

Middle School Extended Day Enrollment Information and Handbook

2021-2022

This applies to **all** students left on campus after 3:30pm, please read.
All students **MUST** come inside the building and sign in at **3:45**.

At 3:30 PM, 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 3:45pm, 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 3:45, or after sports, students must go to the Middle School lobby to sign in.

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

See COVID-19 PROTOCOLS below for a temporary adjustment to this policy.

Any students waiting for rides between 3:30pm and 3:45pm should do so by the curb closest to the parking lot. **Any Middle School student left on campus will be signed in at 3:45 or after sports practice/clubs have let out.** Whoever is picking up a student from school after 3:45pm should go **INSIDE** the Middle School lobby to sign them out directly. 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.

WALKERS: Any student that has written permission to walk home should sign themselves out and leave campus.

After School Options

- **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.
- **Computer Lab:** Students may do homework assignments that require a computer.
- **Library:** This space is monitored by the librarians from 3:30pm-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 person 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, he/she will be taken to the Nurse's Office to receive care. 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

Extended Day Rate

NOTE: There is no daily Extended Day at this time. You must pre-register!

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| No Charge | Leaving school by 3:45 or directly after sports. |
| \$1,300 for the 2021-22 School Year | A flat fee incurred regardless of how many days you stay after school. Billed in two equal parts: \$650 due in September. \$650 due in January. |

Late Pick-Up/Fees

Beginning at 6:01pm, the families of Extended Day students who remain will be charged **\$35** for each 15-minute period they are left on campus. The fee is per child. There are no exceptions to this policy. Those remaining students will be signed in with the school security guard (or designated Extended Day personnel) in the Middle School Lobby and will wait there until picked up. The pick up time will be documented and families will be charged accordingly (these fees are billed monthly). **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 the computer by the Assistant Directors of the Extended Day Programs. **If you have any specific questions or concerns about any charges, please contact the Director at stcusick@friendsbalt.org (not the Business Office).**

Extended Day fees must be paid in full each month in order 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.

COVID-19 PROTOCOLS

The following procedures are in place as part of Extended Day's COVID-19 Safety Protocols, and are subject to change throughout the year.

Pick up: When you arrive on campus, please **Call** the Middle School Extended Day line at 410-649-3266 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.

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

Grouping: Children will be grouped by grade level when indoors.

Important Extended Day Contacts

NOTE: 410-649-3266 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.

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| Grades 6-8: | <i>Extended Day for Middle School</i> Middle School Lobby 410-649-3266 (3:30 pm-6:00 pm) |
| Extended Day Program: | Steve Cusick, Director of Programs A.E. Office 410-649-3218 (10:00am – 3:00pm) stcusick@friendsbalt.org Jack Walderman, Associate Director of Extended Day A.E. Office 410-649-3351 (10:00am – 6:00pm) jwalderman@friendsbalt.org |