



FAQ'S: EXTENDED DAY PROGRAM OVERVIEW

What is Extended Day (XDAY)?

Extended Day is our after-school care program. It is designed to be a natural extension of the school day. Extended Day is available until 6:00 PM for Primary and Elementary students and 5:30 PM for Toddler students. A typical afternoon in Extended Day includes snack, circle, playground time, and an indoor choice time. A variety of activities, such as games, songs, stories, cooking, and art, are planned weekly by staff members. Extended Day is available Monday - Friday, with a few exceptions on special occasions. Please refer to the CMS calendar for more information.

Where does Extended Day take place?

Toddler Extended Day

Home Base: Pink/Blue Rooms

Please enter the classroom directly using the ramp on the parking lot side of the building.

Primary Extended Day

Home Base: Rainbow Room

Please enter the classroom directly using the ramp of the parking lot side of the building!

Elementary Extended Day

Home Base: The Rose Room - Elementary Building (129 Sherman)

How can we enroll?

All enrollment and payment must be done by families through our online registration system, CAMPBRAIN. Enrollment for Primary/Elementary students provides care on selected weekdays, while toddler students enroll for the entire week for all sessions. Registration links can be found on the Passport website or [HERE](#).

Enrichment Clubs

Clubs provide an opportunity for students to discover or expand upon their individual interests. Passport facilitates three sessions of clubs during the school year with a variety of clubs to choose from each session. Clubs are led by CMS teachers and specialists from the local community. Clubs run on varying schedules following the end of school on their scheduled day. Some of our clubs use the CMS buses to go to lessons at local organizations. Detailed registration information and club descriptions are distributed before the start of each new session. Spaces are filled on a first-come, first-serve basis as space permits.

****Registration for the fall semester is scheduled for August 28, 2024 at 11AM. The Club Guide which will include the courses offered for next session will be available to view only on our website on August 23, 2024. **Mark your calendars!****

Vacation Camps

Passport offers enriching theme-based vacation camp during February and April breaks. There will be activities such as sports, music, dance, theater, cooking, art & crafts, and nature & science throughout the day in addition to a Field Trip. The program runs from 9:00AM-4:00PM and is open to all CMS students in addition to students from the broader community. Advanced registration is required and is available on a first-come, first-served basis as space permits. Questions regarding vacation camp should be directed to Jennifer Prisco, Passport Programs Coordinator.

What are Passport Fun Days?

Passport offers full-day care from **9:00AM-4:00PM** on parent-teacher conference days and on most professional development days. These days are carefully planned with a variety of age-appropriate activities, games, and projects. Passport Fun Days include healthy snacks, stories, art projects, group activities, rest for our younger friends and playground time. Advanced registration is required, and is open to all CMS students on a first-come, first-serve basis as space permits. Please note that drop-ins are NOT permitted for Passport Fun Days.

Dates 2024-2025:

- October 15, 2024
- November 4, 2024
- November 5, 2024
- March 14, 2025
- March 17, 2025

Do discounts apply to Extended Day Program fees?

Financial Aid: Families receiving Financial Aid awards through CMS for the current school year are eligible for a financial aid award on Extended Day Program fees. Award percentages will be matched on all registrations, **EXCEPT CLUBS**. When using the online registration system, eligible families can use the coupon code **CMSFINAID**. **Please note that the financial aid coupon will push the registration through without requiring payment but will NOT complete registration.** We will adjust your balance accordingly and email you the invoice.

What is the refund policy?

Changes in Extended Day Program registration must be made within three weeks of the start of the program, after which point no refunds will be issued. **Deposits are non-refundable.**

What if I am in need of child care while I meet with a teacher or program director on campus?

Families who have scheduled meetings with CMS faculty and staff on campus during Extended Day program hours must contact the Passport Office, both to ensure availability for drop-in and notify the Passport Office of the meeting time and date. If space is available, drop-in care during the meeting time is free of charge.

How can I change/check the individuals authorized to pick up my child from Passport Extended Programs?

Families can check/change/add individuals to their authorized pick-up list by logging in to the CMS Family Directory. Please note that these changes are processed once daily; for last-minute changes/additions, same-day changes/additions, or single-day exceptions, families should email the Program Director (passport@cambridgemontessori.org) with the name(s) of individuals you are authorizing for that day.

Please note that the Passport staff will ask for a valid photo ID for any individual arriving to pick up a child. We will not dismiss your child to leave with any individual not listed on this form unless we have received written authorization from a parent/guardian.

What are your policies regarding health and safety?

For Extended Programs, which run during the academic year, the Passport Office works closely with the CMS nurse, school psychologist, and academic program directors to ensure consistency of health and safety procedures and information across the school day and extended programs. All health information, including student allergies, is received through the CMS nurse. All policies regarding food and allergy safety are identical to those during the school day.

What is the best way to communicate with the Passport office? We can be reached via email (passport@cambridgemontessori.org) or phone directly **(617)308-9458**. We highly encourage families to program the number into their phone, as the CMS office phone lines are not consistently attended to after 4PM! This number goes directly to cell phones that program administrators carry with them during all program hours.