



Extended Day Contract School Year 2021-2022

To the parents: Please read this agreement carefully. If you do not understand any provision, feel free to contact the program director, Mrs. Jacqueline Martinez. This agreement establishes your legal rights and responsibilities and those of the school regarding your child's participation in this school program. Throughout this agreement, the term school will refer to Saint Peter School. Program choices, fees, and charges are broken down into categories of service depending on the use of the program by each child.

Program charges are billed monthly. Options A & B are billed monthly in advance. Other options are billed monthly for time used during the previous month. All payments are due upon receipt of invoice. Failure to pay on a timely basis will result in the withholding of report cards and/or the jeopardy of day school re-registration.

Fees:

- **Registration fee** - \$85.00 Payment of the fee is due at the time of registration and is non-refundable.
- **(A) In program service** - \$110.00 per child per week (full or partial except Christmas and Easter weeks) 7:00–7:30am, and from dismissal until 6:00 pm, Monday through Friday. This includes; unlimited visits on mornings, afternoons, and half days while school is in session.
- **(B) Afternoon only, full time** - \$100.00 per child per week (full or partial, except Christmas and Easter weeks); Regular dismissal afternoons and half day dismissals; from dismissal to 6:00pm. THIS DOES NOT INCLUDE MORNINGS.
- **(C) Before School only (Drop-in)** - - \$6.00 per child per day; 7:00 – 7:30 am only, on a day by day basis as needed.
- **(D) After School Only (Drop in)** - \$25.00 per child per day. 3:00 - 6:00 pm on a day by day basis as needed.
- **(E) After School on Early Dismissals Days** – 12:30 – 6:00 pm, \$40.00 per child per day.

Program Hours

Beginning with the first day of school, Saint Peter's School will provide services in the Extended Day Program. The Extended Day Program is available only when Saint Peter's School is in session. The last day of the Extended Day Program 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. 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.

Late pick up (after 6:00 pm)

For each child enrolled in Saint Peter's Extended Day Program, there is a minimum late pick-up charge of \$15.00 per family for the first 5 minutes past the closing time of 6:00 and \$1.00 per minute (or fraction thereof), thereafter. The late fee will be calculated by Saint Peter's Extended Day Program. The late fee is added to the monthly bill. Frequent late pick ups may result in a student's extended day enrollment being terminated.

Absences

Parents are responsible for payment for the full week of the Extended Day Program for each child enrolled in the program even if the child is absent due to illness, vacation, or other cause. If a child is enrolled in either program, A or B, and will not be in attendance, the school must be notified in writing, either by e-mail or a written note.

Change of Enrollment Status

Changes to enrollment status (including withdrawal) must be submitted in writing 30 days prior to the effective date of the change.

Emergency closing (due to snow, power outage, etc.)

Saint Peter School follows the announced Montgomery County Public School policy for snow or other emergency closings or delayed openings. These announcements are made on the local radio and television stations. Following an announced early school closing, Saint Peter Extended Day Care will close one (1) hour after Saint Peter School closes. Every attempt will be made to contact a parent and/or guardian by telephone, but parents are responsible for monitoring news broadcasts during inclement weather or civil emergencies in order to be aware of early school closings. There will be no refund or credit against weekly charges for any emergency closings.

If MCPS after school activities are cancelled, aftercare remains open until 6:00pm.

2 hour delayed opening – before care opens at 9:00am

Emergency early dismissal – aftercare closes 1 hour after school closes

Termination 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 of the teacher.

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 must be obtained from the Health Room or on TADS and completed by the child's physician and a parent. Medication must be dispensed from the original package. Please check the School Handbook for clarification.

Discipline

Students must adhere to all school policies and regulations as identified in the school handbook.

Sickness

Students may not attend the Extended Day Program with a contagious illness. The Extended Day Program follows the same procedures as outlined in the School Handbook for dealing with children who have fevers or contagious illnesses (i.e. strep throat, conjunctivitis etc.). Parents are required to pick up a sick child as soon as possible as there is no way to isolate a sick child from others in the Program.