

Dear Pine Island Academy Extended Day Families,

We hope that your 2022-2023 school year has been a positive one. We are already planning for a fantastic 2022-23 extended day and are looking forward to welcoming your children to Pine Island Academy in Fall 2022.

We strongly encourage you to **submit the enrollment paperwork and registration fee as soon as possible (starting March 21st)** to guarantee a start day at the start of the School Year. We will watch our enrollment carefully and communicate any changes, if necessary.

**Registration fee**: Early registration received March 21st to April 15th 2022 will be $60 first child and $100 for 2 or more children Regular registration starting April 16, 2022 $75 first child and $125 for 2 or more children

**Families who have been in our camps and extended day programs before are required to submit new enrollment forms** to ensure that we have the most up to date and current information. **The first tuition payment will be due on August 1, 2022.** There are 180 days of school attendance each year, and each month has a different number of school days. To simplify the payment process, we have divided the Extended Day fees into 10 equal payments such that each payment covers 18 days of extended day service with a total of 180 school days. All payments are due by the 1st of each month August through May.

**You may submit enrollment forms to the front desk in care of Ms. Latifa Almabrouk or by mail to our Village Extended Day office located at 560 Market Street, St. Augustine 32095. Please enclose a registration check with your registration forms. You can also email your enrollment packet to: latifa@villageextendedday.com**

We are pleased to offer our *preferred method* of collecting and processing online tuition and fee payments through Tuition Express. Tuition Express, part of our ProCare Software management system, allows us to process tuition and fee payments safely, quickly and efficiently. Once enrolled in our program, your tuition and fee payments will be paid automatically through our Tuition Express system. This will be done by credit card or ACH withdrawal. Village Extended Day can produce a receipt for the payment summary at any time, or you can receive instant email notification by signing up at www.myprocare.com.

We invite you to visit our Pine Island Academy Extended Day table when school orientation takes place so that we can welcome your child to school and introduce some of our staff. We are hiring many fun and experienced staff and planning lots of wacky science projects, delicious cooking treats, creative art projects, and fun round up experiences. After you register, please let us know if you have any questions or need any help setting up your Tuition Express account. We are so very excited to welcome your children into our program! Enjoy the rest of your 2022-2023 school year and make each moment count!

Latifa Almabrouk

Village Extended Day Services

Director of Pine Island Academy Extended Day

904-377-1806

Email: latifa@villageextendedday.com