



## 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. Payment begins in September or at the time that a student begins attending and the last payment is due in May.

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. Any students that are not enrolled in the Full-Time or Part-Time program will be charged the Drop-In Rate. 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.)

### **AFTER CARE RATES**

#### **Full-Time (Mon-Fri):**

1 child: \$280/month

2 children: \$520/month

#### **Part-Time (3 days or less/week):**

1 child: \$220/month

2 children: \$420/month

#### **Drop-In Rate:**

1 child: \$30/day

2 children: \$50/day

### **BEFORE CARE RATES**

#### **Full-Time (Mon-Fri):**

Per child: \$147/month

#### **No Part-Time offered**

#### **Drop-In Rate:**

Per child: \$20/day

### **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 staff member on duty. A late form will be signed at the time of pick up agreeing to the fee charged. Please be considerate of the staff 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 (made out to "FAW"). Arrangements for Drop In must be made at least 24 hours prior to ensure that we have staffing available.

### **Behavior Expectations / Discipline Policy**

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

We do not use physical or verbal punishment under any circumstances. We use positive guidance and re-direction and provide them with social scripts, problem-solving techniques, self-calming activities and choices. A more detailed behavior plan can be found on page 18 of the FAW Parent student handbook.

### **Screen Time Policy**

FAW teachers and staff use technology as learning tools and a means of communication. We feel it's important to teach children how to use devices they will encounter in school, so they are given opportunities to use them for educational play and research. The use of televisions or computers for passive viewing is not part of the FAW curriculum.

### **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 one staff member for every 10 students participating in the program.

### **Transportation, drop off and pick up Policy**

A parent or authorized person must sign children in for before care and out for aftercare 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. You will be let in for before care; please walk your child to the PK classroom to sign them in. In regards to aftercare, staff will either let you in or bring your child/children to the door. Field trips are not a part of the afterschool program. There will be no transportation provided by the school at any time.

### **Parents Guide To Regulated/Licensed Child Care**

[https://earlychildhood.marylandpublicschools.org/system/files/filedepot/2/guide\\_to\\_regulated\\_child\\_care.pdf](https://earlychildhood.marylandpublicschools.org/system/files/filedepot/2/guide_to_regulated_child_care.pdf)

### **Other Information**

There will be no Before or 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. On delayed openings there will be no Before care provided. Aftercare will still be held on Early Dismissal Days (see schedule below).

**2023-2024 School Year Extended Day Emergency Phone Number: (240) 237-7129**



Father Andrew White, S.J. School  
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## **2023-2024 School Year Schedule of Activities**

### Before Care Program

7:00 - 7:30 - Breakfast may be provided by the parent to eat at school. Quiet play.

7:30 - 7:45 - Clean up and look at a book until dismissed.

### 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



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**Father Andrew White School**  
**Extended Day Program Registration & Family Information**  
**2023-2024 School Year**

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

ALLERGIES \_\_\_\_\_

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

ALLERGIES \_\_\_\_\_

I wish to register my child(ren) in:

- ☐ After School Care - Full Time      ☐ After School Care - Part Time      ☐ After School Care - Drop In  
☐ Before School Care - Full Time      *No Part-Time Before Care offered*      ☐ Before School Care - Drop In

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: \_\_\_\_\_