

**EXTENDED DAY FAMILY HANDBOOK  
2023-2024**

Friends School provides childcare before and after the school day through its Extended Day program. Following are frequently asked questions about the program.

**1. When is Extended Day available?**

7:30 a.m.-8:15 a.m. on regular school days

3:00 p.m.-6:00 p.m. on regular school days

8:00 a.m.-5:30 p.m. on full-day release days\*

*\*provided there is sufficient registration*

There is no Extended Day during holidays and when the school is closed.

**Notes: There will be no Afternoon Extended Day on Dec. 1 (Friends for a Nonviolent World Holiday Fair), June 7 (last day of school) and the program will close one hour early, at 5:00 p.m., on the evening of Friends Gathering for Racial Justice (FGRJ).**

**2. What are the fees for Extended Day?**

*Contract Rates*

**\$12.00** per hour, billed on the half hour, any portion of the half hour

*Drop-In Rates*

**\$13.50** per hour, billed on the half hour, any portion of the half hour

*Release Days*

**\$12.00** per hour, billed on the half hour, any portion of the half hour

*Mornings*

**\$9.00** flat fee

*Late fee after 6:00 pm - \$3.50/minute* per child

All snacks, activities, and materials are included in the contract and drop-in rates. There are no additional fees unless a special activity is scheduled; all such activities are optional.

**3. What are release days?**

Release days are faculty work days set aside for parent conferences, curriculum development, etc. On a release day there are no classes, but offices are open and, with sufficient registration, the Extended Day program is in operation from 8:00 a.m.-5:30 p.m.

**4. Do I need to pre-register for release days?**

Yes. *Your regular contract does not include release days and there are no drop-ins on release days.* Registration forms are available on the school's website and in the front office, usually 3-4 weeks before the release day. If you need to cancel your release day contract, you will get a refund if you cancel up to twenty-four hours before the release day. Cancellations later than that will not receive a refund.

**5. Who can attend Extended Day and release days?**

Any currently enrolled Friends School student may participate.

**6. Do I need to pre-register for Extended Day, or can I use it on a drop-in basis?**

If you need Extended Day regularly, you must fill out a contract. If you need Extended Day care only occasionally, your child is welcome as a drop-in, space permitting and under current program and Covid-19 safety guidelines, if any. For the 2023-2024 school year, we expect to have a limited number of drop-in spaces on any given day. Please call the front office **48 hours in advance** for availability and to register your child to use drop-in service. The earlier you call for a drop-in spot, the more likely we are to have space.

**7. If I don't usually use Extended Day but am serving as a volunteer or on a school committee, may I use it as a drop-in?**

If you are volunteering for the school and have a meeting or volunteer activities which are held on-site during regular Extended Day hours, you may use the drop-in option, space permitting. There is no charge for this service, but you must call the front office in advance to see if there is space available and to schedule the drop-in. Be sure to tell us you are using Extended Day because of your volunteer work so that you will not be billed.

**8. How long is the contract period, can I make changes?**

Your contract is good for the entire academic year unless you cancel or change it. You may change your contract two times during the year at no charge, with a \$10.00 fee assessed for the third and any subsequent changes.

To make a contract change, download a Contract Change Form from the FSMN website or request one from the front office. Your new Extended Day schedule will go into effect on the first day of the month after you make your change. For example, if you return your change form on October 11, the change will go into effect on November 1.

**9. What if I don't use part of my contract? Will I be reimbursed for unused services?**

No. You must pay for contracted services until they have been officially changed or canceled. Changes and cancellations become effective on the first of the month.

**10. I pick up my child at 6:00 p.m., but she/he/they leave Extended Day from 4:45-5:15 p.m. for music lessons. Do I get a discount for that half-hour?**

No. The Extended Day staff is still responsible for your child during this time, and will also be sure she gets to her lesson and back to Extended Day.

**11. Do I change my contract if my child is participating in a sports program or a club? Will I be billed for this change?**

If your child is participating in any extracurricular program, with the exception of After School Music, you will receive partial participation credit for contract time that your child is not in Extended Day. If you have a contract, your space in Extended Day will be held while your child is in extracurricular activities.

**12. Will I be charged if I'm late picking up my child?**

You will be charged \$6.75 per half hour (or any portion of a half hour) for pick-ups past your contracted pick-up time. Pick-ups after 6:00 p.m. are charged at \$3.50 per minute, per child. [There is no scholarship/tuition aid applied to the \\$3.50/minute late fee.](#) **Note:** Extended Day closes at 6:00 p.m. and pick-ups after 6:00 are not permitted. Repeated late pickups may result in contract cancellation.

**13. Is financial aid available for Extended Day?**

If you receive tuition aid, you get the same percentage of aid for Extended Day. Some families are also eligible to have their Extended Day charges covered by the county they live in.

**14. How is the billing done for Extended Day?**

Extended Day billing is done through FACTS. Please contact the Business Office for details, or if you have questions about your bill. Bookkeeper Eleni Andre-Wolking can answer most billing inquiries - [bookkeeper@fsmn.org](mailto:bookkeeper@fsmn.org).

**15. How is the billing done for Extended Day if I use drop-in service, or if I have late fees?**

If you use Extended Day on a drop-in basis or incur late fees, you will be invoiced in the next month for the time you've used. For example, if your child dropped in for six days in September, you will receive the invoice for those days at the end of October.

Please see the next page for descriptions of Extended Day schedules and activities.

**16. What will my child's Extended Day schedule be?**

**Regular Mornings 7:30-8:15 a.m.**

- 7:30 Extended Day opens in the Multipurpose Room. *Parents/caregivers are required to bring their child to the room in person and sign in with their name and arrival time.*
- 7:30-8:00 Cereal bars are available if students haven't had breakfast. Students may do homework, read, play board games, or color and draw.
- 7:45-8:10 Playground or gym available, weather/schedule permitting.
- 8:15 Students dismissed to classes.

**Regular Afternoons 3:00-6:00p.m.**

- 3:05 Lower school students check in to the Multipurpose Room. Middle school students check into their designated room. Snack is served. **Note: For the 2023-2024 school year, Extended Day will not be offering a beverage service. Students should plan to bring a water bottle to Extended Day.**
- 3:05-6:00 Students may do homework, read, play board games, use building toys, draw and color, use outdoors/gym (weather/schedule permitting), or watch FSMN sports events, if available.
- 4:00 Middle-school students move to the Multipurpose Room for remaining Extended Day time.
- 4:00-6:00 All students must be signed out in the Multipurpose Room. *Parents/caregivers picking up must sign out their children in the Multipurpose Room. Remember to sign both your name and your actual pick-up time!*

**17. How is the program staffed?**

We have at least one adult for every ten children in Extended Day.

**18. What activities are available in Extended Day?**

Extended Day is not a continuation of the school day. We provide opportunities for children to relax, play, and socialize. They have free but supervised time for board and card games, crafts, drawing, puzzles, books, and chatting with friends. Children who want to do homework have quiet space available if they need it. We offer outdoor and gym time mornings and afternoons, weather and schedule permitting, and time in the Library on most afternoons.

During the winter when outdoor time is not possible we may occasionally offer an appropriate DVD as one of our options. We provide similar activities during release days, in addition to special projects.

**19. What kinds of snacks are available?**

Morning Extended Day provides cereal bars for children who arrive before 8:00 a.m. if they have not had breakfast. A peanut-free, child-friendly snack is offered in the afternoon from 3:00-3:20 p.m. We also offer non-dairy and gluten-free options for children who need them. **Please let me know about any allergies or dietary requirements your child has. We will offer an appropriate snack.** We offer a small snack at 5:30 p.m. for students who are still with us.

**20. What are the expectations for student behavior in Extended Day?**

All rules that apply during the regular school day also apply to Extended Day, including the rules prohibiting cell phones and other personal electronic devices. Misbehavior in Extended Day can lead to suspension from the program.

**21. What does Extended Day expect of parents/caregivers?**

There are two important things parents and caregivers can do for Extended Day. The first is ***remember to sign in in the morning and sign out in the afternoon.*** Even if staff see you, it's your signature that verifies that your child has been dropped off or picked up, and ensures your child's safety. The second is to ***let us know when your plans have changed.*** If you are picking up your child right after school instead of using your scheduled Extended Day time, please call the front office or Extended Day to let us know.

We also ask that when you've picked up your child, you leave in a timely way. Please do not plan to stay in Extended Day with your child so that she/he/they can continue playing with your supervision.

We look forward to a warm, creative and fun-filled year with your students. Please reach out to me any time with questions or concerns. In peace and community,

Hilary Parker-Robertson  
Extended Day Director  
[hilarypr@fsmn.org](mailto:hilarypr@fsmn.org)  
651-621-8941 direct