

The Maryland-National Capital Park and Planning Commission
Department of Parks and Recreation, Prince George's County

PARENT/GUARDIAN GUIDE TO CHILDCARE PROGRAMS

2023-2024



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PRE-SCHOOL PROGRAMS

2023-2024



Pre-School Program

The information included in the childcare packet contains important materials that you will need to review, complete, and return to registration site. Topics such as program policies, curriculum, fees, payment schedule, health records, and emergency contacts are covered. Please read carefully. Registration packets must be completed before your child can start the program. If you have any questions or need additional information, contact staff at your pre-school site. We have an exciting program and plan to provide your child with a rewarding experience through a variety of educational and play activities.

Thank you for participating.

A Parent's Guide to Regulated Childcare Brochure

M-NCPPC and the State of Maryland Childcare Administration encourage parents to familiarize themselves with "A Parent's Guide to Regulated Childcare" Brochure enclosed in the Pre-School Program folder. You are required to sign a statement indicating that you have received this information.

Daily Expectations

- Masks or face coverings must be worn by all individuals at all times. Provide at least 2 clean masks or face coverings with participant daily. Practice consistent and correct mask use with your child(ren) to ensure proper use and removal without assistance.
- If your child is ill or sick, keep the child home and monitor their ailments.
- Sick or ill children in programs will be sent home.
- Notified program of any expected absence or missed days

Program & Curriculum

It is the ultimate goal of M-NCPPC/Department of Parks and Recreation, Prince George's County, to provide age-appropriate educational and recreational activities for 3 to 5 years of age. Periods of structured learning are gradually lengthened to match children's attention spans. The program emphasizes learning through play and developing social relationships. In addition, the program is consistent, balancing periods of active and quiet times. Children in Pre-School are involved in an enrichment program which incorporates a quality Pre-School curriculum:

- Activities - science, art, music, reading readiness, literature, dramatic play, special events, with an abundance of indoor equipment and well-equipped outdoor playground.
- Snacks - Children are provided with a healthy snack and drink daily. Please inform us of any allergies/dietary restrictions to food. Due to allergies/dietary restrictions among certain children, snack sharing is prohibited.
- Concepts - counting, matching, numeral recognition, set awareness, and calendar recognition are parts of the program. Reading readiness occurs continuously throughout the semester such as; left to right

progression, auditory, and visual discrimination, memory enhancement, and classification.

- Themes - seasons, safety, our planet, five senses, animals, plants, and transportation.

Picking Up Children

This is your time to share your child's world as you help to gather their belongings. You are required to sign your child in and out daily and provide a picture ID when requested by staff

Birthdays

Birthdays are celebrated on a child's special day. Parents/Guardians may wish to provide a special store bought, individually packaged snack for their child's birthday. Please check with your child's teacher to ensure that you provide an ample amount of snacks for each child in the group. Parents/Guardians are welcomed to join virtually.

Parent/Guardian Information

Children's Clothing

- It is the daily responsibility of the parent/guardian to check for all personal belongings
- All removable items must be labeled (i.e. coats, hats, mittens, boots, and scarves)
- Children should wear clothes that are rugged, comfortable, and appropriate for play. It is inevitable that clothes will become soiled, so please save good clothes for holidays and special events
- Extra clothing is a requirement. Check with your Pre-school Director for additional details

Toys/Belongings from Home

- Children should not bring unnecessary personal belongings to the program
- We cannot be responsible for items that are brought from home and that are lost or damaged at the program
- All items from home must be clearly labeled with full name

Photographs and Publicity

Photographs of children in our program may be taken occasionally and may appear in newspapers, magazines, brochures, or other publicity materials for the department. Parents/guardians can opt-out of having their child participate with written notification.

- If you do not wish for your child's picture to be taken or used, please make note of this in writing on the Participant Profile Form.

Outdoor Play

Part of every day is spent outside except in inclement weather. Children should be dressed appropriately so they can be comfortable outside. If a child is too ill to go outside, he/she is probably not well enough to be in the program and would be more comfortable at home

Field Trips

- Field trips may be scheduled.
- Parents/Guardians can act as a chaperone to accompany their child if they have a disability.
- Transportation for field trips is provided by M-NCPPC vehicles and/or school buses.
- Emergency Action Plans are set in place for each trip. Please see site director for specific details.
- Permission slip is required for field trips.

Parent Visits

- Parents/guardians must wear a mask when on site.
- Parent/guardians may visit the program any time, with or without an appointment.
- Parents/guardians may also assist on a voluntary basis. Contact the program director to learn about applying for available opportunities online at <https://pgparks.com/1327/Volunteer-Opportunities>.
- If parents/guardians want to assist on a voluntary basis, they must be fingerprinted and have a background check done by the Maryland-National Capital Park and Planning Commission.

Discipline

Positive discipline techniques are:

- Distraction/Time-out from play for a short period of time, under supervision, are the only methods of discipline used at the pre-school program.
- Encouraging children to show their feelings through effective communication rather than actions and to use problem solving skills. No verbal or physical punishment is permitted at any time and the self-worth of each child will be protected and upheld. If your child is having adjustment or disciplinary problems, the Pre-School Director will contact you to arrange a conference.

ADA Compliance & Program Access

The Department of Parks and Recreation encourages and supports the participation of individuals with disabilities. Register a minimum of two weeks in advance of the program start date to request and receive a disability modification or accommodation.

The Department offers a full continuum of programs and services for individuals with disabilities. There are many choices on how your child may choose to participate;

- Participate independently.
- Request a reasonable disability modification through our Program Access Offices (Inclusion Services)
- Or participate in a Therapeutic Recreation specialized program designed specifically for people with disabilities. Note, Therapeutic Recreation programs are open to Prince George's County residents only due to the high subsidy of these programs through tax payer dollars.

You are encouraged to use the full continuum and are not required to select one way to participate. Program Access (Inclusion Services) support is available upon request for both county and non-county residents. Our Coordinators and Specialist will make every effort to provide individuals with disabilities full

and equal access to our programs and services through reasonable disability modifications.

A representative from the Program Access office will follow up with your family regarding your child's needs. You will be asked to complete a Participation Assessment so that we can better serve your child by understanding your child's specific needs, interest and abilities. This will provide the foundation for building support for their success within our programs. Our professionally trained staff will monitor, review and modify as needed.

Child Abuse

Staff are required by law to report suspected cases of child abuse and neglect. As mandated reporters, staff will not ignore any harm or safety concerns to a child's health and welfare including the reporting of parents/guardians who appear to be impaired by drugs or alcohol. Park Police may be called or a child may not be released to the parent/guardian or authorized pick-up

Calendar/Holidays/Schedule

Calendar

- A calendar will be sent home periodically to keep you informed of happenings at the Pre-School Various notes and announcements will be located on the bulletin board.

Schedule for Pre-School

Program schedules varies at each location

Pre-School follows the Prince George's County School Holiday schedule, and will be closed on the following days:

Labor Day Holiday	September 4
Yom Kippur Holiday	September 25th
Indigenous People's Day Holiday	October 10
Professional Development	October 21
Election Day	November 8
Thanksgiving Holidays	November 22-24
Winter Break & Christmas	December 25 - 29
Holidays New Year's Holiday	January 2
Martin Luther King Jr. Holiday	January 15
President's Day Holiday	February 19
Professional Development Spring	March 4
Break & Easter Holidays Eid al-Fitr	March 29 - April 10
Passover Holiday	April 23
Memorial Day	May 27

Closing/Inclement Weather

- Pre-School will be canceled for inclement weather if the Prince George's County Schools are closed. There will be no morning Pre-School when delayed openings of the public schools and no afternoon Pre-School when there is an early dismissal.
- Pre-School closings due to inclement weather, Commission building/maintenance emergencies, etc. will not be made up or prorated

Drop-Off and Pick-Up Procedures

- Only authorized persons will be allowed to pick up a child. Parents/guardians must indicate persons 16 and over on the authorization form.
- Any changes must be indicated in writing (emails are acceptable).
- A photo ID will be required.

Late Pickup Policy & Fees

We understand that emergencies do arise and request that parents call the center if they are delayed

- A late pickup of \$10 for each 15 minutes (or portion of 15 minutes) per child is assessed whenever your child is cared for after Pre-school program hours regardless of the reason for being late.
- A Late Fee Assessment form will be completed and the payment is due to the community center in the form of check or credit card may payable to M-NCPPC (NO CASH) Please ask for a PARKS DIRECT receipt for late fee payments

The Department of Parks and Recreation encourages and supports the full participation of individuals with disabilities in the Preschool Program alongside their peers without disabilities. To facilitate participation, reasonable modifications are provided upon request. These Include, but are not limited to: sign language interpreters, limited health services, trained support staff, and adapted equipment. All requests for need at least two weeks.

Safety/Security

- Parents/Guardians or authorize persons must enter the facility to pick up their children.
- A sign-in and out sheet will be posted in a designated place at each site. Parents/Guardians are required

- to sign their children out each day. Staff may ask for a picture ID of person picking up child
- To protect each child, we will release children only to parents/guardians or authorized adults listed on the Child Care Authorization Form. Likewise, if there is someone not permitted to pick up your child, please discuss it with the staff immediately upon registration
 - A new form should be completed if there are changes to the list of authorized adults
 - Children will not be released to a Parent/Guardian who is suspected of being under the influence of drugs and/or alcohol
 - During hours of pre-school operation, the staff is responsible for the supervision and safe conduct of the child. Staff cannot be responsible for children who are not currently registered in the program

Accident or Injury

- If a child is injured during the day and medical attention is required, the parent will be notified to come and pick up the child. If the situation is an emergency, the parent will be asked to meet the staff member and child at a hospital. It is the parent's responsibility to keep Emergency Card information current and to notify staff of temporary or permanent changes in phone numbers and emergency contact
- An accident report will be made by Center staff for all injuries whether serious or minor.
- A copy of the accident report will be provided to the Parent/Guardian.



Fees & Payment Schedules

2023-2024 PRE-SCHOOL



Registration and Enrollment

- Registration and enrollment openings are limited in number and are available only to Prince George's county residents. Registrations are on a first-come, first-served basis. Previous enrollment does not guarantee placement.
- There will be a non refundable \$25 registration fee per child.

Tuition

- For your convenience, payments are broken down into ten (10) installment payments of 10% of the total program fee per month per child.
- Installments are due by the 1st (see payment schedules). Payments can be made in the form of cash, check, or credit card. Be sure to get a PARKS DIRECT receipt for all of your payments.
- There are no financial credits made for absences due to illness or suspensions.

Late Tuition Payment Fee

- A late payment fee of \$25 per child will be assessed on all scheduled payments not made by the 15th of the month (see Payments Schedules).
- If the late payment is not received by the 16th of the month, your child will be removed from the program. A notice of intent to terminate services will be sent to the parents. Once removed from the program, staff will not be responsible for the supervision of your child.

Late Pick-Up Fees

- A late charge of \$10 for each 15 minutes or portion thereof will be assessed per child starting one minute after the scheduled end of the program. If facility is to close early due to weather or unforeseen emergencies, the late pick up fee will be assessed 1 hour following notification from the Pre-School program.
- A Late Fee Assessment form will be completed and the payment is due to the community center in the form of check or credit card may payable to M-NCPPC (NO CASH) Please ask for a PARKS DIRECT receipt for late fee payments.

Fee Assistance

- Fee assistance is available based on income with formal proof of income requirements. Contact any M-NCPPC Community Center or the Special Programs Division for a Fee Assistance Application Form or visit <https://www.mncppc.org/324/Fee-Assistance-Program>.

Withdrawal Policy

- Two weeks written notice is required to withdraw a child from the program.
- All refunds are subject to a 20% handling fee. If a refund is requested after the start of the first class, the 20% handling fee is applied to the pro-rated amount.
- Once you have given written notice of withdrawal, you have given up your child's space in the program. You must reapply should you wish for your child(ren) to return to the program.
- We cannot guarantee a position for a child who has been withdrawn with the intent of returning at a later date. A child's name can be placed on the waiting list upon withdrawal.
- The Center reserves the right to replace a child whose tuition is unpaid. You will receive written notice.

Returned Check Fee

- There's a penalty of \$35 that will be charged for all checks returned by the bank for insufficient funds.



Pre-School Payment Schedule

3 DAYS A WEEK

Month	Monthly Fee	Total Due	Due
July 7th	\$25 Registration	\$25	Upon Registration
Month	Monthly Fee	Total Due (Monthly)	Due Date
August	\$100	\$100	August 1 st **
September	\$100	\$100	September 1 st **
October	\$100	\$100	October 1 st **
November	\$100	\$100	November 1 st **
December	\$100	\$100	December 1 st **
January	\$100	\$100	January 1 st **
February	\$100	\$100	February 1 st **
March	\$100	\$100	March 1 st **
April	\$100	\$100	April 1 st **
May	\$100	\$100	May 1 st **

**Late Fee of \$25 Assessed on 16th of each month

Fees are broken into 10 installments with payment due one month in advance. No payment in June.

Pre-School Payment Schedule

4 DAYS A WEEK

Month	Monthly Fee	Total Due	Due
July 7th	\$25 Registration	\$25	Upon Registration
Month	Monthly Fee	Total Due (Monthly)	Due Date
August	\$132	\$132	August 1 st **
September	\$132	\$132	September 1 st **
October	\$132	\$132	October 1 st **
November	\$132	\$132	November 1 st **
December	\$132	\$132	December 1 st **
January	\$132	\$132	January 1 st **
February	\$132	\$132	February 1 st **
March	\$132	\$132	March 1 st **
April	\$132	\$132	April 1 st **
May	\$132	\$132	May 1 st **

**Late Fee of \$25 Assessed on 16th of each month

Fees are broken into 10 installments with payment due one month in advance. No payment in June.

Pre-School Payment Schedule

5 DAYS A WEEK

Month	Monthly Fee	Total Due	Due
July 7th	\$25 Registration	\$25	Upon Registration
Month	Monthly Fee	Total Due (Monthly)	Due Date
August	\$165	\$165	August 1 st **
September	\$165	\$165	September 1 st **
October	\$165	\$165	October 1 st **
November	\$165	\$165	November 1 st **
December	\$165	\$165	December 1 st **
January	\$165	\$165	January 1 st **
February	\$165	\$165	February 1 st **
March	\$165	\$165	March 1 st **
April	\$165	\$165	April 1 st **
May	\$165	\$165	May 1 st **

**Late Fee of \$25 Assessed on 16th of each month

Fees are broken into 10 installments with payment due one month in advance. No payment in June.

Morning, Care | Kids' Care | Kids' Club Programs

2023-2024



Morning Care | Kids' Care | Kids' Club

Thank you for choosing the Maryland-National Capital Park and Planning Commission, Department of Parks and Recreation, Prince George's County to be a part of your family's childcare needs. We know how important it is for you to have a safe, convenient, affordable and high quality childcare program for your child. Childcare sites are licensed and operated under the guidelines of the Maryland State Department of Education (MSDE), Office of Childcare (OCC).

This program is designed to provide childcare:

- For children in kindergarten ages 5 as of August 31, 2023.
- For parents that want specialized programs for individuals with disabilities (enrolled in special education up to the age of 21 years).

What to Expect

- A high-quality recreation based program.
- An environment that fosters growth and development of children's recreational interests, skills, and hobbies.
- A safe, healthy and nurturing environment.
- Trained, qualified staff to provide supervision and guidance.
- Certified staff in CPR and First Aid.
- A program that encourages nutrition and healthy lifestyles.

A Parent's Guide to Regulated Childcare Brochure

M-NCPPC and the State of Maryland Childcare Administration encourage parents to familiarize themselves with "A Parent's Guide to Regulated Childcare" Brochure enclosed in the Kids' Care After School Program folder.

You are required to sign a statement indicating that you have received this information.

Daily Expectations

- Masks or face coverings must be worn by all individuals at all times. Provide at least 2 clean masks or face coverings with participant daily. Practice consistent and correct mask use with your child(ren) to ensure proper use and removal without assistance.
- If your child is ill or sick, keep the child home and monitor their ailments.
- Sick or ill children in programs will be sent home.
- Notified program of any expected absence or missed days.

Program Overview

Homework and Reading Time

- Thirty minutes of homework and reading time will be provided during the program. Children will be encouraged, but not forced to complete assignments. Staff will remind the entire group that this is an

opportunity to work on school assignments and reading. Staff are not educational tutors but will assist to the best of their abilities to clarify directions. Parents/Guardians should communicate their expectations for homework time. Staff are not permitted to deny a child participation in other center activities or access to snacks in order to complete homework. Children may also choose to work on school related projects during other quiet times throughout the program.

Snacks

- Nutritious snacks will be served daily.
- Please inform us of any allergies/dietary restrictions to food.
- Due to allergies/dietary restrictions among certain children, snack sharing is prohibited.

Toys/Belongings from Home

- Children should not bring unnecessary personal belongings to the program.
- We cannot be responsible for items that are brought from home and that are lost or damaged at the program.
- All items from home must be clearly labeled with full name.
- Participant Electronic and Communications Devices Acknowledgment and Waiver needs to be completed for all participants.

Communication to Parents/Guardians for Upcoming/Important Announcements

- Frequently check email/texts/website for:
- Weekly Schedule/Calendar of Activities.
- Maryland State Department of Education (MSDE) Fact Sheets.
- An on-line newsletter will periodically be available to keep you informed of the changes to Child Care and program's events.

Outdoor Play

- Outdoor play will be a part of your child's routine. Staff will plan at least 30 minutes of outdoor play to be included into their daily schedule.
- Children should be dressed appropriately for all types of weather and outdoor activities.

Field Trips

- Parents/guardians must wear a mask when on site.
- Field trips may be scheduled.
- Parents/Guardians can act as a chaperone to accompany their child if they have a disability.
- Transportation for field trips is provided by M-NCPPC vehicles and/or school buses.
- Emergency Action Plans are set in place for each trip. Please see site director for specific details.
- Permission slip is required for field trips.

Parent Visits

- Parents/Guardians may visit the program any time, with or without an appointment.
- Parents/Guardians may also assist on a voluntary basis. Contact the program director to learn about
- applying for available opportunities online at <https://pgparks.com/1327/Volunteer-Opportunities> If parents/If Parents/Guardians want to assist on a voluntary basis, they must be fingerprinted and have a background check done by the Maryland-National Capital Park and Planning Commission.

ADA Compliance & Program Access

The Department of Parks and Recreation encourages and supports the participation of individuals with disabilities. Register a minimum of two weeks in advance of the program start date to request and receive a disability modification or accommodation.

The Department offers a full continuum of programs and services for individuals with disabilities. There are many choices on how your child may choose to participate;

- Participate independently.
- Request a reasonable disability modification through our Program Access Offices (Inclusion Services)
- Or participate in a Therapeutic Recreation specialized program designed specifically for people with disabilities. Note, Therapeutic Recreation programs are open to Prince George's County residents only due to the high subsidy of these programs through tax payer dollars.

You are encouraged to use the full continuum and are not required to select one way to participate. Program Access (Inclusion Services) support is available upon request for both county and non-county residents. Our Coordinators and Specialist will make every effort to provide individuals with disabilities full and equal access to our programs and services through reasonable disability modifications.

A representative from the Program Access office will follow up with your family regarding your child's needs. You will be asked to complete a Participation Assessment so that we can better serve your child by understanding your child's specific needs, interest and abilities. This will provide the foundation for building support for their success within our programs. Our professionally trained staff will monitor, review and modify as needed.

For more information about Program Access and reasonable modifications:

Northern Geographic Area	301-445-4500/301-408-4330
Central Geographic Area	301-249-7200/301-390-9297
Southern Geographic Area	301-203-6000/ 301-203-6011
Disability Services	301-446-3400/301-446-3412
Customer Service Help Desk	301-699-2255
Dial 711 to place a call through Maryland Relay	
Maryland Relay for patrons who are deaf or hard of hearing	

Child Abuse

Staff are required by law to report suspected cases of child abuse and neglect. As mandated reporters, staff will not ignore any harm or safety concerns to a child's health and welfare including the reporting of parents/guardians who appear to be impaired by drugs or alcohol. Park Police may be called or a child may not be released to the parent/guardian or authorized pick-up.

Policies and Procedures

Registration and Mandatory Forms

There is a minimum & a maximum registration for each center, and registration is on a first-come, first-serve basis. Please be aware that space/capacity and activities may be limited by the most current restrictions for Child Care at this time. If/when restrictions lift and/or additional space and staff can be added, then additional children will be added from the wait list. If you need to contact the specific childcare site that you are interested in, please see the 2023/2024 Childcare brochure.

- Maryland state law requires that each child have a complete set of health forms before participation in a childcare program.
- It is your responsibility to deliver all necessary health forms and complete M-NCPPC program forms to the site at least one week prior to the start of the program.
- Children will not be permitted to attend without proper documentation.
- Your child's registration process is complete when all the forms from the registration packet are received at the program site and fees are paid through the Parks Direct registration system.
- Program days missed due to incomplete paperwork will not be refunded. Parents will have up to 30 days from the program start date to finish documentation or will have their registration removed.
- Unlike in the past, any year's previous forms will not be accepted. Returning registrants MUST have new documents, including those that require doctor's or R.N. signatures.
- For Therapeutic Recreation Program sites, return forms to the Special Programs Division, 7833 Walker Dr., Suite 110, Greenbelt, MD 20770.

Participant Responsibilities

The Department of Parks and Recreation is committed to providing a safe and positive environment for all participants.

All participants are introduced to and expected to follow the cooperative "Rules and Regulations-Code of Conduct" listed below, as well as all other applicable M-NCPPC Rules and Regulations - Code of Conduct, to ensure a positive experience for all:

- Follow directions and cooperate with staff.
- Know and follow the rules of the program.
- Communicate in an appropriate manner, which means no foul language or gestures and harsh words.
- Respect the rights and beliefs of others.
- Be polite and show respect to all people.
- Use program equipment, supplies and facilities in a safe and respectful manner.

- Be fully responsible for my actions and understand that behavior that is unsafe will result in disciplinary action.
- Be friendly and respectful.
- Respect the property of others.

Parent/Guardian Responsibilities

Parents/Guardians are expected to reinforce the Rules and Regulations - Code of Conduct with their child. We take a constructive approach to discipline and our staff regularly reviews the rules with participants. Please immediately report to staff any uncomfortable or threatening situations you or your child may experience while participating in our programs. Parents/Guardians can work together with staff to make sure the children have a successful experience in the program.

As a Parent/Guardian, I will:

- Serve as a positive role model and example for my child
- Review the Rules & Regulations-Code of Conduct with my child
- Provide staff with all requested information in a timely manner
- Assure my child arrives and or departs the program site on time
- Show respect for staff and participants and not interfere with staff or volunteer duties
- Inform staff of any and all relevant issues pertaining to my child's physical, mental and emotional health; behavior; and/or special needs, so that staff can respond appropriately
- Keep all my child's records up-to-date (i.e., phone numbers, emergency contacts, medication information)
- Pick-up my child on time and contact the center if I will be late, understanding that I must pay the assessed late fee, starting at 6:01 pm
- Let the staff know if my child will not be attending the program for the day
- Be available to be reached by telephone in case of an emergency and be able to pick up my child or have an authorized person pick up my child within an hour of the call
- Notify a staff member, in writing, when another authorized person is picking up my child
- Inform staff if my child has been exposed to a contagious illness
- Notify staff of planned vacation and other absences in advance
- Share my concerns with staff members if the program is not meeting my child's needs
- Be available for Parent/Guardian/Staff conferences in a reasonable amount of time, especially in regards to behavioral concerns
- Listen to concerns that staff members have about my child's behavior and work together with staff towards an agreeable solution to any challenges that might occur

Staff Responsibilities

- Provide open communication with parents/guardians when problems occur.
- Complete written Notification to Parent/Guardian: Injury, Illness and Incident.
- Document behavior.

- Notify and consult with supervisor(s).
- Gain additional information by talking with the child’s teacher if permission is provided by the family.
If the problem is severe or persistent, the Program Director will:
- Schedule a meeting to discuss behavior expectations and planned outcomes.
- Expect parents/guardians to assist staff in developing a reasonable behavior plan that promotes positive and cooperative behavior.
- Suspend your child for a one to three program days, if deemed necessary.

*Note: *Depending on the severity of the behavior, it is at the discretion of the Department to add to or modify these rules as seen necessary.*

Discipline Procedures

The Department of Parks and Recreation is committed to providing a safe and positive environment managed through cheerful leadership. We will work to ensure that your child thrives, has a stable routine, clear expectations and boundaries. To prevent potential behavioral issues, staff have planned engaging activities that allow opportunities for youth voice and choice, timely transitions and provide opportunities for success. Staff will provide gentle consequences to help them get back on track and correct unwanted behavior(s).

All children must meet the program eligibility requirements and are expected to follow the rules of the program. Program staff strive to be consistent with clear rules and expectations, involving children in problem- solving, self-reflection and fostering a child’s own ability to become self-disciplined. To reduce power- struggles, we empower children to express themselves and to make choices in a positive manner. The Department recommends the following behavioral intervention techniques which may include but are not limited to the following:

Planned Ignoring	Non-verbal Cues	Verbal Praise	Time-Out
Voice & Choice	Redirection	Verbal Warning	Proximity Control
Quiet-time	Reflection	Structure & Clear Limits	De-escalation

Punishment

Punishment is not recognized and is unacceptable by Department standards. We do not endorse negative behavioral techniques that are detrimental or intentionally inflict pain or penalty to others whether it be physical or emotional. This includes but is not limited to withholding food, isolation, spanking, physical or mechanical restraints or public humiliation. Physical guidance may be required ONLY to reduce serious risks that involve harming other participants, staff or volunteers within the program.

Program Director Action Steps

- If challenging behaviors occur or persists, the Program Director or Designer will:
- Ensure written notice of behavior challenges via the Notification to Parent/Guardian: Injury- Illness-Incident Report Form.

- Phone call(s) to parents/guardians for support with challenging behavior.
- Parent/Guardian/Staff Conference is scheduled to discuss confidential concerns regarding your child's behavior (refer to Conference Request Section for more details).

*Notes: *At any time, if a child's behavior threatens his/her own health and safety OR the health and safety of other children, staff and volunteers, parents/guardians or authorized-pick up will be required to immediately pick up your child within an hour of the initial call.*

- Depending on the severity of the behavior, your child will be suspended from the program.
- If your child is suspended, prior to re-entry, a Parent/Guardian/Staff Conference must be held to discuss behavior expectations and planned outcomes.
- Parents/Guardians will be expected to assist staff with reinforcing program rules, setting expectations and provide supportive strategies that promotes positive and cooperative behavior(s).

*Notes: * If a parent/guardian conference is requested and your child has been identified as having a disability a representative from Inclusion Services will be notified to be present. If a parent/guardian fails to attend a conference or a child repeatedly displays disruptive behavior, the Department reserves the right to suspend or terminate enrollment.*

Challenging behaviors may include but are not limited to;

- Running away from the group or program site.
- Physically harming self or others.
- Deliberately destroying property.
- Inappropriate language.

Suspension and Termination

- Suspension and/or termination from program for misconduct is our last recourse. Challenging behaviors that may illicit this determination could include but are not limited to:
- Endangers himself/herself.
- Endangers the physical safety and well-being of other participants, staff and/or volunteers in the program or facility.
- Or intentionally destroys property.

Termination Policy

A child may be terminated from the program when:

- Failure of parent/guardian to make service payment is habitual
- Failure to provide complete and signed copies of all forms required at the time of admittance into the program
- Late pick-ups are persistent (persistent is defined as three (3) or more unexcused late pick-ups)
- Parent/Guardian refuses to follow regulatory policies that negatively impact program's operation or licensing.

Bullying Prevention:

The Department of Parks and Recreation recognizes the prevalence of bullying in our society and has developed a ZERO-TOLERANCE BULLYING POLICY. We take bullying very seriously in our programs and have trained our staff to recognize the signs and the need for early intervention. Staff will immediately address bullying behavior and disciplinary actions will be taken, if warranted. Everyone has the right to expect a great experience, and by working as a team, we can identify and manage bullying and ensure everyone has a safe and healthy experience.

The Department is dedicated to bully-free programs and wants to partner with parents on prevention. Please talk to your child about our philosophy on bullying and let them know it will not be tolerated and there will be consequences for bullying behavior.

Purpose of Bullying Prevention:

- To maintain a safe environment that is conducive to recreating, socializing and learning.
- To ensure that staff takes measures to prevent all forms of bullying, harassment and intimidation in our programs including off-site activities.
- To support staff in their actions to identify and protect the targets of bullies.
- To promote an environment where participants feel comfortable reporting bullying behavior in a confidential way.
- To promote positive attitudes in our participants.

Definition of Bullying:

Bullying is deliberate, repetitive and extremely hurtful behavior, where the victim finds it difficult to defend themselves. It can also include individual incidents. Bullying can be:

Cyber Emotional Mental Physical Verbal

Recognizing the Signs of Bullying:

A participant who is being bullied may show changes in behavior such as:

- Becoming shy, nervous, anxious, angry or depressed.
- Feigning illness or having a change in eating habits.
- Not wanting to attend or participate in activities.
- Clinging to adults and avoiding other participants.
- Isolating themselves and avoiding certain places.

Photographs & Publicity

- Photographs may occasionally be taken of children in our program and may appear in the departments approved newspapers, magazines, brochures, social media or other publicity material. No personal information other than the participant's first name will be released under any circumstances except as required by law.
- If you do not wish for your child's picture to be taken or used, please make note of this in writing on the Participant Profile Form..

Calendar/Holidays/Schedule

Kids' Care and Kids' Club at Fairland follow the Prince George's County School Calendar schedule, and will be closed on the following days:

Labor Day Holiday	September 4
Yom Kippur Holiday	September 25th
Indigenous People's Day Holiday	October 10
Professional Development	October 21
Election Day	November 8
Thanksgiving Holidays	November 22-24
Winter Break & Christmas Holidays	December 25 - 29
New Year's Holiday	January 2
Martin Luther King Jr. Holiday	January 15
President's Day Holiday	February 19
Professional Development Spring	March 4
Break & Easter Holidays Eid al-Fitr	March 29 - April 10
Passover Holiday	April 23
Memorial Day	May 27

- The Program begins and ends based on the Prince George's County Public School Year
- Each day, the program time starts from school dismissal and ends at 6:00pm
- On PGCPs scheduled early dismissal days, the program begins the time school closes and ends at 6:00pm

Professional Day 3-hour Early Dismissal	November 3
2-hour Early Dismissal	November 21 & 22
Professional Day 2-hour Early Dismissal	January 25
Professional Day 2-hour Early Dismissal	March 31
2-hour Early Dismissal	June 15 & 16

On PGCPs scheduled delayed openings, the morning program ends when school begins that day Parent/Teacher Conf. 2-hour Delayed Opening February 21



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Emergency Closing/Inclement Weather

- Childcare will be canceled for inclement weather if the Prince George's County Schools are closed.
- EARLY SCHOOL CLOSINGS: In the event of early school closings, you will be required to arrange for pick-up at the program site within two hours following school closing.
- DELAYED SCHOOL OPENINGS: For safety concerns, there will be no Morning Care when Prince George's County Public Schools have a delayed opening.
- FULL DAY CLOSINGS: The program will be closed whenever Prince George's County Public Schools are closed for the full day due to teacher/professional days, snow, energy or maintenance problem, or other emergencies. Childcare closings due to inclement weather, Commission building/maintenance emergencies, etc. will not be made up or prorated.

M-NCPPC does not provide transportation to and from Kids' Care Sites. Should transportation be needed in the event of an emergency evacuation, M-NCPPC will provide transportation to a pre-designated off site location. Communication with the parents/guardians regarding emergency status will come directly from the program staff.

If an emergency occurs (water main break, etc.) at any given Parks-school, the program site serving that school will be unable to accommodate the children for the normal program operating hours.

Drop-Off and Pick-Up Procedures

- Only authorized persons will be allowed to pick up a child. Parents/guardians must indicate persons 16 and over on the authorization form.
- Any changes must be indicated in writing (emails are acceptable).
- A photo ID will be required.

Safety/Security

- Parents/Guardians or authorize persons must enter the facility to pick up their children.
- A sign-in and out sheet will be posted in a designated place at each site. Parents/Guardians are required to sign their children out each day. Staff may ask for a picture ID of person picking up child.
- To protect each child, we will release children only to parents/guardians or authorized adults listed on the Child Care Authorization Form. Likewise, if there is someone not permitted to pick up your child, please discuss it with the staff immediately upon registration.
- A new form should be completed if changes to the list of authorized adults.
- Children will not be released to a Parent/Guardian who is suspected of being under the influence of drugs and/or alcohol.
- During hours of operation, the staff is responsible for the supervision and safe conduct of the child. Staff cannot be responsible for children who are not currently registered in the program.

Accident or Injury

- If a child is injured during the day and medical attention is required, the parent will be notified to come pick up the child. If the situation is an emergency, the parent will be asked to meet the staff member and child at a hospital. It is the parent's responsibility to keep Emergency Card information current and to notify staff of temporary or permanent changes in phone numbers and emergency contact.
- An accident report will be made by Center staff for all injuries whether serious or minor.
- A copy of the accident report will be provided to the Parent/Guardian.

Medication

No medication will be distributed without completion of the medication administration authorization form. Form is enclosed in your enrollment packet.

All medications and emergency devices must be self-administered by the participant during program hours. Your child should be able to identify their medication and follow direction for use including the correct route and dosage. Self-administration means that your child is able to ingest, inject, or apply their own non-prescription or prescription medication.

The program director or appropriate designee will supervise and document all self-administrations of medication including emergency medical devices (i.e. inhaler, Epipen, glucagon, etc.). If your child is unable to administer their own EMERGENCY MEDICAL DEVICE, program staff who have been trained by the Department's Health Supervisor or who are certified in First Aid/CPR will immediately engage in the appropriate EMERGENCY PLAN and administer lifesaving medication.

The Department offers limited health services and does not perform invasive health procedures. Department staff are NOT authorized to perform procedures that must be administered in an intrusive or invasive manner (which includes some lifesaving medications). This may include, but may not be limited to medications that require administration via the following methods; intravenously, suppository, syringe, catheterization and/or suctioning. We understand that some children are unable to attend programs unless health services can be provided during program hours. In such cases, the Disability Services Team (TR) will work with your family to provide options to support your child's participation.

Prior to receiving non-prescription and prescription medication during childcare program hours, the following must be on file:

- Medication Order Form (completed by your physician).
- Medication must be in the original container with your child's name, medication name, dosage and route.
- Up to a 30-day supply may be kept at the program.
- Medications are given directly to the Program Director or Designer to be stored in a medication lock box.

- The first dose of medication must be given 24 hours prior to coming to the program to ensure that there are no adverse reactions.
- Staff will make every effort to return unused medication after the conclusion of the program or if your child is withdrawn prior to the end of the program. Any medications not picked up will be destroyed in accordance with state law requirements.

Mental Health

The Department is committed to the health and well-being of your child. Children and adolescents face many pressures in addition to dealing with typical physical, social and emotional developmental changes. Together we can support your child by providing meaningful out of school time opportunities where your child can learn problem solving and coping skills to assist with today's stressors. Staff have been trained to recognize warning signs of a mental health crisis that require immediate attention and care. Staff will respond appropriately while maintaining your child's confidentiality.

At any time, if your child's behavior threatens his/her own health or safety OR the health and safety of other children, staff and/or volunteers within the program, we will contact you regarding your child's health and you will be notified immediately to pick up your child. If you are unable to pick up in a timely manner, we will call your emergency contact.

A Parent/Guardian Conference may be arranged to discuss how we can best support your child upon his/her return.

Fees & Payment Schedule

2023-2024 KIDS' CARE



Registration and Enrollment

- Registration and enrollment openings are limited in number and are available only to Prince George's county residents. Registrations are on a first-come, first-served basis. Previous enrollment does not guarantee placement.
- There will be a non refundable registration fee per child.
 - \$10 registration fee for Morning Care;
 - \$25 registration fee for Kids' Care and Kids' Club.

Tuition

- For your convenience, payments are broken down into ten (10) installment payments of 10% of the total program fee per month per child.
- Installments are due by the 1st (See payment schedules). Payments can be made in the form of cash, check, or credit card. Be sure to get a PARKS DIRECT receipt for all of your payments
- There are no financial credits made for absences due to illness or suspensions

Late Tuition Payment Fee

- A late payment fee of \$25 per child will be assessed on all scheduled payments not made by the 15th of the previous month (see Payments Schedules)
- If the late payment is not received by the 16th of the month, your child will be removed from the program. A notice of intent to terminate services will be sent to the parents. Once removed from the program, staff will not be responsible for the supervision of your child

Withdrawal Policy

- Two weeks written notice is required to withdraw a child from the program.
- All refunds are subject to a 20% handling fee. If a refund is requested after the start of the first class, the 20% handling fee is applied to the pro-rated amount.
- Once you have given written notice of withdrawal, you have given up your child's space in the program. You must reapply should you wish for your child(ren) to return to the program.
- We cannot guarantee a position for a child who has been withdrawn with the intent of returning at a later date. A child's name can be place on the waiting list upon withdrawal.
- The Center reserves the right to replace a child whose tuition is unpaid. You will receive written notice.

Fee Assistance

- Fee assistance is available based on income with formal proof of income requirements. Contact any M-NCPPC Community Center or the Special Programs Division for a Fee Assistance Application Form

Late Pick-Up Fees

- A late charge of \$10 for each 15 minutes or portion thereof will be assessed per child starting one minute after the scheduled end of the program. If facility is to close early due to weather or unforeseen emergencies, the late pick up fee will be assessed 1 hour following notification from the Kids' Care program.
- A Late Fee Assessment form will be completed and the payment is due to the community center in the form of check or credit card may payable to M-NCPPC (NO CASH) Please ask for a PARKS DIRECT receipt for late fee payments

Returned Check Fee

- There's a penalty of \$35 that will be charged for all checks returned by the bank for insufficient funds.



Payment Schedules

MORNING CARE | KIDS' CARE | KIDS' CLUB 12

2023-2024



Payment Schedule

MORNING CARE

Month	Monthly Fee	Total Due	Due
July 7th	\$10 Registration	\$10	Upon Registration
Month	Monthly Fee	Total Due (Monthly)	Due Date
August	\$100	\$100	August 1 st **
September	\$100	\$100	September 1 st **
October	\$100	\$100	October 1 st **
November	\$100	\$100	November 1 st **
December	\$100	\$100	December 1 st **
January	\$100	\$100	January 1 st **
February	\$100	\$100	February 1 st **
March	\$100	\$100	March 1 st **
April	\$100	\$100	April 1 st **
May	\$100	\$100	May 1 st **

**Late Fee of \$25 Assessed on 16th of each month

Fees are broken into 10 installments with payment due one month in advance. No payment in June.

Payment Schedule

KIDS' CARE

Month	Monthly Fee	Total Due	Due
July 7th	\$25 Registration	\$25	Upon Registration
Month	Monthly Fee	Total Due (Monthly)	Due Date
August	\$230	\$230	August 1 ^{st**}
September	\$230	\$230	September 1 ^{st**}
October	\$230	\$230	October 1 ^{st**}
November	\$230	\$230	November 1 ^{st**}
December	\$230	\$230	December 1 ^{st**}
January	\$230	\$230	January 1 ^{st**}
February	\$230	\$230	February 1 ^{st**}
March	\$230	\$230	March 1 ^{st**}
April	\$230	\$230	April 1 ^{st**}
May	\$230	\$230	May 1 ^{st**}

****Late Fee of \$25 Assessed on 16th of each month**

Fees are broken into 10 installments with payment due one month in advance. No payment in June.

Payment Schedule

KIDS' CLUB AT FAIRLAND

Month	Monthly Fee	Total Due	Due
July 7th	\$25 Registration	\$25	Upon Registration
Month	Monthly Fee	Total Due (Monthly)	Due Date
August	\$330	\$330	August 1 ^{st**}
September	\$330	\$330	September 1 ^{st**}
October	\$330	\$330	October 1 ^{st**}
November	\$330	\$330	November 1 ^{st**}
December	\$330	\$330	December 1 ^{st**}
January	\$330	\$330	January 1 ^{st**}
February	\$330	\$330	February 1 ^{st**}
March	\$330	\$330	March 1 ^{st**}
April	\$330	\$330	April 1 ^{st**}
May	\$330	\$330	May 1 ^{st**}

****Late Fee of \$25 Assessed on 16th of each month**

Fees are broken into 10 installments with payment due one month in advance. No payment in June.

Handling Illness, COVID- 19, and other Contagious Diseases



Guidance and Procedures

- Participants and staff must stay home if they are feeling ill
- A parent/guardian will be contacted if an illness requires more care than the childcare staff is able to provide without compromising the needs of the other children in the program
- A parent/guardian will be contacted and required to pick-up their child within one hour. If a parent/guardian is unable to pick-up their child, the emergency contact person that is provided on the Childcare Authorization Form, will to be contacted to pick-up the child in the parent/guardian's place
- Staff reserves the right to contact the parent/guardian and require pick-up of the child should any of the below symptoms listed occur during program operating hours.
 - Fever at or above 99.5 F (100.4 - a symptom of COVID-19)
 - Vomiting within the last 24 hours
 - Persistent diarrhea in conjunction with other symptoms
 - Contagious rash or rash of unknown origin
 - Persistent cough and/or cold symptoms
 - "Pink Eye" (Conjunctivitis) or discharge from the eye
 - Symptoms of Mumps, Measles, Chicken Pox, Strep Throat, Flu, Impetigo or Hand, Foot and Mouth Disease, Lice or Mites
 - Fatigue, due to illness, that will hinder participation and enjoyment of the program
 - Unexplained rashes
 - Flu-like symptoms
 - Diarrhea

Parents of a child with a diagnosed contagious or infectious condition (strep, measles, mumps, and chicken pox) are asked to notify staff so that we can be alert for symptoms in other children.

A primary health care provider's note is needed for readmitting a child back into the program.

Daily Precautions

- If your child is ill or sick, keep the child home and monitor their ailments. Sick or ill children in programs will be sent home.
- Masks or face coverings must be worn by all individuals at all times. Provide at least 2 clean masks or face coverings with participant daily. Practice consistent and correct mask use with your child(ren) to ensure proper use and removal without assistance.
- Verbal and visual health screenings will be conducted by staff to gauge symptoms of well-being and/or illness.
- Children will remain in specified cohorts during program hours 3 feet physical distance amongst participants within a cohort and at least 6 feet physical distance from separate cohorts.
- Participants and staff must practice hand hygiene by washing hands under running water or using hand sanitizer when entering the building.

Communication and Notification

- Parents/guardians are expected to notify the childcare program as soon as possible about absences due to illness or of any possible exposures to COVID-19.
- Parents/guardians will be notified immediately if child becomes ill, sick or exhibits COVID-19 symptoms during program hours. Parents/guardians or designated Emergency Contact will be required to pick up the child within one-hour.
- Parents/guardians are expected to notify the childcare program of any positive test results for COVID-19 for the child and/or any family/household member. M-NCPPC is required to report all cases to the Prince George's County Health Department and the Office of Child Care.
- The Childcare program will provide written notification to parents/guardians of all identified confirmed cases of a communicable disease.



