

Before and After School Care

Parent Handbook



Glenwood Country Day School

14785 Bushy Park Road, Woodbine, MD 21797 410-489-5203 glenwoodcountrydayschool.com

Glenwood Country Day School

Dear Parents,

We are so happy that you have chosen the Glenwood Country Day School's Before and After Care Program for your child's needs. Transportation is provided by the Howard County school system to and from Bushy Park Elementary School. Our GCDS school van provides transportation to and from Lisbon Elementary and other local schools.

GCDS's Early Childhood and Elementary Education degreed teachers are experienced and enthusiastic about our Before and After Care Program. We provide knowledgeable and caring help for homework, offer nutritious snacks, time for physical activities and fun structured play time every day.

We are looking forward to a wonderful school year with your child!

Sincerely,
Marisa Poland, Director



Purpose

Our program is designed to help families by providing quality, affordable care in a supervised, safe, secure and nurturing environment. Our teachers are well trained and knowledgeable about child development, needs and activities.

Hours of operation in the morning are between 7 and 9 am, and in the afternoon between 3 and 6 pm.

If the schools are closed for early dismissals, late arrivals, inclement weather, we will operate on a full daycare schedule between the hours of 7 am and 6 pm.

School is closed for the major holidays, winter and spring breaks. Please refer to the school calendar.

*** If the Federal Government is closed due to weather, WE ARE CLOSED. If the Federal Government enacts it's liberal leave policy, each family will be emailed by Ms. Poland to let you know if the roads are safe for us to be open as a daycare.**

Registration Process

There are a limited number of students accepted in the program. Applications are accepted on a first come first served basis.

Before your child can participate, the following items must be submitted:

- Application
- Non-refundable Application fee
 - Returning families- \$60
 - New families- \$80
- Deposit of \$250. This deposit will be your payment for the month of June.
- Emergency card
- Signed contract
- Smart Tuition form
- Handbook Acknowledgement form

Tuition Fee Schedule

GCDS uses Smart Tuition for payment on the first of each month. Payment is due whether or not the child is attending due to vacations, scheduled appointments of other planned absences.

Sign in and Sign out Sheets

The names of the registered students are on the sign in and sign out sheets located by the red entrance door. State law requires that parents sign in their children upon arrival and sign them out before leaving in the evening. Children are only released to adults, not minor siblings. No child will be released to a person who does not have the necessary identification or who is not authorized by a parent.

Late Pick Up Policy

There is a late pick up fee of \$25 for the first 15 minutes or any portion thereof and \$1.50 per minute thereafter. The staff member who remains with the child is paid immediately in cash to the teacher on duty. We do understand that traffic can be challenging, and things happen. If you know you are going to be late, please call us.

Absences

If your child will not be attending on a given day because of a scheduled appointment, illness, or any other planned absence, please notify GCDS in advance. Absences without prior notification may be mistaken for a missing child and unnecessary concern and time in search of the child. If a child does not arrive as intended, the director will contact the parent first and then other emergency contacts, and the public school for clarification of the whereabouts of your child.

Withdraw From the Program

We do not like to lose any child from GCDS, however, if you choose to withdraw your child from the program, a two-month written notice is required. You will be charged for those two months whether your child attends or not.

Inclement Weather Policy

When Howard County Schools are:

- closed, we will be open from 7 am until 6 pm.
- have an early dismissal, we will be open during the regular hours.
- Have a delay in opening, we will be open at 7 am

*If the Federal Government is closed due to weather, WE ARE CLOSED. If the Federal Government enacts its liberal leave policy, each family will be emailed by Miss Poland to let you know if the roads are safe for us to be open as a daycare.

Discipline Policy

All efforts will be made to guide children in appropriate behavior. There are clear and appropriate behavioral expectations for the children. Rules are introduced from the beginning so that children understand the rules. The teachers will keep parents informed of the children's progress and behavior, especially when there are concerns. Children who do not follow the rules may be suspended until a conference and behavioral management plan are in place. Fees will not be refunded for absences due to suspension. Read and sign the Discipline Policy and return to the School Age Mailbox located in the foyer.

Snack Time

GCDS is a participant of the Healthy Howard Program. A morning and afternoon snack is provided daily. Parents can choose to send in a snack from home, if desired. Please remember that we are a nut free environment!

Homework

One of our degreed teachers will assist your child with the homework. Please keep in mind that the students may not complete all of their homework during the designated time. We encourage parents to make sure that all of the work is completed at the end of the day. Please send in a book in your child's backpack to read if homework is completed early.

Play Time

Following Homework Time, students will have time to engage in recreational activities. Students will have access to computers, board games, puzzles, arts and crafts, etc. Students will be given more than thirty minutes of outdoor time, weather permitting. We believe children want and need to be outside running, jumping and other movements that can only be accomplished outside!

Injured Child Policy

If your child has an injury that may require more than our first aid skills, or your child has been bumped on the head, we will make an immediate attempt to contact the parent or emergency contact person. If necessary, we will call 911. Please make sure your contact information is always current.

Please sign and return

Glenwood Country Day School
Before and After Program
Handbook Acknowledgement

I have received, read and understand the Before and After Program Handbook.

Signature _____ Date _____

GLENWOOD COUNTRY DAY SCHOOL
ENROLLMENT AND TUITION AGREEMENT
BEFORE AND AFTER SCHOOL PROGRAM
2019-2020 ACADEMIC YEAR

STUDENT NAME _____ AGE _____

ADDRESS _____

TELEPHONE _____

The undersigned hereby enrolls the Student in Glenwood Country Day School's before and after school program for the 2018-19 school year (Beginning August 2018 to June 2019.)

Tuition: Tuition for the program in the amount of \$_____ is payable in advance and cannot be adjusted or refunded due to the student's absence. A deposit of \$ 250.00 is due at registration and will be used as your June payment. Payment is due on the first day of each month. Should it be necessary to withdraw your child at any point during the year, please give two month's written notice.

Hours of Operation: Monday to Friday- 7:00a.m. to 6:00p.m.

Illness: Please keep your child home for 24 hours after a temperature or if he/she shows contagious signs of cold or illness.

Pick-ups: Due to our extended hours, late pick-ups are not allowed. A charge \$25 for any portion of 6-6:15 then \$1.50 for every minute you are late after that. This is due at the time of the pick-up. Cash should be given to the staff on duty.

Emergency Medical Attention: The undersigned hereby gives his/her consent to Glenwood Country Day School, or any agent acting in its behalf, to secure and provide any medical attention that maybe necessary in the discretion of Glenwood Country Day School for the above-named Student during a period when the undersigned cannot be contacted by telephone. The undersigned further agrees to assume complete financial responsibility for any and all medical expenses incurred on behalf of the Student under the conditions described above. The undersigned covenants that he/she has read the above terms and conditions and fully understands and agrees to abide by all the conditions and terms of this Agreement. Said terms shall be binding upon and inure to the benefit of the undersigned, their heirs, personal representatives, trustees, and successors.

This agreement shall be interpreted under the laws of the State of Maryland.

**ENROLLMENT AND TUITION AGREEMENT
BEFORE AND AFTER SCHOOL PROGRAM
2019-2020 ACADEMIC YEAR**

STUDENT NAME: _____

Both parents or guardians must personally sign this agreement on both copies. If only one parent signs this agreement, the parent must include a letter stating that the signing parent accepts full financial responsibility for the enrolling student.

Parent Signature Date

Parent Signature Date

Please Print Name

Please Print Name

Address

Address

City, State, Zip Code

City, State, Zip Code