



BULLIS

2022- 2023 Extended Day Program Policies and Procedures

The Bullis Extended Day Program provides students in Kindergarten through 8th grade a safe and enjoyable learning environment where they can complete homework assignments, have a snack, play, and participate in a variety of enrichment programs in a supervised setting at the end of the school day. Please familiarize yourself with our new offerings as well as our policies and procedures.

2022- 2023 Extended Day Program Options:

1. **Enrichment Programs:** Bullis' Enrichment Programs allow students to participate in various clubs, athletics, and group activities run primarily by high-quality third-party providers. **Most enrichment activities will be offered once a week for an eight-week session from 3:30- 4:30 p.m.*** Advanced registration is required. Lower School students will be brought to After Care at the end of the school day and will then be escorted to their activity at 3:30 p.m. Middle School students should meet on the Lower and Middle School playground (or in the Lower and Middle School Library in inclement weather) and will be escorted to their activity from there. Students should be picked up promptly at 4:30 p.m. on the Lower School Playground (Lower and Middle School Library in inclement weather). Students needing additional care after 4:30 p.m. on the day of their activity may join After Care for no additional fee. **Winter Enrichment Programs will begin on Monday, January 9. Registration will open on Wednesday, November 30, 2022.**

**Exceptions include: Chess (6-week program), Ready, Set Create and My First Hot Cocoa Stand (7-week programs) and MS Rock Band (4:00- 5:00pm once a week).*

2. **After Care:** Bullis' After Care program allows students to engage in outdoor play on the Lower School playground, have a snack, work on homework independently, and do arts and crafts projects. **After Care will be available Monday- Friday, * 3:15- 6:00 p.m.** Families should sign up in advance to reserve their child's spot. **The cost with advance registration is \$20 per student per day. No reduction in fees will occur for an early pick-up. Any students that do not sign up in advance will pay the "drop-in" rate of \$30 per student per day.** Families receiving financial aid should contact the Business Office for more information.

Location: Lower School Playground and The Marriott Family Library



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- **Late Pick-Up Charge:** Pick up for After Care is at 6:00 p.m. Any late pick-ups will be subject to a charge of \$2.00 per minute after 6:00 p.m. Parents must call the **Extended Day cell phone number at 301-467-7396** if they are running late.
3. **Homework Lab:** Bullis' Homework Lab program provides a quiet space for students to complete homework assignments independently. Snacks will be provided. **Homework Lab will be available Monday- Thursday,* 3:15- 4:15 p.m. for \$5 per student per day.** Families should sign up in advance to reserve their child's spot. Students attending Homework Lab are expected to be picked up at 4:15 p.m. from Classroom B in the Marriott Family Library or late fees will be assessed.

Location: The Marriott Family Library

- **Late Pick-Up Charge:** Pick up for Homework Lab is at 4:15 p.m. Any late pick-ups will be subject to a charge of \$15 per additional hour up to 6:00 p.m. and \$2.00 per minute after 6:00 p.m. Parents must call the **Extended Day cell phone number at 301-467-7396** if they are running late.
4. **Private Music Lesson Program:** Students participating in private music lessons must either be picked up immediately after class by a parent or they will be escorted to After Care. Students will not need to pay the After Care fee on the day of their lesson. If a student must make up a lesson on a different day or if they attend an additional lesson and it has been arranged with the Lesson Coordinator in advance, they also will not be charged. If a student needs to attend After Care on a day they do not have a music lesson, they will need to pre-register or will be subject to drop-in fees. Music students should not pre-register for After Care on days they have private music lessons. The Lesson Coordinator and Extended Day staff will communicate to properly document Extended Day attendance.

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- **The Extended Day cell phone number is 301-467-7396.** This number is the best way to get in touch with extended day proctors. Please save it into your phone.



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- To ensure adequate supervision for all Lower and Middle School students after dismissal from the academic school day, any students not picked up within 15 minutes will be

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escorted by a staff member to After Care and will be charged the drop-in rate of \$30 per student per day.

- **Pick-Up Policy:** To ensure your child's safety, parents and caretakers are asked to park and come to the lower school playground to check out their child with an extended day staff member. Students may also be inside in the Marriott Family Library, *particularly in inclement weather*, and parents should come inside the Marriott Family library (Lower School classroom) to pick up their student if we are not on the playground. If you are unsure of where to pick up your child, please call the Extended Day cell phone at 301-467-7396.
- **Refunds:** Registering for After Care in advance holds your child's spot for the specific day or days chosen. If you no longer need care on a day you registered for in advance, refunds will not be provided. Refunds will also not be provided for missed days of enrichment activities and make-up days will not be available when a student is absent from a club.

***Fall Date Exceptions:** Currently, the following days are known exceptions to this schedule due to holidays and professional days.

- Monday, September 26, 2022 (School Holiday)
- Tuesday October 4, 2022 (Early Dismissal Day for Middle School)**
- Wednesday October 5, 2022 (School Holiday)
- Thursday October 13- Friday October 14, 2022 (School Holiday)
- Monday November 21- Friday November 25, 2022 (School Holiday)

**After Care and Homework Lab will be available for Lower School students on this day. Clubs will not be held on Tuesday October 4.