

## ENROLLMENT CHECKLIST

Each item below is requested separate from the items necessary for school enrollment. It is the responsibility of the parent to furnish the extended care program with the following documents: (See website for forms)

- MEC Registration (completed by parent)
- Health Inventory –OCC 1215 (signed by a Physician)
- Emergency Information - OCC 1214 (completed by Parent)

## GENERAL INFORMATION

### Emergency Procedures:

- Assess child's illness (bloody nose, a fall, etc.)
- Assess severity of illness
- Stabilize child (separate from others)
- Contact parent/emergency contact or ambulance
- Transport or wait for the parent

### Our Staff:

- MEC is a State licensed Child Care Program.
- Staff is trained in CPR and First Aid.
- Our goal is to give you peace of mind and assure you that your child is in good hands with our program.

### Student Requirements:

- Respect group leaders as well as other students.
- No walking away from their group without permission.
- Following all indoor/outdoor rules.
- Inform any group leader of any falls or bumps.
- A note if they arrive late to MEC

### Termination Policy:

A student may be terminated from the program for:

- Non payment of extended care fees.
- Non conformance to behavior or health and safety policy.

## SNOW POLICY

IF...	THEN...
• Montgomery County Administrative offices are CLOSED	We are CLOSED
• Montgomery County Schools are CLOSED and Administrative Offices are OPEN	We are CLOSED
• Montgomery County Schools CLOSE early	We close at 3 pm
• Montgomery County Schools on 2 hr delay	We open at 9am

# Montrose Extended Care

2010-2011 Information Guide



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Montrose Christian School

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## INTRODUCTION & PHILOSOPHY

Montrose Extended Care exists to assist parents by providing a quality, Christian before and after school program for K-5<sup>th</sup> grade students. The Extended Care program is primarily a recreational and enrichment program and not a tutorial program. Even though the program does not exclusively offer tutorial services, it does offer homework assistance and requires the students to bring homework materials to Extended Care. *Parents are recognized as the primary caretakers and educators and will be relied on to furnish the staff with the appropriate information regarding their child.*

## OUR HOURS

Morning Care begins at 7:00 am until 8:00 am.

After Care begins at 3:20 pm and ends at 6:00 pm.

*If you know you will be delayed due to heavy traffic, public transportation delays, an emergency or inclement weather, please have an authorized person pick up your child by 6:00 pm.*

**A \$2.00 per minute (per child) late fee will be charged for every minute you are delayed, after 6:05 pm.** *Late fee(s) are payable immediately upon arrival to the staff member that has stayed late and will be calculated by MEC's clock.*

## PAYMENT POLICY

**All payments are due by the 1<sup>st</sup> of the month prior to use and are considered LATE after the 10<sup>th</sup> (a \$30 late fee will be applied).**

*Please direct all detailed financial questions to the Business Office located in the main hallway.*

## 2010-2011 MEC PROGRAM FEES

<u>Regular School Days</u>	<u>Monthly</u>
<b>Monday through Friday, 7:00 am - 8:00 am &amp; 3:20 pm – 6:00 pm</b>	<b>\$ 250.00</b>
Half Days	12:20 pm-6:00 pm \$ 30.00 <i>per day</i>
Drop off (not enrolled)	7:00 am-8:00 am \$ 30.00 <i>per day</i>
	3:20 pm-6:00 pm \$ 30.00 <i>per day</i>

## PROGRAM SAMPLE SCHEDULE

Morning Care (K-5<sup>th</sup> Grade) *MUST BE ENROLLED FOR ADMITTANCE*  
 7:00 am to 8:00 am Drop off Rm. N105 (LS Bldg).  
 Quiet time for studying & reading.

After School (K-5<sup>th</sup> Grade)  
 3:20 pm to 4:00 pm Lower Playground —*weather permitted*  
 4:10 pm to 4:30 pm Snack/Announcements/Brain Teasers  
 4:30 pm to 5:15 pm Homework  
 5:15 pm to 6:00 pm Games/Clubs

## MEC 2010-2011 CLOSING DATES

**MEC follows Montrose Christian School schedule of days closed for the school year as well as the following major Holidays:**

September 6	Labor Day
November 22-26	Thanksgiving Holidays
December 20-31	Christmas & New Year's Holiday
January 17	Martin Luther King Jr.
February 21	President's Day
April 18-25	Easter Break



**MEC is closed when MCS is closed.**