

# Mayfair Lab School

## Extended Day Program Handbook

### 2025-2026

#### INTRODUCTION

Welcome to the Mayfair Lab School Extended Day Program. Mayfair Lab is committed to providing a safe environment in our extended day program. All P.M. students will be given a cafeteria provided snack and students in 4th-8th grade will have an opportunity to work on homework. Extended Day will start on Monday, August 11, 2025 and end on Friday, May 8, 2026. There will be no aftercare on Tuesday, August 26, 2025, Wednesday, August 27, 2025 or Friday, May 1, 2026.

#### HOURS

Program	Beginning Time	End Time	Note
A.M. Extended Day	7:00 a.m.	7:55 a.m.	After 7:50 a.m. students must go through the carpool line. Carpool starts at 8:00 a.m.
P.M. Extended Day	3:30 p.m.	5:30 p.m.	A late fee of \$10 for the first 5 minutes and \$1 per minute after will be charged after 5:30 p.m. pick ups.

#### DROP OFF TIME

Students may be dropped off beginning at 7:00 a.m. in the gym. Please use the door in the front facing the parking lot. A parent **must walk students** into the gym and wait until students are signed in. After 7:50 a.m. students must go through the carpool line. Carpool starts at 8:00 a.m.

#### PICKUP TIME

Pickup time for extended day will start at 3:45 p.m. Students will not be called from extended day during carpool. Please go to the office with your driver's license to pick up your student. The office will call the student up for dismissal. Students must be picked up by 5:30 p.m. A late fee of \$10.00 for the first 5 minutes and \$1 per minute per student will be assessed after 5:30 p.m. If the student is picked up late 3 times they will be dismissed from using the extended day program for the remainder of the year.

#### EXTENDED DAY PLANS

**A.M. Only Plan-** parent agrees to pay for every A.M. throughout the year regardless if the student attends or not. (There will be no reduction in cost for absences for students enrolled in this plan.)

**P.M. Only Plan-** parent agrees to pay for every P.M. throughout the year regardless if the student attends or not. (There will be no reduction in cost for absences for students enrolled in this plan.)

**A.M. and P.M. Plan-** parent agrees to pay for every A.M. and P.M. throughout the year regardless if the student attends or not. **(There will be no reduction in cost for absences for students enrolled in this plan)**

**Drop-In Plan-** parent agrees to pay for the actual days the student attends.

**All changes to your child's plan must be emailed to Shari Tullier at [Sluker@ebschools](mailto:Sluker@ebschools), with the updated plan and the starting date. You will continue to be charged for the current plan until an email has been sent.**

## **FEES**

<b>Program</b>	<b>Cost</b>
Drop-in A.M	\$8.00 per day
Drop-in P.M	\$15.00 per day

<b>Month</b>	<b>A.M. Only Plan</b>	<b>P.M. Only Plan</b>	<b>A.M. and P.M Plan</b>	<b>Notes</b>
August	\$90	\$154	\$244	Extended day starts on 11 No aftercare on 26 and 27
September	\$126	\$231	\$357	No school 1
October	\$120	\$220	\$340	No school 17, 20, 21
November	\$90	\$165	\$255	No school 24-28
December	\$84	\$154	\$238	No school 19-31
January	\$102	\$187	\$289	No school 1-6
February	\$108	\$198	\$306	No school 16-17
March	\$126	\$231	\$357	No school 16
April	\$96	\$176	\$272	No school 3-10
May	\$36	\$55	\$91	No aftercare on 1, Last day of extended day 8

There will be a discounted rate if paying by the semester or by the year.

<b>Semester</b>	<b>A.M. Only Plan</b>	<b>P.M. Only Plan</b>	<b>A.M and P.M. Plan</b>
1st Semester	\$484	\$883	\$1367
2nd Semester	\$444	\$804	\$1249

Full Year	A.M. Only Plan	P.M. Only Plan	A.M. and P.M. Plan
	\$900	\$1594	\$2472

## **PAYMENTS**

**All payments are due the first day of the month for the entire month and are non refundable.** This is for all extended day plans. **ALL PAYMENTS MUST BE MADE ONLINE** at <https://osp.osmsinc.com/eastbatonrouge/> . **Students whose fees are not paid on time will not be allowed to attend Extended Day.** Parents are **not allowed** to carry a balance due. This will be strictly enforced.

All billing/invoice correspondence will be done by email. If you have any questions please email Shari Tullier at [Sluker@ebrschools.org](mailto:Sluker@ebrschools.org)

## **EXTENDED DAY CLOSURES**

Extended Day will be closed if schools are closed. This includes normal scheduled holidays as well as emergencies. **There will be no P.M. services on Tuesday and Wednesday, August 26 and 27, 2025 due to Open House and Friday, May 1, 2026 due to our Mayfair May Fair celebration.**

If the District cancels all afterschool activities (ex. inclement weather), Mayfair Lab will not have P.M. services. You will be notified as soon as the school is notified.

## **DISCIPLINE**

Participants in the Mayfair Lab Extended Day program shall adhere to the discipline policy set forth by the East Baton Rouge Parish School Board. This policy is explained in the EBR Student Rights and Responsibilities Handbook and Discipline Policy. Any infraction of existing policy will result in appropriate disciplinary action, including suspension or removal from the Extended Day Program.

**Students will NOT be allowed to bring toys/cards from home to play with during extended day.**

Failure to comply with Extended Day rules/guidelines set forth in this handbook can also result in suspension or dismissal from the Extended Day program.

## **REGISTRATION**

Please click on the link to fill out the registration form. A form **MUST** be completed before the student attends Extended Day. [Registration Form](#)