



Early Childhood Center, Inc.
100 Welsh Park Drive Rockville, MD 20850 phone 301-424-8065

AFTER CARE PROGRAM
2011 – 2012

We offer After Care for all age levels, Monday through Friday, 12:30 PM – 5:30 PM. The afternoon program will provide your child with outdoor playtime, rest, snack, story, indoor play, art, and games. The teacher will be an ECC staff member.

DAYS: Monday through Friday, 12:30 – 5:30 PM.

COST: The fee schedule is \$8.00/hour. Portions of an hour will be billed at a half-hour rate of \$4.00. It is important that you sign out your child when you come to pick him or her up so that you are not charged for the whole afternoon.

A special note: Children are to be picked up by 5:30 – NO LATER
A LATE FEE of \$1.00 per minute will be charged for late pick-up.

CLASS SIZE: The maximum number of children in After Care is 10. The Center reserves the right to cancel on any day because of insufficient enrollment.

AGE LIMITS: This is a program made up of ages 2 – 4 years of age. *** Two-year-olds may stay for After Care when they have adjusted to the morning program. Starting in October, are willing to try your two-year-old for limited time in After Care. The Director will work with you, on an individual basis, about the best time to start him/her, based on your child's overall adjustment to school.

STAFF: An ECC teacher.

BILLING: A bill will be sent at the beginning of each month, covering all charges from the previous month. Payment is due upon receipt of the bill.

****If you sign up for a regular spot in early drop, you will be charged even when your child doesn't attend.****

SIGN-UP: Parents may sign up for After Care in either of two ways. Please note the time you anticipate picking up your child.

1. **A secured day/days reservation:** Priority placement will be given to children who sign up for the same day or days each week. The sign-up form is provided at the end of this letter.

****To maintain a reserved space, you will be responsible for paying for these regular days, whether or not your child attends After Care.****

2. **Occasional day reservation:** We maintain a blue binder in the front hallway as the After Care Book. Parents may sign in the blue binder for the desired time and afternoon. Children are accepted on a first-come, first-serve basis. There is a minimum of 24 hours notice to reserve a spot in the program, when space is available, and an occasional reservations can be made up to a month in advance.

**** Cancellations must be made no later than 12:00 PM the day before (12:00 PM on Friday for the Monday class). Parents canceling after 12:00 PM of the previous day will be charged the full After Care amount.** Early notice of change in plans is only fair to the teacher in charge and any child who may be on the waiting list.

If your child is signed up for After Care and he/she cannot attend due to illness, please call the office as early as possible so that we can give your child's spot to anyone who maybe on the waiting list. There will be no charge if you cancel due to illness.

1. We reserve the right to exclude, from the After Care program, any child whose behavior is consistently disruptive and unacceptable.
2. Included in the After Care schedule is rest time that starts around 2:00 PM. **ECC will provide a cot. Each time your child stays, please bring a crib sheet, a small blanket, and a pillowcase, each marked with your child's name. Put the sheet and blanket inside the pillowcase. If your child stays on a regular basis, this pillowcase should stay in school. On Fridays, the pillowcase and contents will be sent home to wash – you can return the clean items on the next day of school.**

A sample afternoon in After Care

12:30 – 12:40 PM	Puzzles, books, bathroom
12:45 – 1:15 PM	Outside
1:15 – 2:00 PM	Play and/or a bathroom, wash hands, snack
2:00 – 3:00 PM	Story, Rest Time
3:00 – 5:30 PM	Free play, art, games

After Care Reservation

Child's Name _____ Class _____

I am interested in reserving a spot on a regular basis for my child for the After Care program.

Start Date: _____

Indicate day(s) by circling:

Monday until _____ PM Tuesday until _____ PM Wednesday until _____ PM
Thursday until _____ PM Friday until _____ PM

I understand that I am responsible for paying for these regular days whether or not my child attends.

Parent Signature; _____ Date: _____