

### **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 (2019-2020 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](mailto:Alison.Hargus@stjohns.k12.fl.us)

**Clinic: (904) 547-8738**

[Crystal.Davis-Cooper@stjohns.k12.fl.us](mailto:Crystal.Davis-Cooper@stjohns.k12.fl.us)

**Extended Day: (904) 547-8737**

[Virginia.Hooks@stjohns.k12.fl.us](mailto:Virginia.Hooks@stjohns.k12.fl.us)

**Guidance: (904) 547-8743**

[Leanne.Adolf@stjohns.k12.fl.us](mailto:Leanne.Adolf@stjohns.k12.fl.us)

[Chelesta.Colicco@stjohns.k12.fl.us](mailto:Chelesta.Colicco@stjohns.k12.fl.us)

**PTO: wardscreekpto.com**

[wardscreekpto@gmail.com](mailto:wardscreekpto@gmail.com)

**Registration: (904) 547-8750**

[Lawana.Thomas@stjohns.k12.fl.us](mailto:Lawana.Thomas@stjohns.k12.fl.us)

### **HOUSES**

**Orange House-** Pre-K/ESE

**Yellow House-** K/1/RATS

**Purple House-** 1st Grade

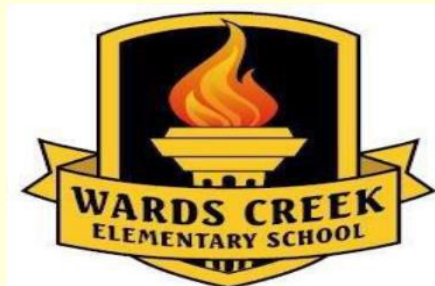
**Blue House-** Kindergarten

**Green House-** 5th

**Red House (Portables)-** 2nd

**Turquoise House (Portables)-** 3rd

**Pink House (Portables)-** 4th



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

Kevin Klein  
Principal

Julie Haynes  
Assistant Principal

Jill Williams  
Assistant 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- hold-

***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](mailto: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

### PBIS System

**Positive Behavioral Interventions and Supports (PBIS)** is an evidence-based three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day. PBIS creates schools where all students succeed. By providing a common language for behavioral expectations, students develop an understanding of what the “Wards Creek Way” looks like. Detailed information is located in the PBIS Handbook.

### MTSS-Multi Tiered System of Supports

During the year, we carefully 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 will be notified if their child is in need of supports. For more information, you may contact our MTSS Facilitator, Robie Hagan via email at:

[Robie.Hagan@stjohns.k12.fl.us](mailto:Robie.Hagan@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 [www.paypams.com](http://www.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](mailto: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, chaperone field trips or attend award ceremonies. Please note...Visitor’s license is required at time of sign in.

### 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 the [Transportation Changes Survey](#). 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: [Absentee Form](#)

### School Payments

Parents have the option to for pay school fees, field trips, extended day, school lunch, or miscellaneous fees on line. Just go to [www.schoolpay.com](http://www.schoolpay.com)