



EXTENDED SCHOOL PROGRAM (ESP) PACKET 2023-2024 SCHOOL YEAR

Dear Parents,

Welcome to the St. Mary of the Mills Extended School Program (before and aftercare, a State of Maryland certified facility that operates as an extension of our school day).

We offer daily before and aftercare for all our students billed as follows:

- Full-time fees are billed monthly to parents' TADS accounts and are due the first of each month (see billing schedule).
- Drop-in fees are billed daily to parents' TADS accounts.
- Late pickup fees (after 6:00pm) are due at the time of pickup at the rate of \$1.00 per minute by cash only. Late pickup fees not paid at pickup will incur a \$20.00 non-payment fee.

Due to student allergies, we do not provide snacks in our program – students should bring a healthy snack for aftercare.

If your student may need drop-in before/aftercare at any time during the school year, **your student MUST be registered for the program, and all documentation must be submitted. This is required by the State of Maryland who regulates our program. Students that are not registered will not be allowed to attend the ESP program.**

We base our staffing needs on students who are registered for the program. Students who regularly use aftercare but may need drop-in before care periodically must also register for drop-in before care and vice versa. There is no additional cost to register for more than one option.

Please complete the required forms and submit them to the school no later than August 10, 2023. **Space is limited and filled on a first-come-first-serve basis.** The Billing Schedule, Calendar, and ESP Policy documents are attached and should be kept for your reference.

All school policies including “Expectations/Code of Conduct/Discipline Policy (Parent-Student Handbook 13.0)” are in effect while students are attending the Extended School Program, including the use of electronic devices.

If you have any questions regarding our program or are unsure which forms need to be completed, please contact me by email or phone. We look forward to a great year in our Extended School Program!

Best Regards,

Dana Harzer
Director

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240-568-4180

“We Inspire Life Long Learning in a Loving, Secure Catholic Community”