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

PARENT/GUARDIAN GUIDE TO CHILDCARE PROGRAMS

2024-2025



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PRE-SCHOOL PROGRAMS

2024-2025



Pre-School Program

The information included in the childcare packet contains important materials that you will need to review, complete, and return to the 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 "Parent's Guide to Regulated/Licensed Child Care" Brochure enclosed in the Pre-School Program folder.

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

Daily Expectations

- If your child is ill or sick, keep the child at 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

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 number of snacks for each child in the group. Parents/Guardians are welcome to join virtually.

*** Note: Please be aware of allergies for all registered participants.**

Parent/Guardian Information

Children's Clothing

- It is the daily responsibility of the parent/guardian to check 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 the child's 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 Companion to chaperone to accompany their child if they have a disability through our Companion Process. Please contact Program Access to work through the approval a minimum of two weeks prior to the scheduled field trip date.
- 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 the site director for specific details.
- Signed permission slip is required for field trips.

Parent Visits

- Parent/guardians may visit the program any time, with or without an appointment.
- Parents/guardians may also assist on a voluntary basis. Please visit our website at www.pgparks.com/get-involved/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. If your child has a disability or a suspected disability, a representative from Program Access will be present for the 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 modification or accommodation. Contact program.access@pgparks.com or 301-249-7200 for questions related to the disability support process.

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.

You are encouraged to use the full continuum and are not required to select one way to participate. Program Access 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, interests, 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 schedule varies at each location.

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

Labor Day Holiday	September 2
Professional Development Day	September 16
Professional Development Day	October 7
Professional Development Day	October 18
Election Day	November 5
Veteran's Day	November 11
Thanksgiving Holiday	November 27 - 29
Winter Break & Christmas Holidays	December 23-31
New Year's Holiday	January 1
Winter Break	January 2-3
Martin Luther King Jr. Holiday	January 20
Professional Development Day	February 14
President's Day Holiday	February 17
Professional Development Day	March 17
Eid al-Fitr Holiday	March 31
Spring Break & Easter Holidays	April 14-21
Memorial Day	May 26
Juneteenth	June 19

M-NCPPC Professional Development Days

In order to meet local and state requirements, it is a priority of M-NCPPC to conduct staff training throughout the program year to improve skills in safety and child development, and to ensure quality customer service. As a result, afternoon Pre-School program is **closed** on the following dates:

- September 16, 2024
- October 7, 2024
- October 18, 2024
- February 14, 2025
- March 17, 2025

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 public schools have delayed openings 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 payable to M-NCPPC (NO CASH). Please ask for a PARKS DIRECT receipt for late fee payments.

Safety/Security

- Parents/Guardians or authorized 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 the person picking up the child.
- To protect each child, we will release children only to parents/guardians or authorized persons 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 persons.
- Children will not be released to a Parent/Guardian (or anyone on the authorized pick-up list) 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

2024-2025 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 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.

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 www.pgparcs.com/activities-events/fee-assistance-scholarships.

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.

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
June 12th	\$25 Registration	\$25	Upon Registration
Month	Monthly Fee	Total Due (Monthly)	Due Date
August	\$110	\$110	August 1 ^{st**}
September	\$110	\$110	September 1 ^{st**}
October	\$110	\$110	October 1 ^{st**}
November	\$110	\$110	November 1 ^{st**}
December	\$110	\$110	December 1 ^{st**}
January	\$110	\$110	January 1 ^{st**}
February	\$110	\$110	February 1 ^{st**}
March	\$110	\$110	March 1 ^{st**}
April	\$110	\$110	April 1 ^{st**}
May	\$110	\$110	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
June 12th	\$25 Registration	\$25	Upon Registration
Month	Monthly Fee	Total Due (Monthly)	Due Date
August	\$145	\$145	August 1 st **
September	\$145	\$145	September 1 st **
October	\$145	\$145	October 1 st **
November	\$145	\$145	November 1 st **
December	\$145	\$145	December 1 st **
January	\$145	\$145	January 1 st **
February	\$145	\$145	February 1 st **
March	\$145	\$145	March 1 st **
April	\$145	\$145	April 1 st **
May	\$145	\$145	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
June 12th	\$25 Registration	\$25	Upon Registration
Month	Monthly Fee	Total Due (Monthly)	Due Date
August	\$180	\$180	August 1 st **
September	\$180	\$180	September 1 st **
October	\$180	\$180	October 1 st **
November	\$180	\$180	November 1 st **
December	\$180	\$180	December 1 st **
January	\$180	\$180	January 1 st **
February	\$180	\$180	February 1 st **
March	\$180	\$180	March 1 st **
April	\$180	\$180	April 1 st **
May	\$180	\$180	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 2024-2025



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(ren). 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 ages 5 - 12 as of August 31, 2024.
- 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.
- Staff certified in Adult and Pediatric 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 "Parent's Guide to Regulated/Licensed Child Care" Brochure enclosed in the Morning Care, Kids' Care and Kids' Club Program folders.

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

Daily Expectations

- If your child is ill or sick, keep the child at home and monitor their ailments.
- Sick or ill children in programs will be sent home and must be picked up within an hour of the call.
- Notify 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 and will assist to the best of their abilities to clarify directions. Parents/Guardians should communicate their expectations for homework time to the program director. Staff are not permitted to deny a child participation in other center activities or access to snacks 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.

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 number of snacks for each child in the group. Parents/Guardians are welcome to join virtually.

*** Note: Please be aware of allergies for all registered participants.**

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 the child's 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 in their daily schedule.
- Children should be dressed appropriately for all types of weather and outdoor activities.

Field Trips and High-Risk Activities

- Field trips and high-risk activities may be scheduled. High-risk activities may include roller skating and bicycling.
- Parents/Guardians can act as a Companion to chaperone to accompany their child if they have a

disability thought our Companion Process. Please contact Program Access to work through the approval a minimum of two weeks prior to the scheduled field trip date.

- 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 the site director for specific details.
- A Signed permission slip is required for field trips and high-risk activities.

Parent Visits

- Parent/guardians may visit the program any time, with or without an appointment.
- Parents/guardians may also assist on a voluntary basis. Please visit our website at www.pg parks.com/get-involved/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.

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. Contact program.access@pgparks.com or 301-249-7200 for questions related to the disability support process.

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
- Participate in a specialized Therapeutic Recreation 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 taxpayer 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, interests 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.

- 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.
- Previous year's 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 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 should 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 does not meet my child's needs.
- Be available for Parent/Guardian/Staff conferences in a reasonable amount of time, especially regarding 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	Reflection
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 penalties 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 Designee will:

- Ensure written notice of behavior challenges via the Notification to Parent/Guardian: Injury- Illness-Incident Report Form.
- Call parents/guardians for support with challenging behavior.
- Schedule a Parent/Guardian/Staff Conference to discuss confidential concerns regarding your child's behavior (refer to Conference Request Section for more details).

**** Note: 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 providing supportive strategies that promote 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' Clubs at Fairland and the Sports and Learning Complex follows the Prince George's County School and M-NCPPC Holiday schedules, and will be closed on the following days:

Labor Day Holiday	September 2
Professional Development Day	September 16
Professional Development Day	October 7
Professional Development Day	October 18
Election Day	November 5
Veteran's Day	November 11
Thanksgiving Holiday	November 27 - 29
Winter Break & Christmas Holidays	December 23-31
New Year's Holiday	January 1
Winter Break	January 2-3
Martin Luther King Jr. Holiday	January 20
Professional Development Day	February 14
President's Day Holiday	February 17
Professional Development Day	March 17
Eid al-Fitr Holiday	March 31
Spring Break & Easter Holidays	April 14-21
Memorial Day	May 26
Juneteenth	June 19

- 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.

Early Dismissals and Delayed Openings

3-Hr. Early Dismissal for Students	September 27
3-Hr. Early Dismissal for Students	November 1
3-Hr. Early Dismissal for Students	December 20
3-Hr. Early Dismissal for Students	January 27
3-Hr. Early Dismissal for Students	February 28
*2-Hr. Delayed Opening for Students	March 5
3-Hr. Early Dismissal for Students	April 4
3-Hr. Early Dismissal for Students	May 16

*** Note: On PGCPS scheduled delayed opening, the morning program ends when school begins that day.**

M-NCPPC Professional Development Days

In order to meet local and state requirements, it is a priority of M-NCPPC to conduct staff training throughout the program year to improve skills in safety and child development, and to ensure quality customer service. As a result, afternoon Pre -School program is **closed** on the following dates:

- September 16, 2024
- October 7, 2024
- October 18, 2024
- February 14, 2025
- March 17, 2025

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.

*** Note: 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 authorized 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 the 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 directions 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

2024-2025 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 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 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.

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 the 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 be 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

2024-2025



Payment Schedule

MORNING CARE

Month	Monthly Fee	Total Due	Due
June 12th	\$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
June 12th	\$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

(FAIRLAND, PRINCE GEORGE'S SPORTS AND LEARNING COMPLEX, SOUTHERN AREA AQUATICS & RECREATION COMPLEX (SAARC))

Month	Monthly Fee	Total Due	Due
June 12th	\$25 Registration	\$25	Upon Registration
Month	Monthly Fee	Total Due (Monthly)	Due Date
August	\$360	\$360	August 1 ^{st**}
September	\$360	\$360	September 1 ^{st**}
October	\$360	\$360	October 1 ^{st**}
November	\$360	\$360	November 1 ^{st**}
December	\$360	\$360	December 1 ^{st**}
January	\$360	\$360	January 1 ^{st**}
February	\$360	\$360	February 1 ^{st**}
March	\$360	\$360	March 1 ^{st**}
April	\$360	\$360	April 1 ^{st**}
May	\$360	\$360	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 & 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 at home and monitor their ailments. Sick or ill children in programs will be sent home.
- Verbal and visual health screenings will be conducted by staff to gauge symptoms of well-being and/or illness.
- 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.
- Parents/guardians will be notified immediately if a child becomes ill, sick or exhibits symptoms during program hours. Parents/guardians or designated Emergency Contact will be required to pick up the child within one-hour.
- The Childcare program will provide written notification to parents/guardians of all identified confirmed cases of a communicable disease.



