

Lower School Extended Day Enrollment Information and Handbook

2024-2025

The Extended Day program is available on all full school days to Friends School children in Pre-Kindergarten through Fifth grades. All participants must be pre-registered for Extended Day. Drop-In Care is available for those who have pre-registered. Extended Day participants will remain with their class until after carpool ends, and will then be checked into Extended Day. **Please contact the division Assistant Director of Extended Day or the Director of Programs with any program issues.**

Grades PK-KP1

The Extended Day program for children in Pre-Kindergarten through K/Pre-First is located in the Pre-Primary Building. It provides a fun environment offering indoor and outdoor play, arts and crafts activities, literature, snack time, and an escort to and from extracurricular activities. **Students will bring their own snacks; the school does not provide them.**

Pick Up and Sign Out: *Students will be picked up at the Pre-Primary Traffic Circle. Students will be signed out to an authorized person.* When you arrive on campus, please **Call** 410-649-3215 and an Extended Day staff member will walk your child out of the building to meet you at your car. If you walk to campus, the staff member will bring your child to meet you at the Multi-Purpose Room Entrance (Pre-Primary).

Sample Daily Schedule

3:00	Arrival/Attendance
3:15-4:00	Play Time (staff directed activity, indoor/outdoor play)
4:00-4:30	Snack Time
4:30-6:00	Play Time (staff directed activity, indoor/outdoor play)

After signing out: Once your child has been signed out we ask that you do not linger on the playground or other areas being used by Extended Day.

Grades 1-5

The program for children in First through Fifth grade is located in the Lower School building and offers art activities, indoor and outdoor play, independent study time, and snack time. **Students will bring their own snacks; the school does not provide them.**

Pick Up and Sign Out: Students will be picked up from the sidewalk near the community garden. All students must be signed out by an authorized person. When you arrive on campus, please **Call** your division (410-649-3297 for Lower School) and an Extended Day staff member will walk your child out of the building to meet you at your car. If you walk to campus, the staff member will bring your child to meet you at the Community Garden.

Sample Daily Schedule

Dismissal -4:00	Arrival, Announcements, Attendance, Snack, Independent Study.
4:00-4:45	Play Time (staff directed activity, indoor/outdoor play)
4:45-5:00	Independent Activity
5:00-6:00	Play Time (staff directed activity, indoor/outdoor play)

After signing out: Once your child has been signed out we ask that you do not linger on the playground or other areas being used by Extended Day.

Independent Study Time: All 1st-5th grade students will be required to spend a minimum of 30 minutes of independent study time. We do this to promote good study habits and to support the teachers' and parents' efforts inside and outside of the classroom. First graders are not assigned homework until later in the year, so they will enjoy a reading session or group game with an Extended Day staff member or practice their reading and writing. Students who have been issued devices by the school (ex. Chromebooks) may use them for homework. Children are able to draw, type, play games and do homework in the lab. Independent study time will not be offered on select days, as deemed appropriate by the Extended Day staff.

Early Closures

In the event that school closes early because of inclement weather or other hazard, families will receive notifications from the school by email and text alert. **Unless otherwise stated, Extended Day will not operate when school closes early.** You will need to make arrangements to pick up your child at the normal dismissal time for their grade. If you are unable to pick up your student by dismissal, you will be asked to contact the Extended Day office at xd@friendsbalt.org

Health, Safety, and Conflicts

If your child has a health concern that requires discussion/special accommodations, please make an appointment to meet with the Extended Day Director **before** school begins.

Health: Extended Day has a list of all medical information provided by the nurse so make sure you have current records. If your child becomes sick while in Extended Day, the Director, Assistant Director or Nurse will call a parent and your child must be picked up within the hour.

Safety: Extended Day staff is trained in American Red Cross First Aid, CPR and AED (defibrillators are located around campus in the event of cardiac arrest). Children must adhere to the rules and regulations of Friends School. The same rules and respect that apply during the school day, apply to Extended Day.

Conflict management/discipline: Extended Day uses the same conflict management and disciplinary techniques that the school does. We implement an open-door policy.

Extended Day Registration and Fees

All participants must pre-register for Extended Day. If you opt for the Drop-in Plan you will only be billed when you use the program.

How to Register: Registration is completed online through the Extended Day Portal. We utilize CampBrain as our management software for Extended Day and other Auxiliary Programs. If you have already created an account for Summer Camp or Sports Clinics, you can log in using that information. Otherwise, you will need to create an account. Your child must be registered through the Extended Day Portal prior to their first day in the program. [Click here to access the Extended Day Portal.](#)

You may sign up for any combination of Fall, Winter, or Spring sessions – and then select the plan that best fits your needs based on how often you plan on using Extended Day.

Payment Methods: Payment for Extended Day is scheduled through the Extended Day Portal. We accept payment by credit card or e-check. We offer several payment options for your convenience.

Plan Options:

School Year 2024-25 Full-Time “5 Day”	Flat fee incurred regardless of how many days you stay after school. \$3,900 for the year, billed in four parts: \$1,100 for the Fall Season \$600 for the Winter A Season \$700 for the Winter B Season \$1,500 for the Spring Season
Part-Time “3 Day”	Flat fee covering Extended Day up to 3 days per week. <i>You do not need to specify specific days.</i> If your child attends more than 3 days during a week, your account will be billed for the additional days at a rate of \$28 per day. <i>(Unused days do not roll over. For example, if you attend 2 days in the first week and 4 days in the second week you will be billed for an extra day.)</i> \$2,400 for the year, billed in four parts: \$650 for the Fall Season \$360 for the Winter A Season \$430 for the Winter B Season \$960 for the Spring Season
Drop-In Care	You must pre-register for Extended Day, and your account will be billed for the additional days at a rate of \$28 per day.

All dismissal changes must be made by a **note sent with the child, by email, or by phone:**

Grades PK-KP1:	by 2:30 pm to	Myresha Williams 410-649-3225
Grades 1-5:	by 3:00 pm to	Tammy Nardone 410-649-3221

Late Pick-Up/Fees

Beginning at 6:01pm, all children who are left in Extended Day are charged \$35 for each 15-minute period they are left on campus. The fee is per child. The total amount is charged to your account, monthly. There are *no* exceptions to this policy. Families who have multiple late occurrences may lose eligibility in the Extended Day Program.

Billing Guidelines

Billing is entered into our system based on when your child is checked in to Extended Day and your plan selection. **If you have any specific questions or concerns about any charges, please contact the Extended Day Office at xd@friendsbalt.org (not the Business Office).**

Late Pick-Up Fees must be paid in full each month in order to continue to use the program.
Drop In Extended Day fees must be paid when invoiced in order to continue to use the program
All other Extended Day fees must be paid in accordance to your plan/payment method selection to continue to use the program.

All families MUST keep track of their students’ Extended Day use on their end for all purposes including Flexible Spending, Dependent Care and taxes. Due to the large number of two household families the school is unable to breakdown Extended Day attendance for individuals. You can access a copy of your current Extended Day invoice on the Extended Day Portal.

Notice: Any unpaid balances at the end of the school year will be transferred to your Student Account.

Important Extended Day Contacts

Please store in your cell phone for emergencies.
NOTE: Please do not call the numbers below before the times listed.

Communications: Updates about the extended day will primarily be sent via email. In general, please direct questions to xd@friendsbalt.org and a member of the Extended Day team will get back to you as soon as possible.

Grades PK-KP1:	<i>Extended Day for Grades PK-P1</i> Cindy Brehm , Assistant Director of Extended Day for Pre-Primary Pre-Primary Building 410-649-3215 (3:00pm-6:00pm)
Grades 1-5:	<i>Extended Day for Grades 1-5</i> Lower School Assembly Room 410-649-3297 (3:00pm-6:00pm)
Extended Day Program:	Extended Day Office A.E. Office 410-649-3351 (10:00am – 6:00pm) xd@friendsbalt.org
Extended Day Portal	Use this online portal to register for Extended Day, make payments, and see your current statement. Click here to access the Extended Day Portal.

Lower School Extended Day Handbook
Revised June 2024

Extended Day Policies

The following policies are in place for the 2024 – 2025 school year.

1. Please register early. The School reserves the right to limit the capacity of any program. You will receive an automated confirmation when your application is processed.
2. Please make note of your enrollment dates. You can find them in the Extended Day Portal.
3. Payment: All payments will be made through the Extended Day Portal, based on your selections during the registration process. If you need to make a change to your payments please contact the Extended Day Office at xd@friendsbalt.org
4. There will be a \$50 charge for each e-Check returned by the bank
5. Enrollment Changes. You may add additional sessions through the Extended Day portal, or by contacting xd@friendsbalt.org You may cancel your registration by contacting xd@friendsbalt.org
6. Cancellations and Refunds: Refunds will be issued to the method you used to pay for Extended Day. Unless otherwise stated during the registration process, the following cancellation/refund policy is in place:
 - a. If you cancel a registration prior to the start of the session and have not yet made a payment, the charge will be voided and there is no fee.
 - b. If you cancel a registration prior to the start of the program and have made a payment, the charge will be voided, and you will be issued a refund less a \$25 cancellation fee.
 - c. If you cancel a registration after the start of the program, but before a payment has been made you will be charged a prorated amount and a \$25 cancellation fee.
 - d. If you cancel a registration after the start of the program and have made a payment you will be charged a prorated amount and will be issued a refund less a \$25 cancellation fee. There is no fee if the balance can be applied to another charge on your Extended Day Account.
7. Any unpaid balance at the end of the year may be transferred to your School Year Account.
8. Refunds will not be given for individual days or weeks missed. Refunds will not be offered if the program is closed due to weather conditions, power outages, or for any reason that would prohibit the program from operating safely.
9. Force Majeure and Other Events. In the event of any prolonged closure (more than four weeks of a program) caused by an event beyond Friends School’s reasonable control including, but not limited to force majeure events, acts of God, fire, war, government action or restriction, act of terrorism, insurrections, epidemic, pandemic, natural disaster, or major upheaval, the camp payment fee obligation under this Agreement shall not continue, and Friends School shall not be liable for any such failure or delay in its performance. All additional monies paid, less the fee for the days in which the program operated, will be refunded.
10. **Friends School of Baltimore reserves the right to change any and all aspects of the after school program**, including program hours, options, and activities in order to comply with local, state, or federal requirements, recommendations, or guidelines, or to make adjustments to the same for any reason as determined by the Director or School Administration. Fees will not be prorated for these changes. If programs are cancelled fees will be prorated.