

## ST. MARY'S SCHOOL AFTERCARE PROGRAM

The charges are per child, per day.

For regular dismissal days, 3 pm -6 pm or any portion thereof, the fee is \$18. (For example 3 days per week would be \$216 for 4 weeks).

For early dismissal days, 11:30 am until 6 pm or any portion thereof, the fee is \$40. Students need to bring their own snacks and lunches for early dismissal days.

You may sign up, pre-pay and commit to the days you need during the coming month. Drop-in rates apply for days not pre-requested and pre-paid. Please see the calendar forms on the school website.

Prepayments must be made on or before the first of each month.

Drop-in rates (for days not planned and prepaid) are \$25 for regular dismissal days, and \$50 for early dismissal days. These flat rates apply whether the child attends for just a few minutes or until 6:00 closing time. **PAYMENT FOR DROP-IN USE IS DUE AND PAYABLE AT THE TIME THE CHILD/REN ARE PICKED UP FROM AFTERCARE.**

Full registration and payment are required for a child to be eligible to attend the Aftercare Program, even on a Drop-in basis. Full registration includes annual State of Maryland OCC Emergency and Health Inventory forms, as well as State of Maryland OCC Medication forms, if medication is necessary during Aftercare sessions.

Registration fee is a one-time fee of \$50 per child (payment required only with original Aftercare registration; payment is NOT required for subsequent years of participation).

Our program is licensed by the State of Maryland Department of Education, Office of Child Care. Licensing mandates OCC emergency forms and health inventory forms which require health care provider signature. Forms and information requested are nearly identical to that required on the Archdiocesan Health Inventory used in the school health room. *However, for the Aftercare Program, the State of Maryland requires use of Office of Child Care (OCC) forms, (noted with "OCC" at the bottom left corners of the pages).* OCC forms submitted previously will carry forward unless your child has had a change in health status, medications or immunizations. If there have been changes, new forms are required.

To be certain of using the State's most current forms, please download forms directly from the licensing site: <http://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/licensing-forms>

*Emergency Information is form OCC1214*

*Health Inventory is form OCC1215*

*Both of these forms are required for each child enrolled in our Aftercare Program.*

*Additionally, if your child requires medication during Aftercare hours (please consider early dismissal days), authorization to administer is required. The Medication Authorization is form OCC1216.*

St. Mary's School  
600 Veirs Mill Rd.  
Rockville, MD 20852

**REGISTRATION FOR ST. MARY'S SCHOOL AFTERCARE PROGRAM  
2016-2017**

**REGISTRATION REQUIRES SUBMISSION OF OFFICE OF CHILD CARE  
EMERGENCY FORM (OCC1214) AND HEALTH INVENTORY (OCC1215)**

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*Emergency Information is form OCC1214 and Health Inventory is form OCC1215*

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All Aftercare payments must be made IN ADVANCE of services.

Student	Grade	Days of Attendance

Student \_\_\_\_\_ Grade \_\_\_\_\_ Days of Attendance \_\_\_\_\_

Student \_\_\_\_\_ Grade \_\_\_\_\_ Days of Attendance \_\_\_\_\_

Enclosed, please find a check in the amount of \$ \_\_\_\_\_ (\$50.00 per child) for a non-refundable one-time registration fee for \_\_\_\_\_ (number) of children. (Parents, if you have paid this Aftercare registration fee in prior years, it is NOT required again.) Registration forms are required for all children each year, but payment of the registration fee is required only once.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check Number: \_\_\_\_\_ Amount: \_\_\_\_\_