

After-School Program Rules & Information:

The TLC After-School Care Program provided by The Arc of the St. Johns is offered exclusively to currently enrolled students of The Therapeutic Learning Center who are at least three (3) years of age. The Program operates Monday - Friday 2:00 pm - 5:00 pm in accordance with the **St. Johns County School District (SJCS) Master Calendar**, including all scheduled closures and makeup days if applicable. Program hours subject to change. Space is limited.

The **TLC After-School Program** is an extension of our education program focused on structured and unstructured **play-based learning** in a safe and loving **therapeutic environment** with **low student-to-staff ratios** utilizing **early education themes**.

- **Snacks:** Please send **extra snacks** for children enrolled in after-school care to accommodate their extended day.
- **Diapers/Wipes:** Parent or Guardian will provide necessary toileting supplies
- **Private Therapy:** Parents may hire private therapists to provide services during after-school hours. Please contact the **Director of Children's Services** to review **Private Instructional Personnel (PIP) requirements** and submit requests for approval.

Pick-Up & Safety Policies:

- **Pick-up time is 5:00 PM** (pick up time subject to change with notice when required).
- **Frequent late pick-ups** may result in additional fees or program suspension.
- **Pick-up location:**
 - **Main entrance** - park in the lot or under the awning. Do **not** block the fire lane.
- **Authorized Pick-Ups Only:**
 - Students will only be released to **approved adults**.
 - **ID verification** may be required.
 - We will **not** release students to individuals who are impaired or under the influence.
 - We will **not** release students to individuals under 18 unless they are the legal parent/guardian.
 - The pick-up person must have an **appropriate safety seat** in their vehicle.
- **Changes in Pick-Up Arrangements:** Parents must **notify staff in advance** if someone else is picking up their child. Notification: Class Dojo, Staff & Director, Lauren Brannan 904-401-0641. Please note, the TLC phone line is not a prompt contact option after regular school hours.
- **Illness Policy**
 - A student with a temperature above normal or who is exhibiting other signs of illness shall be evaluated by the school staff and sent home.

Parent Expectations:

- **All applicable policies as stated in the parent handbook extend to the After-School program**
- **Timely payments** and adherence to the selected billing schedule.
- **Prompt pick-ups** and clear communication with staff regarding any concerns.
- **Updated emergency contact information** and authorization for **medical treatment**.