



Holy Trinity Extended Day is offered to families with children enrolled in our 5th through 8th grade. Our program is designed to be convenient and helpful to our parents, and fun for our children.

**Extended Day Program
5th through 8th grade
EXTENDED DAY AGREEMENT
2019-2020**

HOURS OF OPERATION: (Monday through Friday)

Morning - 7:00 - 8:20 AM
Afternoon - 3:30 - 6:00 PM

Extended Day is available only on regularly scheduled school days. There is no Extended Day on the afternoons prior to Thanksgiving, Christmas,

Easter and the last day of school, during vacation periods, or other "No Class" days. (Please consult school calendar). On days when school opens two hours late due to poor weather, Extended Day will begin two hours late at 9:00 AM. There will be

NO Extended Day in the PM when school closes early for inclement weather or when PG County Schools cancel after-school activities.

In the event of an **Emergency Early Dismissal**, parents will receive a 20 minute grace period after the dismissal time, regardless of whether the parent was informed or not informed. After 20 minutes, the parent will be charged \$5 for every 15 minutes. If the time goes past 1 hour, the parent will then be charged \$2 per minute until the child is picked up. It is important to make arrangements in advance for a designated person to pick up your child in the event of an emergency if you are unable to get here in a timely manner.

SIGNING OUT:

All families in the afternoon **MUST** sign their child out on a daily basis on the designated sheet. Failure to sign your child in or out will result in the maximum Drop-in rate of **\$19.50** for PM.

LATE PICKUPS:

In order to discourage late pick-ups, there is an additional fee of **\$2.00 for every minute** after 6:00 PM (4:00 PM on half days). No staff member may waive the late charge for any reason.

BILLING:

All Drop-In charges of **\$6.50 per hour** will be billed monthly and are due upon receipt of invoice. **All amounts will be collected automatically through FACTS.** Payments not received in full within three weeks of the invoice date will be considered 'past due'. Students with past due amounts on their account will not be permitted to return to school until the account is brought current.

For questions about dates or times that were billed, please contact the on-site extended day Director. If you feel your bill is incorrect you must contact the Business Office within 30 days of the billing date or invoice amounts will not be changed.

By signing this Extended Day Contract for the 2019-2020 academic year, we agree to the terms and to accept and abide by the rules of Holy Trinity Episcopal Day School.

Child's Name: _____

Grade/Class: _____

Parent Signature: _____

Agreements are due by August 16, 2019

If you need to contact the Extended Day Staff before 8:00 AM or after 4:00pm, please call: 301-464-3215 ext. 207 - Daisy Lane Campus