Oct 20 late fee added)

November 8th, 2023—Payment due for November 28—December 21. (Nov 16 late fee added)

December 8th, 2023—Payment due for January 8—February 1. (Dec 15 late fee added)

January 19th, 2024—Payment due for February 2—February 28. (Jan 26 late fee added)

February 14th, 2024—Payment due for February 29—April 3. (Feb 22 late fee added)

March 20th, 2024—Payment due for April 4—April 30. (Mar 27 late fee added)

April 16th, 2024—Payment due for May 1—May 24. (Apr 24 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 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. ***

2023/2024 Extended Day Schedule

- Thursday - August 10, 2023 - School begins for students / Extended Day begins - Registration fee and first period payment must be made prior to student beginning.
- Tuesday - August 22, 2023 - Payment Due - Covers Sep 6—Sep 29.
- Monday - September 4, 2023 - Labor Day - No School and No Extended Day.
- Monday - September 18, 2023 - Payment Due - Covers Oct 2—Oct 26.
- Thursday - October 12, 2023 - Payment Due - Covers Oct 27—Nov 27.
- Monday - October 16, 2023 - Teacher Planning Day - No School and No Extended Day.
- Wednesday - November 8, 2023 - Payment Due—Covers Nov 28—Dec 21.
- Friday - November 10, 2023 - Veterans Day - No School and No Extended Day.
- Wednesday through Friday - November 22-24, 2023 - Thanksgiving Break - No School and No Extended Day.
- Friday - December 8, 2023 - Payment Due— Covers Jan 8—Feb 1.
- Friday through Wednesday - December 22, 2023 through January 3, 2024 - Holiday Break - No School and No Extended Day.
- Thursday - January 4, 2024 - Teacher Planning Day - No School and No Extended Day.
- Friday - January 5, 2024 - Teacher Inservice Day - No School and No Extended Day.
- Monday - January 15, 2024 - Martin Luther King Day - No School and No Extended Day
- Friday - January 19, 2024 - Payment Due—Covers Feb 2—Feb 28.
- Wednesday - February 14, 2024 - Payment Due—Covers Feb 29—Apr 3.
- Monday - February 19, 2024 - Presidents Day - No School and No Extended Day.
- Monday through Friday - March 11-15, 2024 - Spring Break - No School and No Extended Day.
- Monday - March 18, 2024 - Teacher Planning Day - No School and No Extended Day.
- Wednesday - March 20, 2024 - Payment Due—Cover Apr 4—May 1.
- Friday through Monday - April 7-10, 2023 - Student/Teacher Holiday - No School and No Extended Day.
- Tuesday - April 18, 2023 - Payment Due—Cover May 2—May 25.

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



Schedule of Fees

MCA Extended Day

2023-2024 School Year

AUG 2023				
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	

SEPT 2023				
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

OCT 2023				
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			

NOV 2023				
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	

DEC 2023				
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

Installment #	Due	Installment covers care through:
1	Start	Aug 10th - Sep 5th
2	Aug 22nd	Sep 6th - Sep 29th
3	Sep 16th	Oct 2nd - Oct 26th
4	Oct 12th	Oct 27th - Nov 27th
5	Nov 8th	Nov 28th - Dec 21st
6	Dec 7th	Jan 8th - Feb 1st
7	Jan 18th	Feb 2nd - Feb 28th
8	Feb 14th	Feb 29th - Apr 3rd
9	Mar 21st	Apr 4th - Apr 30th
10	Apr 18th	May 1st - May 24th

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.

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

Registration Fee of \$120.00 is due prior to starting in the program.

Prior to Start – Payment due for August 10 – September 5. (Payment must be made prior to start)

August 22nd, 2023 – Payment due for September 6 – September 29. (Aug 29 late fee added)

September 18th, 2023 – Payment due for October 2 – October 26. (Sep 25 late fee added)

October 12th, 2023 – Payment due for October 27 – November 27. (Oct 20 late fee added)

November 8th, 2023 – Payment due for November 28 – December 21. (Nov 16 late fee added)

December 8th, 2023 – Payment due for January 8 – February 1. (Dec 15 late fee added)

January 19th, 2024 – Payment due for February 2 – February 28. (Jan 26 late fee added)

February 14th, 2024 – Payment due for February 29 – April 3. (Feb 22 late fee added)

March 20th, 2024 – Payment due for April 4 – April 30. (Mar 27 late fee added)

April 16th, 2024 – Payment due for May 1 – May 24. (Apr 24 late fee added)

JAN 2024				
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	31		

FEB 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	

MARCH 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

APRIL 2024				
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			

MAY 2024				
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