

Arlington Baptist School

EXTENDED SCHOOL DAY INFORMATION

AM Extended School Day

Students arriving before 7:30 a.m. should report to the front foyer of the church building (middle set of glass doors). The AM Extended Day School is opened from 6:30 a.m. -7:30 a.m.

PM Extended School Day

The PM Extended Day School Program is available Monday thru Friday beginning from 3:30 p.m. until 6:00 p.m. in the E.S. Building. This program consists of time to complete homework, time for snack and a recess period.

- Pick up is located at the back of ES Building (red awning)
- Please pack an extra snack for your student to have during snack time
- If you pick your child up from detention duty, help class, tutoring athletics, etc., there is no additional Extended Day charge; but if your child needs to be brought to the Extended Day Program regular fees will apply.
- Children left in the Extended School Day Program past 6:00 p.m. will be charged a \$1.00 per minute fee. ***Please make an emergency plan now.*** - ***READ After 6:00 pm policy***
- **If you are 2 weeks delinquent on payments, your child will lose eligibility to attend the Extended School Program until amount is paid in full.**

Daily Rates/Weekly Discounts

AM

- One child: \$25 per four or five day week, **if prepaid** on Monday. Daily rate is \$7.00 per day.
- Two/Three children+: \$40/\$60 per four or five week **if prepaid** on Monday. Daily rate is \$12/\$15 per day

PM

- One child: \$75 per four or five day week, **if prepaid** on Monday. Daily rate is \$20.00 per day.
- Two/Three children: \$120/\$150 per week **if prepaid** on Monday. Daily rate is \$30/\$40 per day
- If you pick-up your child before 4:30 p.m., you will be charged \$15.00 **ONLY** if payment is made that day.

Parents wanting the weekly discount **MUST** pay on Monday. The director will inform parent if their account has any credits do to unforeseen circumstances. Any credits will be applied to the following week. No funds will be returned.

Payments can be made to Business Office M-T 9:00-4:00- Credit Card Payments may be done over the phone

Additional Information

- There is **NO CHARGE** for students picked up before 3:30 p.m.
- **There is no AM Extended Day for 2 HOUR DELAY days.**
- **PM Extended Day is closed for Half Days and Early Dismissals**
- **PM Extended Day is closed for School Concerts- All students must be picked up by 3:30.**

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Additional Information Continued

- Cell Phone Policy- Phones are off and away; unless the student asks to make a phone call otherwise no cell phone use
- **ALL STAFF ARE INFORMED OF ALL STUDENT ALLERGIES**
- Entering the Building or Contacting Staff- Clearly state name
 - Callbox- Use Directory>Aftercare or Dial 115
 - Calling from Cell – (410-655-9300) ext. (115)
- All persons who are allowed to pick up students **MUST** be listed on form below
- All Extended Day Staff are **REQUIRED** to verify the identity of the person picking up students
 - Please have your Valid Photo ID with you (examples: driver's license, Work badge-picture & name displayed, Valid Passport)
- After 6:00 pm policy- **PLEASE PLAN AHEAD!!**
 - The pick-up person must pay \$1 per minute in “Cash” directly to the staff member on duty. Please inform all persons who pick up your student about this policy.
 - Only the Director may take an – (I owe you) at their discretion.
 - Staff will be calling a parent to confirm arrival starting at 6:00 pm
 - Staff will call each person on pickup list until someone answers
 - In the event that no one on pickup list is able to be reached staff member will at:
 - 6:10- Contact the Director of Extended Day (Mrs. Odensos)
 - 6:20- Contact the School Administrator (Mr. Whitehead)
 - Who will decide on further action
 - 6:30- Contact Baltimore County Police/Child Protective Services

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EXTENDED SCHOOL PROGRAM REGISTRATION FORM

Child's Name _____ Grade _____

Parent's Name _____

Cell # _____ Work # _____

Please list below the names and cell numbers of the people to whom you have given permission to pick up your child. These names may also be called if we are unable to contact you during an emergency.

All Persons who are allowed to pick up your students must be in your RenWeb Account and be assigned their own ID number. IF you are unsure about ID numbers please contact Mrs. Elkins (410) 655-9300 ext. 118

Print Name _____ Cell # _____

Relationship _____

Print Name _____ Cell # _____

Relationship _____

Print Name _____ Cell # _____

Relationship _____

Print Name _____ Cell# _____

Relationship _____