

Mayfair Lab School Extended Day Program Handbook

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 14, 2023 and end on Friday, May, 10, 2024.

HOURS

Program	Beginning Time	End Time	Note
A.M. Extended Day	7:00 a.m.	8:00 a.m.	At 8:00 students must be dropped off in the carpool line
P.M. Extended Day	3:30 p.m.	5:30 p.m.	A late fee of \$1.00 per minute will be assessed after 5:30 p.m.

DROP OFF TIME

Students may be dropped off beginning at 7:00 a.m. in the gym. Please use the door in the courtyard closest to the office. A parent **must walk students** into the gym and wait until students are signed in. After 8:00 a.m. students will need to be dropped off in the carpool line.

PICKUP TIME

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 \$1.00 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, 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

Program	Cost
A.M. only	\$30.00 per week
P.M. only	\$55.00 per week
A.M and P.M	\$85.00 per week
Drop-in A.M	\$8.00 per day
Drop-in P.M	\$15.00 per day

Month	A.M. Only Plan	P.M. Only Plan	A.M. and P.M Plan	No Aftercare Days
August	\$90	\$165	\$255	First day of extended day is 8-14
September	\$114	\$198	\$312	No school 4, no aftercare 20
October	\$132	\$242	\$374	No school 12, 13, 16
November	\$84	\$154	\$238	17 students virtual, no school 20-24
December	\$60	\$110	\$170	No school 18-29
January	\$120	\$220	\$340	No school 1-4, 15
February	\$96	\$176	\$272	9 students virtual, no school 12-14
March	\$114	\$198	\$312	20 no aftercare, no school 29
April	\$120	\$209	\$329	No school 1-5, no aftercare May 3
May	\$30	\$55	\$85	Last day of extended day May 10

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

Semester	A.M. Only Plan	P.M. Only Plan	A.M and P.M. Plan
1st Semester	\$456	\$825	\$1,281
2nd Semester	\$456	\$815	\$1,271

Full Year	A.M. Only Plan	P.M. Only Plan	A.M. and P.M. Plan
	\$864	\$1,554	\$2,420

PAYMENTS

All payments are due the week prior to the student staying in extended day. 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. No invoices will be printed and given to students. If you have any questions please email Shari Tullier at Sluker@ebrschools.org

EXTENDED DAY CLOSURES

Extended Day will be closed if schools are closed. This includes normal scheduled holidays as well as emergencies. Extended Day will not be opened for P.M. services on early dismissal days. There will be no P.M. services on Friday, May 3, 2024 due to our Mayfair celebration. (The weekly plans will not be changed for those afternoons.)

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. You will not be charged for those afternoons.

DISCIPLINE

Participants in the Mayfair 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. <https://forms.gle/42ZwAvn1ksxqGrC37>