



Kindergarten – Grade 5 Extended Day Program Information

Extended Day Policies

- The Extended Day Program uses Procure to check children in for Early Eagles (if applicable) and out from Afternoon Eagles. Parents will receive an email from Procure on August 9 containing instructions on activating their Procure account. To check in/check out, simply scan a QR code provided by a staff member with a smartphone and enter your unique code. While automated messaging from Procure mentions other features of the app, the St. Mark's Campus will only use Procure for checking students in and out of Extended Day.
- Students may only attend Afternoon Eagles on the days that they are registered. Occasional Care is available to students who are pre-registered. **All Occasional Care reservations must be requested at least 24 hours prior to the date of care needed and are subject to availability.** Please email your request to Betsy Porter at porterb@esj.org.
- Half days - Pack a lunch for your child, as Campus Cuisine is not available on half days.
- With the exception of October 15, December 19 and May 22, half days (denoted on the St. Mark's Campus 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 the Eagle Afternoon Program. We will follow the same schedule as above to maintain consistency for the children.

Early Eagles Drop Off (7:15 - 7:50 a.m.)

- Early Eagles 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 classes at 7:50 a.m.

Afternoon Activities (3:10 - 4:30 p.m.)

- Students will be served a snack (Goldfish crackers, graham crackers, pretzels, Cheez-Its, raisins) when they arrive. You may send an individual, labeled snack for your child and/or they may also eat any leftovers from their lunch.
- Additional activities will be organized during the remainder of the late afternoon, alongside free play and outdoor experiences. Students will also have an opportunity to do their homework.

- To coordinate picking your child up before 5:30 p.m., please call/text the Afternoon Eagles cell phone: 904-305-7704. Your child will be escorted to the gate between the McCarty Early Center and Pre-K Buildings (Pre-K gate).

Late Afternoon (5:30 - 6:00 p.m.)

- Park on Ionic Avenue in front of the McCarty Early Learning Center and follow the boardwalk to Dempsey Chapel.