

## St. Martin's Lutheran School Extended Day Program

Dear Parents,

The Extended Day (E.D.) program is offered to St. Martin's students enrolled in pre-kindergarten through eighth grade to provide quality care that is both convenient and affordable. The program begins the first day of school and ends on the last full day of school. If school is closed, noon dismissal, or closes early for any reason, there are no after-school activities, and that includes E.D.

### **Registration:**

If you are planning to register your child(ren) for the before and/or after school care session, please adhere to the following requests at your earliest convenience.

Re-enrolled users, first time users, and new students will complete and return the following items:

1. Application
2. Registration Fee (\$30 per family)
3. 1<sup>st</sup> months payment for each student
4. Health Inventory – First time and new students ONLY

**Health Inventory (H.I.)**, completed by the child's physician along with the Immunization Certificate prior to the effective date of services. (The **Health Inventory** is a legal document, issued by the Maryland State Department of Education, Office of Child Care, and is required for all students, whether or not the students are enrolled in the E. D. program.) Both forms can be found on our website: <http://stmartinonline.org/school-formsdocuments/>

### **Payment:**

Payments are made one month in advance and due the 1<sup>st</sup> of each month. This **program is calculated based on an annual fee divided by 9 months**. There is no charge for June! *Should you anticipate a permanent change in your contract, a minimum 72-hour notice is required to process and implement the new contract. PLEASE PUT ALL REQUESTS IN WRITING!*

A **drop-in program** is available for *emergencies* and the attached application must be completed and one should state at the top of the form (DROP-IN ONLY). **These students will also be required to have proper childcare forms on file in the office before attending the program.** Please send in a hand-written note or email to let the homeroom teacher and **school office** know that your child will need to attend E.D. for that day. NO PHONE CALLS, PLEASE. There will be a \$10.00 charge per hour or any part of the hour that your child will be in the program. The charge will be added to your monthly statement.

### **Inclement Weather Policy for E.D.**

**Late opening:** when St. Martin's School opens late, our E.D. program will open late also.

**Early Closing:** when St. Martin's School closes early, there will be no after school E.D. All students will be dismissed with the early closings.

**School Closing:** when St. Martin's School is closed, our E.D. program will be closed also.

**Make sure that you have made prior arrangements with a neighbor, friend, or family member who will be available to pick up your child if you cannot get here.**

**RETURN YOUR COMPLETED FORM TO THE SCHOOL OFFICE AND MARK EXTENDED DAY.**

**St. Martin's Lutheran School**  
**Extended Day Registration Form**  
 1120 Spa Road, Annapolis, Maryland 21403  
 Office (410) 269-1955 (410) 263-8016 Fax (410) 280-2024

Child's Name		Birth Date	
Home Address			
Home Phone		Child's Grade in Sept. 2019	
Mother's Name		Cell	
Work Phone		Email	
Father's Name		Cell	
Work Phone		Email	

Drop In Only     Yes     No

I have read and understand the enclosed information regarding the E.D. program. I understand that payment is due monthly, in advance. The charge will be listed on my monthly statement, with the first payment due with this registration. I understand that one month's written notice to the school office and the E.D. staff in charge of my child's session is required for any changes in my child's regular attendance. I understand that the E.D. program is open only on days when school is open to students. I have read and understand closings due to inclement weather or other emergencies where I may need to have a backup plan for picking up my child(ren). I understand the importance of picking my child(ren) up promptly by 6:00 p.m. **If I am up to 15 minutes late, I will be charged an additional \$15.00. I will be charged \$5.00 more for every additional 15 minutes I am late.**

**This program is calculated based on an annual fee divided by 9 months.**

I agree to the terms of this extended day contract. I have checked the schedule of days my child will attend E.D. on the back of this form and have **enclosed the \$30.00 per family, non-refundable registration fee and 1<sup>st</sup> month's payment.**

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Signature of Parent or Guardian

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Date

**EXTENDED DAY**  
**K-8 SCHEDULE OF MONTHLY FEES**

Regular school hours are 8:30-3:00pm (drop off from 8:10-8:30am)

Student Name(s) \_\_\_\_\_

Please indicate the session desired (X), and if selecting 1 to 4 days per week, indicate the days desired at the bottom of the page.

Five (5) Days Per Week		Time	Rate	Monthly
<input type="checkbox"/>	Before School	7:10-8:10		\$123.00
<input type="checkbox"/>	After School	3:00-6:00		246.00
<input type="checkbox"/>	Before School & After School	7:10-8:10, 3:00-6:00	123+246	369.00

Four (4) Days Per Week		Time	Rate	Monthly
<input type="checkbox"/>	Before School	7:10-8:10		\$ 99.00
<input type="checkbox"/>	After School	3:00-6:00		196.00
<input type="checkbox"/>	Before School & After School	7:10-8:10, 3:00-6:00	99+196	295.00

Three (3) Days Per Week		Time	Rate	Monthly
<input type="checkbox"/>	Before School	7:10-8:10		\$ 74.00
<input type="checkbox"/>	After School	3:00-6:00		147.00
<input type="checkbox"/>	Before School & After School	7:10-8:10, 3:00-6:00	74+147	221.00

Two (2) Days Per Week		Time	Rate	Monthly
<input type="checkbox"/>	Before School	7:10-8:10		\$ 49.00
<input type="checkbox"/>	After School	3:00-6:00		99.00
<input type="checkbox"/>	Before School & After School	7:10-8:10, 3:00-6:00	49+99	148.00

One (1) Day Per Week		Time	Rate	Monthly
<input type="checkbox"/>	Before School	7:10-8:10		\$ 24.00
<input type="checkbox"/>	After School	3:00-6:00		49.00
<input type="checkbox"/>	Before School & After School	7:10-8:10, 3:00-6:00	24+49	73.00

Monday       Tuesday       Wednesday       Thursday       Friday

**EXTENDED DAY**  
**PRE-K SCHEDULE OF MONTHLY FEES**

Pre-k regular hours are 8:30-12:00 (drop off from 8:10-8:30am)

Student Name(s) \_\_\_\_\_

Please indicate the session desired (X), and if selecting 1 to 4 days per week, indicate the days desired at the bottom of the page.

Five (5) Days Per Week		Time	Rates	Monthly
<input type="checkbox"/>	Before School	7:10-8:10		\$123.00
<input type="checkbox"/>	After AM Pre-K	12:00-3:00		246.00
<input type="checkbox"/>	After School	3:00-6:00		246.00
<input type="checkbox"/>	Before School & After AM Pre-K	7:10-8:10, 12:00-3:00	123+246	369.00
<input type="checkbox"/>	After AM Pre-K & After school	12:00-6:00	246+246	492.00
<input type="checkbox"/>	Before School, After AM Pre-K, & After School	7:10-8:10, 12:00-6:00	123+246+246	615.00
Four(4) Days Per Week		Time	Rates	Monthly
<input type="checkbox"/>	Before School	7:10-8:10		\$ 99.00
<input type="checkbox"/>	After AM Pre-K	12:00-3:00		196.00
<input type="checkbox"/>	After School	3:00-6:00		196.00
<input type="checkbox"/>	Before School & After AM Pre-K	7:10-8:10, 12:00-3:00	99+196	295.00
<input type="checkbox"/>	After AM Pre-K & After school	12:00-6:00	196+196	392.00
<input type="checkbox"/>	Before School, After AM Pre-K, & After School	7:10-8:10, 12:00-6:00	99+196+196	491.00
Three(3) Days Per Week		Time	Rates	Monthly
<input type="checkbox"/>	Before School	7:10-8:10		\$ 74.00
<input type="checkbox"/>	After AM Pre-K	12:00-3:00		147.00
<input type="checkbox"/>	After School	3:00-6:00		147.00
<input type="checkbox"/>	Before School & After AM Pre-K	7:10-8:10, 12:00-3:00	74+147	221.00
<input type="checkbox"/>	After AM Pre-K & After school	12:00-6:00	147+147	294.00
<input type="checkbox"/>	Before School, After AM Pre-K, & After School	7:10-8:10, 12:00-6:00	74+147+147	368.00
Two(2) Days Per Week		Time	Rates	Monthly
<input type="checkbox"/>	Before School	7:10-8:10		\$ 49.00
<input type="checkbox"/>	After AM Pre-K	12:00-3:00		99.00
<input type="checkbox"/>	After School	3:00-6:00		99.00
<input type="checkbox"/>	Before School & After AM Pre-K	7:10-8:10, 12:00-3:00	49+99	148.00
<input type="checkbox"/>	After AM Pre-K & After school	12:00-6:00	99+99	198.00
<input type="checkbox"/>	Before School, After AM Pre-K, & After School	7:10-8:10, 12:00-6:00	49+99+99	247.00
One(1) Day Per Week		Time	Rates	Monthly
<input type="checkbox"/>	Before School	7:10-8:10		\$ 24.00
<input type="checkbox"/>	After AM Pre-K	12:00-3:00		49.00
<input type="checkbox"/>	After School	3:00-6:00		49.00
<input type="checkbox"/>	Before School & After AM Pre-K	7:10-8:10, 12:00-3:00	24+99	73.00
<input type="checkbox"/>	After AM Pre-K & After school	12:00-6:00	49+49	98.00
<input type="checkbox"/>	Before School, After AM Pre-K, & After School	7:10-8:10, 12:00-6:00	24+49+49	122.00

Monday       Tuesday       Wednesday       Thursday       Friday