

# Extended-Care Program

Before  
& After  
School

## *St. Joseph's Regional Catholic School Extended Care Program Application*

The Extended Care Program (ECP) is offered daily when St. Joseph's Regional Catholic School is in session. On regular school days the hours of operation are as follows:

**Before Care: 6:45 - 8:10 am Aftercare: 3:15 - 6 pm Half Days/ Noon Dismissal: 12 - 6 pm**

ECP provides a valuable resource to our working parents during after school hours. All St. Joseph's Regional Catholic School students Pre-K to 8th grade are eligible for our aftercare program on a first-come, first-registered basis. Our Maryland State Department of Education licensed extended care program's qualified staff members provide a safe, structured, and supervised environment. Each child is given an hour and a half for recess and snack (snack is provided) followed by a teacher-supervised study period. Children are given time for free choice activities upon completion of homework.

**NON-REFUNDABLE REGISTRATION FEE: \$100/CHILD**

To be billed in TADS on July 30, with other school fees.

Please note: Full-Time and Part-Time students MUST be registered before attending.

### **FULL-TIME TUITION PLANS:**

<b>Size of Family</b>	<b>Yearly Tuition</b>	<b>Monthly Payment (10 Payments)</b>
One child	\$2,850	\$285
Two Children	\$4,300	\$430
Each Additional Child	\$1,550	\$155

### **PART-TIME TUITION PLANS:**

<b>Part-time per child</b>	<b>Yearly Tuition</b>	<b>Monthly Amount (10 payments)</b>
1 day per week	\$1,050	\$105
2 days per week	\$1,850	\$185
3 days per week	\$2,150	\$215

**MORNING CARE:** \$1050/year/student (\$525/year/student if adding to a plan)

## *Extended Care Program Drop-In Care and Registration*

The St. Joseph's Extended Care program offers Drop-In Registration for families who may occasionally need before or aftercare for their children. For example, if parents are running late and are not able to arrive on time at dismissal, their child may drop in to ECP. **Also, students attending after-school club activities whose parents do not arrive when the activity has ended will be sent to ECP.**

**The Maryland State Department of Education - Office of Child Care law requires that families of students who drop in on more than three (3) occasions for the school year officially register for ECP and select a plan. Again, in order to comply with State of Maryland regulations, students are only allowed to drop-in three (3) times for the school year without registering for ECP. "Registering" requires the completion of all ECP registration forms and the payment of all registration and tuition plan fees.**

Please understand prompt pick up from ECP is essential. Aftercare ends at 6 p.m. each weeknight. **Any parent arriving after 6 p.m. will be charged a Late Fee (\$1 per minute/ child) to be billed to the TADS account.** We appreciate your cooperation and adherence to our request for a timely pick up and your consideration of the aftercare staff members who by law must remain with all children remaining in the school after 6 p.m.

The ECP Registration Fee is \$100/child per school year and is billed to the TADS account.

**The Drop-In rate is \$10 per student/per hour and is billed to the TADS account.**

Drop-In students will be given the ECP snack of the day.

The Extended Care Program operates under the Maryland State Department of Education - Office of Child Care license which requires we maintain a 15:1 student to teacher ratio. Our daily staffing patterns are designed to ensure that we are in compliance; however, when students drop in an additional staff member may be necessary. In that event, advance notice is essential to ensure adequate staffing. Parents requesting a drop-in date may email the ECP Director, at [ecp@stjosrcs.org](mailto:ecp@stjosrcs.org), or call the school office (301-937-7154) to leave a request.

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**Deadline for submission: June 1 (returning families) July 1 (new families)**

Child's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Incoming grade next  
year: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Incoming grade next year: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Incoming grade next year: \_\_\_\_\_

Mother's name: \_\_\_\_\_

Father's name: \_\_\_\_\_

Mother's cell #: \_\_\_\_\_ Mother's work #: \_\_\_\_\_

Father's cell #: \_\_\_\_\_ Father's work #: \_\_\_\_\_

Preferred email address: \_\_\_\_\_

**Please select the desired plan:**

- FULL-TIME AFTERNOONS
- FULL-TIME AFTERNOONS + MORNINGS
- MORNINGS ONLY
- PART TIME Please circle days MON TU WED TH FRI
- PART TIME + MORNING CARE

**\*\*CHANGE OF PLAN FEE: \$50.00\*\***

**Applies to any plan changes made after October 31**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE RETURN COMPLETED REGISTRATION FORM TO THE MAIN OFFICE

FOR ADDITIONAL INFORMATION PLEASE CONTACT: Extended Care Program Director, [ecp@stjosrcs.org](mailto:ecp@stjosrcs.org) or (301) 937-7154

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Before submitting the Extended Care Program Registration Form, Please ensure that you have completed and included the following documents required by the Maryland State Department of Education - Office of Child Care and the Archdiocese of Washington for all students participating in the Extended Care Program:

- Completed Emergency Form including all authorized emergency contacts and any emergency medical instructions
- Completed, signed, and dated "Parents Guide to Regulated Child Care" issued by the Maryland State Department of Education
- Completed Extended Care Program Registration Form specifying the desired Extended Care Program plan (full-time or part-time)
- Signed Extended Care Program Financial Agreement

Please note that your child will not be registered or able to participate in the Extended Care Program until all of these documents are completed and submitted to the school office.

FOR ADDITIONAL INFORMATION PLEASE CONTACT:

Extended Care Program Director at: [ecp@stjosrcs.org](mailto:ecp@stjosrcs.org) or (301) 937-7154

# Extended-Care Program



Please carefully read, then sign & return after you have reviewed its contents.

As is stated on the Registration Form our hours of operation are Monday-Friday from 6:45-8:15 am & 3:15-6:00 pm when school is in session. We are also open from 12:00-6:00 pm on half days unless otherwise stated on the calendar. The Maryland State Department of Education - Office of Child Care law requires that families of students who drop in on more than three (3) occasions for the school year officially register for ECP and select a plan. Again, in order to comply with State of Maryland regulations, students are only allowed to drop-in three (3) times for the school year without registering for ECP. "Registering" requires the completion of all ECP registration forms and the payment of all registration and tuition plan fees.

Tuition is collected via TADS (on the same schedule of school tuition) and is due on the last day of each month (July through April), refunds are not given for absences due to short-term illnesses or non-emergency circumstances. Tuition rates for students registering after the first day of school will be prorated.

**Picking up your child on time is very important.** Overtime starts at 6:00 pm or when an emergency closing has been called by Prince George's County Public schools. **Overtime charges are \$1.00 per minute per child.** Late pick up fees will be billed in TADS on a monthly basis. We appreciate your understanding of this policy as staff members expect to get home promptly.

**Inclement weather policy: ECP follows the decision of the Prince George's County School System. If they announce a morning delay or early closing, ECP hours adjust accordingly, i.e., a 2 hour delayed opening results in an 8:45 am opening; a two(2)-hour early closing results in a 4 pm afternoon closing. Canceled afternoon activities = Canceled ECP**

The ECP Director has the right to dismiss any child from the program because of misconduct, unmet financial obligations, or consistently late pick-ups.

I certify that I have received the above information and that I understand and accept the conditions as outlined.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## EMERGENCY FORM

**INSTRUCTIONS TO PARENTS:**

- (1) Complete all items on this side of the form. Sign and date where indicated.  
 (2) If your child has a medical condition which might require emergency medical care, complete the back side of the form. If necessary, have your child's health practitioner review that information.

NOTE: THIS ENTIRE FORM MUST BE UPDATED ANNUALLY.

Child's Name \_\_\_\_\_ Birth Date \_\_\_\_\_  
Last First

Enrollment Date \_\_\_\_\_ Hours & Days of Expected Attendance \_\_\_\_\_

Child's Home Address \_\_\_\_\_

Street/Apt. # City State Zip Code

Parent/Guardian Name(s)	Relationship	PHONE NUMBER(S)		
		Place of Employment: _____	C: _____	H: _____
		____ W:		
		Place of Employment: _____	C: _____	H: _____
		____ W:		

Name of Person Authorized to Pick up Child (daily) \_\_\_\_\_

\_\_\_\_\_ Last First Relationship to Child  
 \_\_\_\_\_ Address

\_\_\_\_\_ Street/Apt. # City State Zip Code

Any Changes/Additional

Information \_\_\_\_\_

**ANNUAL UPDATES** \_\_\_\_\_

*(Initials/Date) (Initials/Date) (Initials/Date) (Initials/Date)*

When parents/guardians cannot be reached, list at least one person who may be contacted to pick up the child in an emergency:

1. Name \_\_\_\_\_ Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_  
Last First

Address \_\_\_\_\_  
Street/Apt. # City State Zip Code

2. Name \_\_\_\_\_ Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_  
Last First

Address \_\_\_\_\_  
Street/Apt. # City State Zip Code

3. Name \_\_\_\_\_ Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_  
Last First

Address \_\_\_\_\_

Child's Physician or Source of Health Care \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_ Street/Apt. # City State Zip Code

In EMERGENCIES requiring immediate medical attention, your child will be taken to the NEAREST HOSPITAL EMERGENCY ROOM. Your signature authorizes the responsible person at the child care facility to have your child transported to that hospital.

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

\_\_\_\_\_ OCC 1214 (Revised 9/12) - Side 1 of 2 - All previous editions are obsolete.

**INSTRUCTIONS TO PARENT/GUARDIAN:**

- (1) Complete the following items, as appropriate, if your child has a condition(s) which might require emergency medical care.
- (2) If necessary, have your child's health practitioner review the information you provide below and sign and date where indicated.

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Medical Condition(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Medications currently being taken by your child: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_ Date of your child's last tetanus shot: \_\_\_\_\_  
\_\_\_\_\_

Allergies/Reactions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMERGENCY MEDICAL INSTRUCTIONS:**

(1) Signs/symptoms to look for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_ (2) If signs/symptoms appear, do this: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (3) To prevent incidents: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER SPECIAL MEDICAL PROCEDURES THAT MAY BE NEEDED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Note to Health Practitioner:**

If you have reviewed the above information, please complete the following:

\_\_\_\_\_  
Name of Health Practitioner Date

\_\_\_\_\_  
Signature of Health Practitioner Telephone Number ( )



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

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: \_\_\_\_\_

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

Date: \_\_\_\_\_

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

### 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.  
808 Water Street  
Baltimore, MD 21202  
Phone: (410) 752-7688  
[www.mtchilddcare.org](http://www.mtchilddcare.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

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*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)