



Montgomery College  
Workforce Development & Continuing Education  
Montgomery County, Maryland

SUMMER YOUTH PROGRAMS  
**BEFORE & AFTER CARE**  
**PARENT GUIDE**



Grades K–8  
Summer Session

(240) 567-7264/7917

[cms.montgomerycollege.edu/wdce/youthsummer.html](http://cms.montgomerycollege.edu/wdce/youthsummer.html)  
Asistencia en Español Disponible.

Welcome to  
**Montgomery College YOUTH PROGRAMS**  
**BEFORE & AFTER CARE PROGRAM**

Our program provides supervision for students,  
Kindergarten through 8th grade.



The goal of the Youth Programs Before and After School Care Program is to provide a safe, nurturing, and developmentally appropriate environment for students who need supervision before and/or after a summer course for which they are registered.

Students are provided with a variety of activities designed to stimulate and interest them in all areas of development. These activities include and games, arts and crafts, and reading and writing.

## General Information

### REGISTRATION

Parents must complete a regular summer registration form and submit it with payment. If confirmation is not received at least two weeks days prior to start of the program, please contact WD&CE Customer Service at 240-567-5188

### ENROLLMENT FORMS

The following documents must be completed and on file prior to your child's first day of attendance in the program:

1. Registration for Before and/or After Care
2. Current health form with all allergies and other health issues listed
3. Authorized Pick-up/Emergency Contact List.

### TERMS OF ENROLLMENT

Children may enroll for before and/or after care services on a week-by-week basis only. Only students who have pre-registered will be admitted to the before or after care program.

### PROGRAM HOURS

Before Care 7:00 AM—9:00 AM

After Care 3:00 PM—6:00 PM

Students enrolled in both Before & After Care have a supervised lunch period.

### TRANSPORTATION

Parents are responsible for transporting their children to and from the Before and/or After Care program. **All Students must be picked up from the After Care sessions no later than 6:00 p.m. No exceptions. There are no provisions for caring for students after 6:00 p.m.**

### WEEKLY FEES

All fees for the week are due at the time of registration. You are expected to pay for all days registered for regardless of whether or not your child attends. If your child is ill, you will still be charged for scheduled days. Please notify the Youth Programs Office when your child will not attend Before or After School Care.

### LATE PICK UP POLICY

It is our policy to keep a record of late pick-ups for each child for the week. Each family will be charged a late pick-up fee of \$25 for every fifteen minutes late or part thereof. Repeated late pick-ups may jeopardize the child's enrollment in the program. All parents or authorized persons will sign a late pick-up form at the time of pick-up. The college's clock will be used to determine the time. Payment is due within **two days** of the late pickup and can be paid

at a WD&CE customer service or authorized cashier office. The student will not be allowed to continue in the program if proof of payment of the late charge(s) is not presented by the second day of the late charge assess-



ment. In the event that the student does not return, the parent will be billed for any late fees not paid. **Please note that the late fee is assessed for each child picked up late.**

## ARRIVALS AND DEPARTURES



For your child's safety and our attendance records, you must sign your child IN (not before 7 AM) at Before Care and OUT at After School Care each day. Children may not sign themselves in or out. Please make sure that the coordinator sees your child arrive and leave.

### AUTHORIZED PICK UP LIST

When you register for before and/or after care services, you will be asked to complete and sign an Authorized Pick-Up List, naming those persons to whom we may release your child. If you want your child to leave with someone not on the list, you will have to provide us written permission.

Our policy does not allow us to release your child to anyone not on the Pick-up List. Phone requests will be honored ONLY if the person sent to pick-up your child is already on your list. Please update this list as needed.

### MEDICATION

No staff members is authorized to hold (have in their possession) or administer medications at any time. If you have indicated allergies on your child's registration form or the use of an inhaler, Epi-pen, etc. please be sure your child is able to self-medicate. The signed Authorization to Self-Administer Medication must be on file with the Youth Program if any medication of any kind is needed during program hours.

### SNACKS

The Before and After School Care Program does not provide snacks. Children are asked to bring a daily nutritious snack. Please keep in mind that all students will be eating in one room at the same time, so food allergies cannot be accommodated. Students attending Before & After Care should bring a bag lunch.

## TOYS / Electronic Devices

Toys from home should remain at home. We provide a variety of games and activities at our before and after care programs. Students are responsible for any electronic devices they bring from home. The College and its staff are not responsible for lost or misplaced smart phones, tablets, laptops, or any other electronic device brought by the student.

## QUIET TIME

For children who prefer a more relaxed, private time for reading or just resting, we provide a "quiet area".

## BEHAVIOR MANAGEMENT

All children registered for the Before and/or After Care program are expected to abide by the rules and regulations of Montgomery College, including exhibiting behavior that allows for a safe and nurturing environment free from harassment, discrimination, and disruption. Behavior contrary to this will not be tolerated and may jeopardize current or future enrollment.

## Summer Session Fee Schedule

Before Care: \$65 per week / After Care: \$80 per week ( Monday—Friday)

Week of July 1 ONLY (Monday, Tuesday and Wednesday, no class 7/4 or 7/4) ,Before Care: \$39 /After Care: \$48 per week

We hope this guide will answer your questions about our child care services. Please know that we welcome any questions or comments you may have. We are so happy that you have decided to join our Before and After Care Program and know that you will be pleased with the quality of service. Here's to another GREAT SUMMER!

Thank you for choosing the Montgomery College Youth Programs Before and After Care Program!

**Contact Information**

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To register call 240-567-7264



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