

Patriot Oaks Academy
Extended Day Program

Patriot Oaks



Academy

Patriot Oaks Academy Extended Day
475 Longleaf Pine Parkway
St. Johns, FL 32259

Website:

www-poa.stjohns.k12.fl.us

Donna Kinney

Extended Day Coordinator 904-547-4059

Donna.Kinney@stjohns.k12.fl.us

2025-2026 School Year Registration
Registration Fee \$75.000 non-refundable

Program Needed: AM/PM _____ PM Only _____ AM Only _____ Wednesday Only _____ SJCSD Employee _____ POA Employee _____

Childs Name _____
Last First Nickname

Birth date ___/___/___ Sex: ___M___F Grade attending for this registration _____

Parent/Guardian:

1. Name _____ Relationship _____ Email _____
Address _____ Home# _____ Cell # _____
Employer _____ Work# _____

2. Name _____ Relationship _____ Email _____
Address _____ Home# _____ Cell # _____
Employer _____ Work# _____

3. Name _____ Relationship _____ Email _____
Address _____ Home# _____ Cell # _____
Employer _____ Work# _____

4. Name _____ Relationship _____ Email _____
Address _____ Home# _____ Cell # _____
Employer _____ Work# _____

Alternative Child Pick-up/Emergency Contact List:

I hereby give POA Extended Day Enrichment Program permission to release my child to one or more of the following persons:

Name _____	Relationship _____	Phone# _____
Name _____	Relationship _____	Phone# _____
Name _____	Relationship _____	Phone# _____
Name _____	Relationship _____	Phone# _____

Medical Contact:

Physician _____ Phone# _____
Address _____

Alerts, Special Instructions, or Medical Concerns:

Does your child have any special accommodations?

Medical Alert Disclosure

If your child has an allergy/medical condition, a detailed "medical alert" will be disclosed on the group leader's attendance sheet. This is a continued effort to keep every group leader in every center aware of every child's medical concerns. We are aware of the sensitive nature of this information; therefore, one copy (the Group Leader's copy) will have detailed information about your child's allergy/medical condition while the other copy (parent check-out copy) will not have any detailed information. While our staff recognizes that this information is a private matter, there is always a chance that the other students may observe the information on the attendance sheet due to the close interact that the students and group leaders have.

- For my child's safety, I am in agreement with allergy/medical condition disclosure _____(initial)
- I am not in agreement with the above disclosure and request that my child's information not be disclosed on the group leader's attendance sheet _____ (initial)

Discipline Policy

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 may lead to a temporary suspension or a removal from the Patriot Oaks Academy Exten Day Program. An offense of 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 Patriot Oaks Academy Extended Day 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 tuitions paid prior to your student's temporary or permanent suspension will be forfeited.

I have read the Patriot Oaks Academy Extended Day Program Expectations Policy.
I have read and reviewed the Student Behavior Expectations section with my child/children.

_____initial

Verification of Understanding

I have read completely and have a full understanding of all rules and policies enclosed in the Parent/Student Policy and Procedure Handboo

_____initial

General Release of Liability

The undersigned agrees to release and forever discharge Patriot Oaks Academy Extended Day Program and St. Johns County School Board their officers, servants, agents and employees from all claims and demands, rights and causes of action of any kind the undersigned now has hereafter may have on account of or in any way arising from personal injuries and/or property damage known or unknown to the undersigne the present time that results from an occurrence which may happen to the below stated child/children during time spent in the Patriot Oaks Academy Extended Day Program, barring proven supervisory neglect.

_____initial

Authorization of Emergency Care

In the event of an accident or serious illness that requires immediate medical attention, Patriot Oaks Academy Extended Day Program will attempt contact me. If Patriot Oaks Extended Day Program is unable to reach me, I hereby authorize them to contact the physician indicated and follow his instructions. If physician cannot be reached, Patriot Oaks Academy Extended Day Program is authorized to make necessary arrangements to provide care and treatment for my child. In the event of an accident or illness that does not require immediate medical atten but does require immediate pick-up, Patriot Oaks Academy Extended Day Program will contact me to make transportation arrangements fo my child. If Patriot oaks Academy Extended Day Program is unable to reach me, I authorize them to contact one of the persons on my alteri pick-up list and request them to transport my child home.

_____initial

Early Withdrawal Policy

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

_____Initial Siganature _____ Date _____

Welcome to Patriot Oaks Academy Extended Day Program!

We are so pleased that you have made the choice to place your children in our care.

Please feel free to contact the Extended Day Coordinator, Donna Kinney, with any questions or concerns you may have during the duration of your child's enrollment.

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

NO INVOICES WILL BE SENT OUT OR PRINTED FOR THE 2025-2026 SCHOOL YEAR

- All payments are due before or on the 15th of each month, there is a grace period each month 16-20, **AFTER THE 20th OF EACH MONTH**, there will be a **\$30.00** late charge.
- The first payment must be paid by **FRIDAY AUGUST 8, 2025**, or your student cannot attend extended day.
- Children must be picked up by 6pm at the very latest.
- If your child will be unable to attend Extended Day, please notify the Extended Day office directly at (904)547-4059 or Donna.Kinney@stjohns.k12.fl.us
- If someone, other than yourself, will be picking up your child please be sure that you have placed them on your approved pick-up list.
- Always be prepared with proper ID.
- Children are never aloud to leave campus on foot, or by bike, without an adult.
- Students are **NOT ALLOWED** to bring and or use personal toys from home, as well as portable gaming devices during their scheduled social time.
- When utilizing the morning program, students must be escorted and signed in by an adult.

Thank you for your understanding and cooperation.

Our goal is to provide a safe and dynamic program that your children will look forward to attending, creating lifelong memories, and lasting friendships.

Donna Kinney and Your POA Extended Day Staff

Print Students Name:

Print Parent/Guardian Name:

Parent/Guardian Signature:

Dear Parent or Guardian,

We are trying to expand our movie selection for our Extended Day Program. It is difficult to find movies to watch that are G-rated. Below is a list of movies that are PG. Please review the list provided and please sign if you are or are not in agreement. If you choose, you may cross off any movie you would not like your child to watch.

Thank you,
Extended Day

<i>Moana</i>	<i>Secret Life of Pets</i>	<i>Onward</i>
<i>Finding Dory</i>	<i>Sing 1&2</i>	<i>Home</i>
<i>Minions</i>	<i>Night at the Museum</i>	<i>Luca</i>
<i>Dolphin Tale</i>	<i>Ferdinand</i>	<i>Tangled</i>
<i>Happy Feet</i>	<i>Big Hero 6</i>	<i>Turbo</i>
<i>We Bought a Zoo</i>	<i>Pete's Dragon</i>	<i>How to Train your Dragon 1,2,3</i>
<i>Diary of a Wimpy Kid Series</i>	<i>Incredibles 1&2</i>	<i>Zootopia</i>
<i>Despicable Me Movies</i>	<i>Inside Out 1&2</i>	<i>Robots</i>
<i>Frozen 1&2</i>	<i>Bolt</i>	<i>Cloudy with a Chance of Meatballs 1&2</i>
<i>Ice Age Movies</i>	<i>Shark Boy and Lava Girl</i>	<i>Elf</i>
<i>Lilo and Stitch 1&2</i>	<i>Kung Fu Panda Movies</i>	<i>Sonic Movies</i>
<i>Greatest Showman</i>	<i>The Croods 1&2</i>	<i>Daddy Day Care</i>
<i>Wreck it Ralph 1&2</i>	<i>The Grinch (animated)</i>	<i>Peter Rabbit 1&2</i>
<i>Up</i>	<i>Flushed Away</i>	<i>Abominable</i>
<i>CoCo</i>	<i>Ferdinand</i>	<i>Soul</i>
<i>Boss Baby Movies</i>	<i>Back to the Outback</i>	<i>Spies in Disguise</i>
<i>Trolls Movies</i>	<i>Moana 2</i>	<i>The Garfield Movie</i>

Hotel Transylvania Movies

Harold and the Purple Crayon

Spy Kids Movies

Raya

Yes Day

Leo

Clifford

Small Foot

Lyle, Lyle, Crocodile

Encanto

Over the Hedge

Teenage Kraken

Daddy Day Camp

Rango

Super Mario

Halloween Town

The Bad Guys

Shark Tale

Brave

Free Bird

Sky High

Students Name: _____

Grade: _____

Students Name: _____

Grade: _____

Students Name: _____

Grade: _____

Yes I am in agreement for my student to watch any of the PG movies above

Signature _____ Date: _____

No I am not in agreement for my student to watch any of the PG movies above

Signature _____ Date: _____

Extended Day Fees

PLEASE NOTE THAT ALL FEES ARE SUBJECT TO CHANGE

Registration Fee-

\$75.00 per child non-refundable

If you pull your student out and wish to return, there is a *re-registration fee of \$75.00* per child.

Before School-

\$200.00 per child/ each additional 40% off

Breakfast will be available from 7:45-8:25 for \$1.75 per day, per child. Payment for breakfast is taken from their cafeteria account.

***Please pay the cafeteria directly for breakfast.**

Full Time Program Before and After School-

\$400.00 per child/ each additional 40% off

Students may be dropped off as early as 6:30. They will report to the expansion where they will remain until dismissed for class.

St. Johns County School Employees Discount

Before School- **\$100.00** per child

Before and After School- **\$160.00** per child

One snack will be provided for your child in after care and are included in the extended day fees.

The first at dismissal at 2:45.

*Examples of snack: Pudding, Jello, raisins, cheese crackers, cereal bars, Nutri-grain bars, assorted chips, popcorn, pretzels, pop-tarts, cookies, meat sticks, fruit snacks and many more.

Payment Procedures

The school calendar year consists of 180 days that the children are in attendance. We have broken up the extended day fees into 10 equal installments for your convenience.

Florida state law requires that all services must be paid in full prior to services being rendered. A summer letter, with a schedule of fees, will be mailed to you. In return, please mail your first installment, due by July 15th, to

POA ~ 475 Longleaf Pine Parkway Saint Johns, FL 32259

NO INVOICES WILL BE SENT OUT OR PRINTED FOR THE 2025-2026 SCHOOL YEAR

This will be your 1st installment. Your next installment will be due August 15th. Each installment, for the remainder of the year, will always be due on the 15th of the current month. Any payment paid 5 days after the due date will be rendered a \$30.00 late fee.

*Please make all checks payable to POA. (Checks must include full name, address, and phone number)

**Please indicate your child's name in the notes.

Hour of Operation

Before Care- as early as 6:30

After School Care- Mon, Tues, Thurs, Fri: 2:50-6:00

Wed: 1:50-6:00

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 released to walk or ride bikes home without an escort from the approved pick-up list that is an adult.

Dismissal Changes

It is the parent's responsibility to notify the student's teacher and the extended day office of any transportation changes. Extended day can be reached at 904-547-4059 or at donna.kinney@stjohns.k12.fl.us

Late Pick-up Policy

Each student must be picked-up and signed out by 6:00pm. At 6:01pm and after, you will be asked to sign a late pick-up sheet and \$1.00 per minute until 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 3 excused late pick-ups. After 3 late pick-ups you will be asked to make other arrangements for after school care that better suits your needs. **Please make back-up arrangements in the event of an emergency.**

Kindergarten Staggered Start

Kindergarten begins the year on a staggered start schedule. Your student will have the opportunity to attend on their assigned staggered start day. Kindergarten students will be escorted from their classrooms to their extended day group leaders daily. We know this is an exciting time of transition for both child and parent, please be assured that your children's safety and feeling of security is our priority. Kindergarten students will always have a buddy to walk with when transitioning from one space to another.

Extended Day Groups

Each group has a student/adult ratio of 25/1. This follows the guidelines put in place by the state of Florida and Children and Family.

Homework

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

Students are separated in the cafeteria to begin homework in a study-hall fashion. Group leaders are present to oversee and assist in instruction when needed. Students will remain in the cafeteria for a period of 30 minutes at which time homework will be completed. Children must be able to work on their own reasonably and responsibly. We do provide reference materials and homework helps that the children are welcome to use at any time. 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 your child requires will need to come from the home.

Weekly Vendor Activities

Contracted/Vendor activities are outside businesses that are approved and contracted by SJC School District. These activities may include, but are not limited to Science Clubs, Athletics, Dramatic Art Classes, Art, Pottery, Crafts, and may change from year to year. These activities require a monthly fee and must also be paid in advance of services rendered. Checks for these classes must be made payable in the vendors business name. Extended day acts as a connection between yourself and the vendor offering these additional services as a convenience for our parents and students. Registration forms are available on-line.

For more information or questions about these activities please contact Sarah Susice sarah.susice@stjohns.k12.fl.us through the Extended Day office. A list of vendor activities, with links, can also be found on the Extended Day webpage.

*Please avoid picking up your child early on the day of their scheduled activity.

Non-Extended Day Activities Such as Scouts, Girls on the Run, Jump Rope Club, Tutoring, Band, Chorus, Teacher Aide, Etc.

We must have a signed permission slip before allowing your child to participate in non-extended day activities. They will not be allowed to leave the campus without a permission slip for travel.

Early Withdrawal Policy

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

If you should decide to re-enroll your child in the POA Extended Day Enrichment Program following their withdrawal, a \$75.00 re-enrollment fee will be required.

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 director 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 director in order to bring about improvement in the situation.
4. They will be informed immediately if their child does not arrive at the program according to enrollment information.
5. Information about programs and other extended day business will be posted where all parents may view.
6. POA extended day will provide a caring staff, who shows genuine respect for the children and have confidence in each child's potential and promote each child's self-esteem.
7. POA extended day will provide for the children a variety of developmentally appropriate activities, including expressive art, active play, sports, games, crafts, reading, and social skills building.

Program Expectations of the Parent:

1. Pay fees on time.
2. Keep your child's records complete and up to date.
3. Pick up your children on time.
4. Contact the director if your child will not be attending extended day as scheduled.
5. Pay attention to any communication from the director regarding your child's behavior and cooperate in efforts to bring about improvement in the situation.
6. Provide communication between yourself and POA 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.
- Always stay within sight of the group leader
- Share equipment and take turns properly.
- Use appropriate language- no cussing, no name calling, no 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 activity targeted toward another person. Hands to yourself at all times.
- No bullying
- Do not pick up rocks or sticks while on school property.
- No chewing gum on school property
- Cell phones and I Pads must always remain in back packs. Items will be confiscated if taken out unless special permission is given.
- Electronic games and toys are allowed when permission is given 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 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 POA Extended Day 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 tuitions paid prior to your student's temporary or permanent suspension will be forfeited.



Schedule of Fees

In an effort to help clarify our fee schedule; below is a detailed explanation of our installment payment procedures. The school calendar year consists of 180 days that the children are in attendance. Each month varies from another in the amount of days attended. Due to the variance, we have broken up the extended day fees into 10 equal installments, each equaling 18 days of care.

Florida state law requires that all services must be paid in full prior to services being rendered. Due to state law and regulation payments are due on the 15th of the month. All payments past due by 5 days will be rendered a \$30.00 late fee. If balance is unpaid by the date in the "Covers Your Childs Care Through:" box below, your child will be unable to attend Extended Day until balance is paid in full.

***Please make all checks payable to POA.**
Please indicate your child's name in the notes.

2025-2026
School Year

AUG 2025						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPT 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCT 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOV 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DEC 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JAN 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEB 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Installment #	Due	Installment covers care through-
NON-SCHOOL DAYS		
1	July 15th	Aug 11 - Sept 4
2	Aug 15th	Sept 5 - Oct 1
3	Sept 15th	Oct 2 - Oct 28
4	Oct 15th	Oct 29 - Dec 1
5	Nov 15th	Dec 2 - Jan 8
6	Dec 15th	Jan 9 - Feb 4
7	Jan 15th	Feb 5 - March 4
8	Feb 15th	March 5 - April 8
9	March 15th	April 9 - May 4
10	April 15th	May 5 - May 29

Per-monthly Installment 1-10	Quantity Per-student	Dailey Per-day
Fees		
Before Care Only	1	\$200.00
	2	\$320.00
	3	\$440.00
Full Time (Before and After)		
	1	\$400.00
	2	\$640.00
	3	\$880.00
Registration Fee per child:		\$75.00
After Care Only untill 6pm		
	1	\$320.00
	2	\$512.00
	3	\$704.00

Enrollment Pro-Rate Formula
Days remaining in current monthly installment
X daily rate= pro-rate due

MASTER CALENDAR
2025-2026 School Year
Board Approved 3-13-2023

Monday	August 4, 2025	Optional Teacher Planning Day
Tuesday-Friday	August 5, 6, 7, 8, 2025	Teacher Pre-Planning
Monday	August 11, 2025	Students Report to Class
Monday	September 1, 2025	Labor Day- Student/Teacher Holiday ✓
Friday	September 19, 2025	Teacher Inservice Day - Student Holiday ✓
Friday	October 10, 2025	First Quarter Ends
Monday	October 13, 2025	Teacher Planning Day-Student Holiday ✓
Tuesday	November 11, 2025	Veterans Day - Student/Teacher Holiday ✓
Monday - Friday	November 24-28, 2025	Thanksgiving Break - Student/Teacher Holiday ✓
Friday	December 19, 2025	Second Quarter/First Semester Ends *
Monday - Thursday	Dec. 22, 2025-Jan. 1, 2026	Winter Break - Student/Teacher Holiday
Friday	January 2, 2026	Teacher Planning Day-Student Holiday ✓
Monday	January 5, 2026	Classes Resume for Students/Second Semester Begins
Monday	January 19, 2026	Martin Luther King Jr Day - Student/Teacher Holiday ✓
Friday	February 13, 2026	Teacher Inservice Day - Student Holiday ✓
Monday	February 16, 2026	Presidents' Day - Student/Teacher Holiday ✓
Thursday	March 12, 2026	Third Quarter Ends
Friday	March 13, 2026	Teacher Planning Day-Student Holiday
Monday-Friday	March 16-20, 2026	Spring Break - Student/Teacher Holiday
Monday	March 23, 2026	Classes Resume for Students
Monday - Friday	March 30 - April 10, 2026	B.E.S.T. Writing Assessment - Grades 4-10 (Tentative)
Friday	April 3, 2026	Student / Teacher Holiday
Friday-Thursday	May 1-May 28, 2026	FAST Testing (Reading, Math & Science) Grades 3-10
Friday - Friday	May 1-29, 2026	EOCs, AP, IB, District Exams
Monday	May 25, 2026	Memorial Day - Student/Teacher Holiday
Friday	May 29, 2026	Last Day for Students*Fourth Quarter Ends
Monday	June 1, 2026	Last Day for Teachers - Teacher Planning Day
	May - TBA	Graduations (Schools/Locations TBD)

*ALL Schools will be dismissed **1 hour** early on Dec 19, 2025 and May 29, 2026

All Schools participate in a weekly early release on Wednesday: Elementary @1:45, Middle @12:50, High @ 2:50

Interims Issued: September 10, 2025	Report Cards: October 22, 2025
Interims Issued: November 13, 2025	Report Cards: January 15, 2026
Interims Issued: February 10, 2026	Report Cards: March 26, 2026
Interims Issued: April 28, 2026	Report Cards: May 29, 2026 - * Elementary only

✓ Denotes hurricane make-up days

Optional planning day may "Flex" for any Planning Day or Post Planning day as pre-approved by Principal

CHARACTER COUNTS! In St. Johns County

Pillars of the Month

August - All Pillars October - Responsibility December - All Pillars February - Caring April - All Pillars
September - Fairness November - Citizenship January - Respect March - Trustworthiness May - Citizenship

(Emphasis on Patriotism)

POA Extended Day Fees

Monthly Service Fees- Multiple Discount Shown	Number of students
Registration Fee-Annual & Non-Refundable	
\$75.00	Same amount per student enrolling
Before Care Only	
\$200.00	1
\$320.00	2
\$440.00	3
After Care Only until 6pm	
\$320.00	1
\$512.00	2
\$704.00	3
Before & After until 6pm	
\$400.00	1
\$640.00	2
\$880.00	3
Wednesday PM only until 6pm	
\$160.00	1
No discount for additional children	