

Home Access Center (HAC)

Home Access Center (HAC) is a great way to be “in the know” about your child’s ongoing academic progress in the classroom. **ALL REPORT CARDS WILL BE DELIVERED ONLINE VIA HOME ACCESS CENTER ONLY.** Please make sure you are prepared by signing up online at: <http://www.stjohns.k12.fl.us/hac/>

- **Helpful Hint-** you should sign up using the parent name & information (NOT STUDENT NAME & INFO). This will enable you to see all of your children via one account.

PTO

The purpose of the Wards Creek Elementary Parent Teacher Organization (PTO) is to encourage and enhance the education of all students, while strengthening and developing the relationships between our parents, school, and community. We are a 501(c)(3) organization. PTO Executive Board meetings are held monthly (2021-2022 dates TBD). All members are invited. We hope you will join us! You can find them on Facebook or here: <https://www.wardscreekpto.com/>

School Advisory Council (SAC)

SAC is also one way that parents can be a part of the important decision making at WCES. **By Florida law**, SAC is constructed to represent all segments of a school’s community – parents, teachers, administrators, support staff, business people, and other interested community members. SAC meets once per month. Find information here: <https://www-wce.stjohns.k12.fl.us/sac/>

Important Contacts

All information and links can be found on our website:

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

Main: (904) 547-8730

Cafeteria: (904) 547-8739

Alison.Hargus@stjohns.k12.fl.us

Clinic: (904) 547-8738

Michelle.Lee@stjohns.k12.fl.us

Extended Day: (904) 547-8737

Virginia.Hooks@stjohns.k12.fl.us

Guidance: (904) 547-8743

Leanne.Adolf@stjohns.k12.fl.us

PTO: wardscreekpto.com

wardscreekpto@gmail.com

Registration: (904) 547-8750

Tammy.Stewart@stjohns.k12.fl.us

HOUSES

Orange House– Pre-K/
Kindergarten

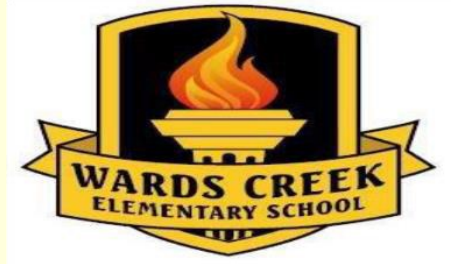
Yellow House– 1st Grade

Purple House– 2nd Grade

Blue House– 3rd Grade

Blue & Green House–4th Grade

Green House– 5th Grade



Wards Creek Elementary
6555 State Road 16
St. Augustine, FL 32092

Kevin Klein
Principal

Mission Statement:

At WCES we ensure
Achievement, *Learning*, and
Leadership for *ALL*.

Vision Statement:

To build and sustain a
culture that provides a safe
environment where all stake-
holders collaborate to ensure
growth and achievement for
ALL!

***Lighting the Way
to Leadership!***

Extended Day Program

All information, including rates, can be found on our website or you can call the

Extended Day Coordinator Virginia Hooks

at: Virginia.Hooks@stjohns.k12.fl.us

(904) 547-8737

Morning Care: 6:30 AM until school starts.

Afternoon Care: from dismissal until 6:00

PM

PBS System

The **Positive Behavior Support System** is a reward system where each student is eligible for one (1) POINT daily and the possibility to earn three (3) extra points per week by following the Leadership Expectations. Detailed information is located in the **PBS Handbook**. POINTS will be recorded on the student's **TORCH** card each day by their teacher.

MTSS-Multi Tiered System of Supports

During the year, schools monitor all students to see which students are meeting grade level standards and which students need additional support. Our school provides daily intervention and enrichment to all students. For students needing more support, our school based team use a problem solving process to plan interventions and monitor progress. Parents are given opportunities to participate in problem solving for their child, but are not required to attend problem-solving meetings. An invite to the meeting will be sent by mail or email. For more information, you may contact our MTSS Facilitator, Adriana Orta via email at:

Adriana.Orta@stjohns.k12.fl.us

SchoolMessenger

School Messenger provides parents/guardians with a mobile app and website which allows them to view and listen to previous messages and to verify their phone numbers. SchoolMessenger also lets parents/guardians select which modes of communication they prefer (voice/text/email) based on the type of message being sent. Go to: <https://go.schoolmessenger.com/>

Cafeteria Information

All students will receive a personal identification number (PIN) for their meal account at the start of school. **PLEASE ENCOURAGE YOUR CHILD TO MEMORIZE THIS NUMBER.** They will use it throughout their school career.

To add money to your child's lunch account visit <https://paypams.com/> or you may send money in with your child.

If desired, restrictions can be placed on your student's meal account. Some examples: No snacks, 1 snack Friday only, No Sales. If interested, please email Alison Hargus at: alison.hargus@stjohns.k12.fl.us.

If your child has food allergies, please provide the school nurse with a physician's note indicating the allergies and the appropriate substitutions that are recommended by the physician.

Free and Reduced Price Meal Application can be obtained ONLINE at <http://www.stjohns.k12.fl.us/food/free/>. The approval process can take up to ten (10) days at the beginning of the school year.

Wards Creek Menus and nutrition information can be found at: <https://schools.mealviewer.com/school/>

School Hours

Morning drop off begins at 8:00 a.m. School begins at 8:25 a.m. and ends at 2:45 p.m. (Wednesday at 1:45 p.m.)

School Access:

All visitors **MUST** sign in through the KeepNTrack system in the front office and have a School Access badge visible at all times. You can register at: <https://stjohns.keepntrack.com/apply/> **EVERYONE** entering the school **MUST** complete a School Access form prior to being able to visit classrooms, eat lunch in the cafeteria, chaperone field trips or attend award ceremonies.

Early Check Out:

If you must pick up your child early, please be aware that children may not be checked out of school between **2:00-2:45 (1:00-1:45 on Wednesdays)**. If you need to pick your child up early, please do so before **2:00 (1:00 Wednesday)**. You **MUST** also show picture ID.

Transportation Changes:

If there is an emergency and you need to change the way your child goes home, please send all transportation changes in through <https://surveys.stjohns.k12.fl.us/TakeSurvey.aspx?SurveyID=wce-transportation>. This must be submitted before **2:00 pm (1:00 on Wednesdays)**. We **CANNOT** accept phone calls for those changes. If you do not have access to the link, please send in a handwritten note to the front office.

Attendance

Please let us know if your child will be absent by submitting the Digital Absentee Form found at: <https://surveys.stjohns.k12.fl.us/TakeSurvey.aspx?SurveyID=wces-absentee>

School Payments

Parents have the option to pay for school fees, field trips, extended day, or miscellaneous fees on line. Just go to www.schoolpay.com