



Extended Day Program Information Kindergarten – Grade 5

Extended Day is open to all grades from 7:15 a.m. until 6:00 p.m. each day school is in session. We also offer Holiday Care on many of the days school is not in session.

Early Morning Drop Off (7:15 - 7:55 a.m.)

- Early Morning begins at 7:15 a.m. Drop-off is through the main carpool line at the front of the school. Students are dismissed to their class at 7:55 a.m.

Afternoon Activities (3:15 - 4:30 p.m.)

- Students will be served a snack (Goldfish crackers, graham crackers, pretzels, Cheez-Its, raisins) at 3:30 p.m. You may send an individual, labeled snack for your child and/or they may also eat any leftovers from their lunch during this time.
- Students will participate in free play and after school activities from approximately 3:30 - 4:30 p.m.
- To coordinate picking your child up before 4:30 p.m., please call/text the Extended Day cell phone: 904-305-7704. Pick up for your child will be the gate between ELP and the main office (Pre-K gate)

Late Afternoon (4:30 - 6:00 p.m.)

- Students will transition to their classroom around 4:30 p.m. At this time they will begin their homework in a monitored “study hall” scenario.
- Additional activities will be organized during the remainder of the late afternoon, alongside free play and outdoor experiences. They may participate once their homework has been completed.
- To coordinate picking your child up after 4:30 p.m., please call/text the Extended Day cell phone: 904-305-7704. Pick up for your child will be the gate between ELP and the main office (PK gate)

Extended Day Policies

- Children may only attend the Extended Day Program on the days that they are registered, unless you have requested drop-in care. All drop-in reservations must be made at least 24 hours prior to the date requested and are subject to availability. Please email your request to Dani Diem, Director of Extended Day at diemd@esj.org.
- If you need to make a change in your child’s Extended Day schedule, you must submit this request in writing (including email). All changes in billing and scheduling will go into effect the following month.

- Half days - All students must be registered to participate in EDP on half days. These days will be billed to your ESJ account at the rate of \$8/hour. Please note: on days that the lunch program is not available, your child MUST bring lunch with them.
- On days that school is closed, but Extended Day is open (see school calendar), you may choose to register your child for "Holiday Care" for an extra fee. Sign up for these days will be in the Insider email 2 weeks prior to the holiday.