

# The "Dolphin Cove" Extended Day Program at Ketterlinus

## 2020-2021

PLEASE NOTE THAT ALL FEES ARE SUBJECT TO CHANGE

**Registration Fee: Before June 30th - \$35.00, after June 30th \$70.00 per child – Registration fees are non-refundable**

After-School only:

Family of one student in The Cove:	\$226 per month	or \$113.00 twice monthly
Family of two students in The Cove:	\$339 per month	or \$169.50 twice monthly
Family of three students in The Cove:	\$452 per month	or \$226.00 twice monthly

Before and After-School Care:

Family of one student in The Cove:	\$262 per month	or \$131.00 twice monthly
Family of two students in The Cove:	\$393 per month	or \$196.50 twice monthly
Family of three students in The Cove:	\$524 per month	or \$262.00 twice monthly

Before School only:

Family of one student in The Cove:	\$136 per month	or \$ 68.00 twice monthly
Family of two students in The Cove:	\$204 per month	or \$102.00 twice monthly
Family of three students in The Cove:	\$272 per month	or \$136.00 twice monthly

**\* Additional children in the same family are at a 50% discount**

VPK Students: Family of one student in Lil' Dolphins: \$300 per month or \$150 twice monthly  
8:00 a.m. – 2:50 p.m. / 1:50 p.m. Wed.

VPK after-school from dismissal – 6:00 p.m. \$135 per month or \$67.50 twice monthly

### The Cove Punch Card:

The Punch card will be beneficial to families who need one or two days per week, or for occasional "drop-in" care. The registration fee and pre-purchase of the punch card is required. We do ask that parents notify us ahead of time if the child will be staying in the Cove. Only one Punch Card is needed per family. Please ask for more information.

5 Fun-Filled Drop-In Visits to The Cove	\$100.00	(\$20.00 per day)
10 Fun-Filled Drop-In Visits to The Cove	\$170.00	(\$17.00 per day)
20 Fun-Filled Drop-In Visits to The Cove	\$300.00	(\$15.00 per day) – <b>Best Deal!</b>
<b>Morning Care Punch Card:</b>	<b>10 Drop-In Visits to the morning Cove</b>	<b>\$100.00 (\$10.00 per day)</b>

### St. Johns County School Employees Discount (Full-Time Employees)

Before School Only: \$73.00 per child, per month or \$36.50 twice monthly

After-School Only: \$113 per child, per month or \$56.50 twice monthly

Before and After-School: \$136 per month, per child or \$68.00 twice monthly

Students enrolled in The Cove before school care program may be dropped off as early as 7:00 a.m. They will report to the specified area where they will remain until dismissed for class.

**We provide limited space for families that qualify for scholarships. Please see Janet Bryant, Extended Day Coordinator, for more information.**

### Payment Procedures:

The school calendar year consists of 180 days (36 weeks) that the children are in attendance. We have broken up the extended day fees into 10 monthly payments or 20 bi-monthly payment for your convenience. The first payment is due before school starts to assure payment before services rendered.

*Florida state law requires that all services must be paid in full prior to services being rendered. Please remember to mail or drop off your first payment, before school starts.*

**\*\*Please make all checks payable to KES and indicate your child's name and your phone number in the notes.**

### Hours of Operation

**Before Care-** Mon. – Fri: 7:00 a.m. – 8:00 a.m.

**After-School Care-** Mon, Tues, Thurs, and Fri: 2:50 p.m.-6:00 p.m.

Wed: 1:50 p.m.-6:00 p.m.

## **Pick-up Procedures**

Each student must be signed out and picked up 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 allowed to walk or ride bikes home without prior written, signed, and approved arrangements. Students will not be released to walk or ride bikes if weather does not permit, or after dusk, at the discretion of The Cove staff.

## **Dismissal Changes**

It is the parent's responsibility to notify the student's teacher or the front desk staff **and** the Extended Day office of any transportation changes. Extended Day staff can be reached at (904) 547-8971.

## **Late Pick-up Policy**

Each student must be picked-up and signed out no later than 6:00 p.m. At the discretion of the Extended Day Coordinator, there could potentially be a charge of \$1.00 per minute. We recognize that circumstances may arise that may cause an unavoidable late pick-up, in such cases please inform the front office. **Please make back-up arrangements in the event of an emergency.**

## **Kindergarten Staggered Start**

Kindergarten begins the year on a staggered start schedule. Extended Day will work directly with the kindergarten teachers to assure that your child arrives to Extended Day when they attend school the first week. Kindergarten students will be escorted from their classrooms to their Extended Day group leaders until they have a full understanding of our schedule and routine. We know this is a time of transition for both child and parent, so please be assured that your children's safety and feelings of security are our first priority.

## **Extended Day Enrichment Activities**

Our Extended Day program offers hours full of developmental fun and social building activities. Our students are broken up into groups based on their grade level.

We offer activities such as homework assistance, playground time, organized sports, arts and crafts, and other daily enrichments that provide social, physical and character building skills. Every month we will focus on an important character building subject. Throughout the month we will focus on each particular subject by playing games, having group talks, and working on puzzles and work sheets to reinforce our character traits. We welcome all parents to visit us and our website to see what's new at the KES Extended Day Enrichment Program.

## **Homework**

Here at The Cove, we realize that time spent on homework is an important part of your child's after-school experience. In an effort to meet your child's academic needs, a structured homework program has been put into place.

Immediately following snack, students will transition to a designated area to begin homework in a study-hall fashion. Group leaders are present to oversee and assist in instruction when needed. We will provide reference materials and homework help that the children are welcome to use at any time. A limited number of computers are available for students to complete computer required homework.

Unfortunately, we are not equipped, nor do we have the personnel to check planners, work side-by-side or one-on-one with each child; any extra help that your child requires will need to come from the home or from tutoring, which can be arranged for an additional fee. Please feel free to contact Janet Bryant Extended Day Coordinator, if you are interested in setting up a tutoring program for your child.

~ **National Education Association** endorsement suggests a maximum 10 minutes of homework per grade level. Example: a first grader should receive no more than 10 minutes of homework and a fifth grader no more than 50 minutes of homework. This is based on total time spent, not per subject.

## **Weekly Contracted-Fee Supported Activities**

Contracted activities are outside businesses that are contracted by St. Johns County School District. These activities may include, but are not limited to, Karate, Art, Science, and Legos and may change from year to year. These activities require a session fee and a one-time registration fee that must also be paid in advance of services rendered. As a convenience for our parents and students, Extended Day acts as a liaison between you and the vendor offering these additional services. Registration forms are available through the Extended Day office.

## **Early Withdrawal Policy**

In the event of early withdrawal from the KES Extended Day Enrichment Program, all tuitions paid prior to withdrawal will be forfeited.

If you should decide to re-enroll your child in the KES Extended Day Enrichment Program after his or her withdrawal, a \$35.00 re-enrollment fee will be required.

## **The Cove Extended Day Enrichment Program Expectations Policy**

### **Parent's Expectations of the Program:**

1. Their children are cared for in a safe supportive environment.
2. They may visit with the Coordinator regarding concerns related to their child or the program.
3. They will be informed of any misbehavior on the part of their child and may visit the Coordinator in order to bring about improvement of the situation.
4. Information about programs and other extended day business will be posted where all parents may view.
5. KES Extended Day will provide a caring staff who shows genuine respect for the children, has confidence in each child's potential, and promotes each child's self-esteem.
6. KES Extended Day will provide for the children a variety of developmentally appropriate activities, including expressive art, active play, sports, games, crafts, reading, and building social skills.

### **Program Expectations of the Parent:**

1. Adhere to the payment agreement.
2. Keep your child's records complete and up to date.
3. Pick up your children on time.
4. Contact the Coordinator if your child will not be attending Extended Day as scheduled.
5. Pay attention to any communication from the Coordinator regarding your child's behavior, and cooperate an effort to bring about improvement of the situation.
6. Provide communication between you and the KES Extended Day staff regarding a change in your child's home experience, so we can work as partners in meeting the needs of your child.

### **Student Behavior Expectations:**

#### **Students will...**

- Be kind to others
- Check in with your group leader in a timely manner
- Stay within sight of the group leader at all times
- Share equipment and take turns properly
- Use appropriate language (no cursing, name-calling, or racial slurs)
- Be courteous when others are talking
- Use inside voices while inside
- Follow safety guidelines and rules while on school property
- Clean up after yourself, and help your group leader and others clean up as well
- Respect others and their property
- No physical violence (hitting, punching, kicking, biting, tripping, spitting) toward another person
- No bullying
- Do not pick up rocks or sticks while on school property
- Electronic games are not allowed except for when a teacher gives permission at appropriate times

### **Discipline and Consequences**

Parents will be notified when their child is unable to meet our student behavior expectations. A pattern of continuous behavior issues may lead to a temporary suspension or a removal from the Extended Day Program\*. An offense of a physical nature, such as biting, punching, kicking, pulling hair or spitting, will immediately lead to a temporary suspension and any further offenses thereafter will lead to permanent removal from the KES Extended Day Enrichment Program. Any student who uses physical force with a group leader will immediately and permanently be suspended from the program as well.

**\*Refunds Due to Suspension from Program-** All tuition paid prior to your student's temporary or permanent suspension will be forfeited.

Dear Parent/Guardian,

It is the mission of The Cove Extended Day Enrichment Program to be a support to families and to promote positive development for our children. We recognize that many families are in transition and have experienced divorce or separation. In order to provide the best possible care for your children, who are our main priority, we feel that it is vitally important that we be able to maintain good relations with all significant adults in their lives.

The staff at The Cove Extended Day Enrichment Program is sensitive to the issues of divorce and separation. We ask you make an appointment to meet privately with us to discuss any matters of importance regarding the divorce, separation or any other issues that could help us in the care of your children. For instance, we need to be clear on the following:

- what the custody arrangements are
- which parent to contact first in the event of an emergency
- should program information be sent to both parents (incident reports, behavior issues, etc.)
- who will or will not be authorized to pick up children  
(Court order and/or documents must be on file to enforce)
- it would also be helpful to discuss your children's general feelings, as you see them, so we may appropriately respond to your children when they are with us

In an effort to minimize situations that may be uncomfortable for you, your children, and our staff, we ask that parents refrain from talking about custody issues, visitation disputes, problems with or talking negatively about your children's other parent in front of them. Please note that we cannot deny a parent access to his or her child or children unless we have a copy of a court order stating that he or she has lost the right to do so. If there are concerns of which we need to be aware, please arrange to meet privately with the Coordinator. Once again, it is your children's well-being that is our main priority, and we need to be able to maintain good relations with both parents whenever possible.

We look forward to welcoming you and your family to our family!



Welcome to the Cove Extended Day!

We are so pleased that you have made the choice to place your children in The Cove! Please feel free to contact us with any questions or concerns for the duration of their enrollment.

The following are some important reminders we would like to share with you:

- The first payment and registration fees are due at the time of registration
- All payments are due in advance, it is recommended that payment be made on the 15<sup>th</sup> or the 1<sup>st</sup> & 15<sup>th</sup> of each month
- Children must be picked up by 6pm
- Children must be signed out every day
- On the days that your child will not attend Extended Day, please notify Janet Bryant, Extended Day Coordinator, at (904)547-8971
- If someone other than you will be picking up your child, please be sure that you have placed his or her name on your approved pick-up list
- Always be prepared with proper ID
- Children enrolled in the morning program must be escorted and signed in by an adult

Thank you for your understanding and cooperation. Our goal is to provide a nurturing, safe, and positive environment where your children have the freedom to grow and thrive socially, emotionally, physically, and academically.

We look forward to a great year in The Cove!!

## The Cove 2020/2021 Recommended Fee Schedule

Payment 1: August 15 <sup>th</sup>	It is recommended that you pay me for The Cove before paid on the 15 <sup>th</sup> of	Payment 1: August 15 <sup>th</sup>
Payment 2: September 15 <sup>th</sup>		Payment 2: September 1 <sup>st</sup>
Payment 3: October 15 <sup>th</sup>		Payment 3: September 15 <sup>th</sup>
Payment 4: November 15 <sup>th</sup>		Payment 4: October 1 <sup>st</sup>
Payment 5: December 15 <sup>th</sup>		Payment 5: October 15 <sup>th</sup>
Payment 6: January 15 <sup>th</sup>		Payment 6: November 1 <sup>st</sup>
Payment 7: February 15 <sup>th</sup>		Payment 7: November 15 <sup>th</sup>
Payment 8: March 15 <sup>th</sup>		Payment 8: December 1 <sup>st</sup>
Payment 9: April 15 <sup>th</sup>		Payment 9: December 15 <sup>th</sup>
Payment 10: May 15 <sup>th</sup>		Payment 10: January 1 <sup>st</sup>
		Payment 11: January 15 <sup>th</sup>
		Payment 12: February 1 <sup>st</sup>
		Payment 13: February 15 <sup>th</sup>
		Payment 14: March 1 <sup>st</sup>
		Payment 15: March 15 <sup>th</sup>
		Payment 16: April 1 <sup>st</sup>
		Payment 17: April 15 <sup>th</sup>
		Payment 18: May 1 <sup>st</sup>
		Payment 19: May 15 <sup>th</sup>
		Payment 20: June 1 <sup>st</sup>

each month if you are on monthly billing, and the 1<sup>st</sup> and 15<sup>th</sup> of each month if you are paying bi-monthly.

Please give your payment to either the Extended Day Coordinator, the front office, or drop your payment into The Cove mailbox. Please make checks or money orders payable to “KES”. Be sure to add your **child’s name and your phone number** in the memo area of the check.

**Your child will be withdrawn from the program after 2 weeks of non-payment.**

Parents are now able to make payments on-line by using “SchoolPay”. Please visit [www.schoolpay.com](http://www.schoolpay.com) for more information.

All checks returned unpaid by your bank will be turned over to Checkredi for collections. The amount of the returned check plus any applicable fees must be paid directly to Checkredi. Two returned checks on any one account will result in mandatory cash or money order payments for all subsequent fees due.