

ARLINGTON BAPTIST SCHOOL EXTENDED SCHOOL DAY INFORMATION

AM Extended Care

Students arriving before 7:45 a.m. should report to the front foyer of the church building (middle set of glass doors). The AM Extended Care is open from **6:45 a.m. -7:45 a.m.**

PM Extended Care

The PM Extended Care Program is available Monday thru Friday beginning from 3:15 p.m. until 6:00 p.m. in the cafeteria in the Elementary School (E.S.). Building. This program consists of time to complete homework, time for a snack, a recess period and clubs.

- Pick up is located at the back of the E.S. Building (red awning).
- Please pack an extra snack for your student(s) to have during snack time.
- PM Extended Care program fees do not apply for students staying after school for detention, help class/tutoring, athletics or STEM **unless** a child needs to be in PM Extended Care **after the 15-minute grace period** for pick-up. The fee is a \$15.00 flat rate.
- There is a \$1/minute charge that is assessed for all students who remain in the PM Extended Care Program after 6:00 p.m. ***Please make an emergency plan now.*** - *****READ After 6:00 pm policy*****
- **Student participation in the PM Extended Care Program can be suspended for accounts that are 2 weeks delinquent on payments until all arrears have been paid in full. Suspension can also occur because of repeated behavior infractions unbecoming of Arlington Baptist School policies.**

Daily Rates/Weekly Discounts

AM Extended Care

- Daily Rate: One student \$10.00/day or \$40 per four- or five-day week, **if prepaid** on Monday.
- Two/Three or more students: \$15/\$18 per day or \$55/\$75 per four- or five-day week **if prepaid** on Monday.

PM Extended Care

- One child: \$30.00/day or \$125.00/ four- or five-day week, **if prepaid** on Monday or the first day of the school week.
- Two/Three \$40/\$50 per day or \$170.00/\$200 per four or five week day week, **if prepaid** on Monday or the first day of the school week.
- If you pick-up your child before 4:30 p.m., you will be charged \$15.00 ONLY for that day.

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

Payments can be made to the Business Office Monday - Thursday between 10:00 a.m. and 2:00 p.m.. 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 Care for 2 HOUR DELAY days.**

- PM Extended Care is closed for Half Days, Early Dismissals, and all school concerts - All students must be picked up by 12:15 p.m..

Additional Information Continued

- **Cell Phone Usage Policy**

Phones are off and away; unless the student has been given permission to use it. Students will be allowed to use the school phone line for emergencies. If no contact has been made, only then will permission be granted to use their cell phone.

- **Allergies**

If your student has allergies, complete the section in the registration form below.

- **Entering the Building or Contacting Staff**

Access to the premises requires the use of a callbox.

- Tap Screen. Tap person icon at the top middle of the screen
- On menu options, go to the bottom of the list for Aftercare
- Use Directory>Aftercare at the bottom of list or Dial 115
- Clearly state name
- Calling from Cell – (410-655-9300) ext. (115)

- **All persons who are authorized to pick up students MUST be listed on the form.**

- **All Extended Care Staff are REQUIRED to verify the identity of the person picking up students.**

- Please have a Valid Photo ID with you (examples: driver's license, Work badge-picture & name displayed, Valid Passport) available for verification.

- **After 6:00 pm policy- PLEASE PLAN AHEAD!!**

- The person picking up must pay the \$1/minute late fee in “Cash” only, 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 p.m.
 - Staff will call each person on the pickup list until someone answers.

- **Beyond Program Hours**

In the event that a student has not been retrieved by the close of the PM Extended Care operating hours the following actions will be taken:

- 6:10- Contact the Director of the Extended Care Program (Mrs. Bland)
- 6:20- Contact the School Administrator (Mr. Whitehead)
will decide on further action
- 6:30- Contact Baltimore County Police/Child Protective Services

EXTENDED CARE PROGRAM REGISTRATION FORM

***Students left in the Extended Care Program past 6:00 p.m. will be charged a \$1.00 per minute fee.
Only authorized adults will be allowed to take your child.**

Child's Name _____ **Grade** _____

Homeroom Teacher _____

Parents/Guardian _____

Best Contact # _____ **Work #** _____

Email _____

In the space below, list the names, cell numbers, and relationship of those who you have granted permission to retrieve your child from the Extended School Day Program. Please note that these persons may also be contacted should you be unable to be reached in the event of an emergency.

Print Name _____ **Relationship** _____ **Cell #** _____

Print Name _____ **Relationship** _____ **Cell #** _____

Print Name _____ **Relationship** _____ **Cell #** _____

Print Name _____ **Relationship** _____ **Cell #** _____

Print Name _____ **Relationship** _____ **Cell #** _____

Please list any Allergies or Medical Concerns: _____

Please list any Extra Curricular Activities (Clubs, Sports, S.T.E.M.) your child may be involved in on campus after school:

EXTENDED CARE PROGRAM REGISTRATION FORM * SIBLING FORM *

2. Child's Name _____ Grade _____

Homeroom Teacher _____

Parents/Guardian _____

Best Contact # _____ Work # _____

Email _____

Print Name _____ Relationship _____ Cell # _____

Print Name _____ Relationship _____ Cell # _____

Please list any Allergies or Medical Concerns: _____

Please list any Extra Curricular Activities (Clubs, Sports, S.T.E.M.) your child may be involved in on campus after school:

3. Child's Name _____ Grade _____

Homeroom Teacher _____

Parents/Guardian _____

Best Contact # _____ Work # _____

Email _____

Print Name _____ Relationship _____ Cell # _____

Print Name _____ Relationship _____ Cell # _____

Please list any Allergies or Medical Concerns: _____

Please list any Extra Curricular Activities (Clubs, Sports, S.T.E.M.) your child may be involved in on campus after school:
