

St. Michael Academy

SY2026-27

Extended Day Care Program

Guidelines

Our Extended Day Care program, now on its 27th year, provides a safe and structured environment for your child(ren). The Director and her assistants closely monitor all activities. They also provide time for children to work on their homework. However, the parents/guardians are responsible for ensuring all assignments have been successfully completed.

At the beginning of the school year, please email the classroom teacher the days your child will attend Extended Day Care. You will then only need to inform the teacher when your child **will not** be attending After-School Care so they can be in the carpool line.

Unless there is an emergency, DO NOT call the school during the school day to relay instructions about where your students are to go at the end of the day - they should know this in advance. Students who are not picked up by **3:00 p.m.** will be escorted to the Extended Day Care program.

The Minor/Major infractions listed in the Parent/Student Handbook and on the website, www.smacad.org, will be used as the same guidelines for the Before- & After-School Care Program. Parents will be notified of any discipline problems, and through their support, we will be able to correct the problem.

Please note: Any student who repeatedly disobeys the rules and regulations required for a safe environment will be dismissed from the program. Fighting, kicking, and the use of inappropriate language are grounds for permanent dismissal from our program.

Your children are important to us and we look forward to having them. If you have any questions, please feel free to call the school office at (904) 321-2102.

LOCATION:

Grade	Building	Address
Pre-K – 2nd	VPK (Yellow Bldg)	230 N 5 th St., Fernandina Beach, FL 32034
3 rd – 8 th	Main (Brick Bldg.)	228 N 4 th St., Fernandina Beach, FL 32034

PROGRAM SCHEDULE:

School Care Type	Grade	Hours
Before-School (Monday – Friday)	Pre-K – 8th	7:00am – 7:30am
After-School (Monday – Friday)	Pre-K	12:00pm – 6:00pm
After-School (Monday – Friday)	K-8th	2:45pm – 6:00pm

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NOTE:

1. No Extended Day Care will be available on the day before Christmas break, Easter break or on the last day of school.
2. Extended Day Care is not offered when school is not in session.

IN CASE OF EMERGENCY:

School Care/Pre-K Building: (904) 432-8144

Main School: (904) 321-2102

POLICIES

- Parents whose student is not on Wrap-Around, will be billed on a weekly basis through their FACTS account.
- If payments are more than two weeks in arrears, you will receive notification that your child(ren) will not be able to attend this program until all fees are paid in full. An account in arrears will be charged a \$35 late fee.
- Any child picked up after 6:00pm will be charged an additional \$5.00 for every five (5) minutes, or fraction thereof.
- All parents or those authorized to pick up students are REQUIRED to sign out their student through the director.
- Students (K-8) who are not picked up from the dismissal line by 3:00 p.m. at the Main School will be sent to After-School Care and a minimum fee of \$15.00 per child will apply.
- The Before- & After-School Care building is a Nut-Free building.

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PAYMENT PLANS FOR K-8

Payment Plan A - Drop-In Rates for K-8

<i>Time</i>	<i>Rate Per Student</i>
7:00am – 7:30am	\$12.50
2:45pm – 3:45pm	\$12.50
3:46pm – 4:45pm	\$12.50
4:46pm – 6:00pm	\$15.75

- Any child picked up after 6:00pm will be charged an additional \$5.00 every five (5) minutes, or fraction thereof. This program option may be changed ONCE from a Drop-In Program to the Wrap-Around Rate Program. The change will occur on the first day of the following month after the change request. All previous-month bills must be paid in full before program plan will be changed.

Payment Plan B – Wrap-Around Rate for K-8

- The Wrap-Around rate for K-8 is **\$4,100.00 per student**.
- The Wrap-Around rate includes before school (7:00am – 7:30am) and after school care (2:45pm – 6:00pm) on school days, including early release days when school is in session, from the 1st school day that K-8 is scheduled, until the end of the school year.
- The Wrap-Around rate will be added to your monthly FACTS payment plan and will be pro-rated on a 10-month basis (August thru May).
- If you choose to cancel the wrap-around program, it may only be cancelled the last day of the month. Once you cancel this program, you may not sign up again for the same school year.
- No refunds for absences or school breaks.

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PAYMENT PLANS FOR Pre-K

Payment Plan C – Drop-In Rates for Pre-K

<i>Time</i>	<i>Rate Per Student</i>
7:00am – 7:45am	\$17.85
12:00pm – 6:00pm	\$12.50 Per Hour

- Any child picked up after 6:00pm will be charged an additional \$5.00 every five (5) minutes, or fraction thereof. This program option may be changed ONCE from a Drop-In Program to the Wrap-Around Yearly Rate Program. The change will occur on the first day of the following month after the change request. All previous-month bills must be paid in full before program plan will be changed.

Payment Plan D – Wrap-Around Rate for Pre-K
(August thru May)

- The Wrap-Around rate for Pre-K is **\$6,000.00 per student**.
- The Wrap-Around rate includes the Before-School (7:00am – 7:45am) and After-School care (12:00nn – 6:00pm) on school days including early release days when School Care is in session, from the 1st school day of Pre-K students until the end of the school year.
- The Wrap-Around rate will be added to your monthly FACTS payment plan and will be pro-rated on a 10-month basis (August thru May).
- If you choose to cancel the wrap-around program, it may only be cancelled the last day of the month. Once you cancel this program, you may not sign up again for the same school year.
- No refunds for absences or school breaks.

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AGREEMENT & REGISTRATION INFORMATION

I have read and understood the entire Extended Day Care Program packet information which includes, but not limited to, the guidelines and policies set forth by St. Michael Academy. My child(ren) and I agree to follow and abide by them.

I understand that if my child(ren) does/do not obey the rules or if I do not pay my fees as directed, my child(ren) will not be able to attend the program.

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

Student Name: _____ Grade: _____ Payment Plan Choice: _____

Student Name: _____ Grade: _____ Payment Plan Choice: _____

Student Name: _____ Grade: _____ Payment Plan Choice: _____

Student Name: _____ Grade: _____ Payment Plan Choice: _____

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PARENTAL CONSENT

Student 1 Full Name: _____ Grade: _____

Student 2 Full Name: _____ Grade: _____

Student 3 Full Name: _____ Grade: _____

Student 4 Full Name: _____ Grade: _____

I hereby give consent for my child(ren) to participate in St. Michael Academy's Extended Care Program and to receive emergency care at school if needed.

In the event of a serious accident or illness, I request the school to contact me. If I cannot be reached, I hereby request designated school personnel to take or send my child to the _____ Hospital, and consent to have the named hospital, doctor and/or emergency vehicle agency to bill me for all expenses incurred.

Preferred Doctor: _____ Phone: _____

Preferred Dentist: _____ Phone: _____

In case of accident or illness where immediate medical treatment is not indicated, but where my child is unable to remain in school, I request the school to contact me. If I am unable to be reached, I request that one of the persons listed as an emergency contact in SIS be contacted to care for my child until I can be reached.

Signature of Parent/Guardian: _____ Date: _____