

Parent Handbook 2026-2027



Extended Care Program





Welcome to Bigfoot Basecamp

Dear Parents,

We are delighted to welcome you and your child to Bigfoot Basecamp Extended Care. Our program is dedicated to providing a safe, warm, nurturing, and stimulating environment where children feel supported beyond the school day. We are committed to offering enriching experiences that promote connection, confidence, and continued growth before and after the classroom day ends.

At Bigfoot Basecamp, we emphasize a child centered, play based approach that supports social-emotional development, independence, and positive relationships. Our dedicated staff work in partnership with families to create a supportive, caring community where every child feels valued and encouraged to grow to their unique potential.

This Parent Handbook is designed to serve as a helpful guide to our policies, routines, and program expectations. We encourage you to review it carefully, as it will provide valuable information on how we can work together to ensure a positive and enriching extended care experience for your child.

Please do not hesitate to reach out with questions or concerns. We look forward to an exciting and joyful journey with you and your child!

Warm regards,


Program Coordinator, Bigfoot Basecamp



Vision, Mission, and Philosophy



Our Vision

We envision a safe, nurturing, and enriching extended care environment where children feel supported beyond the school day. We aim to foster children's social-emotional growth and essential life skills that support each child's long term academic and personal success.

Our Mission

Our mission is to provide a safe, inclusive, and stimulating experience that fosters the social, emotional, intellectual, and physical development of each child. We strive to:

- Support the social and emotional growth of children through meaningful interactions.
 - Foster creativity and imagination through hands-on experiences.
 - Encourage independent thinking and problem-solving skills.
 - Partner with families to create strong connections.
- 

Our Philosophy

At Bigfoot Basecamp, we believe children learn best through play, exploration, and guided discovery beyond the school day. Our programming is designed to support whole-child development by integrating the following approaches:

01 Play-Based Activities

- Encourages active and joyful engagement.
- Builds foundational skills in social interaction.
- Develops problem-solving and critical thinking abilities.

02 Social-Emotional Development

- Teaches children how to express emotions and communicate effectively.
- Promotes empathy, cooperation, and self-regulation.
- Creates a warm, inclusive environment.

03 Hands-On Exploration

- Provides sensory-rich experiences through arts, music, science, and nature activities.
- Encourages creativity and innovation through interactive projects.
- Develops fine and gross motor skills through active play.

04 Family Partnership

- Recognizes parents as a child's first and most important caregivers and teachers.
- Encourages open communication and collaboration between families and extended day caregivers.



Student Profile

At Bigfoot Basecamp, we embrace the uniqueness of every child while nurturing essential developmental skills. Our ideal student profile includes:



Curious
learner



Kind
friend



Creative
thinker



Growing
individual



Joyful
Learners



Confident
communicator



We believe that every child grows **in their own unique way**. Our goal is to provide a **safe, engaging space** where children can **explore their interests, build confidence, and develop positive relationships** outside the classroom.



Programming & Approach

At Bigfoot Basecamp, we believe that the time before- and after-school should be engaging, hands-on, and filled with opportunities for play, creativity, and connection. Our programming is designed to nurture social, emotional, cognitive, and physical growth in children while making the experience fun and meaningful.

Our Programming

We offer a well-balanced mix of structured and unstructured activities designed with a play-based, child-centered approach in mind.

Activities are planned with a focus on key developmental areas:



Our Approach

At Bigfoot Basecamp, our Extended Care staff uses a combination of guided activities and free play to create a well-balanced and enjoyable before- and after-school experience that supports social, emotional, and developmental growth beyond the school day.



01 Hands-On Experiences

Children participate in active exploration, using real-world materials to promote meaningful engagement.



02 Guided & Child-Led Offerings

Encouraging curiosity and problem-solving through discovery-based experiences.



03 Outdoor Play & Exploration

Utilizing outdoor spaces to promote physical activity, teamwork, observation skills, and appreciation for the natural environment.



04 Whole-Child Approach

Addressing emotional, social, physical, and cognitive development.



Group Structure & Activity Environment

Our extended care program is designed to provide consistent supervision, age-appropriate support, and a welcoming experience for students before and after the school day

Group Structure

01 Before-School Care

During morning hours, flexible grouping is used to safely supervise students across multiple grade levels.

This approach allows children to start their day in a calm, inclusive environment while ensuring appropriate supervision and smooth transitions to the school day.

02 After-School Care

In the afternoon, students are organized into groups of children of similar age and grade.

Each group is supervised by a dedicated and experienced Group Leader, who provides the guidance, structure, and support children need while in our care.

Group Leaders greet students at dismissal, provide afternoon snack, and take time to connect with children by discussing their school day. Under the supervision of their Group Leader, students participate in a variety of engaging activities, which may include:

- Exercise and sports
- Computer time
- Homework Lab
- Arts and crafts
- Fee-based enrichment camps
- Social skills building

Most importantly, extended care provides students with the opportunity to relax, connect, and have fun with their friends in a safe and supportive setting.

Activity Environment

Our Extended Care program is located on the school campus, allowing children to remain in a safe and familiar environment while providing families with continuity and simplified daily logistics.

The program makes use of a wide range of specialized and multi-purpose spaces, along with age-appropriate equipment and technology, to support enrichment, recreation, and effective supervision.

Indoor & Outdoor Spaces



Playgrounds



Cafeteria



Pavilion



Common Areas



Basketball Courts



Computer Labs



Soccer Field



Gymnasium



Softball Field



Staff Role & Staff-Student Ratio

Maintaining appropriate staff-to-student ratios is essential for safety, supervision, and meaningful engagement. At Bigfoot Basecamp, we follow or exceed state guidelines to create a positive and engaging environment.

Age Group

5 years and over

Staff-Student Ratio

1 staff member : 25 students

Each group is led by a dedicated and experienced staff member.

Thoughtful ratios allow our team to build strong relationships with students and support each child's needs.

Role of Our Staff

Our dedicated caregivers play a vital role in shaping each child's experience in our extended care program. Their responsibilities include:

01 Facilitating engaging, age-appropriate activities

that support cognitive, social, and emotional development.

02 Fostering a safe and inclusive environment

where children feel valued and respected.

03 Encouraging independence and self-help skills

as part of social-emotional growth, including tidying up, caring for personal items, and making thoughtful, age-appropriate choices.

04 Supporting the development of positive relationships

and the use of constructive conflict resolution through consistent guidance, encouragement, and age-appropriate coaching.

05 Ensuring student safety and supervision

by following program policies, safety procedures, and established routines.



By providing a well-balanced structure that combines guidance and freedom, our program allows children to explore, discover, and grow at their own pace.



Daily Schedule & Routine



At Bigfoot Basecamp, we believe consistency and structure are essential to supporting children's well-being beyond the school day. Our extended care schedule balances supervised activities, flexible play, relaxation, and exploration, ensuring each child receives the best possible experience.

Program Hours

01 Program Schedule

Extended Care operates on all 180 regular school days and follows the school calendar.

The program is closed on student holidays and teacher planning days.

02 Morning Drop-Off

6:30 – 7:40 AM

School doors open at 7:40 am

03 Afternoon Pick-Up

Monday, Tuesday, Thursday, Friday: 3:00 – 6:00 PM

Wednesday: 2:00 – 6:00 PM

Late fees apply after 6:00 PM

Early closure days: The program closes at 5:00 PM on the day before

Thanksgiving Break, Winter Break, Spring Break, and the last day of school.

04 Office Hours

10:00 AM – 6:00 PM

Monday – Friday

August – May

*** CLOSED DURING SUMMER ***

Drop-Off/Pick-Up Policy

Drop-Off Policy

- Student drop-off takes place at the cafeteria doors by the bus loop.
- After 7:15 AM, families should use designated parking spaces to ensure safe bus operations.
- Children must be escorted into the building by an adult.
- Parents or guardians must sign in their child upon arrival.

Pick-Up Policy

- **Text Ahead** is available for pick-up convenience. Text your student's first and last name to **904-834-9922** about 5–10 minutes before your arrival, so your child can be called to the check-out area in advance.
This number is text-only and is not monitored for phone calls.
- Student pick-up takes place at the school lobby.
- For student safety, pick-up is limited to authorized individuals listed on the student's account.
- A valid driver's license is required for identification and must be available daily, as front-desk staffing may vary.
- Parents must sign out their child before leaving the premises.
- **Families are required to designate authorized emergency back-up individuals** to ensure timely pick-up in the event of traffic delays or emergencies.
- Late pick-up fees apply after 6:00 PM and are set at:
 - \$1 per minute after 6:00 PM per student
 - \$10 plus \$1 per minute after 6:00 pm on early closure days.
The program closes at 5:00 PM on the day before Thanksgiving Break, Winter Break, Spring Break, and the last day of school.
- After 3 late pick-ups the child may be dismissed from the program.



Students enrolled in morning care will enjoy starting their day with friends in the cafeteria where they will be able to play board games, build with Legos, work on craft projects, read, color, and/or eat their breakfast from home, in preparation for their day of learning. When the bell rings at 7:40 am, students will be released to the cafeteria if they are having school-provided breakfast or to their classrooms.

Daily Schedule Overview

Time	Activity	Description
2:10 – 2:30 PM	Check-ins	Arrival and transition activities focused on unwinding and resetting.
2:30 – 2:40 PM	Snack Time	Snacks and hydration break.
2:40 – 3:00 PM	Homework	Homework and quiet activities – drawing, journaling, reading, and manipulative toys and games.
3:00 – 3:45 PM	Computer Time	Online homework and games with friends.
3:45 – 4:45 PM	Enrichment & Exploration	STEAM, arts, crafts, and self-expression activities.
4:45 – 5:45 PM	Fitness & Recreation	Active energy release to support physical health and supervised unstructured social interactions.
5:45 – 6:00 PM	Dismissal	Preparation for pick-up.

Wednesday Specials

On early-release Wednesdays, our program includes an extra hour of extended care, which allows us to plan special and exciting activities such as seasonal crafts, games, and celebrations students look forward to each week.



Enrollment Policy

At Bigfoot Basecamp, we strive to make the enrollment process smooth and transparent for all families. Below you will find the eligibility requirements and important policies related to admissions.

Enrollment Eligibility

The extended care program is open to all students officially enrolled in Lakeside Academy.

Enrollment Process

Enrollment in Bigfoot Basecamp is offered on a **first-come, first-served basis** and is limited to a maximum capacity of **175 students**. **Annual registration is required** for both new and returning families.

Enrollment for the 2026–27 school year opens on:

- **April 15** for current Extended Care families
- **April 22** for new families

To secure a spot in the program, families must complete both the **enrollment application and registration fee payment** – Steps 1 and 2 in the Enrollment Timeline section.

Waitlist

When the program reaches capacity, families may add their name to the waitlist available on our website. As space becomes available, families will be contacted in the order applications are received. Placement from the waitlist is not guaranteed and depends on program availability. Families will be notified promptly should an opening become available.

Enrollment Timeline



STEP 1

Application Submission

Parents must complete the electronic enrollment form, available on our website during the enrollment window.



STEP 2

Registration Fee Payment

An annual, non-refundable registration fee is required at the time of enrollment. Submission of this fee secures your child's spot in the program.



STEP 3

Admission Confirmation

Families who successfully complete Steps 1 and 2 will receive an enrollment confirmation email by May 15th.



STEP 4

First Tuition Payment

The first tuition payment is due one month prior to attendance, on July 10th.



STEP 5

Orientation (optional)

Families are welcome to attend an optional orientation session to learn about the program, review expectations, policies, and procedures, meet staff members, and ask questions. This session will be scheduled during the week of August 3rd.



STEP 6

Start Attendance on August 10th



Financial Policy

Tuition & Fees Policy

Building on a successful first year, updated tuition rates will take effect for the 2026–2027 school year. We remain committed to supporting working families by keeping our **pricing well below local market rates** while continuing to deliver a high-quality extended care experience. To further support families, we are pleased to offer a **40% sibling discount**.

Tuition rates for the 2026–2027 school year are outlined below. **Enrollment is offered exclusively on a full-time basis.**

Tuition Rates (Per Child)

Care Plan		
AM Care	PM Care	AM + PM Care
\$130 per month	\$300 per month	\$360 per month

Sibling Discount Families enrolling more than one child receive a generous 40% discount on the second child's tuition.

Additional Fees

1. Non-Refundable Registration Fee

\$125 per school year
(due at time of registration).
This fee secures your child's spot in the program.

2. Late Pick-Up Fee

- \$1 per minute after 6:00 PM per student
- \$10 plus \$1 per minute after 6:00 pm on early closure days

The program closes at 5:00 PM on the day before Thanksgiving Break, Winter Break, Spring Break, and the last day of school.

Families are required to have emergency back-up contacts who may assist with timely pick-up if delays occur due to traffic or emergencies.

After 3 late pick-ups the child may be dismissed from the program.

3. Late Payment Fee

- \$25 for the first occurrence
- \$50 for each occurrence thereafter

Please reach out to the Program Coordinator if special arrangements are needed due to unexpected financial situations.

After 3 late payments the child may be dismissed from the program.

4. Reinstatement Fee

\$50 per student withdrawn from program

Extended Care operates on all 180 regular school days and follows the school calendar. Tuition is conveniently divided into 10 equal monthly payments, each covering 18 days of care, offering families a simple and predictable payment structure.

Payment Schedule

In compliance with Florida state regulations, all extended care services must be paid in advance, with payments due by the dates listed below.

The first tuition payment is due one month prior to attendance, on July 10.

Payment Schedule – 2026–27 School Year			
Installment #	Service Period	Pmt. Due Date	Late Fee Due On
1	8/10 – 9/2	7/10	7/16
2	9/3 – 9/30	8/10	8/16
3	10/1 – 10/27	9/10	9/16
4	10/28 – 11/30	10/10	10/16
5	12/1 – 1/8	11/10	11/16
6	1/11 – 2/4	12/10	12/16
7	2/5 – 3/4	1/10	1/16
8	3/5 – 4/8	2/10	2/16
9	4/9 – 5/4	3/10	3/16
10	5/5 – 5/28	4/10	4/16

- All payments are non-refundable.
- As a courtesy, families are granted a **five-day grace period**, after which late fees are automatically applied to unpaid balances remaining after the 15th of each month.
- Late payment fees are \$25 for the first occurrence and \$50 for each occurrence thereafter.
- If payment is not received for the applicable service period, **attendance may be paused** until the account is brought current.
- Continued enrollment may be affected after repeated late payments, and accounts with **three late payments** may be subject to dismissal from the program.
- We recognize that unexpected financial situations may arise and encourage families to contact the Program Coordinator if special arrangements are needed.

Forms of Payment

We accept the following forms of payment:

- **Personal checks** payable to Lakeside Academy. Please include the following 3 items on the memo line:
 - Cell phone number,
 - Alternative phone number,
 - Student first and last name(s)
- **Credit card** payments at SchoolPay.com – Convenience fees may apply
- **Cash**

Payments can be turned in at the extended care desk during drop-off or pick-up times.

Returned Check Policy

St. Johns County School District uses Envision Payment Solutions (EPS) to process returned checks. If a check is returned for insufficient funds, EPS will contact the parent/guardian directly. Families must work with EPS to resolve the balance within seven (7) days to avoid disruption to enrollment. Any processing fees charged by EPS are the responsibility of the parent.

If a returned check is not resolved within seven days, or if more than one check is returned, future payments will be required in cash for the remainder of the school year.

Enrollment Continuity

Tuition is due as scheduled during extended absences, including family vacations, in order to maintain your child's space in the program. This ensures consistent staffing, program quality, and a guaranteed spot upon your child's return.

If a child is withdrawn and later seeks to re-enroll within the same school year, placement will be based on availability and subject to a \$50 reinstatement fee per child.

Invoices, Receipts, and Statements

The extended care program does not issue monthly invoices. Families are responsible for submitting payments in accordance with the Tuition Payment Schedule outlined in this handbook.

Payment receipts and year-end tax statements are available upon request through the Program Coordinator.

For tax purposes, our EIN number is:

59-6000824



Change Requests & Notifications

Transportation Changes

For student safety, all transportation changes must be submitted through **PikMyKid**.

If no official change is received, your child will remain safely in Bigfoot Basecamp at dismissal.

We are unable to accept transportation changes directly from students or through emails or phone calls to non-extended care staff, as this information may not reach us in a timely manner.

Care Plan Changes

Requests to add or remove before-school or after-school care must be submitted using the electronic form available on our website. Changes will take effect once the completed form has been received and processed.

Pick-Up List Updates

To ensure student safety and accurate records, all requests to add or remove authorized pick-up individuals must be submitted using the electronic form available on our website.

Early Withdrawal Notification

Families wishing to withdraw from the extended care program must submit their request using the electronic withdrawal form available on our website. This helps ensure accurate records and smooth program planning.



Health & Wellness Policies



At Bigfoot Basecamp, we prioritize children's health and well-being. Our policies help create a safe, clean, and supportive environment for all children.

Illness Policy

To help maintain a healthy environment for all students and staff, children must stay at home if they have:

- Fever of 100.4°F (38°C) or higher (must be fever-free for 24 hours without medication to return).
- Vomiting or diarrhea in the past 24 hours.
- Unexplained rash, pink eye, or contagious illness.
- Persistent cough, difficulty breathing, or flu-like symptoms.

If a child develops any of these symptoms during extended care hours, parents will be contacted immediately by phone/text and asked to pick up their child as soon as possible.

Food Allergy Policy

Parents must disclose food allergies or dietary restrictions during enrollment.

EpiPens and emergency medication must be provided to the school nurse if the child has a severe food allergy.

Extended Care staff members are trained in EpiPen administration and allergy response.



If your child has a life-threatening condition, please work with school clinic staff to create an Action Plan.



Injury Policy

The safety and well-being of our students is a top priority at Bigfoot Basecamp. All injuries are taken seriously and addressed promptly by our CPR & First Aid-trained staff.

Minor Injuries

For minor injuries (such as scrapes, bumps, or minor discomfort), staff will provide basic first aid and comfort as appropriate. These incidents will be documented, and a **written injury report will be provided to families at pick-up** the same day.

Injuries Requiring Additional Attention

Parents/guardians will be contacted immediately by phone if an injury involves:

- A head injury
- Loss of consciousness
- Significant bleeding
- Injury requiring medical evaluation
- Signs of illness or distress that escalate quickly
- Any incident that raises concern for the child's immediate health or safety

Medical Emergencies

If a serious injury or medical emergency occurs, **emergency procedures will be followed immediately**, including contacting emergency services first, then notifying parents/guardians as soon as possible.





Food & Drink Information

Breakfast

Students have the opportunity to purchase breakfast at the school cafeteria after morning care, from 7:40 AM to 7:55 AM.

Menu and additional information about Bigfoot Bistro can be found at:

<https://www-la.stjohns.k12.fl.us/cafe/>



Snacks



Program-Provided Snacks

A daily snack is provided for all after-school care students and is included in your monthly tuition.

Children may choose one snack item per day from a variety of options, which typically include dried and fresh fruit, crackers, cheese, popcorn, muffins, pretzels, and chips.

Students should bring a refillable water bottle, which they will keep with them during program hours to stay hydrated.

Home-Packed Snacks

Families are welcome – and encouraged – to send additional or alternative snacks from home, especially on early-release Wednesdays, when the afternoon program is longer.

Students should bring a refillable water bottle, which they will keep with them during program hours to stay hydrated.





Dress Code & Personal Belongings Policy

We encourage children to wear comfortable, weather-appropriate clothing that allows for safe movement, active play, and independent self-care. Our dress code promotes practicality, safety, and school identity while allowing children to express themselves.

Dress Code Guidelines

Comfortable Clothing

- Children should wear loose, breathable clothing that allows free movement.
- Clothes should be easy for children to manage (e.g., elastic waistbands instead of buttons/zippers).

Weather-Appropriate Attire

- Warm Weather: Lightweight, sun-protective clothing for outdoor play.
- Cold Weather: Coats, gloves, hats, and closed-toe shoes.

Shoes for Safety

- Closed-toe shoes with rubber soles – sneakers are strongly recommended.
- No sandals, flip-flops, or shoes with wheels (to prevent injuries).

Extra Clothing

- For added comfort and peace of mind, parents are asked to provide a **labeled** extra set of clothes (shirt, pants, socks, and underwear) in the child's backpack in case of spills or restroom accidents.

Personal Belongings Policy



Items to Bring Daily

- **Backpack**
Large enough for a lunchbox, extra clothes, and schoolwork
- **Reusable Water Bottle**
Labeled with the child's name
- **Additional or alternative snacks**
Optional, but encouraged



Items Not Allowed

- **Toys from home**
as well as cards, stuffed animals, or other items from home
- **Electronic devices**
including tablets, smartwatches, phones, etc
- **Expensive or sentimental items**
the Program is not responsible for lost or damaged items

By following this dress code and personal belongings policy, we aim to ensure that all children feel safe, comfortable, and prepared for a fun and active time at Bigfoot Basecamp.



Behavior Policy

Bigfoot Basecamp is a community built on **respect, safety, and positive relationships**.

To ensure a safe, well-supervised, and enjoyable experience for all children, students **are expected to follow program rules and demonstrate appropriate behavior at all times**.

Because extended care operates at a 1:25 staff-to-student ratio, children must be able to **follow directions, remain with their group, and interact respectfully** with others.

We believe children grow best when **school and families work together**.

Parental support and reinforcement at home are essential to helping children make positive choices and preventing repeated behavior concerns.

Please review these expectations with your child.

While our goal is always to guide and support, **policies and consequences will be enforced** to maintain a smooth-running program for all.

Participation in Bigfoot Basecamp is a **privilege**, not a right, and **positive behavior is required**.

Behavior Expectations

We recognize our students for making good choices and doing the right thing through the Kids of Character Program. We follow the St. Johns County School District Student Code of Conduct.

We follow the St. Johns County School District Student Code of Conduct.

Students are expected to:

- Remain with their assigned group and follow staff directions the first time
- Demonstrate respect toward peers, staff, and school property
- Use appropriate language and behavior at all times
- Practice good sportsmanship and fair play
- Report injuries, conflicts, or concerns to staff immediately

The following behaviors are **not permitted**:

- Fighting, hitting, kicking, or physical aggression
- Disrespectful behavior, abusive language, or gestures
- Defacing or damaging school property
- Bringing dangerous items or personal electronics
- Gum chewing
- Repeated failure to follow program rules

Behavior Monitoring & Consequences

Parents will be notified if a child is having difficulty meeting behavior expectations.

Consequences may occur even if behavior is non-physical, including disrespect, refusal to follow directions, or ongoing disruptions.

Step 1 – Staff Guidance

Our initial response to behavior concerns is always focused on student growth, learning, and skill-building.

Staff kindly reteach expectations, guide students in reflecting on choices, and offer positive strategies for managing emotions and resolving conflicts.

These informal, verbal interventions take place regularly as part of daily supervision and are not typically communicated to families unless concerns persist.

Step 2 – Informal Warning

If behavior concerns persist over time despite ongoing staff support, an informal written communication is sent to parents to share the concern and request partnership from home.

If the student demonstrates improved behavior for two consecutive weeks, the warning is cleared.

Step 3 – First Formal Reprimand

Parents are notified in writing, and the incident is formally documented.

The record remains on file.

Step 4 – Second Formal Reprimand

The Program Coordinator contacts parents by phone or in person, and written documentation is maintained.

At this stage, the student is suspended from Bigfoot Basecamp for **one week**.

Step 5 – Third Formal Reprimand

A parent conference and written documentation are required.

The student is **removed from Bigfoot Basecamp indefinitely**.

Serious misconduct may result in immediate suspension or dismissal at any time, regardless of prior warnings.

Removal from Program

Participation in Bigfoot Basecamp is a **privilege**, not a right.

The Program Coordinator reserves the right to remove a student from Bigfoot Basecamp indefinitely if:

- Pick-up is repeatedly late
- Fees are not paid in advance or are received consistently late
- The program is not a good fit for the child's needs
- Behavior creates ongoing disruption
- A student's actions compromise the safety or well-being of others



Parent–Program Communication



Parent-Program Communication

We value open and clear communication and are happy to support your family throughout the program.

Our Program Coordinator is the primary point of contact for questions, concerns, and general program information.

Ms. Vanessa Salcedo-Dheureux
Vanessa.Salcedo-Dheureux@stjohns.k12.fl.us
904.547.4516
Monday-Friday, 10:00 AM-6:00 PM

Please note that the coordinator is often away from the desk after 1:00 PM (and after 12:00 PM on Wednesdays) while supporting staff and students throughout the building.

As a result, responses to emails and phone calls may not be immediate.

Every effort is made to respond within 48 hours.

For urgent matters, please contact the Front Desk at 904-547-4500 for immediate assistance.



Acknowledgment & Agreement Form

We require all parents or guardians to review and acknowledge the policies outlined in this Parent Handbook. This ensures that families understand the expectations, procedures, and commitments necessary for a positive EXTENDED Care experience.

Parent Handbook Agreement

I, _____,
the parent/guardian of _____,
acknowledge that I have read and reviewed the Bigfoot Basecamp Parent Handbook for the
2026–2027 school year. I understand that the handbook is designed to support a safe, positive,
and well-structured program experience for all students and families.

By initialing below, I agree to the following:

_____ **Financial Commitment:** I understand and agree to comply with the Financial Policy, including tuition schedule, registration fee, and applicable late fees. I acknowledge that timely payment is my responsibility and understand that participation may be paused if payments are not received on time.

_____ **Behavior Expectations:** I understand the Behavior Policy and agree to partner with the program by providing timely support at home when needed. I acknowledge that recurrent behavioral concerns, following informal and formal notices, may result in removal from the program.

_____ **Pick-Up Procedures:** I understand and agree to follow the Pick-Up Policy and ensure my child is picked up on time, no later than 6:00 PM. I will maintain alternate arrangements in the event of delays due to traffic or unforeseen circumstances.

_____ **Change Requests & Notifications:** I agree to promptly notify the program of any changes to transportation, authorized pick-up contacts, care plans, or early withdrawal.

_____ **Health & Wellness:** I acknowledge and will adhere to all Health & Wellness policies.

_____ **Personal Belongings & Dress Code:** I agree to follow the program's guidelines regarding appropriate attire and personal items.

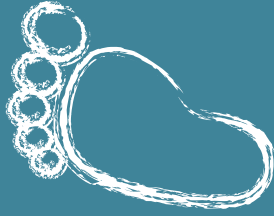
_____ **Policy Compliance:** I understand that failure to comply with program policies may result in a conference with administration and, in serious or repeated cases, may impact my child's enrollment.

_____ **Program Privilege:** I understand that participation in Bigfoot Basecamp is a privilege. A child may be disenrolled if:

- Tuition is unpaid or repeatedly late
- Behavior results in recurrent disruption
- Pick-up occurs repeatedly after program hours
- The program is not an appropriate fit for the child's needs
- A student's actions compromise the safety or well-being of others

Parent/Guardian Signature: _____

Date: _____



Bigfoot Basecamp

Extended Care Program
@ Lakeside Academy

1455 Twin Creeks Dr. St. Augustine, FL 32095
904.547.4516

Vanessa.Salcedo-Dheureux@stjohns.k12.fl.us

<https://www-la.stjohns.k12.fl.us/bigfoot-basecamp-information/>