

CCPS Before & After School Child Care Registration Procedures

Phase 1

- Complete registration form (school age child care application), emergency card, all about me form, sign and date the contract page, sign and date the Screen Time Guidelines have physician complete the Health Inventory & Immunization form, (child must have a physical within the previous 12 months; we can accept a physical transferring directly from school or licensed child care) please review the Parent Handbook so you will know what you are signing. All forms can be found online at www.calvertnet.k12.md.us. Located under the parent's tab, in the box labeled forms, click on school age child care forms.
- Bring the completed forms, and payment (non-refundable registration fee), {Security deposit and first week's tuition} to the Child Care office at The Board of Education 1305 Dares Beach Rd. Prince Frederick, MD.
- At the Child Care office, you will receive a billing and payment schedule. You will then be directed to take your payment in the form of a personal check with an MD, DC or VA. Address pre-printed from a local bank account (Maryland, Virginia or Washington, D.C.), cashier's check, money order or cash to our finance department. We can accept credit card payments through MySchoolBucks.com at the child care office. You will need your child's identification number to pay by credit card. MySchoolBucks.com charges a 3.95% interest rate for credit card payments.

Please request a receipt so that you can show it to the center's director. ***Please make sure your child's name and the child care location is written in the memo portion of your check.*** The finance office is open from 9 a.m. – 3:30 p.m. A drop box is located outside of the finance office for use during other times.

Phase 2

- Take registration paperwork to the school center's **director**. Paperwork should not be left with the school secretary; you must meet with a child care staff member. They are available during the hours of 6:30 a.m. until school starts and from the end of the school day until 6:30 p.m. The director will review your paperwork and give you the start date for child care.

The registration process must be completed prior to starting child care. Please remember that a child is not officially enrolled in the program until both phases of the registration process have been completed. *Summer registrations completed prior to the first week before school will not have to complete phase 2.

Registrations by mail will not be honored!

Child Care Office Hours for Registration

Monday through Friday 8:30 a.m., 3:30 p.m.

Summer hours 7:30 a.m. – 4:00 p.m. Monday through Thursday

Other times available by appointment

For more information, please contact our office at 443-550-8040