

PARENT'S MANUAL

Summer 2024

Summer School Age Child Care & Summer Pre-K



<https://www.aacounty.org/departments/recreation-parks/child-care/index.html>

1 Harry Truman Parkway, Suite 105, Annapolis, MD 21401

PHONE 410-222-7856 FAX 410-222-4478

Tax ID #52-6000878

This online version is made available for all parents. Paper copies of the Parent's Manual are available upon request, and you will be asked to complete an Acknowledgement of Policies on your child's first day.

Anyone needing special accommodations at any of our events/conferences should contact the Child Care Administrative Office at 410-222-7856, ext. 0, or via e-mail at sacc@aacounty.org at least 7 days prior to the event/conference. TTY Users, please call Maryland Relay 7-1-1.
All materials are available in an alternative format upon request.

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WELCOME TO REC & PARKS SUMMER CHILD CARE

The Anne Arundel County Department of Recreation and Parks is pleased to offer state-licensed School Age Child Care (SACC), Child Enrichment Centers (CEC), full-day & before-and/or-after-school (Pre-K), and Summer Camp programs located within your neighborhood school and/or recreation center facility. Please be advised that SACC operates as a separate entity from the school/facility. We have prepared this manual for your convenience and as a guide for you and your child. We welcome any comments or suggestions you may have for us. It is our desire to provide safe, appropriate and consistent child care programs for your child. We are looking forward, with pride and confidence, to continuing successes in this endeavor.

VISION & MISSION OF RECREATION AND PARKS

The VISION of the Anne Arundel County Department of Recreation and Parks is to enrich the lives of all residents of Anne Arundel County. Our MISSION is to create opportunities to Enjoy Life, Explore Nature, and Restore Health and Well-being.

PHILOSOPHY OF THE CHILD CARE DIVISION

The Anne Arundel County Department of Recreation and Parks' state-licensed Child Care programs provide a safe, supportive environment that promotes social interaction, community integration, physical development, and intellectual growth in accordance with the Maryland State Department of Education's Office of Child Care and National After School Alliance standards.

PROGRAM HISTORY

The Child Care Division's programs began in September 1990 with 7 centers. Today, we operate 50 school year programs and assist the Department of Recreation and Parks to operate multiple Summer Camp/Summer Child Care programs.

CHILD CARE ADMINISTRATIVE OFFICE CONTACTS

- Child Care Administrative Office PHONE: 410-222-7856, Hours: Monday-Friday 8:00am-4:30pm
- Child Care Administrative Office EMAIL: sacc@aacounty.org
- Please be aware that the Child Care Administrative Office follows the holidays and emergency closings schedule of Anne Arundel County Government.

CHILD CARE CENTER CONTACT INFORMATION – SUMMER SACC & PRE-K PROGRAMS

*PRIOR TO 06/24/24, PLEASE DIRECT ALL QUESTIONS TO THE CHILD CARE ADMINISTRATIVE OFFICE AT 410-222-7856, EXT. 0 OR VIA EMAIL AT SACC@AACOUNTY.ORG. THANK YOU!

- | | |
|--|--------------|
| • Benfield ES School Age Child Care (SACC) | 410-544-0687 |
| • Broadneck ES School Age Child Care (SACC) | 410-757-3855 |
| • Brock Bridge ES School Age Child Care (SACC) | 301-206-2082 |
| • Carrie Weedon Pre-K Fun N' Play Program | 410-867-3488 |
| • Crofton ES School Age Child Care (SACC) | 410-451-1020 |
| • Edgewater ES School Age Child Care (SACC) | 410-956-6598 |
| • Lake Shore ES School Age Child Care (SACC) | 410-439-0372 |
| • Nantucket ES School Age Child Care (SACC) | 410-721-8534 |
| • Pasadena ES School Age Child Care (SACC) | 410-544-5034 |
| • Quarterfield ES School Age Child Care (SACC) | 410-969-1157 |
| • Severn ES School Age Child Care (SACC) | 410-551-7479 |
| • Solley ES School Age Child Care (SACC) | 410-439-9438 |
| • South County Recreation Center Pre-K | 410-222-1517 |
| • South Shore ES School Age Child Care (SACC) | 410-729-3898 |

REGISTRATION INFORMATION

ELIGIBILITY

- Children entering 1st through 6th Grades are eligible to attend the Summer SACC program. Children must be at least 5 years old & have completed Kindergarten by their first day of attendance.
- Pre-K children that attend the Carrie Weedon Early Education Center during the school year are eligible to attend the Carrie Weedon Pre-K Fun N' Play program during the summer. Pre-K children must be at least 3 years old and no older than 5 years old by their first day of attendance.
- Pre-K children that attend the South County Recreation Center Pre-K program must also be at least 3 years old and no older than 5 years old by their first day of attendance.
- Children must be toilet trained.
 - Your child must be able to be **self-directed** and **self-sufficient** in the restroom and to be able to care for their own hygiene needs.
- **Every child must have all of the State mandated forms completed and on file at the center on their first day.** If your child is new to our licensed child care programs, the necessary forms for admission are available on our website (and/or in your summer parent email) at www.aacounty.org/recparks > Child Care > Forms & Publications.
- If your child attended a Rec & Parks SACC or Pre-K licensed child care program at one of our school year locations for the 2023-2024 School Year, we will copy and send your child's file to your current licensed child care location. Parents are responsible to provide/update any missing forms from the file. The center staff on site will alert you if that is the case. An updated Emergency Form is required for every participant.
No one will be permitted to attend without this information on file

REGISTRATION PROCEDURES

- Prior to your child's first day, the Child Care Administrative Office must receive a completed registration and payment.
- Please be aware that online registration does not complete the registration process. You will immediately receive an email that your online registration was received. You must keep this for your records to verify the date of your registration.
 - After completing the online registration, the next step is to download the Required Forms for Admission. Go to: <http://www.aacounty.org/departments/recreation-parks/child-care/forms-and-publications/>.
 - Your child's enrollment will not be considered complete until all required forms and the fees have been received by the Child Care Division.

HOW TO REGISTER

- Registrations may be completed on-line at our website: www.aacounty.org/recparks >Child Care. If you do not have online access, please contact our office at 410-222-7856, ext. 0 for assistance.
- **The center staff is not permitted to accept registrations.**
- **Do not include registrations with your payment.**

REQUIRED FORMS FOR ADMISSION

All Rec & Parks Child Care Parents & Guardians are REQUIRED to provide their child's Forms for Admission (located at: <http://www.aacounty.org/departments/recreation-parks/child-care/forms-and-publications/>) prior to their child attending the child care program. Maryland child care regulations require us, as your child care provider, to maintain these required forms for your child while they are in attendance at our program. Please understand that your child(ren) will NOT be permitted to attend without this information on file at the child care center. You may also access the Required Forms for Admission by logging into your online child care account and clicking the "Getting Started" tab.

Please be advised that SACC operates as a separate entity from the school. Therefore, it is the parent's responsibility – NOT the school's responsibility - to provide the below-listed forms:

Required Forms for NEW Participants (first time in any of our child care programs):

- Emergency Form
- Health Inventory (completed by the parent/guardian and physician);
- Blood Lead Testing (required as indicated on the Health Inventory and/or Blood Lead Testing Certificate)
- Immunization Certificate (only required if: 1) your child attends the Pre-K program, or 2) if you have a school-age child (K-5th grade) attending the SACC program that is NOT located within their regular school)
- Acknowledgment of Policies form (A copy of our Parent's Manual can be found at www.aacounty.org/recparks > Child Care > Forms & Publications. You may review the Parent's Manual electronically prior to your child's first day of attendance. During your child's first week, the center staff will require the Acknowledgement of Policies form to be completed. Paper copies of the Parent's Manual are available upon request by contacting our Child Care Administrative Office.)
- Custody Orders (as needed)

Required Forms for RETURNING Participants:

- Emergency Form (the center staff will require this form to be updated at the start of the school year program, at the start of the summer program and/or at the center on your child's first day of attendance)
- Updated Immunization Certificate (only required if: 1) your child attends the Pre-K program, or 2) if you have a school-age child (K-5th grade) attending the SACC program that is NOT located within their regular school)
- Acknowledgment of Policies form (A copy of our Parent's Manual can be found at www.aacounty.org/recparks > Child Care > Forms & Publications. You may review the Parent's Manual electronically prior to your child's first day of attendance. During your child's first week, the center staff will require the Acknowledgement of Policies form to be completed. Paper copies of the Parent's Manual are available upon request by contacting our Child Care Administrative Office.)
- Updated Custody Orders (as needed)

The following As Needed Medical Forms are also available for ALL Participants at our website. Medical Forms must be renewed on an annual basis or one year after the health provider has signed it (*as indicated by the expiration dates your health provider has noted on the forms*):

- Acknowledgment of Allergies/Medical Conditions
 - REQUIRED if you/physician list an allergy/medical condition on your child's Emergency Form or Health Inventory but you are not providing us with any medication/treatment for the condition.
- Medication Administration Authorization Form (MSDE OCC Form 1216)
 - REQUIRED if your child is taking a prescription OR non-prescription medication during the child care program. Please be aware that this form REQUIRES a physician's signature.
- Asthma Action Plan and Medication Administration Authorization Form (MSDE OCC Form 1216A)
 - REQUIRED if your child is to receive an inhaler or nebulizer during the child care program. Please be aware that this form REQUIRES a physician's signature.
- Allergy and Anaphylaxis Medication Administration Authorization Form (MSDE OCC Form 1216B)
 - REQUIRED if your child is to receive an epi-pen or antihistamine during the child care program. Please be aware that this form REQUIRES a physician's signature.
- Seizure/Convulsion/Epilepsy Disorder Medication Administration Authorization Form (MSDE OCC Form 1216C)
 - REQUIRED if your child is to receive seizure medication during the child care program. Please be aware that this form REQUIRES a physician's signature.
- Topical Basic Care Product Application Approval (MSDE OCC Form 1216E)
 - REQUIRED if your child will be applying over the counter creams or ointments, such as sunscreen or lip moisturizers, during the child care program
 - Please be aware that *aerosol* sunscreen or insect repellent, or *combination* sunscreen/insect repellent is NOT permitted in the child care program per the MSDE Office of Child Care's policy.

CUSTODY

- Anne Arundel County Department of Recreation and Park's Child Care Division is responsible for the safety of all the children at 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 be aware that the SACC programs operate as a separate entity within the school building; therefore, the school does not typically share this information with our staff. It is the parents' responsibility to provide this information to our staff.
 - SACC staff **must release** a child to his/her natural parent unless custody papers are on file stating otherwise.
 - Once the custody papers are on file, staff must follow those orders, until either the order has expired or new papers are on file. **Staff cannot accept verbal notification of changes.** Any and all changes **MUST** be submitted in writing and signed.

WAIT LIST

- Some of our locations may have a wait list prior to and/or during the summer.
- When a summer opening occurs, the Child Care Administrative Office will contact the next person on the wait list via the email address on file in their account & via a text alert (text alerts must be set to "yes" in your account for this to occur). The parent/guardian will have 24 hours to accept or decline the space. If you allow your offer to expire, your child will be removed from the wait list and the space will be offered to the next family on the wait list.
- It is crucial that parents review the email address & phone numbers on file regularly. Please add sacc@aacounty.org to your email "favorites" list to ensure our important emails do not go to your Junk or Spam folders. Please also make sure to update your online account if your email changes.

WITHDRAWAL FROM SUMMER PROGRAM

- **We require written notification to the Child Care Administrative Office that you will be withdrawing your child from the program.**
- If you no longer require child care services, please visit our website at <http://www.aacounty.org/RecParks> > Child Care to submit a *Withdrawal Request*. You must log in to your account and select the "Manage Your Account" tab to access the link to the *Withdrawal from Child Care Program* option.
- If you have already made payment and are requesting a refund the following must be adhered to:
 - A \$25 processing fee will be assessed on all withdrawals.
 - When you enroll in the program, you are reserving the time, space, staffing, and provisions whether or not your child attends.
 - **10-business days' notice is required for all summer refunds.**
 - All refund requests for medical reasons must be accompanied with a physician's note and are handled on a case-by-case basis.
 - **10-business days' notice is also required for all requests to transfer fees between summer weeks. Weekly payments may be transferred between summer weeks ONE time ONLY.**
 - Payments received via check, money order or cash will be processed as a check refund which will be mailed. Refund checks are mailed to the primary account holder at the mailing address listed in your online account. Please ensure the name and address are up to date.
 - Payments received via credit card will be processed as a credit to the card used for payment.
 - **Please allow 30 business days from the date of processing to receive the requested refund.**

BILLING INFORMATION

ELECTRONIC COMMUNICATION

- Please be aware that all communication from the Child Care Administrative Office will be automatically sent to the primary email address attached to your account. This includes, but is not limited to: the monthly newsletter, monthly billing reminders, late payment notices, registration information, waitlist offers, etc.
- It is crucial that your email address be kept up to date. It is also recommended that you add sacc@aacounty.org to your email "favorites" so that our emails do not go to your spam or junk folders.
- You can also manage your account online by going to our website at <http://www.aacounty.org/departments/recreation-parks/> >Child Care >Log in> Manage Your Account.

FEES FOR SUMMER SACC

- The fees for the summer program are based upon the hours of service, staffing, administration, and basic supplies.
- The expense is then divided into weekly sessions minus holidays (see schedule below). For this special program, accounts will only be credited for scheduled days that child care is closed.
- We cannot deduct days you choose not to send your child from your fee. When you enroll in the program, you are reserving the time, space, staffing, and provisions whether or not your child attends.

PAYMENT SCHEDULE FOR SUMMER SACC

- Payments are due on the dates listed below. Contact the Child Care Administrative Office at 410-222-7856, ext. 0 if you have any questions in regard to this information.
- If payment is not received on time, your child will be withdrawn from the program, and the space will be offered to the next family on the wait list.

FEE SCHEDULE:				
#	Session Dates	Days Closed	Weekly Fee per Child	Payment Due Date
1 w/trip	June 24, 2024 – June 28, 2024		\$200/week	May 10, 2024
2	July 1, 2024 – July 5, 2024	July 4 th & July 5 th	\$108/week	May 10, 2024
3	July 8, 2024 – July 12, 2024		\$180/week	June 10, 2024
4 w/trip	July 15, 2024 – July 19, 2024		\$200/week	June 10, 2024
5	July 22, 2024 – July 26, 2024		\$180/week	July 10, 2024
6 w/trip	July 29, 2024 – August 2, 2024		\$200/week	July 10, 2024
7	August 5, 2024 – August 9, 2024		\$180/week	July 10, 2024

PAYMENT SCHEDULE FOR SOUTH COUNTY REC PRE-K

- Payments are due on the dates listed below. Contact the Child Care Administrative Office at 410-222-7856, ext. 0 if you have any questions in regard to this information.
- If payment is not received on time, your child will be withdrawn from the program, and the space will be offered to the next family on the wait list.

FEE SCHEDULE:				
#	Session Dates	Days Closed	Weekly Fee per Child	Payment Due Date
1	June 24, 2024 – June 28, 2024		\$105/week	May 10, 2024
2	July 1, 2024 – July 3, 2024	July 4 th & July 5 th	\$63/week	May 10, 2024
3	July 8, 2024 – July 12, 2024		\$105/week	June 10, 2024
4	July 15, 2024 – July 19, 2024		\$105/week	June 10, 2024
5	July 22, 2024 – July 26, 2024		\$105/week	July 10, 2024
6	July 29, 2024 – August 2, 2024		\$105/week	July 10, 2024
7	August 5, 2024 – August 9, 2024		\$105/week	July 10, 2024

PAYMENT SCHEDULE FOR CARRIE WEEDON PRE-K SUMMER FUN N' PLAY

- The primary account holder will receive email notification of this year's special fee and due date.
- Payment is due on the date listed in the email. Please contact the Child Care Administrative Office at 410-222-7856, ext. 0 if you have any questions in regard to this information.

- If payment is not received on time, your child will be withdrawn from the program, and the space will be offered to the next family on the wait list.

PAYMENT METHODS

- **Credit or Debit Card:** Payments may be made online at <http://www.aacounty.org/RecParks>.
 - Click on “Child Care” (left side of menu)
 - Click on “Login” (gray button on right side of screen)
 - Enter email address and password
 - Click on “Submit”
 - Click on “Make Payment”
 - The minimum payment due has been pre-selected in grey. This amount is due or past due at this time. Additional boxes may be selected if you would like to pay in advance for additional months of service.
 - Click on “Process Payment”
 - Click on “Accept” or “Decline” credit card terms and conditions. If you click on “Decline” your credit card payment cannot be processed.
 - If you click “Accept” then follow the prompts for completing your credit card transaction.
 - Please be aware that Anne Arundel County does not store credit card information. Therefore, you must enter your payment information for each online transaction.
- If you encounter any concerns with the above outlined processes, please contact the Child Care Administrative Office at 410-222-7856, ext. 0 during business hours (8am-4:30pm, Monday-Friday) OR email us at sacc@aacounty.org.
- **Payments are NOT accepted at the Child Care Center or over the phone.**

FLEXIBLE SPENDING ACCOUNT (FSA)

- Flexible Spending Account forms can only be completed by the Child Care Administrative Office.
- Forms cannot be accepted or completed by center staff.
- Please scan and e-mail your form to sacc@aacounty.org, or fax to 410-222-4478.
- Please allow two (2) business days for processing.

RETURNED CHECK FEE

- There is a charge of \$25 for each check or similar written instrument that is not paid in full by the financial institution on which it is drawn for a reason other than the fault or neglect of the County, when on first return “no funds”, “payment stopped”, or “account closed” is indicated, or when presented a second time for payment it is dishonored regardless of reason.
- The charge shall be imposed against the primary account holder.

DELINQUENT PAYMENTS

- Payments not received on the due dates listed above are considered late and the following policy will be adhered to:
 - If payment is not received in full (including any late pick-up fees), it will be assumed that you want your child withdrawn from the program. Your child will be unable to attend the Rec & Parks Child Care program, the wait list will be called, and your space may be given to someone else. If you wish to make payment after this has occurred, you will have to re-register for the program.
 - There will be **no** exceptions to this policy.
- You will be responsible for payment unless we receive a *Withdrawal Form* from you.

SUMMER REFUND POLICY

- If you no longer require summer child care services for one or more of the weeks you registered for, please visit our website at <http://www.aacounty.org/RecParks> > Child Care to submit a *Online Withdrawal Request*. You must log in to your account and select the “Manage Your Account” tab to access the link to the *Online Withdrawal Request*.
- If you have already made payment and are requesting a refund the following must be adhered to:
 - A \$25 processing fee will be assessed on all withdrawals.

- When you enroll in the program, you are reserving the time, space, staffing, and provisions whether or not your child attends.
- **10-business days' notice is required for all summer refunds.**
- All refund requests for medical reasons must be accompanied with a physician's note and are handled on a case-by-case basis.
- **10-business days' notice is also required for all requests to transfer fees between summer weeks. Weekly payments may be transferred between summer weeks ONE time ONLY.**
- Payments received via check, money order or cash will be processed as a check refund which will be mailed. Refund checks are mailed to the primary account holder at the mailing address listed in your online account. Please ensure the name and address are up to date.
- Payments received via credit card will be processed as a credit to the card used for payment.
- **Please allow 30 business days from the date of processing to receive the requested refund.**

FINANCIAL ASSISTANCE

- The Child Care Division is pleased to work with any other subsidy programs or third parties that parents wish to pay for their child's account. The third party/program must submit a formal letter of intent for payment.
 - Parents are responsible for obtaining and submitting this letter of intent *from the subsidy program or third party* that will be making the payment.
 - Parents are responsible for payment unless the letter of intent has been submitted to the Child Care Administrative Office.
- Financial assistance for child care programs is available through the Maryland State Department of Education's Child Care Scholarship Program. For more information regarding this state-funded scholarship voucher program, please contact the CCS Central 2 Office at 1-877-227-0125 or Money4childcare.com.
 - The following information will guide you in using your scholarship for one of our Recreation & Parks Child Care programs:
 - For NEW Child Care Scholarship Voucher participants:
 - For information on how to apply for the MSDE Child Care Scholarship, please visit the following State of Maryland website: Money4childcare.com.
 - Upon reserving a space in our program, you must notify the Rec & Parks Child Care Administrative Office that you would like to use a scholarship (sacc@aacounty.org, or 410-222-7856, ext. 0).
 - You must request us as your Provider through your CCS2 portal account. You will need the name of our center as it appears on our license, our license number, and our Provider ID number. Please contact our administrative office if you need assistance with this information.
 - If you qualify for a zero-dollar co-payment, you must email us proof that you qualify by NOON of the next business day. Proof includes a picture of the benefit card, a copy of a benefit approval letter, or any other document proving you have the benefit listed. Please send your proof to sacc@aacounty.org. If we do not receive your proof within the specified time frame, your voucher will be approved, and you will be assessed a co-payment based on the number of care units on your voucher. (Please see the scholarship website, Money4childcare.com for more information).
 - **If you do NOT have a valid scholarship to give to our office, you are responsible to continue making your child care payments until you receive your new scholarship.**
 - If you were using your scholarship at a different child care provider, you will need to complete a Provider Change Form which will need to be signed by your old provider. Submit the completed Provider Change Form to CCS Central 2 through your portal account. Once the CCS Central 2 Office receives and processes your form, you will be issued a new scholarship. You will need to request us as your provider through your portal account.
 - Even if you have completed a Provider Change Form with your previous child care provider, **you must still make all payments until you receive a new**

scholarship to give to us. MSDE does not permit a parent to use the same scholarship at more than one Provider.

- If you have made payments while awaiting your scholarship, and your scholarship has been backdated to cover some (or all) of your out-of-pocket expenses, we will issue you a refund after we have received the funds from CCS Central 2 to cover the amount of your refund. The refundable amount will be determined by the start date of your scholarship payments. Please be aware that the refund process can take 4-5 months pending the new “True-Up” payment process from MSDE CCS Central 2 Office. Unfortunately, our office has no control over the length of time MSDE takes to complete the process.
- If your scholarship is terminated by CCS Central 2 for any reason, or they send you a new scholarship, it is your responsibility to notify us immediately so we can discuss next steps.
- **For CONTINUING Child Care Scholarship Voucher participants:**
 - If you already have a scholarship with our program, it is your responsibility to complete your renewal/redetermination of your scholarship with MSDE’s CCS Central 2 Office in a timely manner. According to CCS Central 2, you may begin the redetermination process 45 days prior to your current scholarship’s expiration date.
 - You must request us as your provider through your portal account as soon as you receive it. If you wish to continue receiving a zero-dollar copayment, you must also email us proof that you still qualify for a zero-dollar co-payment by NOON of the next business day after you have requested us as your provider. Documents must be in PDF format and may be emailed to sacc@aacounty.org.
 - If you do not receive your new scholarship before your current scholarship ends, you will be required to make payments for your child care until you receive your new scholarship.
 - If you have made payments while awaiting your new scholarship, and your scholarship has been backdated to cover some (or all) of your out-of-pocket expenses, we will issue you a refund after we have received the funds from CCS Central 2 to cover the amount of your refund. The refundable amount will be determined by the start date of your scholarship payments. Please be aware that the refund process can take 4-5 months pending the new “True-Up” payment process from MSDE CCS Central 2 Office. Unfortunately, our office has no control over the length of time MSDE takes to complete the process.
 - If your scholarship is terminated by CCS Central 2 for any reason, or they send you a new scholarship, it is your responsibility to notify us immediately so we can discuss next steps.
- **All scholarship/third party payer families must be aware of the following information:**
 - You are responsible for paying for any portion of your child care bill that is not paid for by your scholarship, regardless of the reason it is not paid. This may include weekly co-pays, the difference between our cost and the scholarship rate, unpaid absence days, failed attendance audits, late pick-up fees, scholarship termination or any other reason your child care balance is not fully paid. Failure to make any requested payments may result in the loss of your child’s space in our program.
 - Please be aware that there will also be special attendance sheets at your child’s center for your scholarship that you will be required to initial & sign. The attendance sheets cover two week time periods. If you do not initial & sign the attendance sheets, we will be unable to submit your child’s invoice to CCS Central 2 for payment, and you will be responsible for payment for that two week period.
 - For ALL MSDE Scholarships, you are responsible for logging into your CCS2 portal account and verifying your attendance for each two-week session. Failure to verify your attendance may result in you having to pay the balance due for a failed attendance audit from the State of Maryland.

ANNUAL TAX STATEMENTS

- All Annual tax statements are available through your online child care account on/about the fifth day of January each year for the previous tax year.

- To access your tax statement:
 - Log into your online account. Select the “Manage Account” tab.
 - Select “Year End Tax Statement”. Then, select the desired year and “Yes” or “No” for each child on your account. Click the Submit button.
 - Click the “Print/PDF” button.
- Our Federal ID # is 52-6000878.

BILLING, REGISTRATION AND/OR RECORDS REQUESTS

- All requests for documents or information must be made in writing to the Child Care Administrative Office. You may fax your written request to 410-222-4478, or e-mail us at sacc@aacounty.org.
- Please be aware that requests for center documentation (such as daily attendance sheets from our centers) require specific written notice, and must be requested by the legal guardian of record. Once your written request is received, a member of the Child Care Administrative Office will contact you to discuss.

PROGRAM INFORMATION

PROGRAM SCHEDULE

- The Summer SACC program operates Monday through Friday 7am-6pm from 06/24/24-08/09/24 every day during these seven weeks of the summer with the exception of the following days we are closed:
 - Independence Day Holiday – observed (July 4th & July 5th)
- The South County Recreation Center Summer Pre-K program operates Monday through Friday 9am-3pm from 06/24/24-08/09/24 every day during these seven weeks of the summer with the exception of the following days we are closed:
 - Independence Day Holiday – observed (July 4th & July 5th)
- The Summer Fun N' Play program located at Carrie Weedon Early Education Center operates Monday through Thursday 9am-3pm from 07/01/24-07/25/24 with the exception of the following days we are closed:
 - Independence Day Holiday – observed (July 4th & July 5th)

PROGRAM CONTENT

- Although there are separate locations for this program, the staff will have consistent rules, regulations, and policies in place that are in accordance with the Maryland State Department of Education (MSDE) Office of Child Care (OCC) regulations. The specific content of each program will be based on guidelines established by the Department of Recreation and Parks.
- There will be a minimum and maximum amount of children attending at each site. This maximum is based upon the Maryland State Department of Education's Office of Child Care (MSDE-OCC) regulations including square footage, staff availability, the availability of space in the school building/facility during out-of-school time, and the availability of restroom facilities during out-of-school time.

STAFF

- Each program will have the appropriate number of staff for the number of children registered. Each position meets or exceeds the minimum requirements as established by the Maryland State Department of Education's Office of Child Care (MSDE-OCC). This includes a criminal background investigation. All Anne Arundel County employees are also required to successfully complete pre-employment drug testing, and are subject to random testing thereafter.
- Staff members trained in CPR and First Aid, as required by MSDE-OCC, will be on duty at all times.
- There will also be staff available that is trained in Health & Safety, Medication Administration, Behavior Management, and the ADA (Americans With Disabilities Act).
- All staff is required to maintain the certification for their position and obtain a minimum of 6-12 hours of continuing education (dependent upon position) per year.
- Our child care center staff does not handle payments or registrations on site. All billing & registration concerns should be directed to our Child Care Administrative Office at 410-222-7856.

BASIC PROGRAM COMPONENTS

- The program welcomes children of all abilities, and strives to reflect the interests, primary language and cultural backgrounds of the children in our care.
- The program will include opportunities for individual and group participation while providing a balance between self-selected and staff-directed activities. All Rec & Parks Child Care programs are licensed child care centers through the Maryland State Department of Education's Office of Child Care (MSDE-OCC). We are proud to offer a variety of enriching opportunities that reflect our philosophy of "*Education Through Recreation*", such as: Arts & Crafts, Toys/Manipulatives, Games/Activity Stations, STEM projects (Science, Technology, Engineering & Math), and Literacy opportunities. The Carrie Weedon Fun N' Play & South County Recreation Center Pre-K programs will have similar activities on a Pre-K child's developmental level.
- **Food/Drinks**
 - Parents must provide a lunch each day for their child. Please send food that does NOT need to be refrigerated or heated in a microwave.

- On field trip days, parents are asked to provide a fully disposable lunch. Many parents find that a large Ziploc bag with a frozen water bottle helps to both keep their child's lunch cold & provide them with an extra water source for the trip.
 - *If your child's location will have their breakfast and/or lunch provided by the AACPS Food & Nutrition Services Division, you will be notified via email prior to June 24, 2024.*
 - Each child must also be sent with a labeled water bottle. Water will be provided at every program.
 - A snack will be provided daily by Rec & Parks. The snack will be provided in the morning at the two Pre-K programs, and in the afternoon at the School-Age Child Care (SACC) programs.
 - Please review the *Daily Schedule & Curriculum Calendar* posted in your center's Parent Information Center for times when snack is served, and the planned menu.
 - Children must be present at the times snack is served in order to receive the scheduled snack. Please be aware that the menu is subject to change. The center staff will note any changes on the posted menu as they occur.
 - All of the child care centers follow the basic guideline of 10/10/200 for snacks. A snack cannot exceed 10 grams of fat, 10 grams of sugar and no more than 200 calories (does not include beverage).
 - Please be aware that centers are permitted to exceed the 10/10/200 rule for an occasional special celebration day.
 - If your child does not like the provided snacks, you are also welcome to send in snacks along with their lunch.
- **Physical Fitness**
 - Children will play outdoors each day except during inclement weather, so your child must wear appropriate clothing and shoes for outside activities. Please note that shorts/pants and tennis shoes are preferred attire, rather than skirts and flip-flops/sandals/crocs; and **children's participation in certain activities may be limited based upon their attire for their safety.**
 - Parental requests for outdoor restrictions must be submitted to the Child Care Administrative Office for review. Additional documentation may be requested, based on the restriction request.
- **Heat Policy**
 - Should the air quality code be code purple/red or orange, staff is advised to follow the appropriate procedures. In general, they are as follows:
 - Code Purple/Red Air Quality Code:
 - Stay inside between 10am-4pm (or follow the hours designated by heat code)
 - Give reminders to the children to drink plenty of water
 - Keep lights off/dim in the room to keep it cooler & limit strenuous activity
 - Code Orange
 - Limit outside time to ½ hour increments & give reminders to children to drink water
- **Sunscreen**
 - If your child needs sunscreen, Chapstick, bug spray, etc. you must complete the "Topical Basic Care Application Authorization" form that is included in the back of this manual and available on our website. Additional forms will also be available at your child's center.
 - Please provide a separate bottle of lotion for each individual child (child's name must be marked on the container). Siblings may not share.
 - Do **NOT** send in *aerosol* or *combination* sunscreen or insect repellent as these are asthma triggers and are no longer permitted by our licensing organization.
 - Please apply sunscreen to your child before dropping them off in the morning. Opportunities will be provided during outdoor play to re-apply sunscreen during the SACC/Fun N' Play/Pre-K day. With your written permission, staff may assist children with applying sunscreen to hard-to-reach areas.
- **Field Trips**
 - We also have some fun field trips planned at our School Age Child Care (SACC) locations only during Sessions 1, 4 & 6. *Pre-K locations will not be receiving any field trips this summer.*
 - Parents will receive a field trip permission slip from the Center Director on the first day of Summer SACC if there will be a field trip during the week(s) you have registered your child for. A permission

slip for each field trip that your child will be attending **MUST** be completed, signed and given to the Center Director several days before the field trip so appropriate arrangements can be made in advance. You may turn in the permission slips all at once, or one at a time. Please pay special attention to any specific instructions on each slip. **Unless the Center Director specifically informs you otherwise, please be aware that children are not permitted to bring money on field trips.**

- Each child will be given one Summer SACC T-shirt that **MUST** be worn on the day the field trip is scheduled.
- Please be aware that you must drop off your child at the time designated on the field trip permission slip so that your child is on time for staff instructions before meeting the bus. If you arrive late and your child misses the bus, you will need to make alternative child care arrangements for the entire day. If your child will **NOT** be going on the field trip, you will need to make alternative child care arrangements for the entire day. There will be no reduced fee for a parent choosing to keep their child home on the day of the field trip or for a missed bus.
- The Anne Arundel County Department of Recreation & Parks typically contracts with bus companies utilized by the Board of Education. Please be aware that school buses often do not contain air conditioning. Staff brings water and supplies to assist children with being as cool and comfortable as possible on the bus.
- Please also be aware that, although the field trip permission slip that you will receive will indicate an approximate expected time of arrival, buses may be delayed due to traffic or inclement weather on the way back from a trip. We ask that parents please be patient and understanding with our staff as they make their way back to the center. The Child Care Administrative Office will make every effort to send a text notification if a bus is expected to arrive more than 30 minutes later than what was indicated on the field trip permission slip.
- Parents are welcome to attend any of our Summer SACC Field Trips with the following provisions:
 - 1) If you are interested in attending a Summer SACC Field Trip, you must notify your Center Director at least two business days in advance of the trip. The Center Director will notify our office so that we can ensure there is enough space for additional people at the venue. Please be aware that ticketed venues may be sold out on the day of the event and may not be able to accommodate a parent's request to attend.
 - 2) Please be aware that parents are unable to ride on the bus, and will need to provide their own transportation and any applicable entrance fees into the field trip location.
 - 3) *The only exception to this policy would be in cases in which our office and the parent are in agreement that their attendance is necessary due to their child's special medical or behavioral needs.*
- Finally, please be aware that field trips may be altered or rescheduled due to a forecast of inclement weather. Parents will be made aware of any changes to scheduled field trips by the center staff. Please watch for notices posted at the Parent Information Center when picking up and dropping off your child.
- A copy of the planned weekly *Themes & Field Trips* is located in the back of this Parent's Manual.

• **Family Communication & Participation Opportunities**

- **Summer Meet & Greets** – All children and parents are cordially invited to come by the location of their summer program ahead of time. This is a great opportunity to meet the Summer Director, ask questions, and for new participants to drop off their required forms. The dates & times available are listed below for each location:

Summer Meet & Greet Dates		
Benfield Summer SACC	June 5, 2024	5:00pm – 6:00pm
Broadneck Summer SACC	June 5, 2024	5:00pm – 6:00pm
Brock Bridge Summer SACC	June 5, 2024	5:00pm – 6:00pm
Carrie Weedon Pre-K Fun N' Play	June 5, 2024	4:30pm – 5:30pm
Crofton Summer SACC	June 4, 2024	5:00pm – 6:00pm
Edgewater Summer SACC	June 4, 2024	5:00pm – 6:00pm
Lake Shore Summer SACC	June 7, 2024	5:00pm – 6:00pm

Nantucket Summer SACC	June 3, 2024	5:00pm – 6:00pm
Pasadena Summer SACC	June 6, 2024	4:00pm – 6:00pm
Quarterfield Summer SACC	June 6, 2024	5:00pm – 6:00pm
Severn Summer SACC	June 6, 2024	5:00pm – 6:00pm
Solley Summer SACC	June 5, 2024	5:00pm – 6:00pm
South County Rec Summer Pre-K	June 3, 2024	9:00am – 11:00am
South Shore Summer SACC	June 4, 2024	5:00pm – 6:00pm

- Online Parent Surveys – We highly encourage parents to complete our Online Surveys upon receipt. These are carefully reviewed each and every year, and utilized to make program improvements!
- Parent Newsletter – Will be sent to the e-mail address on file.
- Parent Conferences – Center Directors (and/or the Child Care Administrative Office) will contact you if they feel there is an immediate need for a parent conference.
- Parents are *always* welcome to share their comments, concerns, send congratulations, or request a conference by speaking with your Center Director, via our e-mail address at sacc@aacounty.org, or by contacting the Child Care Administrative Office.

- **Child Personal Property Policy**

- Children are **not permitted** to bring/utilize toys, games, collectible cards, electronics, Game Boys, Tablets, Chromebooks/Laptops, I-Pods, MP3 Players, etc. from home to the center.
- Children **may not** use, activate, or display their cell phone, smart watch/device, or similar electronic devices during Rec & Parks Child Care program hours.
- On special occasions, your child’s individual center *may* utilize a *Toy From Home Permission Slip* in order for your child to bring a special toy. The form must be completed in advance for your child to participate.
- Our Child Care program is not responsible for money, cell phones, or other personal items your child may bring to the program.

- **Pet Policy**

- You may not bring your family pet to visit the center.

- **Facility Policy**

- All summer locations utilize school buildings and county facilities. Therefore, we must abide by Anne Arundel County Public Schools & Anne Arundel County Government policies.
- Please be aware there is no smoking allowed on school grounds or in/around the child care centers.
- Please also be aware that many buildings have recording devices in/around the grounds for safety monitoring purposes. This means that you/your children may be monitored when picking up/dropping off.

- **Student Attire**

The SACC/Fun N’ Play/Pre-K programs observe and heed the Student Attire policy listed within the Student Code of Conduct for Anne Arundel County Public Schools:

- “Students are to dress in clothes that promote a safe and respectful learning environment. Clothes that create a disruptive environment or cause a health or safety hazard are not appropriate and not acceptable at school.”
- “Headwear: Only for health, safety or religious reasons”
- “Shoes: No bare feet”
- “Clothing:
 - Cannot show profanity, obscenity, violence or symbols of hate
 - Cannot promote alcohol, tobacco or drugs
 - Cannot promote gang colors or gang-related signs
 - Cannot show underwear
 - Cannot show bare skin between upper chest and mid-thigh”

- Further, our summer programs are recreationally-oriented and require shoes secured at the heel in order to participate in organized outdoor games, and on the playground equipment. (Preferred Attire = Pants/Shorts & Sneakers)
- Children must also be appropriately dressed for the weather. Maryland child care regulations require child care facilities to utilize outdoor play areas even during warmer weather.
- If, in the opinion of the Center Director or designee, the child is not appropriately attired, the parent/guardian will be notified. ***Please be aware that your child's attire may limit their participation in certain activities (i.e. gym/outdoor time/water play).***
- If permitted at your child's location, your Center Director may notify your family that a Water Day will take place. If this occurs, please provide your child with a bathing suit, a change of clothes, a towel, sunscreen, and a change of shoes that is secured at the heel and toe. ***For your child's safety, they will NOT be permitted to participate in Water Day in flip flops or bare feet.***

SIGN IN/SIGN OUT

- **Parents must sign their child in for the morning program and out at the time of pick up each evening.**
 - For your child's safety, children are NOT permitted to sign themselves in and out of the program for any reason.
- Children will be released only to the individuals (13 years and older) authorized to pick up the child.
 - 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.
 - Please be advised that any person unknown to the staff will be asked to provide a photo ID before your child is released to their care.
- Notify the SACC/Fun N' Play/Pre-K staff of any changes in pick up schedules.
- Staff will not accept children into the program in the morning if the building is inaccessible, utilities not available, etc. Parents may be requested to stay with their child until building access status is determined.
- **Please make sure that the information on your *Emergency Form* is kept current.**

LATE PICK-UP OF CHILDREN

- **All centers close promptly at 6:00 PM (or 3:00PM at Carrie Weedon Pre-K Fun N' Play & South County Rec Pre-K).**
- **The center/school/facility clock is the official time.**
 - A late pick up fee will be assessed at the rate of \$3.00 for every minute after 6:00 PM (or 3:00PM).
 - The staff person on duty will have the individual picking up the child sign a *Late Pick Up* form.
 - That form will be submitted to the Child Care Administrative Office and you will be billed from the office on the following monthly billing statement.
 - Center staff is not permitted to accept late pick up fees.
- **Recurring lateness offenses in one school year will result in suspension/dismissal from the program. You will be notified by the center staff/supervisor if your next late pick up will result in the suspension of your child. If your child is suspended, the suspension will take place the next day that school is in session for students.** Therefore, please make other emergency arrangements in the event you will be delayed.
- You are still responsible for the late pick up charges if you arrive after the time the center closes and you called the center to inform them that you would be late.
- If your child is not picked up by ½ hour after closing time, the staff will contact the appropriate agency that will then take the required action.
- See **Incident Weather and Emergency Closings** section for further information regarding Late Pick-Up fees/consequences in those situations.

TRANSPORTATION

- ***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. The Recreation & Parks' Child Care Division does NOT provide transportation to/from the program.

INCLEMENT WEATHER AND EMERGENCY CLOSINGS

- The Anne Arundel County Department of Recreation and Parks Child Care programs follow the policies and schedule of the Anne Arundel County Public School System & Anne Arundel County Government. Inclement weather decisions regarding delays or closings will be made for the summer by the Department of Recreation & Parks in communication/partnership with our facilities.
- Rec & Parks Child Care Text & Email Alert System:
 - In cases of emergency notices/reminders, every effort will be made to send a text alert to all cell phones noted in your online child care account. (If the Child Care Administrative Office is open at the time of the emergency notification, an email will also be sent to the email address on file in your account.)
 - If you do not want someone in your account to receive a text alert, please log into your child's account and toggle the switch by that specific cell phone from "Yes" to "No".
 - Go to: <https://aacoprod.aacounty.org/ChildCare/Login> to make any changes.
 - Parents will be responsible for all text charges from their mobile phone carrier.
- **UNUSUAL EMERGENCY CIRCUMSTANCES:** The Child Care Division reserves the right to close summer programs independently of an AACPS decision in the event of an unusual emergency or large-scale weather event for the safety of staff, participants, and families.
- Please be aware that the Child Care Administrative Office follows the holidays, service reduction days, and emergency closings schedule of Anne Arundel County Government.

EMERGENCY INFORMATION

- It is essential that all emergency telephone numbers and change of address be **kept current**.
- **Parents are responsible for this information, which is pertinent to the protection of their child.**
- You must inform the Child Care Administrative Office and the Center Director of any changes. Your on-line registration account information needs to be updated at our website. Go to www.aacounty.org/recparks >Child Care > Manage Your Account.
- Please also make sure the emergency numbers of your other authorized individuals are accurate in case they need to be contacted.
 - If your child is not picked up by **6:00 PM** (or 3:00 PM at Carrie Weedon Fun N' Play) the Center Director will begin calling the persons listed as emergency contacts. **Individuals listed as emergency contacts must be willing to pick up the child and be within 15 minutes of the center.**
 - If the staff has been unsuccessful in personally speaking with an emergency contact and your child has not been picked up by ½ hour after closing time, the staff will then contact the appropriate agency. That agency will then take the required action.

EMERGENCY DRILLS

- Center staff receives Emergency Preparedness training along with a manual that outlines the steps to be followed in various emergency situations.
- Each center also has a designated nearby location in the event a center is required to be evacuated.
- The centers will review fire drills with the children during the summer months.
- If you should arrive to pick-up your child in the midst of a drill, please allow the staff time to account for all of the children prior to signing your child out for the day.
- If there is an actual emergency occurring in the area, the school and/or center may be required to go into "Shelter in Place" or "Lockdown" mode. If this is the case, staff will attempt to communicate this to parents by placing a sign on the parent door (if the emergency situation allows staff the ability to do so). Please be aware that you may not be able to gain entry to the building during these types of situations as staff may be unable to answer the door. For your own safety, please seek shelter. Staff will communicate the "All Clear" and release your child to you as soon as it is safe to do so.

ILLNESS

- Children who are ill are not permitted to attend the program. Children who are considered too ill to attend school are also too ill to attend the SACC/MSTG program.
- The following Maryland Department of Health Guidance for licensed Child Care Centers in the State of Maryland can be found at: <https://www.cdc.gov/respiratory-viruses/guidance/respiratory-virus->

[guidance.html](#) This guidance outlines the specific procedures families and child care providers must follow for children in child care, specifically as relates to respiratory viruses (such a COVID-19, influenza and RSV) and other communicable diseases.

- Staying Home When Sick –
 - Children who have symptoms of respiratory or gastrointestinal infections, such as cough, fever, sore throat, vomiting or diarrhea must stay home.
 - Testing is recommended for children with symptoms of respiratory viruses (such as COVID-19, influenza, or RSV) as soon as possible after symptoms begin.
- Positive Communicable Disease Test Results:
 - Parents/guardians are REQUIRED to report all positive Communicable Disease test results to their Center Director and/or to our Child Care Administrative Office to our central email address at sacc@aacounty.org. As soon as our office reopens, this email is checked and the appropriate actions taken.
 - Please be aware that we are required to report positive cases of certain Communicable Diseases, particularly when meeting the criteria of an “outbreak” to our local Health Department.
 - The Health Department will inform us of next steps, which may include an email alerting families that there were positive cases in the facility and that parents/staff must monitor their children for symptoms.
- Please note that parents will *not* receive a credit to their account for time missed if the center remains open but only their own child is unable to attend. Your payment reserves your space in the program whether your child attends or not.
- In the event your child becomes ill during our program, every attempt will be made to contact you or the person listed as the emergency contact. Until picked up, your child will be kept away from the other children.
- Children with special medical needs must have a plan (i.e. *Asthma Action Plan, Allergy Action Plan*) on file with the Center Director.
- If a staff member contacts you to inform you that your child is ill and that your child must be picked up, you must make arrangements for your child to be picked up from the Center in a timely manner. Refusal to pick up your child when they are ill or injured, or not providing accurate contact information to be used in an emergency, may result in your child being dismissed from our program. Please assist us in keeping your child safe.

INJURY

- The staff is required to complete a *First Aid and Accident Report* in the event a child is injured. Parents will receive a copy of this report.
- You will be contacted by phone if your child sustains any type of injury requiring possible additional **medical** attention during our program.
- A parent must be available in case of emergency. Please provide us with accurate contact information.
- In the event of a serious injury, 911 will be called and then parents or other authorized individuals will be contacted.
- Refusal to pick up your child when they are ill or injured, or not providing accurate contact information to be used in an emergency, may result in your child being dismissed from our program. Please assist us in keeping your child safe.

CONCUSSION AWARENESS

The Department of Recreation & Parks is committed to your child’s safety. Since your child will be involved in active play & health, fitness, sports & game activities as a part of any of our Child Care programs, we want you to be informed of the signs & symptoms of a concussion. It is a Departmental requirement that this be provided to all parents participating in Recreation & Parks programming.

- **What is a concussion?** A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild blow to the head can be serious.

- **What are some warning signs of a concussion?** – For Immediate Action, call 911.

Signs Observed by a Parent/Guardian	Signs Reported by the Participant/Child
<ul style="list-style-type: none"> • Appears dazed or stunned • Is confused about assignment or position • Forgets sports plays/activities • Moves clumsily • Answers questions slowly • Loses consciousness (even briefly) • Shows behavior or personality changes • Can't recall events prior to hit or fall • Can't recall events after hit or fall 	<ul style="list-style-type: none"> • Headache or "pressure" in the head • Nausea or vomiting • Balance problems or dizziness • Double or blurry vision • Sensitivity to light • Sensitivity to noise • Feeling sluggish, hazy, or groggy • Concentration or memory problems • Confusion • Does not "feel right"

- **What should you 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. **Keep your child out of play/activity until medically cleared.** Concussions take time to heal. Don't let your child return to play/activity until a health care professional says it's okay. Children, who return to play/activity too soon, while the 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 your child for a lifetime.
 3. **Inform all coaches/instructors/staff members about any recent concussions.** Coaches/Instructors/Staff should know if your child has a recent concussion. Your child's coach/instructor/staff member may not know about a concussion your child received in another sport or activity unless you tell them.
 4. **Helping your child return to sports/activities safely after a concussion.** As your child's symptoms decrease, the extra help or support can be removed gradually. Children and teens who return to activities after a concussion may need to: 1) Take rest breaks as needed, 2) Spend fewer hours at activities, and 3) If in doubt, sit it out!

MEDICATION

- The following Medical Forms are available for ALL Participants at our website. Medical Forms, signed by a health practitioner, are required prior to your child receiving prescription or non-prescription medication during the child care program.
- These forms must be renewed on an annual basis or one year after the health provider has signed it (as indicated by the expiration dates your health provider has noted on the forms).
- The below-listed forms are available at: <https://www.aacounty.org/departments/recreation-parks/child-care/forms-and-publications/>:
 - Acknowledgment of Allergies/Medical Conditions
 - REQUIRED if you/physician list an allergy/medical condition on your child's Emergency Form or Health Inventory but do not intend to supply any medication/treatment for the SACC/MSTG program, **you must sign** the *Acknowledgment of Allergies/Medications* form. We cannot share medications with the school or accept expired medication.
 - If your child has a life threatening medical condition, and the necessary intervention and/or medication is not provided to the SACC/MSTG program, your child may be removed from the program until the requirements are met.
 - The parent/guardian or one of their emergency contacts must be available to pick up your child within five minutes of an emergency phone call from the child care center regarding your child's allergic/asthmatic reaction or 911 will be called.
 - Medication Administration Authorization Form (MSDE OCC Form 1216)

- REQUIRED if your child is taking a prescription OR non-prescription medication during the child care program.
- Both prescription & non-prescription medications require parent/guardian signature and a health practitioner's signature
 - This form must be completed and submitted to the Center Director prior to any medication being administered at SACC/MSTG programs.
 - The first dose must be administered at home prior to SACC/MSTG staff administering the medication.
 - A pharmacy label must accompany any prescription medication and match the form exactly.
- Asthma Action Plan and Medication Administration Authorization Form (MSDE OCC Form 1216A)
 - REQUIRED if your child is to receive an inhaler or nebulizer during the child care program. Please be aware that this form REQUIRES a physician's signature.
- Allergy and Anaphylaxis Medication Administration Authorization Form (MSDE OCC Form 1216B)
 - REQUIRED if your child is to receive an epi-pen or antihistamine during the child care program. Please be aware that this form REQUIRES a physician's signature.
- Seizure/Convulsion/Epilepsy Disorder Medication Administration Authorization Form (MSDE OCC Form 1216C)
 - REQUIRED if your child is to receive seizure medication during the child care program. Please be aware that this form REQUIRES a physician's signature.
- Topical Basic Care Product Application Approval (MSDE OCC Form 1216E)
 - REQUIRED if your child will be applying over the counter creams or ointments, such as sunscreen or lip moisturizers, during the child care program
 - Please be aware that *aerosol* sunscreen or insect repellent, or *combination* sunscreen/insect repellent is NOT permitted in the child care program per the MSDE Office of Child Care's policy.
- Please be aware that the County assumes no liability and the parent(s), on behalf of themselves and their minor child, hereby holds the County harmless and waives any and all claims for personal injury to the minor child as the result of the application/administration or failure to apply/administer any ointment/medication for the minor child by any County employee or volunteer.
- **All prescription medications must be in the original pharmacy labeled container.** Medication shall be administered according to this label or a licensed health care practitioner's written instructions, whichever are more recently dated.
- Medication must be received from a parent or adult (18 years or older). Children may not carry medication to SACC/MSTG.
- Please check the expiration date of medications prior to giving to the staff. We are unable to accept/keep expired medications.
- Staff will not accept forms that have been obviously altered (i.e. White Out used) or are incomplete. If the center staff has any doubts or the forms are incomplete the medication will not be given.
- SACC/MSTG staff may not be involved in the use of catheterizations; however, they may be involved with the general use of g-tubes with training provided in conjunction with the child's parent/guardian.
- **The parent must pick up medications that have been discontinued immediately. When your child has been withdrawn from the program all medications must be picked up.** Likewise, all medications must be picked up on the last day of school.
- Following their MSDE-OCC Medication Administration training, the staff is required to properly dispose of any medications not picked up.

CHILDREN WITH SPECIAL NEEDS

- The SACC/Fun N' Play/Pre-K program strives to meet the needs of every child enrolled in our program.
- In order to assist us in meeting your child's needs, it is vitally important that you complete the registration form in as much detail as possible. The responses that you provide will assist us in meeting your child's needs.
 - An American with Disabilities Act (ADA) accommodation request requires a two-week prior notification.
 - The parent/guardian must participate in a conference with the Child Care Administrative Office before your child can attend the program. Please utilize this conference as an opportunity to share

with us your child's IEP, 504 Plan, or any other specialized education plan they may have on file with the school. With your written permission, we are also able to speak with early intervention, special education, or other outside agencies in order to meet your child's needs in our program.

- Please be aware that if the Child Care Administrative Office is not notified in advance, your child's start date may be delayed until a conference can be held.

BEHAVIOR MANAGEMENT PROGRAM

- The program staff utilizes positive behavior techniques to eliminate or prevent inappropriate behavior, which includes:
 - **Providing choices:** As a part of our regular classroom design, each Center Director employs the use of choices for children throughout the program day. This encourages a more positive environment for children, giving them the opportunity to select activities they wish to engage in for the majority of the program day.
 - **Redirection:** A child may be redirected to another activity in the room and when appropriate to the situation, the child is given an actual choice between two other appropriate activities (i.e. cars vs. legos).
 - **Rules:** At the start of each school year, the children and staff gather together to review and come up with each site's rules (which mimic the expectations noted in the Parent's Manual). In this way, the children are made aware of the expectations of the program before negative behavior is displayed.
 - **Reflection & Problem Solving:** Program staff teaches children to use reflection (i.e. to think about their choice) and problem-solving skills. Parents can expect to see some of the following examples of staff encouraging problem solving among children: 1) Adults modeling problem solving techniques & offering suggestions, 2) Adults encouraging children to work amongst themselves to solve their problem, and 3) Adults encouraging the children to solve their problems with the assistance of an adult.
- Under no circumstances should a parent attempt to discipline a child other than their own during the child care program. The center staff will carry out all discipline and all concerns should be brought to the attention of the Center Director.
- Parents are not permitted to have physical contact with children other than their own.
- It is the role of our staff (rather than parents) to direct the activities of the center and to address the needs of children attending the program.

EXPECTATIONS OF CHILDREN ENROLLED IN CHILD CARE

- Every child has the opportunity to be successful in our child care programs with the safety of all of the children and staff being our primary concern. However, we also recognize that the summer program may not always be the appropriate environment for your child. It is important for parents to recognize that the size or type of the individual summer program may not always be the appropriate environment for your child's needs.
- The following list of expectations is not an all-inclusive listing. There may be some additional site-specific expectations:
 - **Engage in appropriate group interaction**
 - Respect self, others, body, space and personal belongings**
 - No biting, hitting, pushing, kicking, or other rough contact**
 - No bullying (including cyber bullying)**
 - No spitting**
 - Share**
 - Be cooperative**
 - Take turns**
 - Use language that is appropriate for a child care center**
 - **Stay within the designated area or where directed by staff. For example in the multi-purpose room, media center, outdoor play area, etc.**

- **Follow the schedule and participate in daily activities**
- **Function without disruptive behavior in a supervised environment of 1 staff to 14 children**
- **Comply with staff requests and instructions**

ACCOMMODATIONS FOR CHILDREN

- Accommodations can be made to meet the needs of an individual child in many cases, however, all children will be required to meet these standards and refrain from behaviors that threaten the safety of themselves, other children or staff members.

INAPPROPRIATE BEHAVIOR

- It is hoped that the positive behavior program will eliminate or prevent inappropriate behavior, but some inappropriate behavior may still be displayed. As stated before, staff remind children to make good choices, and may use one or more of the following consequences for inappropriate behavior: Take 5 (time-out), loss of activity, redirection, Take 5 plus (longer time-out), peace table, problem solving session, reflection and/or "think" sheets, etc.
- **The steps in the procedures below may not occur in the sequence listed depending on the nature of the behavior.**
- When inappropriate behavior occurs, the following procedures will be implemented:
 - The staff will attempt to redirect the child.
 - Additionally, the behavior will be documented and the parents or legal guardian will be notified of the issue.
 - If the behavior involves intentionally harming another child, staff member, or threatens the safety of the child/staff, the parent/guardian will be verbally notified on the day of the issue. The written documentation will follow no later than 3 business days after the verbal notification.
 - **If in the opinion of the Center Director, a child's behavior compromises the safety/well-being of themselves or others, immediate suspension or dismissal from the program may result.**
 - If the behavior occurs again, it will be documented and the parents or legal guardian will be notified of the issue. If the behavior involves intentionally harming another child, staff member, or threatens the safety of the child/staff, the parent/guardian will be verbally notified on the day of the issue. The written documentation will follow no later than 3 school days after the verbal notification. **If in the opinion of the Center Director, a child's behavior compromises the safety/well-being of themselves or others, immediate suspension or dismissal from the program may result.**
 - If the child is dismissed for the balance of the school year the parent must schedule a re-entry conference with the Child Care Program Specialist (the Center Director's supervisor) to determine if the child can return to the program in the future.
 - *Since our program shares space with the Board of Education and children are part of both programs, the SACC/Fun N' Play program must also heed the offenses and violations listed in the Student Code of Conduct found in the current Anne Arundel County Public Schools Student handbook. Please be aware that some of these offenses and violations require SACC to notify the school principal and in some cases the police are notified as well. Other examples of infractions that may require immediate and/or extended suspension/expulsion from the program are: possession or use of a real or "fake" weapon or firearm; sale, distribution, or attempts to sell drugs or alcohol; verbal or physical threats; profanity or abusive language (including ethnic or racial slurs); maliciously cutting, defacing, or otherwise damaging property; open and/or persistent defiance of a staff member; and sexual harassment. The policy is based on the seriousness of the offense, the attitude and age of the student, the pattern of misconduct, and the degree of cooperation.*

FIELD TRIP CHAPERONES (SUMMER MONTHS)

- During the summer months, if it is deemed necessary that your child needs one-on-one interaction/instruction during a field trip (this may include special medical needs, wandering from the group, behavior presenting a physical danger to themselves or others and/or failure to comply with staff

requests and instructions), parents may be required to provide an adult (over the age of 18) chaperone for field trips.

- If the Child Care Administrative Office indicates this is required, our office will pay for the field trip entry fees and provide the necessary bus transportation for both the child and their chaperone.
- Please see the “Field Trips” section of this Parent’s Manual for more information regarding general parent requests to attend field trips.

PARENT COMMUNICATIONS

- Communication between parents and the center staff is a key ingredient to the success of our programs. See the *Family Communication & Participation* section of this manual for a full listing of the many wonderful opportunities available to families to participate in our programs throughout the year.
- Parents can always contact the Child Care Administrative Office by emailing us at sacc@aacounty.org with concerns and suggestions. Suggestion forms are also available at each center for parents to utilize in expressing their concerns.
- Please feel free to contact the Child Care Administrative Office or the Center Director on site if you need to share additional information concerning your child. Parents are requested not to contact their child by telephone at the center unless it is an emergency situation.

PARENTS’ EXPECTATIONS

- We are so pleased to serve you and your family! If you have any comments, concerns or suggestions for our programs, please email us at sacc@aacounty.org, inform your Center Director, or feel free to contact our Child Care Administrative Office to speak with one of our Child Care Program Specialists at 410-222-7856, ext. 0.
- Parental involvement is an integral component of your child having a successful experience in the SACC program!
- We plan to meet these goals in the SACC program through:
 - *Quality, safe care of the children*
 - *Service of value and consistency*
 - *Courteous and professional treatment at all times*
 - *Honest information for parents pertaining to their child*
 - *Fostering positive peer and child/staff relationships to create an atmosphere that children enjoy*
- **PARENTS MAY:**
 - Receive a copy of all documents signed
 - Request accommodations on behalf of their child and work with staff to obtain the best results in meeting their child's needs
- **PARENTS MUST:**
 - Be courteous and respectful to center & administrative office staff, children, and other parents.
 - Make their own arrangements for the pick-up and drop-off of their children. Under no circumstances is staff permitted to provide transportation to or from a program for unrelated participants.
 - Keep current all phone numbers, e-mail addresses, and health information.
 - Please be aware that the following concerns may result in your family being dismissed from our child care and/or recreation & parks programs:
 - 1) Parent/guardian's unreasonable treatment of the staff/children/parents, including inappropriate airing of complaints, use of language that is inappropriate for SACC, and/or intimidation (physical or verbal) of the center or office staff, other parents or children,
 - 2) Parent/guardian may not correct any child other than their own during the program. Any concerns witnessed with another child must be immediately reported to a staff member for their handling of the situation.
 - 3) Parent/guardian refuses to pick up (or send someone to pick up) their child in cases of illness, injury, or behavioral emergency, or

- 4) Parent/guardian does not provide accurate contact information in order to contact them in an emergency situation.
 - 5) Parent/guardian does not provide information regarding coronavirus symptoms or test results.
- *PARENTS ARE ENCOURAGED TO:*
 - Reinforce the center/camp rules at home
 - Communicate concerns or problems to staff as early as possible
 - Inform staff of any changes that might affect their child's participation in the summer program

COMMUNITY RESOURCES

The following is a list of resources that we are aware of that parents have available to them in the community. *The Child Care Division is not responsible for the recommendations or information given by any of the below agencies.* We are providing the below information as a resource for our families:

- Anne Arundel County Board of Education 410-222-5000
- Anne Arundel County Child Find (ages 3-5) 410-766-6662
- Anne Arundel County Child Protective Services 410-421-8400
- Anne Arundel County Department of Health COVID-19 Health Line 410-222-7256
- Anne Arundel County Department of Recreation & Parks
Recreation Division – School Break Fun Days, Summer Fun/Camps 410-222-7313
- Anne Arundel County Department of Recreation & Parks
Child Care Division (SACC, Pre-K & Summer SACC) 410-222-7856
- Anne Arundel County Department of Social Services 410-269-4500
- Anne Arundel County Infants and Toddlers Program (birth-age 3) 410-222-6911
- Anne Arundel County Systems of Care Network 1-800-485-0041
- Anne Arundel County Public Library (www.aacpl.net) 410-222-7371
- Arundel Child Care Connections Office 443-782-5001
- LOCATE: Child Care (Child Care Referral Service for parents) 1-877-261-0060
- Maryland Children Health Program 410-222-4792
- Maryland Family Network 410-659-7701
- MSDE-Office of Child Care (Region I – Annapolis) 410-573-9522

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.

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

Maryland EXCELS - Maryland's Quality Rating System for child care programs
marylandexcels.org

Maryland Developmental Disabilities Council - Assistance with ADA issues 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

Maryland Family Network - Assists parents in locating child care **1-877-261-0060**
marylandfamilynetwork.org

Maryland Child - Information about child development, parenting, community resources, mental health, nutrition, literacy, and more.
Marylandchild.org

Maryland State Department of Education
 Division of Early Childhood
 200 West Baltimore Street
 10th Floor

Baltimore, MD 21201
earlychildhood.marylandpublicschools.org

Wes Moore, Governor

Carey M. Wright, Ed.D

State Superintendent of Schools

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

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, is a resource for parents and families to use to review child care provider's license status, verified complaints, compliance history, and inspection results.



SUMMER SCHOOL AGE CHILD CARE (SACC)

THEME & FIELD TRIP INFORMATION

Online registration begins on **February 5, 2024** at 8am

SUMMER 2024 THEMES, FIELD TRIPS & ENRICHMENTS:

(Field trips & enrichments are planned pending budget approval, and are subject to change due to the availability of locations & dates.)

“Making Maryland Memories!”

We’re planning to make some **GREAT** Maryland Memories for the **Summer of 2024** in all of our School Age Child Care locations! Care is available from 7am-6pm for children entering **1st-6th grade**. See the Recreation & Parks Child Care website and Program Guide for a breakdown of our offerings.

Each week, your child(ren) will experience fun activities, STEM, Literacy, games, arts & crafts, and themed events during your choice of the following one-week sessions...



During Sessions 1, 4 & 6, children will receive one field trip *outside* of the camp location.
 During Sessions 2, 3, 5 & 7, children will receive one enrichment *inside* of the camp location.

Session	Dates	Weekly Theme	Field Trip <i>(subject to change)</i>
1	June 24 th – June 28 th	Maryland Animal Life <i>(Projects may include horses, labrador retrievers, opossums, squirrels, beavers, etc.)</i>	Smithsonian’s National Zoo* Washington, D.C. https://nationalzoo.si.edu
2	July 1 st – July 3 rd <i>(programs closed July 4th & July 5th)</i>	Historical Treasures <i>(Projects may include the Maryland flag, seal, history, symbols, Annapolis, Fort McHenry, etc.)</i>	N/A <i>(in-house enrichment)</i>
3	July 8 th – July 12 th	Maryland Renaissance Festival <i>(Projects will include Renn Fest-themed crafts & activities, kings/queens, etc.)</i>	N/A <i>(in-house enrichment)</i>
4	July 15 th – July 19 th	Maryland State Sports <i>(Projects may include Terrapins, Orioles, Ravens, lacrosse, etc.)</i>	Players Fun Zone* Westminster, MD. https://playersfunzone.com/
5	July 22 nd – July 26 th	Sailing the Chesapeake <i>(Projects may include items such as ships, sailing, lighthouses, beaches, etc.)</i>	N/A <i>(in-house enrichment)</i>
6	July 29 th – August 2 nd	Maryland Farms & Gardens <i>(Projects may include native plants, state flower, oak trees, farming, farm life, etc.)</i>	Bowling & Local Park* <i>Variety of locations dependent upon location of site</i>
7	August 5 th – August 9 th	Maryland Sea Life <i>(Projects may include blue crabs, fishing, sharks, dolphins, whales, etc.)</i>	N/A <i>(in-house enrichment)</i>

*Change in fee & field trips are planned, pending budget approval.

Maryland State Department of Education
Office of Child Care
**TOPICAL BASIC CARE PRODUCT APPLICATION
AUTHORIZATION FORM**

Topical basic care products such as a diaper rash product, sunscreen, or insect repellent, authorized and supplied by the child's parent, may be applied without prior approval of a licensed health care practitioner. Please document the application of these products on this form. Keep this form in the child's record as required by COMAR. OCC 1216 IS NOT REQUIRED.

CHILD'S NAME: _____ **DOB:** _____

Product Name:

Diaper Rash product: _____ Date Received: _____

Sunscreen: _____ Date Received: _____

Insect Repellent: _____ Date Received: _____

I authorize the child care staff to apply and store the topical basic care product as indicated above per the manufacturers' instructions. I attest that I have administered at least one application of the product to my child without adverse effects. I certify that I have the legal authority to consent to the application and storage of the product(s) for the child named above.

PARENT/GUARDIAN PRINTED NAME	PHONE NUMBER
PARENT/GUARDIAN SIGNATURE	DATE
NAME OF STAFF RECEIVING PRODUCT	SIGNATURE AND DATE

DATE (ONCE PER DAY)	PRODUCT (check box)			REACTIONS OBSERVED (IF ANY)	SIGNATURE
	Diaper	Sunscreen	Insect		

Maryland State Department of Education
Office of Child Care

DATE	PRODUCT			REACTIONS OBSERVED (IF ANY)	SIGNATURE
	Diaper	Sunscreen	Insect		