



# School Age Care Parent Handbook 2024-25

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St. Mary's County Recreation & Parks



[www.stmaryscountymd.gov/recreate/schoolagecare](http://www.stmaryscountymd.gov/recreate/schoolagecare)

## Table of Contents

<b>Welcome to St. Mary’s Recreation and Parks School Age Care</b> .....	3
School Age Care Locations & Contacts .....	4
Hours of Operation .....	4
Transportation for PM Care Locations (limited) .....	4
Accommodations & Inclusion .....	4-5
ADA Compliance.....	5
Financial Structure & Eligibility .....	5-6
Required Forms, Records & Waitlist .....	6-7
Registration & Service Options .....	7-8
Monthly Payment Schedule .....	8
Drop-In Care Program .....	8-9
Out of School Camps (OSC).....	9
Payments.....	9-10
Sample Monthly Invoice.....	11
Returned Checks, Refunds, Termination & Withdrawals .....	12
Program Content & Activities .....	13
Attendance and Sign In & Out Policies.....	13-14
Late Pick Up, Release of Children, and Transportation Policies.....	14
Screen Time, Proper Dress, Snacks & Homework Policies.....	15-16
Program Closures & Inclement Weather Policies .....	16-17
Health & Safety Issues.....	17-20
Code of Conduct & Behavior Policies & Procedures.....	20-25
Parent’s Rights & Responsibilities, Staff Information .....	25-26
Important Items to Remember .....	26
A Parent’s Guide to State Regulated Child Care Centers .....	27-28
2024-25 School Year Scheduled & Important Dates.....	29-30
Recreation & Parks Department Organization Structure .....	31

We are excited that you have chosen St. Mary's County Department of Recreation and Parks School Age Care (SAC) Program! We know how important it is for you to have safe, convenient, affordable, and quality childcare while you are at work or going to school. We offer a planned and comprehensive program designed with your child and family in mind. Our SAC program maintains the highest standards for the safety and wellbeing of the children enrolled. The program is conducted and planned by caring staff members who are trained to meet the needs of children and provide positive adult role models. All staff members complete a background check. Safety is one of our primary objectives but that does not mean your child will not have fun. The program will include arts and crafts, sports, indoor and outdoor games, team building, science and other creative activities. Programs are conducted in accordance with Maryland School Department of Education (MSDE) Office of Child Care Licensing and are rated a Level 1 in the Maryland EXCELS quality rating program.

### ***St. Mary's County Recreation and Parks***

**Vision Statement: A leader in cultivating exceptional leisure experiences in our community.**

**Mission Statement: To provide an enriched quality of life for the community through the preservation of natural, cultural, and historical resources, enhancement of parks and outdoor spaces and promotion of a variety of leisure experiences.**

The goal of our School Age Care Program is to provide a safe, fun programs for school aged children that provide opportunities for social interactions among peer groups; improve physical, emotional, and social well-being of participants and develop leadership skills; and expand existing interests, skills, and abilities; develop new interests, skills, and abilities through engaging developmentally appropriate activities.

### **School Age Care (SAC) Locations**

#### ***Chesapeake Public Charter School***

***License 255703***

***Provider ID 437209***

*20945 Great Mills Road #A*

*Lexington Park, MD 20653*

*301-863-9585 (School)*

***SAC # 240-925-7063***

#### ***Hollywood Recreation Center\* & Teen After School Program (TASP)***

***License 61195***

***Provider ID 2679***

*24400 Mervell Dean Road*

*Hollywood, MD 20636*

*301-373-2673 (classroom)*

***240-572-3059 (cell)***

*\*Out of School Camp Days location*

#### ***Duke Elementary School***

***License 250913***

***Provider ID 365247***

*23595 Hayden Farm Lane*

*Leonardtown, MD 20650*

*240-309-4658 (School)*

***SAC # 240-587-0082***

#### ***Leonardtown Elementary School***

***License 153272***

***Provider ID 187696***

*22885 Duke Street*

*Leonardtown, MD 20650*

*301-475-0250 (School)*

***SAC # 240-587-0015***

#### ***Evergreen Elementary School***

***License 155318***

***Provider ID 218414***

*43765 Evergreen Way*

*California, MD 20619*

*301-863-4060 (School)*

***SAC # 240-572-3061***

#### ***Lettie Dent Elementary School***

***License 332488***

***Provider ID 2674***

*37840 New Market Turner Road*

*Mechanicsville, MD 20659*

*301-884-7460 (School)*

***SAC # 240-572-3060***

**Contacts**

<b>Youth &amp; Camp Programs Coordinator</b>	Kelsey Jijon 301-373-4689	<a href="mailto:kelsey.jijon@stmaryscountymd.gov">kelsey.jijon@stmaryscountymd.gov</a>
<b>Recreation Specialist</b>	Theresa Laychak, 301-373-5410	<a href="mailto:theresa.laychak@stmaryscountymd.gov">theresa.laychak@stmaryscountymd.gov</a>
<b>Recreation Specialist</b>	Erica Ertel-Moore, 301-373-5410	<a href="mailto:Erica.ertel-moore@stmaryscountymd.gov">Erica.ertel-moore@stmaryscountymd.gov</a>
<b>Facebook Page</b>	<a href="https://www.facebook.com/stmarysmdrecreation">https://www.facebook.com/stmarysmdrecreation</a>	
<b>Instagram</b>	<a href="https://www.instagram.com/stmarysrecandparks/">https://www.instagram.com/stmarysrecandparks/</a>	
<b>Twitter</b>	<a href="https://twitter.com/stmarysrecparks">https://twitter.com/stmarysrecparks</a>	

**Hours of Operation**

	Monday – Friday
Administrative Offices	8:00am-5:00pm
School Age Care Hours	6:30am – start of school; end of school – 6:30pm

**Recreation & Parks Administrative Staff**

Recreation & Parks Director	Raymond Bivens	301-475-4200 ext. 1800
Recreation & Parks Deputy Director	Jessica Hale	301-475-4200 ext. 1800
Recreation Division Manager	Cherie Nelson	301-475-4200 ext. 1800
Youth & Camps Program Coordinator	Kelsey Jijon	301-373-4689
Accommodation Requests	Crystal Haislip	301-475-4200 ext. 1806
Registrar & Program Support	Callee Henningfeld	301-475-4200 ext. 1801
Main Office/Front Desk	Gloria Edwards	301-475-4200 ext. 1800
Main Office Location	23150 Leonard Hall Drive, Leonardtown, MD 20650	

**Online Registration Support**

For support, please contact Gloria or Callee at 301-475-4200 ext. 1800 or email [webtrac@stmaryscountymd.com](mailto:webtrac@stmaryscountymd.com).

**Transportation for PM Care (Select Sites)**

Some schools without a SAC program will now provide transportation to a *school offering SAC after care only*. Those attending school at the following locations can take advantage of transportation to a nearby SAC location:

<u>School Enrolled</u>	<u>SAC Location</u>
Mechanicsville	Lettie Dent
White Marsh	Lettie Dent

**How to Request Accommodations**

Individuals with disabilities are encouraged to register for general recreation programs. With your registration, please include information regarding your disability and accommodation needed. A two-week notice is required for staff to make reasonable accommodations based on individual needs for successful inclusion.

### Minimum Requirements for Successful Inclusion

The basic eligibility requirements for all programs, camps, classes, and events are listed below. These basic requirements apply to all participants, regardless of ability level. There may be additional requirements for each program, camp, or class.

- The capacity for each program is based on ratio and logistics. If the maximum enrollment for a program has been met, a participant may be unable to enroll or placed on a wait list.
- Payment is due upon registration. Payments must be received before admission into any program.
- All participants are required to follow the rules of conduct in the parent handbook. An individual with a disability may be removed from a program if after interventions and accommodations their behavior is a direct threat to others.
- Must be able to maintain personal care without support of R&P staff or volunteers.
- Participants should meet the prerequisite age/ skills for the class or program (if required for participation).
- Participant should be willing to participate and actively participate in the program the majority of the time.
- Ability to function with or without assistance as a member of a larger group (10 or more people).

Please call the Therapeutic Recreation Coordinator for more information on disability accommodations and inclusion services 301-475-4200 ext. 1806.

### ADA Compliance

Recreation and Parks makes every effort to ensure that programs and services are accessible for children who are disabled. Children with disabilities are welcome to register and participate in youth activities. Staff at all sites are trained and experienced in working with children with disabilities. Reasonable accommodations will be made on an individual basis. If needed, additional staff will be assigned to sites to enhance child/staff ratio. As part of our policy of inclusion, parents will be asked to participate in an Individual Service Plan (ISP) meeting for the purpose of sharing information pertinent to the child's successful participation in youth programs. This meeting will include staff and school personnel who may have relevant information pertaining to your child's disability. This meeting is required prior to the child's attendance in any youth program. Parents should provide information about the child during registration. The Therapeutic Recreation Specialist will contact you to set up a time for the ISP meeting. Recreation and Parks' Inclusion Committee, which is comprised of leisure professionals, facility planners, parents and community advocates, has the responsibility to review current departmental policies and programming, as well as monitor the department's compliance with the *Americans with Disabilities Act*.

Issues regarding availability and accessibility of program offerings to disabled youth should be directed to the Therapeutic Recreation Coordinator, Crystal Haislip at (301) 475-4200 ext. 1806 or by emailing [crystal.haislip@stmaryscountymd.gov](mailto:crystal.haislip@stmaryscountymd.gov)

### Financial Structure

The SAC programs are totally self-supporting. Funds for the School Age Care programs are generated through tuition and special activity fees. The department generally does not receive any county funds to implement or maintain the School Age Care programs. The County does provide in-kind support through the use a facility, however the department is responsible for all utilities. The division pays rent for all space utilized in public schools for all school year programs. Occasionally the county does offer financial assistance for special projects related to School Age Care programs.

## Eligibility

1. Children in Kindergarten through 5th grade are eligible to attend the elementary school program. Children must be 5 years old by the 1st of September of the current school year; Children in Grades 6-8 are eligible to attend the Teens After School program and the program at Chesapeake Public Charter School.
2. All participants must be potty trained prior to enrollment.
3. The Teen Program operates at Hollywood Recreation Center and accepts children who are in the following Middle Schools: Esperanza, Leonardtown, and Spring Ridge.

## Required Forms (all forms can be found on our website: [www.stmaryscountymd.gov/recreate/schoolagecare/](http://www.stmaryscountymd.gov/recreate/schoolagecare/))

The following forms are required prior to the first day of the child's attendance in the program:

1. School Age Care Registration Form completed each year by parent(s)/guardian(s).
2. Health Inventory Form completed within the previous year and signed by both the parent/guardian and physician. All pages must be completed and dated within 1 year of enrollment date for new participants. *An updated form must be completed if there is a significant change in the child's medical history.*
3. Copy of immunization records
4. Emergency Information Form including the names, address and phone numbers of at least one (1) emergency contact, other than the parent/guardian. This form is to be completed and signed by the parent/guardian & updated annually.
5. SAC Acknowledgement Contract - Required signatures for licensing purposes each year.
6. If applicable: Medication Authorization Form, Seizure Medication Administration Authorization, Allergy Action Plan, Asthma Action Plan
7. Individual Service Plan if applicable.

*\*Please be advised that our School Age Care programs operate as a separate entity from the schools. Therefore, it is the parent or guardian's responsibility, not the schools, to provide the required forms.*

No one will be permitted to attend without this information on file. Maryland childcare regulations require us, as your childcare provider, to maintain these required forms for your child if registered for our program.

## Records

Any information contained in your child's record will be confidential. We will not share information contained in the record with anyone without the prior written consent of the parent. The parent, however, will have access to all their child's records at any time. Parents have the right to add information, comments, data, or other relevant materials to the child's record. They also may request that information be deleted or amended. We comply with all rules and regulations regarding student records as established by the state standards for childcare centers.

## Custody

St. Mary's County Recreation and Parks School Age Care is responsible for the safety of all the children in the center. Parents who have court awarded custody of their child must have the custody papers, along with any updates on file at the center. Please remember that our programs are a separate organization from the schools and that the school does not share information with our staff. It is the parent's responsibility to provide the information to our staff. SAC staff members must release a child to his or her natural parents unless custody papers on file state otherwise. Once the custody papers are on file the staff must follow the orders until the orders have expired or new papers are issued.



**Waitlist**

Our programs are first-come, first-served. Some of our locations may have a waitlist prior to and/or during the school year. When an opening occurs our Registration Office will contact the next person on the waitlist. The waitlist is only for the current school year, you must re-register for the upcoming year. Families will be contacted in order of time/date registered for waitlist. An email will be sent to the primary email address on the account, and you will be given 24 hours to respond. If we do not receive a response, we will call you. If we leave a voicemail, you will have until the end of that day to respond. Please keep your phone number and email address updated on your account. If declining the spot, the child will be removed from the waitlist. If we do not receive a response, you will be removed from the waitlist. Once you accept the spot, you will need to complete the registration process prior to setting a start date.

**Program Registration & Payments**

The fees for St. Mary’s County Recreation and Parks School Age Care are established on a yearly basis and are determined by the programming costs. The annual expense is then divided into nine equal payments. There is no reduction in fees for the months with fewer days or an increase in cost for the months with a greater number of days. There will not be any fee deductions for days missed from care. A prorated fee will be calculated if the start date you enter is other than the first day of the month. Children starting after the first day of school will begin the program on a Monday. If you are enrolled in any of the AM, PM or AM & PM care programs and you wish to withdraw for a month(s) due to any reason, **you will be required to make your request in writing ten business days in advance.** This does not preclude you from using the drop-in option if available. A parent must wait two billing cycles before re-enrolling a disenrolled child in our program. If a child is re-enrolled, you will have to pay the non-refundable registration fee again. Space availability is not guaranteed. **Registration opens for the next school year on March 1<sup>st</sup> each year. Families must register each year.**

Monthly Fees*	First Child	Additional Sibling	9 Monthly Payments Total
<b>Registration Fee (nonrefundable)</b>	\$60	No charge	N/A
<b>SAC AM Care</b>	\$280	\$265	\$2,520
<b>SAC PM Care</b>	\$290	\$275	\$2,610
<b>AM &amp; PM Care</b>	\$405	\$385	\$3,645
<b>Inclusive Package</b> <i>*Includes AM, PM &amp; Out of School Camps</i>	\$440	\$400	\$3,960
<b>Teens After School Program (TASP) – PM Care only</b>	\$305	\$290	\$2,745
<b>Out of School Camps (if not registered for Inclusive Package)</b>	\$40/day	\$40/day <i>No discount</i>	N/A

**Service Options**

The SAC programs operate during St. Mary’s County Public School calendar year as established by the St. Mary’s County Board of Education, EXCEPT for any noted holidays. During the school year, programs operate Monday through Friday. Within each program option parents can select the service option that best meets their extended day service needs. Please note that some schedules may vary slightly as some schools have earlier arrival and dismissal times. The program at Chesapeake Public Charter School operates under a different calendar than SMCPs.

- **School Age Care (SAC) Grades K-5 (Teen After School/CPCS Program for Grades 6-8)**  
 Before School Care                      6:30am until start of school  
 After School Care                          school dismissal time till 6:30pm
- **Out of School Camps (OSC) Ages 5-14 (Grades K-6)**  
 Spaces are limited, so register early for \$40 per child. Out of School Camp days are only included in the Inclusive Package with all available dates listed on page 30-31. **Location: Hollywood Recreation Center**

**Monthly Payment Schedule**

A monthly invoice will be sent to the email address on file no later than the 23<sup>rd</sup> of each month. A paper bill is available but must be requested in writing. Payments are due by the 10th of each month except where noted. If the due date falls on a weekend or holiday, then the payment is due by the previous business day. Online payments are open 24/7. If you have any questions in regard to your invoice please contact the Registrar’s Office at 301-475-4200 ext. 1800 or 1801 or email Callee Henningfeld, Registrar, at [callee.henningfeld@stmaryscountymd.gov](mailto:callee.henningfeld@stmaryscountymd.gov) and [webtrac@stmaryscountymd.gov](mailto:webtrac@stmaryscountymd.gov)

	Month of Service	Bill Date	Payment Due Date	Late Fee	Late Fee #2	Termination Notice
<b>Chesapeake Public Charter</b>	August & September	7/10/24	8/09/24	-	-	8/12/24
<b>All Locations</b>	September	7/23/24	8/9/24	-	-	8/19/24
	October	8/23/24	9/10/24	9/11/24	9/20/24	9/27/24
	November	9/23/24	10/10/24	10/11/24	10/21/24	10/28/24
	December	10/23/24	11/8/24	11/12/24	11/20/24	11/26/24
	January	11/22/24	12/10/24	12/11/24	12/20/24	12/27/24
	February	12/23/24	1/10/25	1/13/25	1/21/25	1/28/25
	March	1/23/25	2/10/25	2/11/25	2/20/25	2/28/25
	April	2/21/25	3/10/25	3/11/25	3/20/25	3/28/25
	May & June	3/21/25	4/10/25	4/11/25	4/21/25	4/28/25

**Drop-In Care Program (offered on a space available basis)**

Available for participants enrolled in grades K-5 at select locations (grades 6-8 for TASP/CPCS). This option is for families who may not need full-time before or after care for their children throughout the school year, but certain days or weeks it may be necessary to have a safe place for your child to attend. There are no refunds or exchanges. If a site is at capacity with full-time registrations, drop-in will not be available at that site. Drop-In registration begins one-week prior to the start of the school year if space is available. Space is not guaranteed, and placement is based on availability by



each site. Some sites are not eligible for drop-in requests due to ratios and total enrollment. Full-time enrollment can vary during the school year affecting availability of drop-in care. If drop-in care becomes unavailable at a site due to full-time enrollments, drop-in families will be given 2 weeks’ notice of suspension of drop-in care services. Registration for drop-in care will only be accepted online and must be reserved and paid for at the time of registration. Registration closes 2 business days prior to the date of care.

1. Visit <https://www.stmaryscountymd.com/recreate/> and click on “Online Registration” and “School Age Care” to check for sites where drop-in care is available.
2. **For children not currently enrolled in a school age care program**, visit our main office at 23150 Leonard Hall Dr, Leonardtown (Patuxent Building) Monday-Friday, 8am-5pm to register. There is a \$60 non-refundable registration fee per family. You may pick up the required forms at our main office or you can find the required forms here: <https://www.stmaryscountymd.com/recreate/schoolagecare/>
3. Complete all required paperwork and return to our main office or by email to [webtrac@stmaryscountymd.gov](mailto:webtrac@stmaryscountymd.gov) AND [schoolagecare@stmaryscountymd.gov](mailto:schoolagecare@stmaryscountymd.gov)
4. Once we review the paperwork, we will set up your account to allow you to register online for the drop-in sessions you desire.
5. **For children currently enrolled in a school age care program**, email [webtrac@stmaryscountymd.gov](mailto:webtrac@stmaryscountymd.gov) AND [schoolagecare@stmaryscountymd.gov](mailto:schoolagecare@stmaryscountymd.gov) that you would like to add the Drop-In Option to your account. Provide your child(ren)’s name and the school they attend. We will contact you when we have your account set up to register for drop-in care.
6. ***It is not Recreation and Park’s responsibility to contact your school for PM drop-in care regarding bus transportation. We suggest you provide your child (ren) with a note for their teacher and call the school’s office.***

<u>Program Options</u>	<u>Fees</u>
Before Care:	\$30 per child (1 session)
After Care:	\$30 per child (1 session)
Early Dismissal Days PM session only:	\$35 per child (1 session)

**Out of School Camps (OSC)**

Camp is no longer just for summer! The camp is designed to serve all school aged children, but activities are built around specific age groups. Activities include games, group team building, arts and crafts, drama, and many more. Children are required to bring a non-perishable lunch, 2 snacks and a bottle of water. Spaces are limited, so register early! Hours of operation are 6:30am-6:30pm on designated days (some days may close early). Out of School Camp days are only included in the Inclusive Package. For all other packages, you must register your child separately for each OSC day or week and pay the \$40/day fee per child. Registration opens on Aug. 14, 2024. Refunds will not be given for cancellations or absences. Location: Hollywood Recreation Center. All OSC days are listed on page 30-31.

**Payment Methods**

1. In Person: Payments may be made in person at the Recreation & Parks Main office via cash, check or VISA or MasterCard or debit card. Office hours are Monday-Friday, 8:00am-5:00pm. Please refer to County Holiday schedule as our offices will be closed on those posted holidays.
2. Payments are **NOT accepted** at the School Age Care Centers.
3. Check or Money Orders: Payments may be mailed directly to Recreation & Parks, P.O. Box 653, Leonardtown, MD

20650. If mailing, please allow 7-10 business days for your payment coupon to be received in the Recreation and Parks Administrative Office. Checks must have your name, address, phone number and driver's license number.

4. Credit or Debit Card: Payments may be made in person or online at [www.stmarysmd.com/recreate](http://www.stmarysmd.com/recreate).
5. Auto Debit: You may set up a credit card to be charged on the 10<sup>th</sup> of each month. You will need to come to the main office to complete the form.
6. Auto Bill Pay: Set up through your personal banking establishment. Note there could be a delay in when the main office receives and processes payment. Be sure to schedule **PRIOR** to the due date to avoid late fees. Your bank does not wire money to our office. They will issue a paper check that is then mailed to our main office for processing. Please keep this in mind when scheduling your payments to ensure your check still arrives no later than the 10<sup>th</sup> of each month.
7. Cash: Accepted in person only, limited change available.
8. If you are paying with a check, money order or auto bill pay (through your personal banking establishment) be sure to add your child's name and School Age Care location to ensure your payment will be posted to your account in a timely manner. Add your driver's license number on checks if it is not already printed on them. All checks or money orders shall be made payable to "St. Mary's County Recreation and Parks". Allow 10 days for your payment to be received by our Administrative Office.

Sample Installment Bill

Each month on or around the 23<sup>rd</sup>, you will receive your monthly installment bill. This bill indicates all the details and contact information if you have questions. If you do not check your email or receive your bill, it is still your responsibility to ensure you make payment by the 10<sup>th</sup> of each month to avoid late fees. You may also retrieve a copy of any installment bills by logging onto WebTrac for your household history of receipts.

**INSTALLMENT BILL**

Receipt # **1144403**  
 Payment Due Date: 01/23/2024  
 Household: 51327  
 Hm Ph: (301)475-4200



SAMPLE PARENT  
 23150 LEONARD HALL DRIVE  
 LEONARDTOWN MD 20650

St. Mary's County Recreation & Parks  
 23150 Leonard Hall Drive  
 PO Box 653  
 Leonardtown, MD 20650  
 Phone: (301)475-4200

**Activity Enrollment Details: 500423-B (Evergreen After)**

Enrollee Name: <b>Sample Child</b>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Enrollment Date: 02/22/2024	290.00	290.00	0.00	0.00	290.00
Enrollment Status: Enrolled					
Class Location: Gymnasium Evergreen Elementary 43765 Evergreen Way California, MD 20619	Class Dates: 06/23/2023 to 06/07/2024 3:45pm to 6:30pm M, Tu, W, Th, F	Scheduled Sessions: 208			

Fee Details:	Fee Description	Amount	Count	Discount	Sales Tax	Total Fee
	Evergreen SAC	290.00	1.00	0.00	0.00	290.00

Total New Fees	290.00
Discount Applied	0.00
Total New Taxes	0.00
<b>Total Due</b>	<b>290.00</b>
Total Fees Paid	0.00
Total Taxes Paid	0.00
<b>Total Paid</b>	<b>0.00</b>
Balance From Receipt	290.00

**Household Balance Information**  
 Overall Household Credit Balance Available 0.00  
 Overall Household Balance Due 290.00

**PAYMENT INFORMATION:** Payment Cycle is: 03/01/2024 - 3/31/2024.

Payment is due by February 09, 2024.

**Late Policy:** Payment is due on February 09, 2024, without exception. Children will be disenrolled by February 28 at 12:00 pm if payment has not been made. The first late payment fee of \$15.00 will be assessed 2/11/24, as per the SAC Parent Handbook. Accounts that are still unpaid will enter the termination process and your child(ren) will be removed from the program by the due date listed in the SAC Parent Handbook. You will receive an email and a letter delivered to you when you pick your child up at the center. This letter will advise you that your account is moving into termination with a termination date. If you do not pay the outstanding amount by the termination date, your child will not be allowed to attend the program and your child's spot will be offered to a waitlist family. If there is no waitlist family, and you pay after the termination date, you may re-enroll your child by paying the \$60 non-refundable registration fee, any outstanding balance and the following month's tuition.

Payments may be made online at <https://www.stmaryscountymd.gov/recreate>. Payments are no longer accepted over the phone.

Please refer to the Parent Handbook for all specific details: available online at [www.stmaryscountymd.gov/recreate/schoolagecare](http://www.stmaryscountymd.gov/recreate/schoolagecare). For our refund policies, please refer to [www.stmaryscountymd.gov/docs/refundpolicies.pdf](http://www.stmaryscountymd.gov/docs/refundpolicies.pdf).

If you have questions regarding your account, please call Callee Henningfeld at 301-475-4200 ext. 1801 email [callee.henningfeld@stmaryscountymd.gov](mailto:callee.henningfeld@stmaryscountymd.gov).

Inclement Weather Updates: call 301-475-4200 ext. 1040 or [www.stmarysmd.com/recreate](http://www.stmarysmd.com/recreate) - Click on Weather Closing

SPECIAL ANNOUNCEMENTS: TAX ID # 52-600-1015

**Returned Check Policy**

The St. Mary's County Finance Department will submit all checks returned for insufficient funds to the State's Attorney's Office within 30 days of being submitted. A \$25 fee will be added to the cost of the returned checks. If Recreation and Parks is notified by the Finance Department that your payment is returned, your space will be terminated immediately. At this time the parent is responsible to contact the Registrar for possible reinstatement into the program. If a check is returned for insufficient funds, future payments will only be accepted in the form of credit card, cash, or money order.

**Refund Policy**

If you have already made payment and are requesting a refund, the following will be adhered to:

- A non-refundable \$60 registration fee will be assessed for all families. A \$15 processing fee for each payment transaction will be assessed.
- With 10 or more business days' notice: a full refund minus the registration and processing fees.
- If written notice is given within 10 business days prior to the start of the program/enrollment date: processing fees will be assessed, and a 50% refund of the monthly fees will be given. Any notification less than 10 business days will result in no refund.
- If no written notice is given, there will be no refund.
- Refunds will not be given for student absences due to illness or quarantine, or program closures due to inclement weather or school closures.

**Termination Policy**

A child may be terminated from a School Age Care program if:

- a) Persistent serious disciplinary problems occur. A serious disciplinary problem is defined as one in which a child is hampering the smooth flow of the School Age Care program by either requiring constant one-on-one attention; is physically abusing staff or children; displays unsafe behavior that endangers him/herself, other students or staff; or is otherwise unable to conform to the rules and guidelines of the program.
- b) Failure of parent/guardian to make School Age Care service payment.
- c) Failure to provide center with complete and signed copies of all forms required at the time of admittance into the program.
- d) Persistent late pick-ups (persistent is defined as three (3) or more unexcused late pick-ups).
- e) Parent/guardian refuses to follow regulatory policies that negatively impact program operation or licensing.

Once termination for non-payment is assessed, parents are required to come in person to reconcile their account paying for the overdue amount PLUS the next month's bill in full. Accounts will be locked until payment is received in person at the office.

**Withdrawals**

Two weeks written notice must be provided to the registrar to withdraw your child from the program. Please send all requests to our registrar at [webtrac@stmaryscountymd.gov](mailto:webtrac@stmaryscountymd.gov)

## Program Content

All School Age Child Care Facilities staff will have consistent rules, regulations and policies in place that are in accordance with the MSDE Office of Child Care regulations. For a site to run, SMC R&P requires a minimum of 15 children enrolled in the program and sufficient, qualified staff. The maximum number of children is based upon MSDE's licensing regulations and staffing levels.

## Program Activities

The curriculum of the School Age Care program is designed to meet the age-appropriate needs of the children. The broader requirements for the curriculum activities are set by MSDE Office of Child Care regulations, which are used as guidelines. Directors of each center are required to design and plan the specific activities within the guidelines. A wide variety of participatory activities are offered for the children to enjoy. These include arts and crafts; table games; reading; completing homework; dramatic play; active play; science; special events and interests; and morning and afternoon snacks. We utilize The Walking Classroom™ and Mindworks™. Examples of Program Activity & Calendar Schedules are available online at [www.stmaryscountymd.gov/recreate/schoolagecare](http://www.stmaryscountymd.gov/recreate/schoolagecare).

## Attendance Policy

The Site Directors are responsible for maintaining an accurate attendance record for the children at each location. MSDE regulations mandate that children who are absent from the program due to illness for three days or more must have a written statement from a parent or physician that the child may return to a regular schedule. A separate copy of the note sent to school is sufficient. **Morning Attendance:** Parents are required to contact the center staff to report if their child is not attending the program. This can be done by calling the site cell phone or texting the site cell phone (see page 3 for site cell phone numbers). It is your child's responsibility to walk from the school age care space to their classroom each morning when the dismissal bell rings. **Afternoon Attendance:** During the afternoon program, knowledge of your child's whereabouts is CRUCIAL. Please assist us by informing the center staff when your child will not be attending their regular afternoon program. You may leave a voicemail on the center phone number, text the center cell phone, or contact our administrative office at 301-373-5410. Please do not rely upon a note to your child's teacher to inform SAC of an afternoon absence. It is the child's responsibility to walk from class to the center following school. It is crucial that parents communicate with their child's teacher about the student attending SAC in the afternoon, so the child does not mistakenly take the bus home.

If a child does not attend SAC (and the parent has not followed procedures and contacted our staff) attempts will be made through the front office to find out if the child attended school. If the absence from the program is unexplained, an effort will be made to contact the parent, or the specified adult listed on the emergency form. If you do not respond to our calls, we will contact the school office and follow our emergency plan in conjunction with the school. If your child is suspended from school, he or she is not allowed to attend our program. If your child is not in attendance for the school day, they are not permitted to attend the SAC program. The SAC program is wrap-around care for children attending a school day.

If the center staff do not receive notification from you regarding your child's absence, they will attempt to contact you

to determine the reason for the absence. If illness is the reason for the absence, we will potentially need additional information if there is a possibility of a contagious illness.

### **Sign in and Sign Out Policy**

Parents are required to physically walk their children into the building and to sign their child in for the morning program and out at the time of pick up each afternoon. Parents should write the time and their initials. All sign in/out sheets must be signed weekly by a parent. Our staff will not accept children into the morning program if the building is inaccessible, utilities are not available, or any other circumstance out of our control. Parents will be requested to stay with their child until building access status is determined. Children will be released only to the individuals authorized to pick up the child, as indicated on the Emergency Form. No child will be released to a person other than the authorized individual without prior written permission from the child's parent or guardian. This policy must be strictly adhered to for the protection and safety of your child.

### **Late Pick Up Policy**

All centers close promptly at 6:30pm. Our MSDE-OCC license is only approved until 6:30pm Monday through Friday. Parents should make every effort to contact the center if they are going to be late picking up their child. A \$1.00 per child fee will be charged to your account for each minute after closing. This fee will be added to your monthly bill. Failure to pay may result in dismissal of the child from the program. A grace period of fifteen minutes is given before emergency contacts are called. After sixty minutes have passed and attempts to reach the parents/guardians and emergency contacts are unsuccessful, staff will report the incident to St. Mary's County Department of Social Services. After 3 incidents of late pick-up your child could be in danger of termination from the program.

### **Release of Children**

At the time of enrollment, parents/guardians will be asked to provide names of designated persons who will be permitted to pick up the child in parent/guardian's absence. If the person is not listed on the child's Emergency Information Card, parent/guardian may inform the staff in writing. School Age Care center staff will verify identification of person before releasing the child. Please instruct authorized pick-up persons to bring proper identification with him/her into the center. SAC center staff will make every effort to ensure the safety of a child. If concerns arise, (i.e., alcohol smell, slurred speech, incoherency) staff may contact other parent listed on emergency card or local law enforcement. It is the parents' responsibility to update the Emergency Form as needed. All forms will be updated annually per licensing regulations.

### **Transportation**

Children who attend St. Mary's County schools may use bus transportation provided by the Board of Education. If the child does not use this bus transportation, it is the responsibility of parents/guardians to transport children daily to and from the center. Staff is not permitted to transport children in their personal vehicles. Under no circumstances is staff permitted to provide transportation to or from a program for unrelated participants. Parents need to make alternative arrangements in the event they will not be able to pick up their child.



**Screen Time**

Per state licensing regulations, children are allowed a maximum of 30 minutes per week of educational screen time. Screen time includes televisions, movies, tablets, videos, and computers whether the child is an active participant or a viewer. The children's names, type of programming, date and time spent will be recorded. Children are provided with many other activities which will limit opportunities to participate in screen time activities. Our program emphasizes social interactions as well as physical activities. With this in mind, our policy is to exclude all electronic devices except as approved by the coordinator. Exceptions may be made for holidays or special events with the coordinator's advance approval.

**Proper Dress**

Children should be dressed in comfortable clothing that would permit them to participate freely in a variety of activities. Parents may want to send an old shirt that can be worn during messy play to help protect clothing. Footwear is required and closed-toe footwear is recommended. Children are not permitted to go barefoot. Children should be provided with appropriate outerwear for outside activities. All children are required to go outside every day, weather permitting. Ensure your child has the appropriate clothing for outdoor play each day. All clothing, including hats, mittens, scarves, sweaters, and boots should be clearly labeled with the child's name. We encourage self-help skills. Younger children should be sent in clothing that he/she can fasten and unfasten by him/herself. Body suits or trousers that button/buckle at the shoulders are undesirable, as they are difficult to fasten/unfasten by the young child. In the event of spills or toileting accidents, each child is required to have a complete change of clothes, including pants/shorts, shirt, underclothes, and socks, at the center. Each article of clothing should be labeled with the child's name and placed in a Ziplock bag. Parents will need to replenish used clothing.

**Snacks**

Tasty and nutritious snacks (not full meals), including beverage (either 1%/non-fat milk or 100% juice) will be provided each morning and afternoon. Snack menus are posted in each center weekly and on our website. Children may have the opportunity to participate in the preparation, serving, and cleanup at snack time. Parents may send additional snacks for their child if they desire. Keep in mind that snacks sent from home should be nutritional, for examples, fruits, vegetables, foods items low in fat, and food items low in sugar. Please refrain from sending candy as a snack. All the centers follow the nutrition standards for childcare. Centers are permitted to plan no more than five celebrations per school year. NOTE: Please advise center staff of any food allergies and/or special dietary needs when registering. For Out of School Camps, children are required to bring a lunch box or bag lunch, 2 snacks and a water bottle. Refrigerators are not available. We are not able to heat up your child's food.

Resources:

[https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/nutrition\\_standards\\_for\\_child\\_care\\_june\\_2017.pdf](https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/nutrition_standards_for_child_care_june_2017.pdf)

**Homework Policy**

School Age Care center staff will use the following guidelines when assisting children with homework assignments:

- Children will not be forced to do their homework during the program. Staff will provide a (relatively) quiet time each afternoon and will remind the entire group that this is a good opportunity to do homework.

Children may choose to do homework at other times as well.

- Staff will offer an appropriate level of help to kids who need assistance with homework. Staff will guide them to think on their own by clarifying directions, using examples, finding hands-on concrete models (especially helpful for math), and having resources such as dictionaries and atlases available.
- In this group setting one-on-one tutoring by staff is simply not possible. If the child is struggling and needs more than a few minutes of help, then the parent will be notified at pick-up time.
- Parents should let their children know what they expect of them regarding doing homework during School Age Center hours.
- Staff are not permitted to deny a child participation in other center activities or deny access to snacks in order to complete homework.

### Birthdays

Some parents and children like to share birthdays with SAC center friends. This can be an enjoyable occasion. SAC policy prohibits the use of “home-made” baked goods. Any food items must be store-bought with the ingredients listed. Please see the Center Director in advance to make arrangements and check for any food allergies in the site.

### Program Closings

Out of School Camp Days (School Closings for Teachers’ In-service, meetings, etc.): All children enrolled in the Inclusive package may attend Out of School Camp days at the Hollywood Recreation Center from 6:30am-6:30pm at no additional charge. Out of School Camp days are offered on days when the school is closed due to Teacher Professional Days, Winter Break or Spring Break. See page 30-31 for these days. For those not registered in the Inclusive Package the fee is \$40 per day (pre-registration is required, space is limited). Registration opens on August 15, 2024, for drop-in OSC care. *Reminder: School Age Care is closed when schools are closed for most Federal Holidays, School Holidays, and inclement weather or emergency closures.*

Late Arrival Days/Early Dismissal Days: A continued care service is provided for children who are enrolled in the appropriate time frame. Children enrolled in Before Care services may use Late Arrival days without additional fees charged; children enrolled in the After Care services may use scheduled Early Dismissal Days without additional fees charged. Children enrolled in the Before and After Care services may use both services with no additional fees charged. If you are not enrolled in both before and after care and may occasionally need the services of a drop-in services for either before or after care at an additional fee, see pages 8-9 of this handbook for information regarding our drop-in care.

Inclement Weather Late Arrival/Early Dismissal Days: If schools are delayed, Before Care is delayed that same time (1 hour or 2 hours). ***If school is dismissed early due to inclement weather or schools have cancelled after school activities, there will be no PM After Care for that day.*** This does not affect already scheduled early dismissal days due to Professional Days. If weather conditions warrant that schools are **CLOSED** for the day, then all School Age Care programs will also be closed.

Extended Closings Due to Inclement Weather: As part of Recreation and Parks formal agreement with the school system, we are not permitted to use the school buildings on days when school is not in session due to inclement

weather. Parents should contact the Recreation and Parks Information Hotline at 301-475-4200 ext. 1840 for updates on program closings or delays. Parents may also access this information on the Recreation and Parks website at [www.stmaryscountymd.gov/recreate](http://www.stmaryscountymd.gov/recreate) and on Facebook at [www.facebook.com/stmarysmdrecreation](https://www.facebook.com/stmarysmdrecreation) or by signing up for our School Age Care text alerts at [www.stmaryscountymd.gov/Recreate/RPText/](http://www.stmaryscountymd.gov/Recreate/RPText/)

**Emergency Closings:** Program operation/closings are a joint decision made by St. Mary's County Public Schools and the individual school principal. If the emergency is a mechanical failure, natural disaster, or poses imminent danger to children and staff, a notification will be made to all participants in a timely manner. Please follow the direction of your particular school. We will have you complete a transportation plan form at the beginning of the school year to notify us of how your child will depart from school in the event of the cancellation of our after-school program. You may choose to send your child home on the bus or have an authorized person pick up your child at the school.

#### **Program or Facility Closure Updates:**

1. Log onto Facebook at [www.facebook.com/stmarysmdrecreation](https://www.facebook.com/stmarysmdrecreation)
2. Check the website at [www.stmaryscountymd.gov/recreate/](http://www.stmaryscountymd.gov/recreate/)
3. Check your email. An email will be sent alerting of any cancellations
4. Call the weather cancellation line at 301-475-4200 ext. 1840
5. Sign up for text alert messages at [www.stmaryscountymd.gov/Recreate/RPText/](http://www.stmaryscountymd.gov/Recreate/RPText/)

#### **Basic "Know-hows" for Inclement Weather...**

##### School Age Care Programs held in Public Schools & at Hollywood Recreation Center

**Scenario #1** - Schools Closed: No SAC Before/After Care or any recreation programs held in schools.

**Scenario #2** - Schools Close Early: No SAC After Care and no evening programs held in schools.

**Scenario #3** - Schools Cancel After School Activities: NO SAC After Care and no recreation programs.

**Scenario #4** - Weekend Activities: Decisions will be made no later than 7:00am or as conditions warrant.

#### **Health & Safety Issues**

**Insurance/Liability:** Please be advised that the St. Mary's County Department of Recreation and Parks does not provide accident or hospitalization insurance for School Age care program participants. Parents are strongly advised to have adequate personal insurance coverage for their children. Participation in the School Age Care programs shall be at the parent's and participant's own risk.

**Emergency Information:** Parents must complete an Emergency Form including the names and phone numbers of at least three (3) emergency contacts (one must live in the local area), other than the parent/guardian, completed and signed by the parent/guardian. These persons should be available to pick up the child in the event that the parent/guardian is unavailable to pick up the child. Emergency persons should be available during the center operating hours. Parents should inform these persons that they have been designated as an emergency "backup" person for the child and inform them of the above-mentioned responsibilities. Parents should keep the center informed of any and all changes to information provided on the Emergency Form. These forms will be updated annually at the beginning of each school year.

**Medications:** Prior to receiving nonprescription or prescription medication the School Age Care programs must have on

file:

- Medication Order Form, including the name of medication, dosage and when the medication is to be administered. The form must be signed by either the child's parent or legal guardian and by the physician within the last year.
- The child must have received the first dosage of the medication prior to coming to the center. This is to ensure that the child does not experience any negative or allergic reaction to the medication.
- All **unexpired** medications must be in their **original prescription bottle** and should be given to the center staff to be stored in a safe and secure location. Please do not leave medications in lunch boxes or backpacks.
- We understand that sometimes children dislike taking medication and parents have become very creative in finding ways to administer medications. However, we ask that parents do not put any medications in their child's food or beverage.
- Medication of any kind seen in the possession of a child/youth at a center will be confiscated immediately. A staff person will contact the parent and inform them that they must come to the center to administer or complete a medication order form. If the parent is unable to come to the center, the child cannot self-administer. The medication will remain confiscated and returned to the parent/guardian at the end of the day.
- Medications left at the center beyond administration dates, expiration date, or the end of the school year will be destroyed within 30 days.
- It is the parents/guardians' responsibility to ask for any medications to be returned to them for school breaks or Out of School Camp days. Children and staff are not allowed to transport medication.

Reporting of Suspected Child Abuse and / or Neglect: Parents should be aware that School Age Care staff are required, under penalty of law, to report all suspected cases of child abuse and/or neglect. Staff receive training for mandated reporters annually. Staff will refer potential cases to the Child Protective Services Division of the St. Mary's County Department of Social Services.

Illness: For children who become ill while at the center, parents will be contacted. Children are to be picked up within 30 minutes of notification.

Parents May Not Bring a Child to the Center If:

- The child has an oral temperature of 100° or greater within the previous 24 hours
- Persistent vomiting and/or diarrhea in the 24 hours before the child comes to the center
- The child has any rash or acute onset associated with fever or symptoms of illness
- Has any symptoms of COVID-19, been exposed to a positive COVID-19 case (see COVID-19 section on pages 25-26 for details)
- *NOTE: If a child, who has been ill with a contagious disease, is absent three (3) or more consecutive days, the center requires a doctor's statement indicating the disease is no longer communicable. **All positive test results must be reported to [kelsey.jijon@stmaryscountymd.gov](mailto:kelsey.jijon@stmaryscountymd.gov).***

Infectious or Communicable Disease: Parents should report to the School Age Center Director or [kelsey.jijon@stmaryscountymd.gov](mailto:kelsey.jijon@stmaryscountymd.gov) if their child has contracted an infectious or communicable disease. Due to the seriousness of this matter, once this information is reported to the center, staff will post a Health Alert notifying parents of possible exposure of all children to the disease. Please be aware that the child's identity will be held in strictest

confidence. Information fact sheets regarding the specific illness will also be made available to parents.

Mental Health Issues: When a child is in danger of causing serious harm to him/herself, or talks of self-destructive behavior, we will contact the parent and the child must be picked up within 30 minutes of notification. If the parent is unable to pick up the child, the staff will request that the local emergency squad transport the child to the nearest medical facility. If a child is released from the program for mental health reasons, the parent must provide written documentation, from a qualified physician, that it is safe for the child to return to the program.

Accidents: Parents will be asked to complete emergency information at the time of enrollment. If an accident should occur, prompt medical attention will be sought, and parents/guardians will be notified immediately. Parents/guardians will be asked to review and sign an Accident Report. A copy will be made available upon request.

Fire Drills and Emergency Drills: Each month children and staff practice procedures to be used in the event of a fire or other emergency requiring escape or sheltering in place in accordance with state childcare licensing regulations.

### Concussion Awareness

A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Concussions can occur in any sport or recreation activity. A concussion can have long term impacts on young athletes such as their health, memory, learning and even their survival. This has led to a new effort to improve prevention, recognition, and response to sports-related concussion.

To help ensure the health and safety of young athletes, Recreation & Parks created an awareness campaign to offer information about concussions to coaches, parents, and athletes involved in youth sports. The following are a list of symptoms that may suggest a concussion has occurred.

- Headache
- Confusion
- Difficulty remembering or paying attention
- Balance problems or dizziness
- Feeling sluggish, hazy, foggy, or groggy
- Feeling irritable, more emotional, or “down”
- Nausea or vomiting
- Bothered by light or noise
- Double or blurry vision
- Slowed reaction time
- Sleep problems
- Loss of consciousness

### What to Do If You Think a Concussion Has Occurred?

1. **Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe to return to play.
2. **Do not return to play until medically cleared.** Concussions take time to heal. Don't return to play until a health care professional says it's OK. Return to practice is permitted only once staff receive a written release from a health care professional. Children who return to play too soon while their brain is still healing risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting the injured student-athlete for a lifetime.

3. **Inform all staff about any recent concussions.** Coaches should know if a child has had a recent concussion. The staff may not know about a concussion in another sport or activity if he or she is not informed by the parent, guardian or athlete

### Maryland Youth Sports Concussion Law

Md. HEALTH-GENERAL Code Ann. € 14-501 (2012)

Annotated Code of Maryland

Online Resource: [www.myheadfirst.com/the-law-coaches](http://www.myheadfirst.com/the-law-coaches)

*(c) Removal from play; written clearance required for return to play.*

*(1) A youth athlete who is suspected of sustaining a concussion or other head injury in a practice or game shall be removed from play at that time.*

*(2) A youth athlete who has been removed from play may not return to play until the youth athlete has obtained written clearance from a licensed health care provider trained in the evaluation and management of concussions.*

### Code of Conduct

Children are expected to conduct themselves in an appropriate manner at all times. Children should refrain from being verbally and/or physically abusive to others. Children should have respect for authority figures and should respond positively to guidance and direction. Persistent behavior problems may result in dismissal from the School Age Care program. Disciplinary procedures within the School Age Care are guided by the type and severity of the behavioral incident as described below:

#### Minor Incidents

Minor incidents include, but are not limited to, name calling, horseplay, refusing to cooperate (not listening, not following rules, or not following directions), being disruptive, being rude/discourteous to adults, throwing soft objects, minor destruction of property such as tearing up or coloring on others' papers, etc.

#### More Serious Offenses

More serious offenses include, but are not limited to, using abusive/profane language, throwing dangerous objects, participating in physical conflict (hitting, kicking, biting, etc.), refusing to remain in assigned area, and inappropriate social behavior. When a child does not conform to acceptable rules of behavior, the staff will discuss with the child the specific inappropriate behavior that the child has demonstrated, more appropriate behavior, and the consequences for demonstrating further inappropriate behavior. Consequences may include, but are not limited to:

- Being assigned to a "Time Out" area for one minute for each year of age when behavior is inappropriate. This action will be repeated if necessary
- Loss of privileges
- Being removed from the group
- Informal or formal parent conferences
- Suspension
- Dismissal from program



## PARENT & CHILD CODE OF CONDUCT

Students and parents are expected to conduct themselves in an appropriate manner. Students and parents should refrain from being verbally and/or physically abusive to others. Students should have respect for authority figures and should respond positively to guidance and direction. Staff are trained in using re-direction as the first intervention with behavior concerns. Persistent behavior problems may result in dismissal from the School Age Care program. Disciplinary procedures within the SAC programs are guided by the type and severity of the behavioral incident as described below:

*Minor Incidents:* Minor incidents include, but are not limited to, name calling, horseplay, refusing to cooperate (not listening, not following rules, or not following directions), being disruptive, being rude/discourteous to adults, throwing soft objects, minor destruction of property such as tearing up or coloring on others' papers, etc.

*More Serious Offenses:* More serious offenses include, but are not limited to, using abusive/profane language, throwing dangerous objects, participating in physical conflict (hitting, kicking, biting, etc.), and inappropriate social behavior. When a student does not conform to acceptable rules of behavior, the staff will discuss with the student the specific inappropriate behavior that the student has demonstrated, more appropriate behavior, and the consequences for demonstrating further inappropriate behavior. Consequences may include, but are not limited to:

- Being assigned to a "Time Out" or a parent will be asked to assist with redirection. This action will be repeated if necessary.
- Being removed from the group if the behavior causes a distraction and barrier to learning or playing for the other participants.
- Exclusion from field trips.
- Informal or formal parent conferences.
- Suspension or dismissal from program (without refund of fees).

**Zero Tolerance Policy** – There is no tolerance regarding the participant's conduct involving infractions that concern the immediate safety of the child, the other children, and our staff.

I have read and fully understand the terms and conditions of participating in St. Mary's County Recreation Parks programs. I understand that if I violate any of the terms of the code of conduct, that I/my child could be removed from the program and not allowed to return.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name

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

\_\_\_\_\_  
Date

**Discipline and Guidance Policy**

Teachers develop classroom rules in cooperation with the children. With the children's input, clear rules and expectations are developed and reviewed. Throughout the program, children are given opportunities to make choices about what activities they participate in. This often occurs during center play time, outdoor play, and small group activities. Sites are set up with the following centers that children may choose from daily: blocks, table games, arts and crafts, math, science, dramatic play, and reading. All sites have various equipment available for outdoor or gross motor activities, including basketballs, soccer balls, jump ropes, hula hoops. All sites have access to school playgrounds and indoor areas for inclement weather. Children will be given time daily to play outside or in the gym. Providing children with opportunities to make choices about activities allows them to make decisions and control part of their day.

Teachers will encourage and praise positive behaviors using verbal and non-verbal cues. Children sometimes lose control as they are learning to self-regulate their behavior. Staff will give warnings to individual children as needed. Staff will not use physical force, humiliate, or embarrass the children. Our teachers are trained to use re-direction and positive reinforcement whenever possible. Children may be re-directed to another activity or given a choice of another activity to work on as needed. Teachers will talk with the child to assist the child in regaining control of his/her emotions. Children will be allowed to ask for a break if they desire. Parents may be asked how they deal with difficult situations so we may work together in helping the child manage their own behavior.

**Behavioral Incident Report**

Behavior reports are used when incidents occur and are kept in the child's file. These are signed by the parent and a copy given upon request. Some behaviors or actions may warrant direct parent contact, parent conference or further disciplinary action such as suspension or expulsion at the discretion of the Youth & Camp Programs Coordinator. Corporal punishment is not permitted or condoned at any time. Corporal punishment is defined as any physical abuse, such as hitting, spanking, slapping, forceful pushing, etc. Please do not request that center staff use such methods to discipline your child. Parents should also refrain from using these disciplinary methods on center property in view of staff and children.

**Children with an Individual Service Plan (ISP)**

NOTE: Behavior Issues Regarding Children with an Individual Service Plan (ISP). School Age Care center staff recognize that children with certain diagnoses may exhibit inappropriate or aggressive behaviors such as kicking, spitting, biting, excessive name-calling, pushing, abusive to others, etc. These behaviors may require modifications to the program (as determined in the child's ISP meeting) including, but not limited to, special equipment, changes to routines, behavior plans, one-on-one supervision, or a combination of these. However, when a child with special accommodations infringes on the rights of others or poses a safety risk or a threat of imminent physical harm to children, staff, or the general public, the child may be dismissed.

**Zero Tolerance Policy**

Regarding the participant's conduct involving infractions that concern the safety of the child, the other participants and our staff, the School Age Care Programs observes and heeds the offenses and violations listed in the Student Code of Conduct found in the current St. Mary's County Public Schools Student Handbook. [If a student is suspended from SMCPs, they cannot attend the Before & After School program during the entire suspension].

### **Personal Belongings**

Toys, games, music, and books are provided by the School Age Care programs. Children are requested to leave such items at home. Staff will not be responsible for the loss and/or damage to children's personal belongings brought from home. Children are asked to refrain from bringing toys, electronics, candy, chewing gum, live pets, or money to the center. Weapon-type toys or toys that encourage violent or rough play are prohibited from the center. If these items are brought to the center, children will be asked to store them in a safe place until it is time to go home.

### **Electronic Device Policy**

Cell phones, video games, iPods, etc. are not permitted at school age care programs. If a child brings an electronic device to SAC, it will be confiscated until the end of the day and returned to the parent. Any electronic devices required for school must be kept in the child's backpack during the program. **Recreation and Parks is not responsible for lost, misplaced, or stolen devices.**

### **Behavior & Discipline Policy & Procedures**

It is the parent's responsibility to review the rules and appropriate behavior with your child.

SAC Program Rules:

- I will participate in all activities
- I will follow the instructions of the staff
- I will be polite and conduct myself properly
- I will use appropriate language
- I will keep my hand, feet, mouth, and objects to myself
- I will stay in my assigned areas
- I will use materials, supplies and indoor/outdoor equipment and facilities properly
- I will always treat others with respect and never use foul language

Inappropriate Behavior: Examples of inappropriate and unacceptable behaviors include leaving assigned areas without permission, use of foul language, name calling (bullying), threatening the health or safety of others, general disrespect or defiance, non-cooperation. Major infractions which may result in immediate suspension or termination include but are not limited to damaging or destroying property, hitting/kicking/scratching/biting/choking others, throwing rocks, dirt, sticks, etc. at others, and stealing. If a child is deemed to be out of control, the parent/guardian will be called to immediately come to pick up the child for the remainder of the day. Children who have repeated difficulty behaving appropriately will be temporarily suspended or permanently dismissed from the program. Children who are suspended or dismissed from a site may not enroll at another SAC site.

The following steps may be applied for inappropriate behavior:

**Step One:** Child is given verbal warning and instructed to correct his/her behavior. Re-direction will be used.

**Step Two:** Child is put on a “time away” - “away” from the activity or from other children.

**Step Three:** Child is put on a second “time away”, given a written warning, and parents are notified. Parents are expected to discuss the inappropriate behavior with their child and to work with the staff to eliminate the misbehaviors. Depending upon the seriousness of the behavior, written warning and/or “time away” may be given immediately as determined by the SAC staff.

Please note: depending on severity of act, it is at the discretion of Recreation & Parks to dismiss the child immediately from the SAC program. Recreation & Parks reserves the right to add to or modify these rules as necessary.

#### Suspension or Termination (Student):

- If a student receives three (3) written warnings within a two-week period, parents/guardian will be given the first notice of possible termination from the program. The student may be suspended from the program.
- The next written warning received by the student will lead to the parents receiving the second notice of possible termination from the program and a mandatory five (5) day suspension from the program. Parents/guardian will be required to contact the Coordinator and schedule a meeting to discuss a specific plan to correct the child’s behavior. The child may not return to the SAC program until the conference has been held.
- The next written warning following the conference between the coordinator and the parents will result in the child being terminated from Childcare Programs.
- Immediate suspension or termination from the SAC program may occur if, in the opinion of the Childcare Coordinator, your child’s behavior poses a danger to him/herself or other or to property; or if your child is willfully defiant of staff and/or SAC rules/procedures.
- Refund of payment is not provided for suspensions due to misconduct. If a child must be terminated from the program, a partial refund for future days already paid, but not attending may be refunded.

#### Suspension or Termination (Parent):

- The SAC program reserves the right to suspend and/or terminate participants due to the actions of parents/guardians. Suspension and/or termination may occur for any of the following:
  - Repeatedly being late in picking up children from the SAC program.
  - Repeatedly being late and/or for non-payment of tuition fees.
  - Inappropriate behavior towards SAC staff: use of inappropriate language, being verbally or physically threatening or intimidating, any physical aggression and/or damage to property.
  - Inappropriate behavior towards children attending the program including verbal or physical confrontation of children. Discipline of your own child should not take place in the program.
  - Disregard for or refusal to follow SAC program’s procedures and guidelines.
  - Failure to pick up child when called for behavior issue, within 30 minutes of incident.

## Parent Involvement

Parent involvement and participation are key factors of the School Age Care programs. The centers seek to have ongoing and regular communication with parents. Parents are encouraged to ask questions and express concerns. Parents are invited to offer feedback about the school age programs anytime. Your suggestions and recommendations for how the programming can be enhanced will be appreciated. Sharing your concerns about the programs will be welcomed and addressed in a timely manner.

### **Parent's Rights**

Parents have the right to:

- Know their children are in a safe environment where they are free to select from a variety of activities.
- Know what types of programs and activities are being planned and to offer feedback on the kinds of activities the children enjoy.
- Share concerns with the staff at any time about anything they do not feel is in the best interest of their children.
- Know if their child is misbehaving, and to spend time talking with the staff concerning the matter.
- Know if their child does not report to the program as intended.
- Know when the children will be going any place other than where the program is usually held.
- Be notified when their child has been injured however minor or severe the injury.

### **Parent's Responsibilities**

Parents have the responsibility to:

- Observe the rules of the program as set forth by Recreation and Parks and pay fees on time.
- Inform staff of any relevant issues pertaining to their child's physical, mental, and emotional health; behavior; and/or special needs, so that staff can plan appropriately.
- To keep the child's records up to date with changes in phone numbers and addresses.
- Pick up children on time; contact the center if they are to be late. There will be late fees assessed.
- Let the staff know if their child will not be attending the program for the day.
- Be available to be reached by telephone in case of an emergency; be able to pick the child up or have someone pick the child up within 30 minutes of the call. An emergency is defined as, but not limited to, injury, illness, out-of-instructional control, dangerous or threatening behavior or any other risk to safety.
- To notify a staff member when another authorized person is picking up a child.
- Inform staff and provide appropriate documentation pertaining to child custody issues.
- Inform staff if their child has been exposed to a contagious illness.
- Notify staff of planned vacation and other absences in advance.
- Notify the Registrar in writing of withdrawal from the program at least two weeks in advance.
- To share their concerns with staff members if the program is not meeting their child's needs.
- Be available for parent-staff conferences in a reasonable amount of time, especially regarding behavioral problems.
- Listen to concerns that staff members have about their child's behavior, and to work through an agreeable solution to any problems that might occur.
- Know about any change in program policy or procedure.
- Know the discipline procedure of the program.
- Replace any equipment that their child is responsible for misusing.

### **School Age Care Staff Will Help...**

- To create memories
- To create confidence
- To be role models
- To encourage teamwork
- To promote independence
- To help kids learn
- To help kids unplug from technology
- To promote responsibility

### Staff Information

Certification: All staff are required to maintain certification for their position and meet annual training requirements set by MSDE.

School Age Care Center Staff: All St. Mary's County Department of Recreation and Parks SAC programs are staffed by individuals who meet, or exceed, the MSDE Office of Child Care requirements. Site Directors oversee each center. Child Care Teachers in School Age Centers and Assistants are assigned when the enrollment warrants such action. There is a ratio of one adult per 15 children in SAC.

Substitutes: Substitutes may be used when regular staff are absent. Substitutes shall meet state requirements for child-care substitutes.

Criminal Background Checks: All staff are required to have reference checks and criminal background checks in accordance with state licensing regulations.

Medical Evaluation: All staff are required to have a medical evaluation by a licensed physician prior to employment and every 5 years thereafter.

Emergency Certification: School Age Care staff are certified in First Aid and Cardiopulmonary Resuscitation (CPR). There will be at least 1 staff certified in medication administration at sites with participants who have identified medication needs during the program hours.

Training: St. Mary's County Department of Recreation and Parks is committed to ensuring that staff are competent and skillful. All staff are required to attend in-service trainings and workshops.

### IMPORTANT ITEMS TO REMEMBER

1. Review the Parent Handbook and gain an understanding of procedures and requirements.
2. Disclose your child's medical needs. Our staff needs this information no matter how little or big or small the medical concerns, so we can provide the best services for your child.
3. Program activities, calendars, required forms and all other information about our School Age Care program can be found on our website. [www.stmaryscountymd.gov/recreate/schoolagecare](http://www.stmaryscountymd.gov/recreate/schoolagecare).
4. Complete all required forms. A list of forms can be found on page 6. Due prior to the first day of school.
5. Make Childcare Payments by due date. Payments are due on the 10th of each month and a late fee will be assessed on the 11<sup>th</sup> and 21<sup>st</sup> of each month. Failure to receive an invoice does not justify a late payment.
6. Review the Rules of Behavior & Discipline Policy.
7. Stay informed of any cancellations, changes to programs, etc. by "Liking" Recreation & Parks Facebook page at [www.facebook.com/stmarysmdrecreation](http://www.facebook.com/stmarysmdrecreation).
8. **Registration opens for the next school year on March 3<sup>rd</sup>. Families must register each year.**



**For questions, concerns or to file a complaint contact your Regional Office**

Regional Offices	Phone
Anne Arundel	410-573-9522
Baltimore City	667-354-5178
Baltimore County	410-583-6200
Prince George's	301-333-6940
Montgomery	240-314-1400
Howard	410-750-8771
Western Maryland, Allegany, Garrett & Washington	301-791-4585
Upper Shore, Kent, Dorchester, Talbot, Queen Anne's & Caroline	410-819-5801
Lower Shore, Wicomico, Somerset & Worcester	410-713-3430
Southern Maryland, Calvert, Charles & St. Mary's	301-475-3770
Harford & Cecil	410-569-2879
Frederick	301-696-9766
Carroll	410-549-6489

The Regional Offices investigate complaints to determine if child care licensing regulations have been violated. All confirmed complaints against child care providers may be viewed at [CheckCCMD.org](http://CheckCCMD.org).

For additional help, you may contact the Director of Licensing at 410-767-0120.

**Resources**

- Child Care Scholarship (CCS)** - Assists eligible parents and families with child care expenses **1-877-227-0125** [money4childcare.com](http://money4childcare.com)
- Maryland EXCELS** - Maryland's Quality Rating System for child care programs [marylandexcels.org](http://marylandexcels.org)
- Maryland Developmental Disabilities Council** - Assistance with ADA issues [md-council.org](http://md-council.org)
- Maryland Infants and Toddlers Program** - Early intervention services for young children with developmental delays and disabilities and their families [referral.mditp.org](http://referral.mditp.org)
- Maryland Family Network** - Assists parents in locating child care **1-877-261-0060** [marylandfamilynetwork.org](http://marylandfamilynetwork.org)
- Maryland Child** - Information about child development, parenting, community resources, mental health, nutrition, literacy, and more. [Marylandchild.org](http://Marylandchild.org)

Maryland State Department of Education  
 Division of Early Childhood  
 200 West Baltimore Street  
 10th Floor  
 Baltimore, MD 21201  
[earlychildhood.marylandpublicschools.org](http://earlychildhood.marylandpublicschools.org)

Wes Moore, Governor

Carey M. Wright, Ed.D  
 State Superintendent of Schools

OCC 1524 ( updated May 2024)

**Parent's Guide to Regulated/ Licensed Child Care**



**Information About Child Care Facilities**



### Who Regulates Child Care?

All child care in Maryland is regulated by the Maryland State Department of Education, Office of Child Care's (OCC), Licensing Branch.

The Licensing Branch's thirteen Regional Offices are responsible for all regulatory activities, including:

- Issuing child care licenses and registrations to child care facilities that meet state standards;
- Inspecting child care facilities annually;
- Providing technical assistance to child care providers;
- Investigating complaints against regulated child care facilities;
- Investigating reports of unlicensed (illegal) child care;
- Taking enforcement action when necessary; and
- Partnering with community organizations and consumers to keep all children in care safe and healthy.

Regulations governing the Maryland State Department of Education (MSDE) fall under COMAR Title 13A. Regulations that govern child care facilities and other information about the Office of Child Care may be found at:

[earlychildhood.marylandpublicschools.org/child-care-providers/licensing](http://earlychildhood.marylandpublicschools.org/child-care-providers/licensing)

### What are the types of Child Care Facilities?

**Family Child Care** – care in a provider's home for up to eight (8) children with no more than two under the age of two.

**Large Family Child Care**– care in a provider's home for 9-12 children.

**Child Care Center** – non-parental care in a group setting for part of a 24 hour day.

**Letter of Compliance (LOC)** – care in a child care center operated by a religious organization for children who attend their school.

**All facilities must meet the following requirements:**

- Must obtain the approval of OCC, fire department, and local agencies;
- Must have qualified staff who have received criminal background checks, child abuse and neglect clearances, and are not on the sex offender registry;
- Must maintain certification in First Aid and CPR;
- Must maintain approved staff and student ratio and provide ACTIVE supervision all times when children are in care;
- Must offer a daily program of indoor and outdoor activities;
- Must maintain a file with all required documentation for each enrolled child;
- Must post approved evacuation plans, conduct fire drills, and emergency preparedness drills; and
- Must report suspected abuse and neglect, and may not subject children to abuse, neglect, mental injury, or injurious treatment.

### Did You Know?

- The provider's license or registration must be posted in a conspicuous place in the facility;
- A child care provider must enter into a written agreement, with a parent, that specifies fees, discipline policy, presence of animals, the use of volunteers, and sleeping arrangements for overnight care;
- Parents/guardians may visit the facility without prior notification any time their children are present;
- Written permission from parents/guardians is required for children to participate in any and all **off property** activities;
- All child care facilities must make reasonable accommodations for children with special needs;
- A qualified teacher must be assigned to each group of children in a child care center;
- Staff:child ratios must be maintained at all times in child care centers;
- Parents/guardian must be immediately notified if children are injured or have an accident in care;
- Parents/guardians may review the public portion of a licensing file; and
- Check Child Care Maryland, [CheckCCMD.org](http://CheckCCMD.org), is a resource for parents and families to use to review child care provider's license status, verified complaints, compliance history, and inspection results.

**2024-25 School Year Schedule & Important Dates**

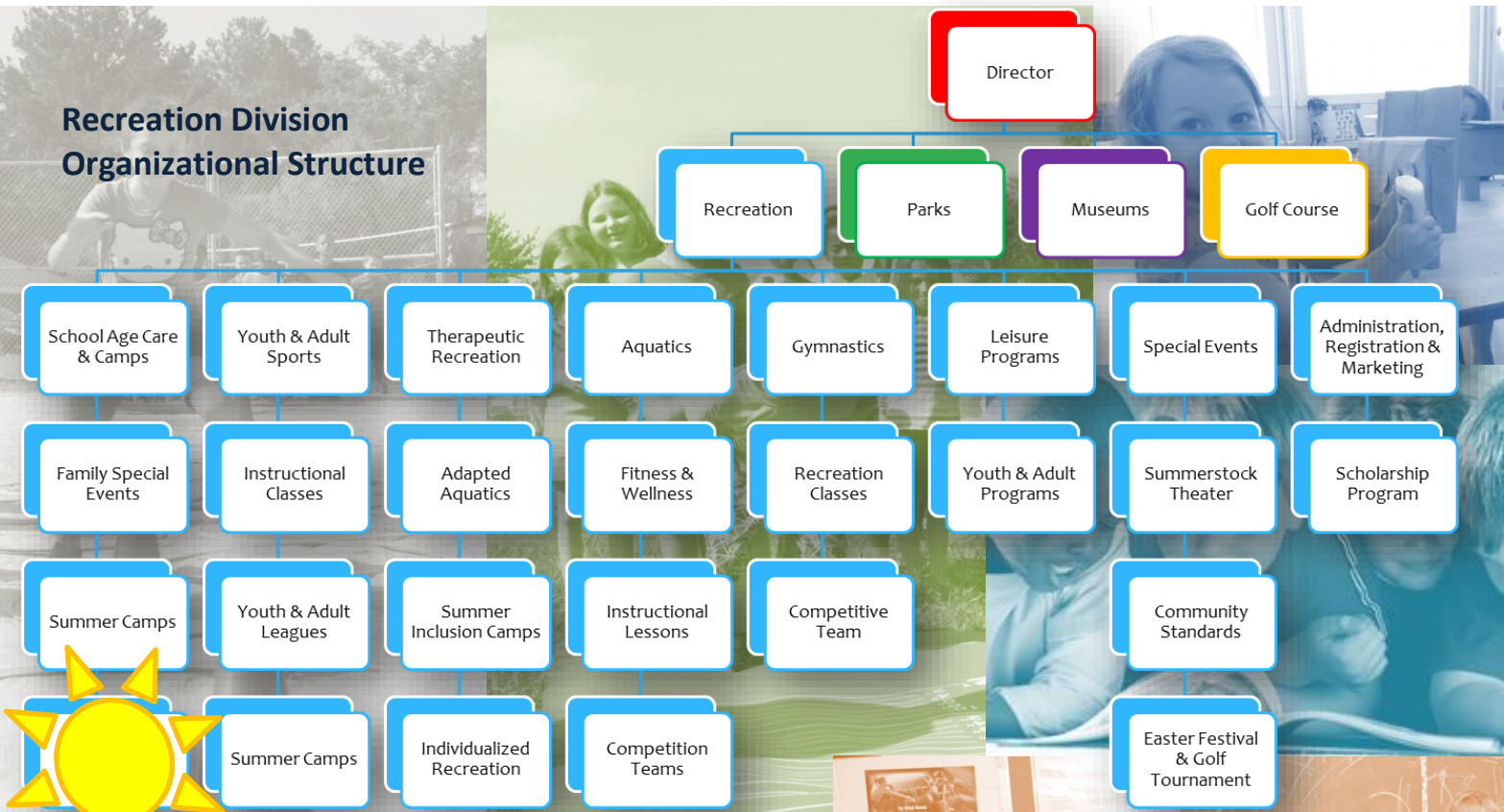
Event	SMCPS	CPCS	*Calendars are subject to change.
1st day of school	8/21/24	8/14/24	
2-hour early dismissal		8/16/24	
No School Labor Day	9/2/24	9/2/24	Closed
2-hour early dismissal		9/13/24	
2-hour early dismissal	9/19/24		
No School - Fair Day	9/20/24	9/20/24	OSC: Fair Day
2-hour early dismissal		9/27/24	
2-hour early dismissal		10/4/24	
October Break - Charter		10/7-14/24	No OSC
2-hour early dismissal	10/14/24		
2-hour early dismissal	10/18/24	10/18/24	
2-hour early dismissal		11/1/24	
No School – Election Day	11/5/24	11/5/24	OSC: Election Day
2-hour early dismissal	11/8/24		
No School - Veterans' Day	11/11/24	11/11/24	Closed
2-hour early dismissal		11/15/24	
No School - Thanksgiving Break	11/27/24	11/27/24	OSC : Thanksgiving, close at 4pm
No School - Thanksgiving break	11/28-29/24	11/28-29/24	Closed
2-hour early dismissal		12/6/24	
2-hour early dismissal	12/20/24	12/20/24	
No School – Winter Break	12/23-25/24	12/23-25/24	Closed
No School - Winter Break	12/26, 12/27, 12/30/24	12/26, 12/27, 12/30/24	OSC: Winter Break
No School - Winter Break	12/31/24-1/1/25	12/31/24-1/1/25	Closed
No School - Winter Break	1/2-3/25	1/2-3/25	OSC: Winter Break
No School - MLK	1/20/25	1/20/25	Closed
2-hour early dismissal		1/23/25	
No School – Charter		1/24/25	No OSC
No School - SMCPS	1/31/25		OSC: Professional Day
2-hour early dismissal	2/14/25	2/14/25	
No School - Presidents' Day	2/17/25	2/17/25	Closed
2-hour early dismissal		2/28/25	
No School - SMCPS	3/7/25		OSC – Professional Day
2-hour early dismissal		3/14/25	
No School – Charter		3/17/25	No OSC
2-hour early dismissal	3/28/25	3/28/25	
2-hour early dismissal	4/11/25	4/11/25	
No School - Spring Break	4/14-21/25	4/14-21/25	OSC: Spring Break
2-hour early dismissal		5/2/25	

2-hour early dismissal		5/22/25	
No School – Charter		5/23/25	No OSC
2-hour early dismissal	5/23/25		
No School - Memorial Day	5/26/23	5/26/23	Closed
2-hour early dismissal	6/11/25		SMCPS – Last Day of School
2-hour early dismissal		6/12/25	
2-hour early dismissal		6/13/25	Charter – Last Day of School



# ST. MARY'S COUNTY RECREATION & PARKS

## Recreation Division Organizational Structure



[www.stmaryscountymd.gov/recreate](http://www.stmaryscountymd.gov/recreate)

[www.facebook.com/stmarysmdrecreation](https://www.facebook.com/stmarysmdrecreation)