

**St. Ursula School/Extended Day Program**  
**8900 Harford Road**  
**Baltimore, Maryland 21234**  
**410-665-3533**

May 2020

Dear Parents,

Extended Day is a program offered for before and after care. Below is information and guidelines, including the new rates, for this program. In order to have adequate staffing, we are asking all current school families who are intending to use Extended Day to register for next year no later than **May 27, 2020**. Extended Day will begin September 1, 2020. ***If you do not register by May 27 you will not be able to start until September 14<sup>th</sup>***. Registration information is attached and can also be found on the school website ([www.stursula.org](http://www.stursula.org)) under the "Academics" tab. Please return all forms via email to Niki Thoeicht at [nthoeicht@stursula.org](mailto:nthoeicht@stursula.org) or mail to St. Ursula School, 8900 Harford Road, Baltimore, MD 21234.

Sincerely,

Debbie Glinowiecki  
Principal

Niki Thoeicht

Suzanne Wood  
Extended Day Co-Directors

**Hours of Operation:**

7:00 a.m. – 7:45 a.m.

2:50 p.m. – 6:00 p.m.

**Registration Fees** will be waived for the 2020-21 school year due to COVID-19.

**Current Fees Beginning September 2020 will remain the same and are as follows:**

AM:               \$7.00 per morning                       \$28.00 per week

PM:               \$12.00 per afternoon                       \$50.00 per week

AM & PM:   \$70.00 per week

**Registration Requirements:**

The following forms must be returned in order for your child(ren) to start on September 1, 2020:

- Registration form
- Authorization form
- Emergency form, both pages 1 and 2. This form does not require a doctor's signature.
- Health Questionnaire

The following forms, **if applicable**, must be returned to school by August 25, 2020 in order for your child(ren) to start on September 1, 2020:

- Medication Administrative Authorization Form (2 pages)
- Seizure Medication Administration Authorization Form
- Allergy Action Plan (2 pages)
- Asthma Action Plan

**The Extended Day Handbook** is attached to provide you with valuable information regarding the program and to help answer any questions you might have.