



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

Saint Peter's School

2024-2025

Extended Day Program Rates, Terms, and Conditions

This agreement establishes your legal rights and responsibilities, as well as those of Saint Peter's School regarding your child's participation in the Extended Day program. If you do not understand any provision, feel free to contact the Director of Extended Day, Mrs. Pooja Sachdev (Pooja.Sachdev@stpetersolney.org).

Program charges are billed monthly in advance, except for drop-in charges. Charges are added to a family's existing TADS account and payments are withdrawn automatically. Failure to pay in a timely manner may result in student(s) not being permitted to attend the Extended Day program, the withholding of student report cards, and/or the forfeiting of day school re-registration.

Registration Fee - The program registration fee is \$85 per child. Payment will be charged to a family's TADS account upon submission of this completed agreement. This fee is non-refundable.

Credits and Adjustment - Every student attending the Extended Day program must be registered in advance. Charges for the use of the Extended Day program are based on the rates specified. No credits or adjustments are available for limited use (Ex: during after-school enrichment or "just for an hour").

Program Hours - The Extended Day program begins on September 3, 2024. The last day of the program will be announced later (as the last day of school can change due to snow days, etc.). It is important to note that services are only available when Saint Peter's School is in session. However, these dates are subject to change if snow days extend the school year.

The Before-School hours are 7am to 7:30am. At 7:30am, students will be escorted to the Parish Hall. After-School hours begin when school is dismissed and end at 6pm. When Saint Peter's School has an early dismissal, the Extended Day program hours are from the 12pm dismissal until 4pm.

Late Pickups - For each child enrolled in the Extended Day program, there is a minimum late pick-up charge of \$15 for the first 5 minutes past 6pm (or 4pm on early dismissal days) and \$1 per minute for each subsequent minute thereafter. Late fees will be calculated by the Extended Day staff and added to a family's monthly bill in TADS. Frequent late pickups may result in terminating a student's enrollment in the Extended Day program at Saint Peter's School.

Absences - Parents are responsible for payment in full for the option selected at the time of registration, regardless of absence(s) due to illness, vacation, or any other excused or unexcused absence. If a student will be absent from the Extended Day program on a day for which they are registered to attend, that student's parent MUST inform ALL of the following parties in writing prior to dismissal:



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- Saint Peter’s School Office – school@stpetersolney.org or Marissa.Thomas@stpetersolney.org
- The Student’s Classroom (or “Homeroom”) Teacher
- Mrs. Pooja Sachdev, Director of Extended Day – Pooja.Sachdev@stpetersolney.org

Changes to Enrollment Status - Changes to enrollment status for ANY reason (including withdrawal from the Extended Day program) must be submitted in writing no less than 30 days prior to the effective date of said change via email to the Director of Extended Day (Pooja.Sachdev@stpetersolney.org).

Emergency Closings (Due to Snow, Power Outage, etc.) - Saint Peter’s School follows the Montgomery County Public School (MCPS) policy for snow or other emergency closings or delayed openings. Following an announced early school closing, Saint Peter’s Extended Day program will close one hour after the emergency closing. Parents are responsible for monitoring news broadcasts during inclement weather or civil emergencies to track possible school schedule changes. There will be no refund or credit against weekly charges for any emergency closings.

- If MCPS cancels after-school activities, the Extended Day program will close at 4pm.
- If MCPS announces a two-hour delayed opening, the Extended Day program will open at 9am.
- For any other emergency early release, the Extended Day program will close one hour after school closes.

Termination of Enrollment by the School - The school may terminate a child’s enrollment, effective immediately, if, in the judgement of the principal, a child or a parent’s behavior threatens the physical or mental health of other children or of the Extended Day program staff.

Medication - Students may not carry medication of any kind. If a child must take medication (prescription or over-the-counter), the “Authorization to Administer Medication” form from the State of Maryland Office of Childcare must be completed by a physician and submitted to the program director. Medication must be dispensed from the original package.

Discipline - Students must adhere to all school policies and regulations as outlined in the Saint Peter's School Guardian/Student Handbook.

Sickness - Students may not attend the Extended Day program with a contagious illness. The Extended Day program follows the same policies and procedures outlined in the Saint Peter's School Guardian/Student Handbook with regard to fevers or other contagious illnesses (strep throat, conjunctivitis, etc.). Parents are required to pick up an ill child as soon as possible, as there is no way to isolate an ill child from others in the Extended Day program.

By signing below, I acknowledge and agree to the Extended Day Program Rates, Terms, and Conditions as set forth by Saint Peter’s School during the 2024-2025 school year.

_____	_____	_____
Parent 1 (Print Name)	Parent 1 (Signature)	Date
_____	_____	_____
Parent 2 (Print Name)	Parent 2 (Signature)	Date