

# Montgomery College YOUTH PROGRAMS



## Before and After Care Handbook

**Summer Session  
Grades 1-8**

**[Youth Programs](#)**

**240-567-7264 / 7917**

**Asistencia en Español**



## Welcome!

Youth Programs Before and After Care Program provides a safe, nurturing, and developmentally appropriate environment for students who need supervision before and/or after a summer course for which they are registered.

Instructors provide a variety of activities designed to stimulate and interest students in all areas of development. These activities include games, and arts & crafts.

## General Information

### REGISTRATION

Families register through the Montgomery College Youth Programs registration site: <https://montgomerycollege.augusoft.net/>

**Only students who have pre-registered will be admitted to the before or after care program. Drop-in care is not available.**

### ENROLLMENT FORMS

The Before and After Care Agreement must be completed in CampDocs.com.

### MEDICATIONS

Please refer to the Family Handbook for instructions.

### TRANSPORTATION

Families are responsible for transporting their children at the beginning and end of their child's day. Youth Program staff will escort children from Before Care to their morning camp, and from their afternoon camp to After Care. **All Students must be picked up from the After-Care sessions no later than 6:00 p.m. No exceptions. There are no provisions for caring for students after 6:00 p.m.**

### LATE PICK-UP POLICY

It is our policy to keep a record of late pick-ups for each child for the week.

- A late pick-up fee of \$25 is charged for *each student* for every fifteen minutes late or part thereof.
- All parents or authorized persons will sign a late pick-up form at the time of pick-up.

- The college's clock will be used to determine the time.
- Payment is due within **two days** of the late pickup and can be paid at a WD&CE customer service or authorized cashier office.
- The student will not be allowed to continue in the program if proof of payment of the late charge(s) is not presented by the second day of the late charge assessment.
- Repeated late pick-ups may jeopardize the child's enrollment in the program.
- In the event that the student does not return, the parent/guardian will be billed for any late fees not paid.

**Please note that the late fee is assessed for each child picked up late.**

## **ARRIVALS AND DEPARTURES**

For your child's safety and our attendance records, you must sign your child IN (not before 7:30 am) at Before Care and OUT at After Care (not later than 6:00 pm) each day. Children entering 5<sup>th</sup> grade or younger may not sign themselves in or out.

## **AUTHORIZED PICK-UP LIST**

When you complete your profile in CampDocs, you will be asked to complete and sign the Before and After Care Agreement form, naming those persons to whom we may release your child. If you want your child to leave with someone not on the list, you will have to edit the information provided in the child's Camp Doc profile.

Our policy does not allow us to release your child to anyone not on the pick-up list. Phone requests will be honored **ONLY** if the person sent to pick up your child is already on your list. Please update this list as needed.

Parents / guardians can authorize students entering 6<sup>th</sup> grade and older to sign themselves in and out. (Parents / guardians must do this in CampDocs).

## **SNACKS**

The Before and After Care Program does not provide snacks. Please bring a nutritious snack daily. Please keep in mind that all students will be eating in one room at the same time. Students attending Before & After Care should bring a snack and a drink.

Thank you for choosing the Montgomery College Youth Programs!

### **Contact Information**

Mary Mukherjee, Program Director  
[Mary.Mukherjee@montgomerycollege.edu](mailto:Mary.Mukherjee@montgomerycollege.edu)  
240-567-7939

Sharon Wolfgang, Program Coordinator  
[Sharon.Wolfgang@montgomerycollege.edu](mailto:Sharon.Wolfgang@montgomerycollege.edu)  
240-567-7264

Maria Jose Murguia Lugo, Program Coordinator  
(Asistencia en Español)  
[majose.murguia@montgomerycollege.edu](mailto:majose.murguia@montgomerycollege.edu)  
240-567-7917

Website:

**[Montgomerycollege.edu/youth](http://Montgomerycollege.edu/youth)**