

Lower School Extended Day Enrollment Information and Handbook

2021-2022

The Extended Day program is available on all full school days to Friends School children in Pre-Kindergarten through Fifth grades. Participants must be pre-registered for Extended Day. **Drop-In Extended Day is not available at this time.** Extended Day participants will remain with 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.**

Daily Schedule

3:00	Arrival/Attendance
3:15-3:45	Snack Time
3:45-6:00	Play Time (staff directed activity, indoor/outdoor play)

Sign Out: Students are signed out by an authorized person in the Pre-Primary Multi-Purpose Room. Please make sure you put your initials and the time, according to the clock in our building. *See COVID-19 PROTOCOLS below for a temporary adjustment to this policy.*

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, computer lab, escort to and from extracurricular activities and snack time. **Students will bring their own snacks; the school does not provide them.**

Daily Schedule

3:30-4:00	Arrival, Announcements, Attendance and snack
4:00-4:30	Play Time (staff directed activity, indoor/outdoor play)
4:30-5:00	Independent Study Time
5:00-6:00	Play Time (staff directed activity, indoor/outdoor play)

Sign Out: All students must be signed out by an authorized person from the Lower School Assembly Room. Please make sure you put your initials and the time, according to the clock in our building. *See COVID-19 PROTOCOLS below for a temporary adjustment to this policy.*

Computer: Children (grades 1st-5th) may go to the computer room on certain days and times throughout the school year. Children are able to draw, type, play games and do homework in the lab.

Independent Study Time: All 1st-5th grade students will be required to spend a minimum of 30 minutes of independent study time from 4:30pm-5:00pm. 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 (such as BINGO) with an Extended Day staff member or practice their reading and writing. The computer lab may

be available to students who may need to complete homework on the computer or students who haven't finished computer assignments from class and a classroom will be available to allow for group projects when necessary.

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, 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 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 Rate

Extended Day is only available to those who pre-register at this time.

School Year 2021-22	\$3,200 flat fee incurred regardless of how many days you stay after school. Billed in two equal parts: \$1,600 due in September \$1,600 due in January
----------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------

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	Jennifer Otero 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 the computer by the Assistant Directors of the Extended Day Programs in accordance with the sign in sheets that are completed in each division. **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** your division (410-649-3297 for Lower School; and 410-649-3215 for Pre-Primary) 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 (Lower School) or Multi-Purpose Room Entrance (Pre-Primary).

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.

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

Important Extended Day Contacts

Please store in your cell phone for emergencies.

NOTE: Please do not call the numbers below before the times listed.

Grades PK-KP1:	<i>Extended Day for Grades PK-P1</i> Pre-Primary Multipurpose Room 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:	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