



Greenbelt Children's Center 2019 Summer Program



June 17-August 29, 2019

Summer Program Fact Sheet

LOCATION AND HOURS

GCC's Summer Program is located in the Greenbriar Community Center on the corner of Greenbelt Road and Hanover Parkway, between Eleanor Roosevelt High School and the Baltimore-Washington Parkway. **The center is accredited by the National Association for the Education of Young Children and Level 5 rated in MD EXCELS. Activities include arts & crafts, story time, reading for recreation, science and nature, dramatic play, outdoor activities, cooking projects, swimming, and special events every week. We have a wonderful summer program! See our calendar for specific weekly events!**

The Summer Program opens at 7:00 AM and closes at 6:00 PM for the convenience of our working families with program hours from 9:00 AM through 4:00 PM. A supervised play program will occur during the early morning and late afternoon hours at **no additional fee**.

The Center closes at 6:00 p.m. Families have a 5-minute grace period to pick up their child, for an occasional emergency. A late fee of \$5.00 is charged for the first ten minutes (or portion thereof) after 6:05 PM until 6:15 when the late fee charge becomes \$5.00 for each additional 5-minute period-or portion thereof, until your child is picked up. Please be prompt.

REGISTRATION AND FEES

A non-refundable Summer Registration Fee of \$50.00 and a non-refundable Summer Activity Fee of \$14.00/per week must accompany all applications (*children that attend the school year pay no Summer Registration Fee*). The tuition rate is **\$235.00 per child, per week (ratio of 1:10 or 1:15) or \$260.00 per child, per week (1:6 ratio)**. A discount of 5% for the second child/same family is given on the lesser tuition rate. **One week of tuition must also be paid as a deposit for your last week-if you do not already have a deposit on account.**

Tuition must be paid in advance by Monday of each week. Tuition paid late must include the late fee of **\$15.00, paid before child may attend the program.** Late fees will not be charged if your child is absent due to illness at the beginning of the week. **No refunds will be made for a child's absence or if you fail to give a two-week written notice of a change in schedule.** Payments may be made by check, money order, Visa, MasterCard, American Express or Discover Card (on-site only). You may make your payment in cash, **ONLY if you have exact change.** A fee of \$35.00 will be charged for any checks returned to us by your bank for any reason and future payments will only be accepted in cash, money order, or credit card. **Parents/Guardians must have a copy of their photo ID in child's file at GCC.**

SCHEDULES

Children can be enrolled for the entire 11-week program or any *weekly* portion thereof. The program begins June 17th and will end on August 29, 2019. Parent/Guardian must submit a **Summer Program Schedule Reservation** form when registering child. (If your schedule changes, please notify the office **IN WRITING AT LEAST 2 WEEKS** in advance *or expect to pay for that time period.*) **You will be held accountable to pay tuition for all weeks as per your written schedule,** so be sure the office is kept informed in writing, as per policy. Spaces are available: first reserved, first served. A long wait list is expected again this year!

BREAKFAST, SNACK AND LUNCH

Breakfast and a nutritious snack will be served daily. Milk, 100% fruit juice will be served at breakfast, lunch and snack times. **Children need to bring a lunch to the Center daily,** unless notified of special plans. Parents/guardians will be notified in advance of those occasions. Only 100% juice can be served, even if packed from home. PLEASE LABEL YOUR CHILD'S NAME ON HIS/HER LUNCH BOX. **Parents/Guardians must remove from the lunch box (and label with child's name) any perishable food (meat, cheese, egg or dairy only) that requires refrigeration.** Please place these items in the containers provided by the staff who will

refrigerate these until lunchtime. **Nuts in any form are prohibited! We have severe allergies in young children and have a nut free environment.**

Clothing-label each item, please!

Your child should wear comfortable, durable, and washable clothing each day. Creativity is an essential part of our program and may involve the use of paints, glue, sand, water, etc. which can get onto clothing. **All children should have at least one complete change of clothing on hand at all times.** Dress your child in bathing suit and send in with change of clothes, pool shoes and towel on pool days. Our scheduled pool days are Monday, Tuesday, and Wednesday of each week. Pool shoes are required to walk to and from the pool and protect feet from scrapes while in the pool. **Sneakers are required for safe playground play.**

LOST AND FOUND / EQUIPMENT AND TOYS

A lost and found area is in each room. Please ask a staff member to assist you if you are searching for an item. Unclaimed items will be taken to a charitable organization periodically. Be sure to look for missing items often. Labeling personal items with your child's name really helps to prevent loss.

No special equipment is needed so it is best for your child NOT to bring balls, gloves, toys, etc. unless specifically requested by the staff for special occasions. **Children may not bring electronic games of any kind.** We cannot be responsible for loss or breakage of any articles from home. PLEASE NOTE: There is no "Show and Tell" during summer.

HEALTH RECORDS / ILLNESS OR INJURY / MEDICATION

New or returning children must have a physical on the Maryland State **Health Inventory form** as well as an up-to-date Immunization Record, an updated Emergency Form and other forms as required, on file at the center on the first day of attendance. Please sign up for emergency text alerts at www.remind.com/gccpar.

If your child is ill, PLEASE do not send him/her to the Center. We do not have the facilities or the staff to care for sick children. Parents/Guardians will be notified of any signs or symptoms of illness or injury, which occur at the Center. Notification will be made by phone or in person when the child is picked up, depending upon the nature of the illness or injury. **PLEASE KEEP EMERGENCY PHONE NUMBERS UP TO DATE AT THE CENTER!** Any parent/guardian called, due to illness of their child, is expected to have child **picked up within 90 minutes of notification from the Center.** Children must remain home for 24 hours, until symptom free/Tylenol free, or for 24 hours after starting antibiotics, before they can be admitted back to the Center. *A child that is too ill to participate in all scheduled activities needs to remain at home.* The Center has the right to refuse admittance to a child suspected to be ill/contagious and may require a doctor's note before re-admittance. All children go to the pool with their class.

A written Medication Authorization form completed by physician and parent/guardian must be handed to staff with oral or topical drugs *including over the counter medicine such as Tylenol, cough drops, etc. before any staff may administer this to your child.* Forms are available in the office. All medication must be in the original container with label of contents and **child's name.** If possible, please arrange a schedule that does not require medication to be administered at the Center. Sunscreen, diaper rash ointment and insect repellent can be applied by our staff with the form completed and signed by parent and container is labeled with your child's name. **Please apply sunscreen on your child at home before sending to GCC each day.**

CONDUCT

Our Summer Program is a fun place to be, but we do have **TWO MAIN RULES:**

- 1) A child may NOT hurt another.**
- 2) A child may NOT destroy property.**

Please review these rules with your child prior to the start of Summer Program and regularly. Please also be aware that young children make mistakes, are at different levels of social/emotional development and that GCC includes all children in the program. Please be patient and understanding of children who take longer to learn skills.