



Extended Day Program Information Pre-K

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

- Early Morning begins at 7:15 a.m. in room 10C of our ELP building. Pre-K is walked to their classroom(s) at 7:55 a.m. by an early morning teacher and 5th grade patrols to begin their day.
- Please feed your child breakfast **before** they arrive.

Lunch:

- Students will eat in the Foyer of the Lori Schiavone Commons or the picnic tables outside of the Commons Foyer. During times when the Commons is being utilized for other activities, Pre-K will eat in their respective classrooms.
- You may send lunch from home or order through our lunch program. (See the most recent edition of the ESJ Insider for more information on ordering lunch through Campus Cuisine). Please be aware of days on the calendar when the lunch program is closed, as lunch will need to come from home on these days.
- Please pack finger foods whenever possible. As part of your child's development, we encourage children to feed themselves. Be sure to include any utensils needed, as well. Also note that we are unable to provide refrigeration or microwave meals. We request that any items that need to stay cool be packed with a labeled ice pack. No glass containers, please.
- Be sure to label **EVERYTHING** your child's lunchbox, sippy cups, storage (non glass) containers, and any other loose items you do not want misplaced.

CREATE Early Afternoon Activities (until 3:15 p.m. dismissal)

- Nap for Pre-K begins at 12:45 p.m. and ends at 1:45 p.m. If your child no longer naps, they have a shorter rest period before being allowed to do a quiet activity on their mat.
- You may send in a small blanket (beach towel size or smaller, please) and/or small "lovey" or stuffed animal, if needed. We will send them home at the end of each week.

Please make sure these items are clearly labeled.

- Afternoon carpool begins at 3:15 p.m.. If your child is being picked up at this time, please go to the St. Mark's Loop (where morning drop-off occurs) to pick your child up, along with any older siblings. If your child needs to leave before 3:15 p.m., please coordinate pick-up through the school's front office.

Late Afternoon (3:15 - 6:00 p.m.)

- Children will be served a snack (Goldfish crackers, cheese, graham crackers, pretzels, Cheez-Its, raisins) during this time. You may send an individual, labeled snack for your child and/or they may also eat any leftovers from their lunch during this time.
- Additional activities will be organized during the remainder of the late afternoon, alongside free play and outdoor experiences.
- Pick-up will be via the side playground gate between the Early Learning and Pre-K Buildings. You may utilize parking near the St. Mark's Loop and proceed to pick your child up from the gate. Please call/text the Extended Day cell phone to coordinate picking your child up: 904-305-7704.

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 24 hours prior to the date requested** and are subject to availability. Please email your request to Dani Diem 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 (denoted on the St. Mark's calendar) will follow a regular extended day schedule. There is no extra charge if the half day falls on a day that your child regularly attends Extended Day. We will follow the same schedule as above to maintain consistency for the children. (Please note that Pre-K dismisses at 11:30 a.m. on half days).
- 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. (Note that this cost is included in payment for all children who attend 12 - 6 p.m., 5 days per week or are Full Year Students). Registration will be through the Insider email 2 weeks prior to the holiday.