

EXTENDED SCHOOL PROGRAM (ESP)
2023-2024 REGISTRATION FORM
ST. MARY OF THE MILLS SCHOOL



\$40 Registration Fee per Family – will be billed to family's TADS account. (non-refundable)

Only students not previously registered must submit the attached MSDE Health Forms. If your student was previously registered and COMPLETE forms were submitted, you do not need to re-submit health forms (complete and on file).

Please check Enrollment Type Below:

Full Time Weekly: Before Care Only Drop In: Before Care
 After Care Only After Care
 Before & After Care

(Students using Drop-In must be registered and submit MSDE Health Forms.)

Family Last Name: _____

Student(s) Name: _____

Grade: _____

Grade: _____

Grade: _____

Mother/Guardian Name: _____

Phone Number: _____

Father/Guardian Name: _____

Phone Number: _____

Parent/Guardian Email Address: _____

Emergency Contacts:

Name: _____

Phone Number: _____

Name: _____

Phone Number: _____

Please list any other adults that have permission to pick-up your student:

Allergies/Medications/Other Problems/Concerns:

The Extended School Program hours are:

Before Care 7:00am to 7:45am – students are released to homeroom

After Care 3:15pm to 6:00pm

The Program ends daily at 6:00pm. Any late pickups will be assessed at \$1.00 per minute which is **payable in cash upon arrival**. A \$20 late fee will be assessed on each unpaid late pickup fee. If you anticipate a late pickup, please contact the school at (301)-498-1433. Please see attached schedule for monthly fees and Extended School Day Early Dismissals and Closures.

- Payment for full time ESP is due monthly.
 - Monthly ESP payments are due the 1st of each month and are paid online in TADS (our online tuition management system). Payments received after the five-day grace period will incur a \$50 late fee assessed by TADS.
 - It is the ESP policy to provide families with notification of unpaid balances. If payment is not received within 2 weeks of the initial notice, the student will not be permitted to continue in the program until the balance is received in full.
- Drop-In Fees will be billed to the parent/guardian TADS account daily.
- **Late pickup fees are due at the time of pickup in cash only** – non-payment will result in a \$20 non-payment fee which will be billed to the parent/guardian account. **Continuous late pickups may result in your student being removed from the program.**
- Credit is not issued for days not attended (partial week) unless student will be absent one or more full weeks. For such circumstances, a vacation slip (available from the front desk receptionist) must be completed **at least 7 days in advance** and signed off by the director to receive credit for unattended weeks. Late vacation slips will not be honored.
- Siblings registered in the program receive a \$10 per week discount.
- Monthly/Year-End tax statements can be downloaded from your TADS account.

Extended School Program Checklist

Use this checklist to ensure all information is completed before the beginning of the 2033-2024 school year.

Forms

- Registration
- Emergency Contact
- Health Inventory (new students only or if not previously submitted)
- Immunization Certificate (new students only or if not previously submitted)

Your student will not be permitted to attend the Extended School Program until all required documentation has been received. It is required by the State of Maryland and vital for safety and communication purposes. Thank you for your cooperation.

I acknowledge, by my signature below, that I understand and will comply with all Extended School Program policies including, but not limited to, those noted on this form.

Signature

Date

(Please make a copy for your records)