The Bullis Extended Day program provides students in grades K through 8 a safe and enjoyable learning environment where they can eat a snack, relax, play and complete homework assignments in a supervised setting at the end of the school day. Whether or not you anticipate a need for Extended Day services, parents are asked to familiarize themselves with the program and understand its potential use by our lower/middle school students.

**Location and Hours:** Bullis Extended Day is located in The Marriott Family Library. The Extended Day program operates Monday through Friday, from the end of the school day until 6:00 p.m., including most scheduled early dismissal days. The **Extended Day program does not operate on school holidays, and will close early due to inclement weather when conditions merit.**

All parents are requested to read and understand the Extended Day Policies and Procedures described below. If you have any questions, contact Roy Green, Extended Day Coordinator at roy_green@bullis.org or at 301-467-7396.

**Bullis Extended Day Policies and Procedures**

To ensure adequate supervision for all Bullis School LS/MS students after dismissal from the academic school day, any students not picked up within 15 minutes will be escorted by a staff member to the Extended Day program. These students will be signed in and the daily fee will be assessed to the parent.

**Pick-Up Policy:** To ensure your child’s safety, and to comply with Maryland State regulations, parents are required to walk in to the Marriott Family Library to sign out their child(ren). Students are not permitted to exit the library unless accompanied by an authorized adult.

**Late Pick-Up:** Parents are requested to notify the Extended Day staff as soon as possible if they are running late. The late pick-up charge of $2.00 per minute after 6:00 p.m., as noted on the clock of the sign-in/sign-out application software, will be assessed regardless of whether the Extended Day attendance is billable or not. Financial aid does not apply to late charges.

**Riding the Activity Bus:** Students attending Extended Day who are not authorized to ride an activity bus must be picked up and signed out by a parent or an authorized individual by 6:00 pm; after which time late charges will be assessed.

**Music Students:** Students taking a music lesson may attend the Extended Day program before/after the music lesson at no charge. If students are not picked up from their lesson, they will be escorted to Extended Day staff in the Marriott Family Library. They must be picked up and signed out by a parent or authorized individual from the Marriott Family Library or ride the appropriate 6:00 pm activity bus.

**Middle School Athletics:** Middle School students who are participating in an Athletics program who are not picked up at the conclusion of a game are automatically enrolled in Extended Day at no charge. They must be picked up and signed out by a parent or authorized individual from the Marriott Family Library or ride the appropriate 6:00 pm activity bus.

**Tutoring in the Marriott Family Library:** Students who are tutored in the Marriott Family Library after school must be picked up immediately following their tutoring session. If there is a delay, the tutor will sign the student in to Extended Day, and the parent will be assessed the daily fee. The student must be picked up and signed out by a parent or authorized individual or ride the appropriate 6:00 pm activity bus. This includes the Bullis Student Tutors program.

**Daily Fee Structure**

- Daily fee per student: $25.00/day
- Late pick-up charge: $2.00/minute
- Families receiving financial aid should contact the Business Office for more information.
- Extended Day fees are incidental charges which are incurred for actual attendance on a given day in the Extended Day program.
- Extended Day charges are invoiced monthly and sent to parents/legal guardians via e-mail.