



SAINT AMBROSE SCHOOL • 6310 JASON STREET • CHEVERLY, MARYLAND (301) 773-0223
SASCheverly.Org

Dear Extended School Program (ESP) Parents/Guardians,

Here are a few reminders about our aftercare program:

We are a licensed facility and there are required forms that must be on file while a child is enrolled in the Extended School Program.

1. **Emergency Information Form:** An emergency form for each child must be filled out, signed, dated, and on file with the ESP Director. **(Due by August 29, 2023)**

2. **Health Inventory and Immunization Forms:** Pages one and two of the Health Inventory must be completed by the parent/guardian and signed and dated at the bottom of page two before sending it to the child's doctor. Pages three and four of the Health Inventory and the Immunization Certificate must be completed, signed, and dated by the doctor. **These forms are attached and are different from the required school forms.** The State of Maryland requires these forms to be completed for all students enrolled in our program. ***Any student without the completed Health Inventory and Immunization forms will not be able to return to ESP (after September 5, 2023)** until the completed and signed Health Inventory and Immunization forms are received. Your cooperation in this matter will be greatly appreciated.

3. **Payment Schedule:** For your records only. Please do not return it with other forms. **Payment is due one payment in advance:** monthly, one month in advance; biweekly, two weeks in advance; weekly, and one week in advance. Please make checks payable to St. Ambrose School ESP. There will be a \$50.00 fee for any returned check from the bank and payments will **only** be accepted by money order, cash, or certified check thereafter. **Withdrawal from the program must be completed in writing and received at least one week prior to your child's last day in ESP.** We understand that family work schedules change. **If you need to make a change to your child's existing ESP schedule (ex. full to part time, two days weekly to 3 days weekly) it must be submitted in writing. Billing will not be adjusted if changes are not made in writing. Families are allowed up to three (3) changes per school year. Additional changes will incur a \$50 fee.**

If something occurs during the day and your pick-up plans change, please call the school by 2:30 p.m. at 301-773-0223, email Mrs. Alondra Servin, aservin@stambrosecatholicsschool.org, Mrs. Wanda Knott, wknott@stambrosecatholicsschool.org, or call the ESP classroom after 3:15 pm at 301-341-3284, to advise us of this change in plans. The person picking your child up will be required to show a picture I.D. before your child is released to them. **If we do not receive a note, email or text message from you and the person is not on the child's emergency card; your child will not be released to this person.**

The Extended School Program closes promptly at 6:00 PM daily. If you arrive after 6:00 PM, two staff members will stay with your child(ren) until you arrive. There is a **late pick-up fee of \$10.00** for arriving anytime between 6:01 and 6:10 PM and a dollar **(\$1.00) per minute starting at 6:11 PM**. The late fee is per family, not per child. **Late fees are to be paid in cash that night or no later than the next day. Please put the late fee in a sealed envelope marked with your child(ren)'s name and to the attention of Mrs. Cheryl Conto so the payment will be applied to your account and a receipt written.**

The first day of operation for the Extended School Program is **Tuesday, August 29, 2023**. Please push the doorbell to gain access to the building through the double doors by the school office to drop off your child in the morning. **The parent or legal guardian must sign each child in every morning.** In the afternoon, please enter the double doors by the office to pick up your child. **The parent or legal guardian or person (18 years or older) authorized on the child's emergency card must sign out each child they are picking up.**

St. Ambrose School follows Prince George's County when the decisions are made to delay or close schools early for inclement weather. We know this procedure is sometimes inconvenient to our working parents/guardians when the weather is not that severe. Therefore, **Before Care will open at 8:30 AM** (regardless of a 1- or 2-hour delay) for only the students registered in the Extended School Program. **The After Care Program will close promptly at 3:30 PM** (regardless of a 1- or 2-hour early closing). The late fee policy will be in effect as of 3:30 PM and will follow the same procedure as the regular closing day. At the discretion of the administration, the After Care Program may close early if the inclement weather becomes a hazardous situation.

If your child will be participating in after school activities (band, tutoring, library aide, patrol, student government, yearbook, etc.) please complete the afterschool permission slip advising us of their participation in these activities. **Children will not be able to attend these activities unless a permission slip is on file.** Please ask your child to always report to the **ESP classroom first** and then they may go to the after-school activity. We know these requests may be an inconvenience to you, but your child's safety is our main concern.

Our space is limited so if you have made other arrangements for your child and will not be using ESP or only registered for After Care and may also need Before Care or vice versa, please let us know in writing as soon as possible so we have an accurate count of students in each classroom.

A special thanks to Mrs. Cheryl Conto for her tireless work on behalf of our school – and for assisting in putting all of this together.

Philip V. Robey, Ph.D.
Principal