



Father Andrew White, S.J. School
LEADERSHIP ✦ FAITH ✦ ACADEMICS

2023-2024 Father Andrew White School Extended Day Program

Welcome to the Father Andrew White Extended Day Program. The purpose of this program is to provide quality, affordable childcare before & after school for FAW families. Our program's objective is to inspire children to learn, grow, and reach their full potential in a safe environment. Both programs are available for students in PK - 8th grades.

Registration Fee

A non-refundable, annual registration fee of \$25 for one child or \$35 per family is required to participate in the FAW Extended Day program. All children, including those who are in the Drop In Program, must have a completed registration on file.

Billing for Extended Care Programs

Program charges will be included with your tuition payment plan in TADS from the start of the school year, or at the time that a student begins attending.

Those enrolled in the program, either full or part time, will be charged the agreed rate whether or not they use the program for the entire month. Special consideration will be given to children who may be hospitalized or have an extended illness.

ALL payments and fees for the extended day program are NON-REFUNDABLE. Written notice of a payment plan change or withdrawal from the program must be submitted to the Aftercare Director and School Bookkeeper. Thirty days written notice is required for any changes in payment plans or withdrawals. You will only be allowed to change your payment plan ONCE every school year. (For example: if you wish to change from a daily/drop-in plan to a monthly plan you can only do it once, it must be in writing, and it must be done thirty days before your expected change.)

Late Pick up Fee

There is a \$1 per minute late fee for any child not picked up by 5:30 pm. This fee must be paid in cash, at the time of pick up to the teacher on duty. A late form will be signed at the time of pick up agreeing to the fee charged. Please be considerate of the teachers who have extended their day to take care of your children. Frequent late pick up will be grounds for dismissal from the program.

Drop In Procedures

In order for a child to participate in the FAW Extended Day program, a completed registration form, emergency form and registration fee must be on file. Drop-In Fee is due on the **day of service** by cash/check. Arrangements for Drop In on early dismissal days, must be made at least 2 days prior to ensure that we have staffing available.



Behavior Expectations

Behavior expectations will be the same as those during regular school hours.

Staffing

The FAW Extended Day program is staffed by FAW teachers and staff, along with other adults that have completed the rigorous requirements of the St. Mary's County Health Department and the Archdiocese of Washington. There will be at least 1 staff for every 10 students participating in the program.

Other Information

There will be no Aftercare on days school is closed due to inclement weather or emergency closings. If school closes early due to bad weather or other emergencies, children must be picked up or sent home on the bus; no Aftercare will be provided.

A parent or authorized person must sign children out each day. Please park in the lot behind the school. The door will be locked. There is a video intercom to notify staff of your arrival. The aftercare teacher will bring your child/children to the door.

Extended Day Emergency Phone Number: (240) 237-7129

Schedule of Activities

Aftercare Program

2:45-3:30 - Homework/quiet play and reading time

3:30-4:00 - Play time - indoor/outdoor

4:00 - Snack (snack provided, parents provide a refillable water bottle)

4:00-5:15 - Outdoor play time, or group crafts/activities

5:15-5:30 - Clean up and pack up belongings

Early Dismissal Aftercare Program

12:45-1:15 - Lunch (all children must bring their own lunch)

1:15-2:45 - Play time - if weather permits, play time will be outside

2:45-3:45 - Homework/quiet play time

4:00 - Snack time (snack provided, parents provide a refillable water bottle)

4:00-5:15 - Play time - if weather permits, play time will be outside

5:15-5:30 - Clean up and pack up belongings



Father Andrew White School

Extended Day Program Registration & Family Information

2023-2024 School Year

Child's Name _____ Grade _____ ALLERGIES _____

Child's Name _____ Grade _____ ALLERGIES _____

I wish to register my child(ren) in the :

After School Care: Full Time _____ Part Time _____ Drop In _____

Before School Care: _____ (availability will be determined before the school year begins)

Mother's Name _____

Mother's Cell Phone (____) _____ Secondary phone (____) _____

Father's Name _____

Father's Cell Phone (____) _____ Secondary phone (____) _____

Those allowed to pick up my child(ren) – please include the phone number where they can be reached:

Name: _____ Phone: _____

Name: _____ Phone: _____

In the event of an emergency early school closing my child(ren) should:

_____ ride the bus home or _____ be picked up at school.

A non-refundable fee of \$25 for one child or \$35 per family must accompany this registration.

Those enrolled in the full time or part time program will be charged the agreed rate whether they use the program for the entire month or not.

By signing below I authorize Father Andrew White School to release a copy of the Emergency Release Form and any patient medical information/medication on my child to the Extended Day Personnel. Also, by signing below, I acknowledge I have read, understand, and accept the Extended Care Program Rates and Policies.

Parent/Guardian Signature: _____ Date: _____