

ST. MARY OF THE MILLS SCHOOL
EXTENDED SCHOOL PROGRAM MONTHLY BILLING SCHEDULE
2023-2024 School Year

Invoicing is done through TADS.

Month	No. of Weeks	Before Care	After Care	Before/After Care
August	1+	\$64	\$112	\$144
September	4	\$160	\$280	\$360
October	5	\$200	\$350	\$450
November	4	\$160	\$280	\$360
December	2+	\$104	\$182	\$234
January	5	\$200	\$350	\$450
February	4	\$160	\$280	\$360
March	4	\$160	\$280	\$360
April	3	\$120	\$210	\$270
May*	5	\$200	\$350	\$450
June **	1	\$40	\$70	\$90

*Kindergarten and 8th grade (no aftercare May 31, 2024 - last day of school for both grades)

**Grades 1-7 (no aftercare June 7, 2024)

CALENDAR – Please see the attached school calendar for Before/Aftercare closures and early dismissal closing times.

POLICY INFORMATION:

BILLING: The Extended School Program is billed monthly, however, the weekly amount is shown below for your convenience. A \$10 discount is given per student for families with two or more students in the program. Billing is based on the number of Mondays in the month:

Before Care Only	\$40/week
Aftercare Only	\$70/week
Before & Aftercare	\$90/week

Drop-In Fees are billed at the rate of \$12/hour or any part thereof. A \$1 discount is given for more than one student per family attending drop-in aftercare/before care.

Students not registered but attending due to not being picked up on time will be charged \$20/hour or any part thereof until required documentation is received.

VACATION: Credit is not issued if a student misses aftercare for any reason, with the exception of a student being absent a full (continuous) week. In the event your student is out for a week, please complete the attached Vacation Slip and forward it to Mrs. Harzer to review for credit (धारजर@stmaryofthemills.org).

SCHEDULE: Due to the limited time in the mornings, the AM Extended School Program does not follow a particular schedule. The PM Program follows the schedule below:

3:15-3:30pm Snack (brought by the student)

3:30-5:30pm Homework, Quiet Time, Indoor/Outdoor Recess, Games, Free Play

5:30-6:00pm Daycare Room – games available to occupy students

SNOW DAYS: St. Mary of the Mills School follows Prince Georges County Public Schools for inclement weather closings. Please see the SMS Parent-Student Handbook for more details.

WITHDRAWAL FROM THE EXTENDED SCHOOL PROGRAM: If you wish to remove your student from the program, you must notify the Director in writing indicating the date of withdrawal. Credit will not be issued for the remainder of the month of withdrawal. Students whose TADS accounts are in arrears (30 days or more) will be withdrawn from the Extended School Program until the account is brought current.

SIGN IN/OUT:

AM ESP – Parents may drop students off in the morning and are not required to sign them in upon arrival. Attendance will be noted on the ESP AM roster.

PM ESP – Parents must enter and exit through the front door only. The sign-out time will be recorded by the front desk receptionist when you arrive to pick up your student.

CHANGE OF PICKUP - Please note that if someone other than a designated parent or guardian is to pick up your student, you must contact the Extended School Program via email or phone. If a staff member is not familiar with an adult picking up a student, the adult will be asked to provide ID to the staff employee and will be verified with the parent. No student will be released to an unauthorized adult or to a student under the age of 16.

SNACKS: St. Mary of the Mills School does not provide an afternoon snack. Please remember to send in a healthy snack with your student.

HOT LUNCH: School lunch is not served on 12:30pm dismissal days. If your student will stay for aftercare on a 12:30pm dismissal day, please remember to send in lunch, a drink, and a healthy snack for the afternoon.

School Policies are still in effect while students are attending the Extended School Program, including the use of all electronic devices.

Questions? Please contact Mrs. Harzer, Director at:

School Phone Number 301-498-1433 X414

Mrs. Harzer-Direct Line 240-568-4180

Mrs. Harzer – Email धारzer@stmaryofthemills.org