



13000 Zekiah Drive
Waldorf, Maryland 20601
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www.graceknights.org

Before & After Care Application 2026 - 2027 (Fill out one form per child)

Student Name: _____

Student Grade: _____

Please choose ONE from the following options:

_____ **BEFORE CARE ONLY** (6:30 a.m.-8:15 am) Annual Price: \$2,150

_____ **AFTER CARE ONLY** (3:00 p.m.-6:00 pm) Annual Price: \$3,200

_____ **BEFORE & AFTER CARE** (6:30 am - 8:15 am & 3:00 pm - 6:00 pm) Annual Price: \$5,350

Please Print Parent(s) /Guardian(s) Name

Parent(s) /Guardian(s) Signature

Date

Items needed to Complete Registration:

_____ Registration Fee of \$35 (Non-refundable)

_____ "All About Me" Form

_____ MSDE Parent's Guide

BEFORE & AFTER CARE COSTS

Fees are always due at the time of application. Tuition and Before/After Care costs may be included in the same check. Parents who register students after June 1st are required to catch up on their first payment. All payments will be made through FACTS.

COSTS PER STUDENT

BEFORE CARE: PK3 - 8th grade: \$215/month - Opens at 6:30 AM

AFTER CARE: PK3 - 8th grade: \$320/month - Closes at 6:00 PM

BEFORE & AFTER CARE: PK3 - 8th grade: \$535/month

NOTE: Grace offers multiple child discounts.

**The 2nd/3rd child will receive a 10% discount and
the 4th+ child will receive a 50% discount.**

PRE-REGISTRATION REQUIRED

\$35.00 per child (Non-refundable)

Make (check payable to GCA and mark in the memo "Before/After Care Registration")

BEFORE CARE: 6:30 A.M. - 8:15 A.M.

- Before Care drop-off will be at the front office.
- Parents will be responsible for completing registration card, health inventory, lead screening, Maryland Parent Form, and "All About Me" form before child can attend Before Care.

AFTER CARE: 3:00 P.M. - 6:00 P.M.

- After Care pick-up will be at the front office.
- Parents will be responsible for filling out registration card, health inventory, lead screening, Maryland Parent Form, and "All About Me" form before child can attend After Care.

LATE PICKUP

- Late charges will be assessed starting at 6:01 p.m.
- \$15.00 per child per 15 minutes or any portion thereof.
- Repeated late pick-up from After Care will result in removal from the program.

NO EXCEPTIONS

- Before and After Care slots are filled on a first-come, first-serve basis.
- Before and After Care is not a "drop in" program. Students must be registered.

REGISTRATION

All Before Care and After Care students must have an MSDE Emergency form, MSDE Parent's Guide, and "All About Me" form on file before they will be allowed in the program. Also, new participants must submit a Health Inventory form for each child. Children in preschool through first grade must submit lead screening.

If you wish to change your program or withdraw from the Before/After Care program, you must fill out a Program Change/Withdrawal form. The form is available on our website or in the school office.

HOURS OF OPERATION

- Before Care: 6:30 a.m.-8:15 a.m.
- After Care: 3:00 p.m.-6:00 p.m.
After Care is provided every full school day except as noted on the school calendar.
After Care is closed on half days.

OPERATING PROCEDURES

Each day you need to sign your student in to Before Care and sign your student out from After Care, noting the time of drop-off and pickup.

FEEES

- Late fee of \$15.00 per child per 15 minutes or any portion thereof after 6:01 p.m.
- Administrative fee of \$15.00 applied when changing care programs during a school year (i.e., Before Care only to before and After Care, etc.). A Program Change/Withdrawal Form must be filled out and turned into the school office before a change can be made.
- Repeated late pick-up from After Care may result in removal from the program.
Removal from the program is at the discretion of the Director.

DRESS CODE

- All Before Care students must come to school in proper uniform.
- All After Care students must remain in uniform.

DAILY SNACKS

- Students are to come to school having already had breakfast. Snacks are not permitted in Before Care.
- Afternoon snacks are not provided by GCA. Please pack a snack.

DAILY HOMEWORK TIME

All students except preschool and kindergarten will have a 30-minute homework period in After Care.

AFTER SCHOOL ACTIVITIES

Your students will have different, age-appropriate, activities each day in After Care. There will be board games, free play, group games, outside play, videos, puzzles, and creative alternatives.

ATHLETIC PARTICIPATION

Students that are involved in after school sports (6th -8th grade only), are expected to return to After Care immediately following the completion of practice or a game. Students are not permitted to stay and watch the next practice or game.

WITHDRAWAL

To withdraw your student from the Before/After Care Program, a withdrawal form must be completed. Please speak with the Director, Michelle Goodson, to begin this process at Michelle.Goodson@graceknights.org .

If care is needed after withdrawal, families must reapply to the program and pay the registration fee again. Please note that space is not guaranteed once a student has been withdrawn from the program.

MARYLAND STATE DEPARTMENT OF EDUCATION

Office of Childcare

ALL ABOUT MY CHILD

INSTRUCTIONS FOR PARENT WITH ELEMENTARY CHILD

This tool was developed to help your childcare provider support the growth and development of your child while creating a safe stable and healthy environment for all children.

STEP 1: INFORMATION TO BE COMPLETED BY THE PARENT/GUARDIAN

IDENTIFYING INFORMATION: Fill in identifying information including your child's nickname.

THINGS MY CHILD DOES WELL: Indicate characteristics of your child's behavior and skills, which you consider to be things your child does well in the following areas: physical activity, language, self-care, emotional, and social. Examples could include your child's problem-solving ability, inquisitiveness, expression of thoughts, sharing ability, climbing skills, ability to use a spoon, fork, or drinking cup. Your child care provider can use these examples to help your child develop new skills.

WHAT MY CHILD LIKES AND DISLIKES: Indicate your child's likes and dislikes including toys, objects, people, foods, and activities. Indicate if fear is associated with any dislikes and discuss with your provider. Making a note of your child's likes and dislikes will help the provider make your child feel more comfortable.

THINGS MY CHILD MIGHT NEED HELP WITH: Indicate if the child requires individual attention. This may be required only during certain activities or during the entire time the child is in care. Some examples are help with tying shoes, encouragement to participate in group activities or to sit still, or reinforcement of a behavior management program. Any need for additional supervision is determined between the parent/guardian and the provider.

STEP 11: THE PROVIDER'S PART

SPECIAL ADAPTATIONS THE PROGRAM WILL MAKE AT THIS TIME: (For the use of the provider when necessary): In addition to the established provisions of the program, indicate any modification of the program necessary to meet the unique needs of this child. Examples may include adding activities that this child especially likes or performs well, providing extra supervision when the child is performing difficult activities, removing anything to which the child is allergic, rescheduling activities so that they do not interfere with any treatments, moving furniture to accommodate wheelchairs, and adapting activities so that the child will be included. Decisions may be made in cooperation with the parent/guardian.

STEP 11: USE OF THE INFORMATION GATHERED

ONGOING: The provider should be familiar with the information gathered on this form before working with the child. All information collected shall be confidential. Written parental permission must be obtained prior to sharing this information with anyone other than the provider(s) and the Childcare Administration's Licensing Specialist. The information needs to be updated as the child's need(s) change or at a minimum annually. Revision of program plans can occur at any time based on observations of the child or updated evaluations (it may be helpful to make updates in a different color ink). It is important that the parent/guardian and provider devote time to discuss the child's day-to-day behavior and participation in activities. By doing this routinely, problems can be prevented.

DAILY: The provider/staff must have daily access to each child's personal information in order to adequately provide for the safety and care of each child. The information may be used to schedule procedures, treatments, program modifications, and/or additional supervision. The provider plans the program of activities to enable each child to participate with the group as much as possible.

ANNUALLY: This information must be reviewed and updated at least once a year by the parent/guardian. The parent/guardian and provider must initial and date the form when it is reviewed each year.

GRACE CHRISTIAN ACADEMY of MARYLAND BEFORE/AFTER CARE PROGRAM

GRADES PK3 - 8TH

INFORMATION ABOUT:

Child's name (include nickname) Grade

The information contained herein is for confidential use only.

THINGS MY CHILD DOES WELL

1. _____
2. _____
3. _____

WHAT MY CHILD LIKES AND DISLIKES

1. _____
2. _____
3. _____

THINGS MY CHILD MIGHT NEED HELP WITH

1. _____
2. _____
3. _____

MEDICAL CONDITIONS OR ALLERGIES

1. _____
2. _____
3. _____

This information is intended for use by GCA before and after care program. This is not intended to be a legally binding contract.

SIGNATURES:

Parent/Guardian: _____ Date: _____

Provider: _____ Date: _____

For questions, concerns or to file a complaint contact your Regional Office

Resources

Regional Offices	Phone
Anne Arundel	410-573-9522
Baltimore City	667-354-5178
Baltimore County	410-583-6200
Prince George's	301-333-6940
Montgomery	240-314-1400
Howard	410-750-8771
Western Maryland, Allegany, Garrett & Washington	301-791-4585
Upper Shore, Kent, Dorchester, Talbot, Queen Anne's & Caroline	410-819-5801
Lower Shore, Wicomico, Somerset & Worcester	410-713-3430
Southern Maryland, Calvert, Charles & St. Mary's	301-475-3770
Harford & Cecil	410-569-2879
Frederick	301-696-9766
Carroll	410-549-6489

The Regional Offices investigate complaints to determine if child care licensing regulations have been violated. All confirmed complaints against child care providers may be viewed at [CheckCCMD.org](https://checkccmd.org).

For additional help, you may contact the Director of Licensing at 410-767-0120.

Child Care Scholarship (CCS) - Assists eligible parents and families with child care expenses
1-877-227-0125 money4childcare.com

Maryland EXCELS - Maryland's Quality Rating System for child care programs
marylandexcels.org

Maryland Developmental Disabilities Council - Assistance with ADA issues md-council.org

Maryland Infants and Toddlers Program - Early intervention services for young children with developmental delays and disabilities and their families referral.mditfp.org

Maryland Family Network - Assists parents in locating child care **1-877-261-0060**
marylandfamilynetwork.org

Maryland Child - Information about child development, parenting, community resources, mental health, nutrition, literacy, and more.
Marylandchild.org

Maryland State Department of Education
Division of Early Childhood
200 West Baltimore Street
10th Floor
Baltimore, MD 21201

earlychildhood.marylandpublicschools.org

Wes Moore, Governor

Carey M. Wright, Ed.D

State Superintendent of Schools

Parent's Guide to Regulated/ Licensed Child Care



Information About Child Care Facilities



Who Regulates Child Care?

All child care in Maryland is regulated by the Maryland State Department of Education, Office of Child Care's (OCC), Licensing Branch.

The Licensing Branch's thirteen Regional Offices are responsible for all regulatory activities, including:

- Issuing child care licenses and registrations to child care facilities that meet state standards;
- Inspecting child care facilities annually;
- Providing technical assistance to child care providers;
- Investigating complaints against regulated child care facilities;
- Investigating reports of unlicensed (illegal) child care;
- Taking enforcement action when necessary; and
- Partnering with community organizations and consumers to keep all children in care safe and healthy.

Regulations governing the Maryland State Department of Education (MSDE) fall under COMAR Title 13A. Regulations that govern child care facilities and other information about the Office of Child Care may be found at:

earlychildhood.marylandpublicschools.org/child-care-providers/licensing

What are the types of Child Care Facilities?

Family Child Care – care in a provider's home for up to eight (8) children with no more than two under the age of two.

Large Family Child Care – care in a provider's home for 9-12 children.

Child Care Center – non-parental care in a group setting for part of a 24 hour day.

Letter of Compliance (LOC) – care in a child care center operated by a religious organization for children who attend their school.

All facilities must meet the following requirements:

- Must obtain the approval of OCC, fire department, and local agencies;
- Must have qualified staff who have received criminal background checks, child abuse and neglect clearances, and are not on the sex offender registry;
- Must maintain certification in First Aid and CPR;
- Must maintain approved staff and student ratio and provide ACTIVE supervision all times when children are in care;
- Must offer a daily program of indoor and outdoor activities;
- Must maintain a file with all required documentation for each enrolled child;
- Must post approved evacuation plans, conduct fire drills, and emergency preparedness drills; and
- Must report suspected abuse and neglect, and may not subject children to abuse, neglect, mental injury, or injurious treatment.

Did You Know?

- The provider's license or registration must be posted in a conspicuous place in the facility;
- A child care provider must enter into a written agreement, with a parent, that specifies fees, discipline policy, presence of animals, the use of volunteers, and sleeping arrangements for overnight care;
- Parents/guardians may visit the facility without prior notification any time their children are present;
- Written permission from parents/guardians is required for children to participate in any and all off property activities;
- All child care facilities must make reasonable accommodations for children with special needs;
- A qualified teacher must be assigned to each group of children in a child care center;
- Staff:child ratios must be maintained at all times in child care centers;
- Parents/guardian must be immediately notified if children are injured or have an accident in care;
- Parents/guardians may review the public portion of a licensing file; and
- Check Child Care Maryland, CheckCCMD.org, is a resource for parents and families to use to review child care provider's license status, verified complaints, compliance history, and inspection results.

Child's Name: _____

Parent Signature: _____

Date: _____