

Child Care

Before and After School Request Form 2017-2018

Important: Processing of this form requires attachment of the snow policy, a copy of the site license and Certificate of Insurance. (Please Print)

Organization Name:		
Organization Address:		
Name of Primary Person Representing the Organization who will approve the permit:	Phone:	Email:
Organization Email Address (where past due notices will be sent):		
Onsite Director's Name:	Phone Number:	Email:
School:	Renewal Site: Yes <input type="checkbox"/> No <input type="checkbox"/>	Projected # of Students:

Regular School Days 9/5/17 to 6/11/18

Primary Room	Monday - Friday	AM Start - End Time	PM Start - End Time	Office Use Only

Alternate room/rooms to be used if child care is moved from primary space

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Gym Regular Schedule

Room	Days of the Week	AM Start - End Time	PM Start - End Time	Office Use Only

Gym Use Maximum – 2 times per week, 1 hour per day. Gym must be used before 5pm. Providers will receive same days and times as previous year. No exceptions. You may submit a building use form with full payment for additional days during the school year when applications can be submitted on August 15.

Early Release/Half Days			
10/6/17 11/9/17 11/10/17 11/17/17 11/22/17 1/25/18 3/2/18 4/9/18 6/12/18			
Room # (Specify all Rooms APR, GYM etc.)	AM Start - End Time	PM Start - End Time	Office Use Only

Administrative Days and Holidays (subject to Holiday Rates)			
No school for students. All schools closed 11/23/17 -no bookings allowed			
Check Dates to be Booked: <input type="checkbox"/> 9/21/17 <input type="checkbox"/> 11/24/17 <input type="checkbox"/> 12/25/17 <input type="checkbox"/> 1/1/18 <input type="checkbox"/> 1/15/18 <input type="checkbox"/> 1/26/18 <input type="checkbox"/> 2/19/18 <input type="checkbox"/> 3/30/18 <input type="checkbox"/> 4/02/18 <input type="checkbox"/> 5/28/18 <input type="checkbox"/> 6/13/18			
Room # (Specify all Rooms APR, GYM etc.)	AM Start - End Time	PM Start - End Time	Office Use Only

Winter Break Dates			
Check Dates to be Booked: <input type="checkbox"/> 12/26 <input type="checkbox"/> 12/27 <input type="checkbox"/> 12/28 <input type="checkbox"/> 12/29 (see 12/25 and 1/1 above)			
Room # (Specify all Rooms APR, GYM etc.)	AM Start - End Time	PM Start - End Time	Office Use Only

Spring Break Dates			
Check Dates to be Booked: <input type="checkbox"/> 3/26 <input type="checkbox"/> 3/27 <input type="checkbox"/> 3/28 <input type="checkbox"/> 3/29 (see 3/30 and 4/2 above)			
Room # (Specify all Rooms APR, GYM etc.)	AM Start - End Time	PM Start - End Time	Office Use Only

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Continued



Please note the following reminders:

- A late fee will be assessed on all accounts overdue in excess of 30 days.
- Childcare programs may not be moved to any unlicensed space, to do so would make MCPS and the childcare provider liable should an injury or damage occur while in an unlicensed space.
- The provider must follow CUPF's amendment process to change this schedule.
- A \$25 adjustment fee applies to all changes to existing contracts.

Organization Representative – Authorization Signatures

Organization Representative:

Title:

Signature:

Date:

Principal / Designee – Authorization Signatures

The signature of the principal or designee below affirms that the room listed in this application are available for use by the childcare provider for their regular use before and after school MSDE Licensed child care program, but may be modified for school programmatic needs with advance notice given.

Organization Representative:

Title:

Signature:

Date:

Special Notes/Comments: