

St. Matthias Extended School Program 2025– 2026

**Coordinator: Richelle Jackson: rjackson@stmatthias.org
ESP Number: 301-577-9412**

The program is offered daily when St. Matthias Catholic School is in session.
On regular school days the hours of operation are as follows:

Before Care: 7:30-8:00 a.m. Aftercare: 3:00-6:00 p.m.

All St. Matthias K – 8th Grade students are eligible for our extended school program (ESP). Applications are considered on a space-available basis and dependent upon the date of application. Pre-K students are provided ESP care in separate space. Our state-licensed ESP employs qualified staff members to provide a safe and supervised environment as a valuable resource to our working families.

NON-REFUNDABLE REGISTRATION FEE: \$75/FAMILY

Please note: Students **MUST** be registered in the ESP program before attending. All required records, including proof of immunization, must be provided before students will be admitted.

TUITION PLANS:

Please select the program of your choice:

Program	Program	Time	Child 1	Child 2	Child 3
	Before Care Only	7:30 – 8:00 a.m.	\$1000	\$1300	\$1700
	Aftercare Early Pickup	3:00 – 4:00 p.m.	\$1700	\$3000	\$3600
	Aftercare Only	3:00 – 6:00 p.m.	\$3500	\$5500	\$7000
	Before Care and Aftercare Early Pickup	7:30 – 8:00 a.m. & 3:00 – 4:00 p.m.	\$2700	\$4300	\$5300
	Before Care and Aftercare	7:30 – 8:00 a.m. & 3:00 – 6:00 p.m.	\$4500	\$6800	\$8700

Print Name of student

Grade for 2025-2026

Print Name of student

Grade for 2025-2026

Print Name of student

Grade for 2025-2026

Extended School Program 2025 – 2026 Financial Agreement

Please read carefully, complete the required information, sign, and return the form to the school office.

ESP hours of operation are Monday-Friday from 7:30 am-8:00 am & 3:00 pm-6:00 pm when school is in session. **No ESP is offered on noon dismissal days.**

ESP fees are collected through FACTS and are due on or before the last day of each month (July through April). Refunds are not given for absences. Fees for students who register after October 1st may be prorated.

In order to complete your registration for the ESP, please complete and sign this agreement. A written notice must be submitted to withdraw a student.

I agree to pay ESP fees by direct, automatic monthly withdrawal on or before the 30th of each month for ten months, beginning no later than July 30th. I understand that in signing this agreement, I agree to accept all rules and regulations of the Extended School Program (ESP) as presented in the Parent Handbook and/or as initiated or amended throughout the course of the year. I understand that if payment is in arrears, the student(s) named above may be denied permission to attend the ESP program. I also understand that I will be penalized with a **\$35 fee for each overdue payment** and for each subsequent thirty-day period in which payment remains overdue. A **\$35.00 penalty fee is incurred for any returned draw from the bank.**

I understand that if I default on the agreement, The Academy of Saint Matthias the Apostle has the right to use whatever legal means deemed necessary to collect any and all outstanding tuition and fees, and that I will be liable for all court and other legal expenses necessary for the school to collect said tuition and fees.

I understand that it is important to pick up my child(ren) on time. I understand that a late pick-up fee will be charged, beginning at 4:01 pm or 6:01 pm, depending upon the terms of my agreement. This fee will also apply if I do not pick up on time in the event of an announced emergency closing by Prince George's County Public schools. Late pick up fees will be billed in FACTS on a monthly basis. We appreciate your understanding of this policy.

Inclement weather policy: ESP follows the decision of the Prince George's County School System. If a morning delay is announced, ESP hours will adjust accordingly, i.e., a 2-hour delayed opening results in an 9:00 a.m. opening; early closing and cancelled afternoon activities result in ESP cancellation. It is your responsibility to be informed.

The ESP Director has the right to dismiss any child from the program because of misconduct, unmet financial obligations, or consistent late pick-ups.

I certify that I have received the above information regarding the Extended School Program, and that I understand and accept the conditions as outlined.

**Extended School Program Academy of
Saint Matthias the Apostle
School Year 2025-2026**

Parents' Agreement

I certify that I have received the above information regarding the Extended School Program, and that I understand and accept the conditions as outlined.

Mother's Name

Signature

Date

Address _____

Cell: _____

Work: _____

Father's Name

Signature

Date

Address _____

Cell: _____

Work: _____

Accepted:

Georgeann Reedy, Director

Signature

Date

Extended School Program