



2900 Olney Sandy Spring Rd | Olney MD 20832 | 301-774-9112 | www.stpetersschoololney.org

August 2023

Dear Families of the Extended Day Program,

Welcome to 2023-2024 School year! I hope everyone had a great summer, and is relaxed and rejuvenated. My staff and I are preparing for another amazing school year at Saint Peter's Catholic School!

Here are some important reminders and a look into your student's afternoon while they are in Saint Peter's School Extended Day program (EDP).

**First Day of Extended Day Program - September 5<sup>th</sup> 2023.**

#### **Program Hours**

The EDP operates only when Saint Peter's School is in session. The last day of the EDP is the last day of school. (This date is subject to change if snow days extend the school year.)

The Before School Program hours are 7:00 - 7:30 am. Students should be dropped off at the breezeway between middle school and the Treacy Center doors. At 7:30am, students go to the parish hall or their classrooms.

The After School Program begins when school is dismissed and closes at 6:00 pm. ***When the school is scheduled for an early release day (typically at 12:00PM) the EDP closes at 4:00PM.***

#### **Late Pick Up**

For each child enrolled in EDP, there is a minimum late pick-up charge of \$15.00 for the first 5 minutes past the closing time of 6:00PM (4:00PM on early release days) and \$1.00 per minute (or fraction thereof), thereafter. The late fee will be calculated by the EDP staff. Frequent late pick-ups may result in a student's EDP enrollment being terminated.

#### **Reminders**

**EDP does NOT provide snacks to the students. Every Student must bring a healthy snack from home, clearly labeled-Extended Day Snack. Please include utensils.**

Notification about changes to daily attendance in the EDP must be submitted **via email to both the homeroom teacher and me, no later than 2:00PM.** I understand that emergencies happen from time to time, but please provide as much notice as possible.

**Parents enter only through the breezeway door. Please use the intercom to ring the bell. Once the staff have identified who you are picking up, they will direct you to the appropriate classroom.**

## Classroom Assignments & Daily Routine

- PreK-3, PreK-4, and Kindergarten students- Classrooms A and C
  - 1<sup>st</sup> and 2<sup>nd</sup> grade students- Classroom T (in the middle school hallway)
  - 3<sup>rd</sup> - 8<sup>th</sup> grade students- Classroom S
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- At 3:00 p.m. students who are enrolled in the EDP report to the appropriate classroom (see above).
  - Once in the classroom - students sanitize their hands and get 15 minutes to enjoy snack. (please continue to send a snack with utensils).
  - After cleanup, students have 45-60 minutes for independent study time (based on their age and amount of homework). Please communicate and set expectations about homework with your child at home. Some students do not wish to do any work. We cannot force work on them, we can only encourage and guide!
  - Once students are done with their work, students have plenty of activities to choose from.
  - **At 5pm** Students clean up and pack their backpacks; this is when we get ready to go outside to play **till 6pm**. If you are coming to pick up at this time, please check the playground first
  - All students in PreK-3 through 2<sup>nd</sup> grade, will go out to the front playground with play equipment.
  - All students in grades 3-8 will go out to the green field in the back of the school.
  - There will be times when attendance is low and we have the ability to combine all EDP students for outdoor play! Please check both playgrounds.

## Communication

Please continue to send emails about schedule changes to the student's homeroom teacher. Copy me ( [pooja.sachdev@stpetersolney.org](mailto:pooja.sachdev@stpetersolney.org)), and Mrs. Thomas ( [marissa.thomas@stpetersolney.org](mailto:marissa.thomas@stpetersolney.org)).

In every communication, please be sure to add your child(ren)'s full name and homeroom in the SUBJECT LINE of the email (i.e. Caroline Smith 3D).

**If your student is getting picked up by someone other than the parent – STUDENTS CANNOT BE RELEASED TO WITHOUT PRIOR WRITTEN NOTIFICATION (EMAIL IS OK)** This is important for your student's safety

Please make sure the new/different adult who is picking up has a photo ID with them. We will check to make sure we release the student to the right adult.

Thank you for your cooperation and patience. Please feel free to reach out to me with any questions and or concern.

Sincerely,

Pooja Sachdev  
Extended Day Program Director