

## Before & After Care Application 2022 - 2023

(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: \$2,000

\_\_\_\_\_ **AFTER CARE ONLY** (3:00 p.m.-6:30 pm)     Annual Price: \$2, 950

\_\_\_\_\_ **BEFORE & AFTER CARE** (6:30 am - 8:15 am & 3:00 pm - 6:30 pm)     Annual Price: \$4,950

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

\_\_\_\_\_  
Parent(s) /Guardian(s) Signature

\_\_\_\_\_  
Date

**Items needed to Complete Registration:**

\_\_\_\_\_ Registration Fee of \$25

\_\_\_\_\_ "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 1<sup>st</sup> are required to catch up on their first payment. All payments will be made through FACTS.

### COSTS PER STUDENT

BEFORE CARE: PK3 - 8th grade: \$200/month - Opens at 6:30 AM

AFTER CARE: PK3 - 8th grade: \$295/month - Closes at 6:30 PM

BEFORE & AFTER CARE: PK3 - 8th grade: \$495/month

**NOTE: Grace offers multiple child discounts.**

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

## PRE-REGISTRATION REQUIRED

\$25.00 per child (Nonrefundable)

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

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

- Parent 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. - 6:30 P.M.

- Available every school day only (includes half days); Parent 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 6:31 p.m.
- \$8.50 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.-6:30 p.m.  
After Care is provided every school day including half days except as noted on the school calendar.

## 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.

## FEES

- Late fee of \$8.50 per child per 15 minutes or any portion thereof after 6:30 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. Older students will be given extra homework time if needed.

## AFTER SCHOOL ACTIVITIES

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

## ATHLETIC PARTICIPATION

Students that are involved in after school sports (6<sup>th</sup>-8<sup>th</sup> 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

If you desire to withdraw your student from the Before/After Care Program, you must fill out a withdrawal form. The forms are available on our website and in the school office.

If after withdrawal from the program care is needed, it is understood that you must re-apply and pay the registration fee again. Space is not guaranteed after a student has been withdrawn from the program.

**MARYLAND STATE DEPARTMENT OF EDUCATION**  
**Office of Child Care**  
**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 111: 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 Child Care 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 - 8<sup>TH</sup>**

**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: \_\_\_\_\_

**GRACE CHRISTIAN ACADEMY of MARYLAND BEFORE/AFTER CARE PROGRAM**

GRADES PK3 -8<sup>th</sup>

INFORMATION ABOUT:

\_\_\_\_\_  
Child's name (include nickname) Grade  
The information contained herein is for confidential use only.

I EXPECT MY CHILD TO FINISH...OF HIS/HER HOMEWORK DURING AFTER CARE  
**ALL SOME NONE**

THINGS / SUBJECTS MY CHILD MIGHT NEED HELP WITH

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

AFTER SCHOOL ACTIVITIES IN WHICH MY CHILD MIGHT PARTICIPATE

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

MEDICAL CONDITIONS OR ALLERGIES

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

This information is intended for use by GCA before/aftercare program. This is not intended to be a legally binding contract.

**SIGNATURES:**

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
Provider: \_\_\_\_\_ Date: \_\_\_\_\_



## This Brochure Provides Information About:

- The requirements that State-regulated family child care homes and child care centers must meet.
- Your rights and responsibilities as the parent of a child in regulated care, and
- How and where to file a complaint if you believe your child care provider has violated State child care licensing regulations.

## Who Regulates Child Care?

All child care in Maryland is regulated by the Maryland State Department of Education (MSDE), Division of Early Childhood Development. Within the Division, child care licensing is the specific responsibility of the Office of Child Care (OCC), Licensing Branch.

All child care facilities must meet minimum health, safety, and program standards set by Maryland law. To remain licensed, facilities must maintain compliance with those standards. Every licensed facility is inspected by OCC at least once each year to evaluate the facility's compliance with child care regulations.

OCC's thirteen Regional Offices are responsible for licensing activities, including:

- Issuing child care licenses;
- Inspecting child care facilities;
- Investigating complaints against licensed child care facilities;
- Investigating reports of unlicensed (illegal) child care; and
- Taking enforcement action when necessary to achieve compliance with regulations.

**There are two types of regulated child care facilities: family child care homes and child care centers.**

## Family Child Care Homes and Child Care Centers Must Meet the Following Requirements:

- Have the approval of OCC, the fire department and other local agencies, as required (i.e., zoning, health, and environment).
- Provide care only in the areas of the facility that have been approved for use.
- Have the license issued by OCC posted where it is easily and clearly visible to parents. The license shows:
  - the maximum number of children who may be present at the same time;
  - the age groups which may be served; and
  - the facility's approved hours of operation.
- At all times, each child must be supervised in a manner appropriate to the child's age, activities, and individual needs.
- All areas of the facility used for child care must be clean, well lit, and properly ventilated. Room temperatures should be comfortable.
- If food service is provided, food must be stored, prepared, and served in a safe, sanitary and healthful manner.
- The facility must offer a daily program of indoor and outdoor activities that are appropriate to the age, needs and capabilities of each child.
- An up-to-date emergency information card must be on file and maintained for each child.
- The facility must post an approved emergency evacuation plan and conduct evacuation drills at least monthly.
- Child discipline procedures must be appropriate to a child's age and maturity level and may not include the deliberate infliction of physical or emotional pain. **Corporal punishment of any kind is strictly prohibited.**

## ADDITIONAL INFORMATION

### The Maryland Child Care Credential

Maryland has a voluntary child care credentialing program that recognizes child care providers' education, experience and professional activities at six levels.

Credentialled providers are authorized and encouraged to display the seal issued by the MSDE Office of Child Care.



### Program Accreditation

Child care programs have the option of becoming state or nationally accredited. Accreditation means that the facility and staff have met program standards of quality.

### Child Care and the Americans with Disabilities Act

The federal Americans with Disabilities Act (ADA) requires all child care programs to make reasonable efforts to accommodate children with disabilities. For more information about the ADA, please contact the OCC Regional Office in your area or one of the following organizations:

#### LOCATE: Child Care

Maryland Committee for Children, Inc.  
608 Water Street  
Baltimore, MD 21202  
Phone: (410) 752-7588  
[www.mdchildcare.org](http://www.mdchildcare.org)

#### Maryland Developmental Disabilities Council

217 East Redwood Street, Suite 1300  
Baltimore, MD 21202  
Phone: (410) 767-3670  
(800) 305-6441 (within Maryland)  
[www.md-council.org](http://www.md-council.org)



#### State of Maryland

Martin O'Malley, Governor

#### Maryland State Department of Education

Nancy S. Grasmick

State Superintendent of Schools

OCC 1524 (rev. 12/2007)

# A PARENT'S GUIDE TO REGULATED



## CHILD CARE

\* \* \*

*Important Information for  
Parents of Children in  
Child Care Facilities*

A publication of the  
Maryland State Department of Education  
Division of Early Childhood Development  
Office of Child Care

[www.marylandpublicschools.org/MSDE/divisions/child\\_care/child\\_care.htm](http://www.marylandpublicschools.org/MSDE/divisions/child_care/child_care.htm)

**There are certain requirements that apply only to homes or centers.**

**Family Child Care Homes**

- Up to 8 children may be in care at the same time if the home meets certain physical requirements. No more than 2 children under the age of two, including the caregiver's own, may be in care at the same time unless the home has been approved to serve additional children in this age group and an additional adult is present. Under no circumstance may care be provided at the same time to more than 4 children under the age of two.
- Each applicant for a family child care license must:
  - Have a criminal background check and child abuse/neglect clearance;
  - Submit a recent medical evaluation; and
  - Complete pre-service training requirements, including certification in first aid and CPR.
- Each adult resident of the home must also have a criminal background check and child abuse/neglect clearance.

- After becoming licensed, the caregiver must periodically complete additional training. Also, current certification in first aid and CPR must be maintained at all times.
- Each caregiver must have at least one substitute who is available to care for the children in the event of the caregiver's temporary absence from the home. Each substitute is subject to approval by OCC and must have a child abuse/neglect clearance. If paid by the caregiver, a substitute must also have a criminal background check.
- Before allowing a substitute to provide care, the caregiver must tell the substitute how to reach parents in the event of an emergency and familiarize the substitute with the home's child health and safety procedures.

**Child Care Centers**

The center director and staff members who have group supervision responsibilities must meet minimum education, experience, and training qualifications. They must also meet continued training requirements each year.

The director and all paid center employees must complete a criminal background check and a child abuse/neglect clearance, and submit a medical evaluation.

- In each classroom, staff/child ratios and maximum group size requirements must be maintained at all times. The following table shows some basic age groupings and the applicable requirements:

Age Group	Ratio	Maximum Size
0 – 18 months	1:3	6
18 – 24 months	1:3	9
2 years	1:6	12
3 – 4 years	1:10	20
5 years or older	1:15	30

- For every 20 children present, there must be at least one staff member who is currently certified in first aid and CPR.

**Your Rights and Responsibilities as a Child Care Consumer**

You have the right to:

- Expect that your child's care meets the standards set by Maryland's child care licensing regulations (NOTE: the regulations are available online at: [www.marylandpublicschools.org/MSDE/divisions/child\\_care/regulat](http://www.marylandpublicschools.org/MSDE/divisions/child_care/regulat));
- Visit the facility without prior notification any time your child is there;
- See the rooms and outside play area where care is provided during program hours;
- Be notified if someone in the family child care home smokes. In child care centers, smoking is prohibited;
- Receive advance notice when a substitute will be caring for your child in a family child care home for more than two hours at a time;
- Give written permission before a caregiver may take your child swimming, wading, or on field trips;
- Give written authorization before any medication may be administered to your child;
- Be notified immediately of any serious injury or accident. If your child has a non-serious injury or accident, you must be notified on the same day;
- File a complaint with OCC if you believe that the caregiver has violated child care regulations.

- Any complaint you make to OCC about the care your child is receiving will be promptly investigated by OCC;
- Review the public portion of the licensing file for the facility where your child is or has been enrolled, or where you are considering enrolling your child.

**How Do I File a Complaint?**

If you wish to file a complaint, contact the OCC Regional Office in the area where the child care facility is located. Complaints may be filed anonymously. Listed below are Regional Offices and their main telephone numbers:

Region	1 – Anne Arundel County	410-514-7850
	2 – Baltimore City	410-554-8300
	3 – Baltimore County	410-583-6200
	4 – Prince George's County	301-333-6940
	5 – Montgomery County	240-314-1400
	6 – Howard County	410-750-8770
	7 – Western Maryland	
	Hagerstown – Main Office	301-791-4585
	Allegany Co. Field Office	301-777-2385
	Garrett Co. Field Office	301-334-3426
	8 – Upper Shore	410-819-5801
	Caroline, Dorchester, Kent, Queen Anne's and Talbot Counties	
	9 – Lower Shore	410-713-3430
	Somerset, Wicomico, and Worcester Counties	
	10 – Southern Maryland	301-475-3770
	Calvert, Charles and St. Mary's Counties	
	11 – North Central	410-272-5358
	Cecil and Harford Counties	
	12 – Frederick County	301-696-9766
	13 – Carroll County	410-751-5438

The OCC Regional Office will investigate your complaint to determine if child care licensing regulations have been violated.

**If you need additional help, you may contact the main office of the OCC Licensing Branch:**

Program Manager, Licensing Branch  
MSDE Office of Child Care  
200 West Baltimore Street, 10th Floor  
Baltimore, MD 21201  
410-767-7805

**Dear Parent/Guardian:**

Maryland child care regulations require your child care provider to verify that you received a copy of "A Parent's Guide to Regulated Child Care." On the lines below, please write the name of each child you have placed in the care of this provider. **Complete and sign the statement at the bottom, tear off and give this portion of the brochure to the child care provider for retention in the facility's files.**

Child: \_\_\_\_\_

Child: \_\_\_\_\_

Child: \_\_\_\_\_

Child: \_\_\_\_\_

I, \_\_\_\_\_, have received a copy of the consumer education brochure entitled "Parent's Guide to Regulated Child Care."

Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_