

# Middle School Extended Day

## Enrollment Information and Handbook

2024-2025

This applies to **all** students left on campus after 3:30pm, please read.  
All students **MUST** come inside the building and sign in at **3:30**.

After dismissal, all students must gather personal items and homework materials from lockers and classrooms and place all belongings in the lobby until they leave campus. After 3:30 pm, students are restricted from going throughout the building without a parent or a staff member. Exceptions are made only for those using the bathrooms/water fountains. By 3:30, or after sports, students must go to the Middle School lobby to sign in.

## Sign-In and Sign-Out/Pick-up Rules

Any students waiting for rides before 3:30pm should do so by the curb closest to the parking lot. **Any Middle School student left on campus will be signed in at 3:30 or after sports practice/clubs have let out.** In general, no students may be waiting by the “friendship wall”, Meetinghouse, or anywhere else on campus besides the Middle School building to be picked up. Students may NOT leave campus to go to places like Starbucks or Eddie’s at any time.

**Pick Up and Sign Out:** Students will be picked up from the sidewalk of the Middle School Loop, near the pergola. All students must be signed out by an authorized person. When you arrive on campus, please **Call** the Extended Day line at 410-649-3297 and an Extended Day staff member will walk with or send 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 Middle School car line.

**WALKERS:** Any student that has written permission to walk home should sign themselves out and leave campus. This should be indicated on the registration form.

## After School Options

*Note: Activities vary throughout the year.*

- **Outside:** Kids can gather under the portico or on the lawn outside the Middle School once they have signed in. If field/gym space is available, staff may take a group for an organized game.
- **Lobby:** Students may gather in this space during after school hours and in inclement weather. They may also use their school issued devices to work on homework.
- **Library:** This space is monitored by the librarians from 3:15pm-4:00pm.
- **Games:** We may take groups of students to athletic contests on campus.
- **Snacks:** If a student would like a snack after school, they should bring something extra in their lunch, bring money, or use their declining balance account to visit the Dining Hall/Snack Shack with an Extended Day staff member after school. If a student has a health condition that requires them

to eat immediately (i.e. diabetes) please plan to keep a supply of snacks in the Middle School office so we can quickly get them something.

- **After School Lessons/Tutors:** Students in Middle School Extended Day are responsible for getting themselves to their after school lessons/tutors and are expected to notify the staff and sign out accordingly.

# 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:** We have a list of all medical information provided by the nurse. If your child becomes sick after 3:30pm, the Director, Assistant Director, or Nurse will call a parent and your child should be picked up within the hour.

**Safety:** The staff is trained in American Red Cross Community First Aid and CPR/AED. Students must adhere to the standard safety rules and regulations of Friends School.

**Conflict management/discipline:** In accordance with the handbook, all rules and regulations that apply during the school day carry over to after school. Students are expected to treat the staff and directors with the same level of respect that they do their teachers. All discipline will be handled by the Director and the Assistant Director of Middle School Extended Day. Parents may be called by the Director to discuss any issues and consequences. Severe or recurring issues will be handled in conjunction with the Middle School Principal or Assistant Principal.

**Please remember...**The following items are not to be used on campus during the school day OR in Extended Day:

- **Cell phones are not permitted during Extended Day.** A landline is available for students to contact parents/guardians.
- iPods and other electronics
- Skateboards & scooters (i.e. Razor)
- Hard balls and sticks/bats (lacrosse, softball, baseball) may not be used anywhere besides the playing fields at anytime

# 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](mailto:xd@friendsbalt.org)

# 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.

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 2023-24 Full-Time “5 Day” Plan	Flat fee incurred regardless of how many days you stay after school.  Billed in four parts: \$425 for the Fall Season \$250 for the Winter A Season \$280 for the Winter B Season \$620 for the Spring Season
Flexible “3 Day” Plan	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 \$15 per day.  Billed in four parts: \$280 for the Fall Season \$160 for the Winter A Season \$190 for the Winter B Season \$420 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 \$16.50 per day.

## 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. Children will be supervised by Extended Day Staff or the School Security. **Families who have multiple late occurrences may lose eligibility to remain on campus after 3pm if they are not in a sport or otherwise supervised by a teacher.**

# 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](mailto: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 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.

Due to the large number of two household families the school is unable to breakdown Extended Day attendance for individuals. All families MUST keep track of their students' Extended Day use on their end for all purposes including Flexible Spending, Dependent Care and taxes. 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 FACTS Student Account.**

# Important Extended Day Contacts

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

**NOTE: 410-649-3297 is only in use from 3:30 pm-6:00 pm ON SCHOOL DAYS. Please call the main Middle School Office (410-649-3241) for any dismissal changes.**

<b>Grades 6-8:</b>	<i>Extended Day for Middle School</i> Middle School Lobby 410-649-3266 (3:30 pm-6:00 pm) or the Extended Day Line 410-649-3297
<b>Extended Day Program:</b>	<b>Extended Day Office</b> A.E. Office 410-649-3351 (10:00am – 6:00pm) <a href="mailto:xd@friendsbalt.org">xd@friendsbalt.org</a>
<b>Extended Day Portal</b>	Use this online portal to register for Extended Day, make payments, and see your current statement. <a href="#">Click here to access the Extended Day Portal.</a>

# 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](mailto: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](mailto:xd@friendsbalt.org) You may cancel your registration by contacting [xd@friendsbalt.org](mailto: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 Student 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.