

PARENT'S MANUAL

Summer 2022

Summer School Age Child Care & Summer Pre-K Fun N' Play



<https://www.aacounty.org/departments/recreation-parks/child-care/index.html>

1 Harry Truman Parkway, Suite 105, Annapolis, MD 21401

PHONE 410-222-7856 FAX 410-222-4478

Tax ID #52-6000878

This online version is made available for all parents. Paper copies of the Parent's Manual are available upon request, and you will be asked to complete an Acknowledgement of Policies on your child's first day.

Anyone needing special accommodations at any of our events/conferences should contact the Child Care Administrative Office at 410-222-7856, ext. 0, or via e-mail at sacc@aacounty.org at least 7 days prior to the event/conference. TTY Users, please call Maryland Relay 7-1-1.
All materials are available in an alternative format upon request.

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WELCOME TO REC & PARKS SUMMER CHILD CARE

The Anne Arundel County Department of Recreation and Parks is pleased to offer state-licensed School Age Child Care (SACC), Child Enrichment Centers (CEC), full-day & before-and-after-school Pre-K, and Middle School Teen Group (MSTG) and Summer Camp programs located within your neighborhood school and/or recreation center facility. Please be advised that SACC operates as a separate entity from the school/facility. We have prepared this manual for your convenience and as a guide for you and your child. We welcome any comments or suggestions you may have for us. It is our desire to provide safe, appropriate and consistent child care programs for your child. We are looking forward, with pride and confidence, to continuing successes in this endeavor.

VISION & MISSION OF RECREATION AND PARKS

The VISION of the Anne Arundel County Department of Recreation and Parks is to enrich the lives of all residents of Anne Arundel County. Our MISSION is to create opportunities to Enjoy Life, Explore Nature, and Restore Health and Well-being.

PHILOSOPHY OF THE CHILD CARE DIVISION

The Anne Arundel County Department of Recreation and Parks' state-licensed Child Care programs provide a safe, supportive environment that promotes social interaction, community integration, physical development, and intellectual growth in accordance with the Maryland State Department of Education's Office of Child Care and National After School Alliance standards.

PROGRAM HISTORY

The Child Care Division's programs began in September 1990 with 7 centers. Today, we operate 50 school year programs and assist the Department of Recreation and Parks to operate multiple Summer Camp/Summer Child Care programs.

CHILD CARE ADMINISTRATIVE OFFICE CONTACTS

- Child Care Administrative Office PHONE: 410-222-7856, Hours: Monday-Friday 8:00am-4:30pm
- Child Care Administrative Office FAX: 410-222-4478
- Please be aware that the Child Care Administrative Office follows the holidays and emergency closings schedule of Anne Arundel County Government.

CHILD CARE CENTER CONTACT INFORMATION – SUMMER SACC & FUN N' PLAY PROGRAMS

*PRIOR TO 07/05/22, PLEASE DIRECT ALL QUESTIONS TO THE CHILD CARE ADMINISTRATIVE OFFICE AT 410-222-7856, EXT. 0 OR VIA EMAIL AT SACC@AACOUNTY.ORG. THANK YOU!

- | | |
|---|--------------|
| • Benfield ES School Age Child Care (SACC) | 410-544-0687 |
| • Broadneck ES Summer Partnership Program | 410-757-3855 |
| • Carrie Weedon Pre-K Fun N' Play Program | 410-867-3488 |
| • Crofton ES School Age Child Care (SACC) | 410-451-1020 |
| • Edgewater ES School Age Child Care (SACC) | 410-956-6598 |
| • Lake Shore ES School Age Child Care (SACC) | 410-439-0372 |
| • Nantucket ES Summer Partnership Program | 410-721-8534 |
| • Pasadena ES School Age Child Care (SACC) | 410-544-5034 |
| • Seven Oaks Summer Partnership Program | 410-674-7180 |
| • Severn ES School Age Child Care (SACC) | 410-551-7479 |
| • Solley ES School Age Child Care (SACC) | 410-439-9438 |
| • South Shore ES School Age Child Care (SACC) | 410-729-3898 |

REGISTRATION INFORMATION

ELIGIBILITY

- Children entering 1st through 6th Grades are eligible to attend the Summer SACC program. Children must be at least 5 years old & have completed Kindergarten by their first day of attendance.
- Pre-K children are eligible to attend the Carrie Weedon Pre-K Fun N' Play program. Children must be at least 4 years old by their first day of attendance.
- Children must be toilet trained.
 - Your child must be able to be **self-directed** and **self-sufficient** in the restroom and to be able to care for their own hygiene needs.
- **Every child must have all of the State mandated forms completed and on file at the center on their first day.** If your child is new to our licensed child care/camp programs, the necessary forms for admission are available on our website (and/or in your summer parent email) at www.aacounty.org/recparks > Child Care > Forms & Publications.
- If your child has attended SACC (licensed child care programs) at another school year location for the 2021-2022 School Year, we will copy and send your child's file to your current licensed child care location. Parents are responsible to provide/update any missing forms from the file. The center staff on site will alert you if that is the case. An updated Emergency Form is required for every participant. *Carrie Weedon Fun N' Play parents only need to complete the forms as indicated in their parent email since this is a camp-licensed program that requires different forms.*

No one will be permitted to attend without this information on file

REGISTRATION PROCEDURES

- Prior to your child's first day, the Child Care Administrative Office must receive a completed registration and payment. Depending upon the date of registration, you may also be charged a pro-rated fee.
- Please be aware that online registration does not complete the registration process. You will immediately receive an email that your online registration was received. You must keep this for your records to verify the date of your registration.
 - After completing the online registration, the next step is to download the Required Forms for Admission. Go to: <http://www.aacounty.org/departments/recreation-parks/child-care/forms-and-publications/>.
 - Your child's enrollment will not be considered complete until all required forms and the fees have been received by the Child Care Division.

HOW TO REGISTER

- Registrations may be completed on-line at our website: www.aacounty.org/recparks >Child Care. If you do not have online access, please contact our office at 410-222-7856, ext. 0 for assistance.
- **The center staff is not permitted to accept registrations.**
- **Do not include registrations with your payment.**

REQUIRED FORMS FOR ADMISSION

All SACC Parents & Guardians are **REQUIRED** to provide their child's Forms for Admission (located at: <http://www.aacounty.org/departments/recreation-parks/child-care/forms-and-publications/>) prior to their child attending the child care program. Maryland child care regulations require us, as your child care provider, to maintain these required forms for your child while they are in attendance at our program. Please understand that your child(ren) will **NOT** be permitted to attend without this information on file at the child care center. *Carrie Weedon Fun N' Play parents only need to complete the forms as indicated in their parent email since this is a camp-licensed program that requires different forms.*

Please be advised that SACC operates as a separate entity from the school. Therefore, it is the parent's responsibility – NOT the school's responsibility - to provide the below-listed forms:

Required Forms for NEW Participants (first time in any of our child care programs):

- Emergency Form
- Health Inventory (completed by the parent/guardian and physician);

- Blood Lead Testing (only required if: 1) your child attends the Pre-K program, or 2) if you have a child under the age of 6 years old attending the SACC program that is NOT located within their regular school)
- Immunization Certificate (only required if: 1) your child attends the Pre-K program, or 2) if you have a school-age child (K-5th grade) attending the SACC program that is NOT located within their regular school)
- Acknowledgment of Policies form (A copy of our Parent's Manual can be found at www.aacounty.org/recparks > Child Care > Forms & Publications. You may review the Parent's Manual electronically prior to your child's first day of attendance. During your child's first week, the center staff will require the Acknowledgement of Policies form to be completed. Paper copies of the Parent's Manual are available upon request by contacting our Child Care Administrative Office.)
- Custody Orders (as needed)

Required Forms for RETURNING Participants:

- Emergency Form (the center staff will require this form to be updated at the start of the school year program, at the start of the summer program and/or at the center on your child's first day of attendance)
- Updated Immunization Certificate (only required if: 1) your child attends the Pre-K program, or 2) if you have a school-age child (K-5th grade) attending the SACC program that is NOT located within their regular school)
- Acknowledgment of Policies form (A copy of our Parent's Manual can be found at www.aacounty.org/recparks > Child Care > Forms & Publications. You may review the Parent's Manual electronically prior to your child's first day of attendance. During your child's first week, the center staff will require the Acknowledgement of Policies form to be completed. Paper copies of the Parent's Manual are available upon request by contacting our Child Care Administrative Office.)
- Updated Custody Orders (as needed)

The following As Needed Medical Forms are also available for ALL Participants at our website. Medical Forms must be renewed on an annual basis (as indicated by the expiration dates your health provider has noted on the forms):

- Acknowledgment of Allergies/Medical Conditions
 - REQUIRED if you/physician list an allergy/medical condition on your child's Emergency Form or Health Inventory but you are not providing us with any medication/treatment for the condition
- Allergy Action Plan
 - REQUIRED if your child is to receive an epi-pen or antihistamine during the child care program, in addition to the Medication Authorization form. Please be aware that this form REQUIRES a physician's signature.
- Asthma Action Plan
 - REQUIRED if your child is to receive an inhaler or nebulizer during the child care program, in addition to the Medication Authorization form. Please be aware that this form REQUIRES a physician's signature.
- Medication Authorization Form (MSDE OCC Form 1216)
 - REQUIRED if your child is taking a prescription OR non-prescription medication during the child care program. Please be aware that this form REQUIRES a physician's signature.
- Medication Authorization Addendum Form
 - REQUIRED if your child is taking any medications during the child care program
- Permission to Apply Over-the-Counter Creams & Ointments Form
 - REQUIRED if your child will be applying over the counter creams or ointments, such as sunscreen or lip moisturizers, during the child care program
- Seizure Medication Administration Authorization Form (MSDE OCC Form 1216A)
 - REQUIRED if your child is to receive seizure medication during the child care program. Please be aware that this form REQUIRES a physician's signature.

CUSTODY

- Anne Arundel County Department of Recreation and Park's Child Care Division is responsible for the safety of all the children at the center.

- Parents who have court awarded custody of their child must have the custody papers, along with any updates, on file at the center. Please be aware that the SACC programs operate as a separate entity within the school building; therefore, the school does not typically share this information with our staff. It is the parents' responsibility to provide this information to our staff.
- SACC staff **must release** a child to his/her natural parent unless custody papers are on file stating otherwise.
- Once the custody papers are on file, staff must follow those orders, until either the order has expired or new papers are on file. **Staff cannot accept verbal notification of changes.** Any and all changes **MUST** be submitted in writing and signed.

WAIT LIST

- Some of our locations may have a wait list prior to and/or during the summer. When an opening occurs the Child Care Administrative Office will contact the next person on the wait list and determine whether or not that person still needs the program.

WITHDRAWAL FROM SUMMER PROGRAM

- **We require written notification to the Child Care Administrative Office that you will be withdrawing your child from the program.**
- If you no longer require child care services, please visit our website at <http://www.aacounty.org/RecParks> > Child Care to submit a *Withdrawal Form*. You must log in to your account and select the "Manage Your Account" tab to access the link to the *Withdrawal Form*.
- If you have already made payment and are requesting a refund the following must be adhered to:
 - A \$25 processing fee will be assessed.
 - 10-business days' notice is required for all summer refunds. 10-business days' notice is also required for all requests to transfer fees between summer weeks. Weekly payments may be transferred between summer weeks **ONE** time **ONLY**.
 - **All refund requests for medical reasons must be accompanied with a physician's note and are handled on a case by case basis.**
 - **All refunds must be processed via a check mailed directly to the primary account holder from the Anne Arundel County Office of Finance. Please allow 30-45 days for processing.**

BILLING INFORMATION

ELECTRONIC COMMUNICATION

- Please be aware that all communication from the Child Care Administrative Office will be automatically sent to the primary email address attached to your account. This includes, but is not limited to: newsletters, program updates, inclement weather notifications, billing statements, late payment notices, registration information, etc.
- Therefore, it is crucial that you keep your primary email address up-to-date, and that you review it on a regular basis.
- You can also manage your account online by going to our website at <http://www.aacounty.org/departments/recreation-parks/> >Child Care >Log in> Manage Your Account.

FEES FOR SUMMER SACC

- The fees for the summer program are based upon the hours of service, staffing, administration, and basic supplies.
- The expense is then divided into weekly sessions minus holidays (see schedule below). For this special program, accounts will be credited for scheduled days that child care is closed.
- We cannot deduct days you choose not to send your child from your fee. When you enroll in the program, you are reserving the time, space, staffing, and provisions whether or not your child attends.
- If you registered your child in the middle of the week, you will be billed for the pro-rated amount for the remainder of the week.
- If parents receive notification from the Child Care Administrative Office that the program is required to close due to a COVID-19 outbreak situation, those days will be credited to your account.

PAYMENT SCHEDULE FOR SUMMER SACC (DOES NOT APPLY TO CARRIE WEEDON)

- Payments are due on the dates listed below. Contact the Child Care Administrative Office at 410-222-7856, ext. 0 if you have any questions in regard to this information.
- If payment is not received on time, your child will be withdrawn from the program, and the space will be offered to the next family on the wait list.

<u>Session #</u>	<u>Child Care Service Period</u>	<u>Days Closed during the Service Period</u>	<u>Weekly Fee</u>	<u>Payment Due Date</u>
1	07/05/22-07/08/22	07/04	\$144.00	05/10/22
2	07/11/22-07/15/22		\$180.00	05/10/22
3	07/20/22-07/22/22	07/18 & 07/19	\$108.00	06/10/22
4	07/25/22-07/29/22		\$180.00	06/10/22
5	08/01/22-08/05/22		\$180.00	07/10/22
6	08/08/22-08/12/22		\$180.00	07/10/22

PAYMENT METHODS

- Credit or Debit Card: Payments may be made online at <http://www.aacounty.org/RecParks>.
 - Click on “Child Care” (left side of menu)
 - Click on “Login” (gray button on right side of screen)
 - Enter email address and password
 - Click on “Submit”
 - Click on “Make Payment”
 - The minimum payment due has been pre-selected in grey. This amount is due or past due at this time. Additional boxes may be selected if you would like to pay in advance for additional months of service.
 - Click on “Process Payment”
 - Click on “Accept” or “Decline” credit card terms and conditions. If you click on “Decline” your credit card payment cannot be processed.
 - If you click “Accept” then follow the prompts for completing your credit card transaction.

- Please be aware that Anne Arundel County does not store credit card information. Therefore, you must enter your payment information for each online transaction.
- If you encounter any concerns with the above outlined processes, please contact the Child Care Administrative Office at 410-222-7856, ext. 0 during business hours (8am-4:30pm, Monday-Friday) OR email us at sacc@aacounty.org.
- **Payments are NOT accepted at the Child Care Center or over the phone.**

FLEXIBLE SPENDING ACCOUNT (FSA)

- Flexible Spending Account forms can only be completed by the Child Care Administrative Office.
- Forms cannot be accepted or completed by center staff.
- Please scan and e-mail your form to sacc@aacounty.org, or fax to 410-222-4478.
- Please allow two (2) business days for processing.

RETURNED CHECK FEE

- There is a charge of \$25 for each check or similar written instrument that is not paid in full by the financial institution on which it is drawn for a reason other than the fault or neglect of the County, when on first return “no funds”, “payment stopped”, or “account closed” is indicated, or when presented a second time for payment it is dishonored regardless of reason.
- The charge shall be imposed against the person presenting the check or instrument to the County.

DELINQUENT PAYMENTS

- Payments not received on the due dates listed above are considered late and the following policy will be adhered to:
 - If payment is not received in full (including any late pick-up fees), it will be assumed that you want your child withdrawn from the program. Your child will be unable to attend the SACC program, the wait list will be called, and your space may be given to someone else. If you wish to make payment after this has occurred, you will have to re-register for the program.
 - There will be **no** exceptions to this policy.
- You will be responsible for payment unless we receive a *Withdrawal Form* from you.

SUMMER REFUND POLICY

- **We require written notification to the Child Care Administrative Office that you will be withdrawing your child from the program.**
- If you no longer require child care services, please visit our website at <http://www.aacounty.org/RecParks> > Child Care to submit a *Withdrawal Form*. You must log in to your account and select the “Manage Your Account” tab to access the link to the *Withdrawal Form*.
- If you have already made payment and are requesting a refund the following must be adhered to:
 - ***There are no refunds for the Carrie Weedon Summer Fun N' Play program.***
 - A \$25 processing fee will be assessed.
 - 10-business days' notice is required for all summer refunds. 10-business days' notice is also required for all requests to transfer fees between summer weeks. Weekly payments may be transferred between summer weeks ONE time ONLY.
 - **All refund requests for medical reasons must be accompanied with a physician's note and are handled on a case by case basis.**
 - **Due to current financial restrictions due to COVID-19, all refunds must be processed via a check mailed directly to the primary account holder from the Anne Arundel County Office of Finance. The check will be mailed to the primary account holder to the address indicated on your account. Please keep this information current to ensure proper delivery. Please allow 30-45 days for processing.**

FINANCIAL ASSISTANCE

- Financial assistance for child care programs is available through the Child Care Scholarship system, funded by the Anne Arundel County Department of Social Services.
 - Parents are responsible for payment unless an approved scholarship voucher has been submitted to the Child Care Administrative Office.

- Parents are responsible for any co-pay and must complete the required Attendance Log.
- For more information, please contact the Department of Social Services at 1-866-243-8796.
- Any other subsidy programs or third parties that parents wish to pay for their child's account must submit a formal letter of intent for payment.
 - Parents are responsible for obtaining and submitting this letter of intent *from the subsidy program or third party* that will be making the payment.
 - Parents are responsible for payment unless the letter of intent has been submitted to the Child Care Administrative Office.

ANNUAL TAX STATEMENTS

Annual tax statements are emailed on the first business day on or after the fifth day of January. The tax statement will be sent to the email address of record in mid-January of each year. Our Federal ID # is 52-6000878.

BILLING, REGISTRATION AND/OR RECORDS REQUESTS

- All requests for documents or information must be made in writing to the Child Care Administrative Office. You may fax your written request to 410-222-4478, or e-mail us at sacc@aacounty.org.
- Please be aware that requests for center documentation (such as daily attendance sheets from our centers) require specific written notice, and must be requested by the legal guardian of record. Once your written request is received, a member of the Child Care Administrative Office will contact you to discuss.

PROGRAM INFORMATION

PROGRAM SCHEDULE

- The SACC program operates Monday through Friday 7am-6pm from 07/05/22-08/12/22 every day during these six weeks of the summer with the exception of the following days we are closed:
 - Independence Day Holiday – observed (July 4th)
 - Election Day Prep & Election Day – observed (July 18th & July 19th)
- The Summer Fun N’ Play program located at Carrie Weedon Early Education Center operates Monday through Thursday 9am-3pm from 07/05/21-07/28/21 with the exception of the following days we are closed:
 - Independence Day Holiday – observed (July 5th)
 - Election Day Prep & Election Day – observed (July 18th & July 19th)

PROGRAM CONTENT

- Although there are separate locations for this program, the staff will have consistent rules, regulations, and policies in place that are in accordance with the Maryland State Department of Education (MSDE) Office of Child Care (OCC) regulations or licensed Camp regulations, including all current COVID-19 restrictions, policies and procedures. The specific content of each program will be based on guidelines established by the Department of Recreation and Parks.
- There will be a minimum and maximum amount of children attending at each site. This maximum is based upon the Maryland State Department of Education’s Office of Child Care (MSDE-OCC) regulations including square footage, staff availability, the availability of space in the school building/facility during out-of-school time, and the availability of restroom facilities during out-of-school time.

STAFF

- Each program will have the appropriate number of staff for the number of children registered. Each position meets or exceeds the minimum requirements as established by the Maryland State Department of Education’s Office of Child Care (MSDE-OCC). This includes a criminal background investigation. All Anne Arundel County employees are also required to successfully complete pre-employment drug testing, and are subject to random testing thereafter.
- Staff members trained in CPR and First Aid, as required by MSDE-OCC, will be on duty at all times.
- There will also be staff available that is trained in Health & Safety, Medication Administration, Behavior Management, and the ADA (Americans With Disabilities Act).
- All staff is required to maintain the certification for their position and obtain a minimum of 6-12 hours of continuing education (dependent upon position) per school year.
- Our child care center/camp staff does not handle payments or registrations on site. All billing & registration concerns should be directed to our Child Care Administrative Office at 410-222-7856.

BASIC PROGRAM COMPONENTS

- The program welcomes children of all abilities, and strives to reflect the interests, primary language and cultural backgrounds of the children in our care.
- The program will include opportunities for individual and group participation while providing a balance between self-selected and staff-directed activities. All SACC programs are licensed child care centers through the Maryland State Department of Education’s Office of Child Care (MSDE-OCC). We are proud to offer a variety of enriching opportunities that reflect our philosophy of “*Education Through Recreation*”, such as: Arts & Crafts, Toys/Manipulatives, Games/Activity Stations, STEM projects (Science, Technology, Engineering & Math), and Literacy opportunities. The Carrie Weedon Fun N’ Play program is a licensed camp for the summer and will have similar activities on a Pre-K child’s developmental level.
- **Food/Drinks**
 - Parents must provide a lunch each day for their child. Please send food that does NOT need to be refrigerated or heated in a microwave.
 - Each child should also be sent with a labeled water bottle. Water will be provided at every program.
 - A snack will be provided daily by Rec & Parks in both the morning and afternoon programs. Please review the *Daily Schedule & Curriculum Calendar* posted in your center’s Parent Information Center for times when snack is served, and the planned menu. Children must be present at the times snack

is served in order to receive the scheduled snack. Please be aware that the menu is subject to change. The center staff will note any changes on the posted menu as they occur.

- Each morning, the center/camp staff will provide a simple “grab and go” style of “Basket of Breakfast” options (such as granola bars, yogurt, fresh fruit, etc.).
- Each afternoon, the center/camp staff will also provide a PM snack. All of the centers follow the basic guideline of 10/10/200 for snacks. A snack cannot exceed 10 grams of fat, 10 grams of sugar and no more than 200 calories (does not include beverage).
- Please be aware that centers are permitted to exceed the 10/10/200 rule for an occasional special celebration day.
- If your child does not like the provided snacks, you are also welcome to send them in along with their lunch.

- **Physical Fitness**

- Children will play outdoors each day except during inclement weather, so your child must wear appropriate clothing and shoes for outside activities. Please note that shorts/pants and tennis shoes are preferred attire, rather than skirts and flip-flops/sandals/crocs; and **children’s participation in certain activities may be limited based upon their attire for their safety.**
- Parental requests for outdoor restrictions must be submitted to the Child Care Administrative Office for review. Additional documentation may be requested, based on the restriction request.

- **Heat Policy**

- Should the air quality code be code purple/red or orange, staff is advised to follow the appropriate procedures. In general, they are as follows:
 - Code Purple/Red Air Quality Code:
 - Stay inside between 10am-4pm (or follow the hours designated by heat code)
 - Give reminders to the children to drink plenty of water
 - Keep lights off/dim in the room to keep it cooler & limit strenuous activity
 - Code Orange
 - Limit outside time to ½ hour increments & give reminders to children to drink water

- **Sunscreen**

- If your child needs sunscreen, Chapstick, bug spray, etc. you must complete the “Permission to Apply Over-the-Counter Creams and Ointments” form that is included in this manual and available on our website. Additional forms will also be available at your child’s center.
- Please provide a separate bottle of lotion for each individual child (child’s name must be marked on the container). Siblings may not share.
- Please apply sunscreen to your child before dropping them off in the morning. Opportunities will be provided during outdoor play to re-apply sunscreen during the SACC/Fun N’ Play day. With your written permission (*see Permission to Apply Over-the-Counter Creams and Ointments form*), staff may assist children with applying sunscreen to hard-to-reach areas.

- **Family Communication & Participation Opportunities**

- Online Parent Surveys – We highly encourage parents to complete our Online Surveys upon receipt. These are carefully reviewed each and every year, and utilized to make program improvements!
- Parent Newsletter sent to the e-mail address on file
- Parent Conferences – Center Directors (and/or the Child Care Administrative Office) will contact you if they feel there is an immediate need for a parent conference.
- Parents are *always* welcome to share their comments, concerns, send congratulations, or request a conference by speaking with your Center Director, via our e-mail address at sacc@aacounty.org, or by contacting the Child Care Administrative Office.

- **Child Personal Property Policy**

- Children **are not permitted** to bring/utilize toys, games, collectible cards, electronics, CD’s, CD players, Game Boys, Tablets, I-Pods, MP3 Players, etc. from home to the center.

- On special occasions, your child's individual center *may* utilize a *Toy From Home Permission Slip* in order for your child to bring a special toy. The form must be completed in advance for your child to participate.
 - The SACC program is not responsible for money, cell phones, or other personal items your child may bring to the program.
 - Children may not use, activate, or display their cell phone, smart watch/device, or similar electronic devices during SACC hours.
- **Pet Policy**
 - You may not bring your family pet to visit the center.
- **Facility Policy**
 - All summer locations utilize school buildings and county facilities. Therefore, we must abide by Anne Arundel County Public Schools & Anne Arundel County Government policies.
 - Please be aware there is no smoking allowed on school grounds or in/around the child care centers.
 - Please also be aware that many buildings have recording devices in/around the grounds for safety monitoring purposes. This means that you/your children may be monitored when picking up/dropping off at SACC locations.
- **Student Attire**

The SACC/Fun N' Play programs observe and heed the Student Attire policy listed within the Student Code of Conduct for Anne Arundel County Public Schools:

 - "Students are to dress in clothes that promote a safe and respectful learning environment. Clothes that create a disruptive environment or cause a health or safety hazard are not appropriate and not acceptable at school."
 - "Headwear: Only for health, safety or religious reasons"
 - "Shoes: No bare feet"
 - "Clothing:
 - Cannot show profanity, obscenity, violence or symbols of hate
 - Cannot promote alcohol, tobacco or drugs
 - Cannot promote gang colors or gang-related signs
 - Cannot show underwear
 - Cannot show bare skin between upper chest and mid-thigh"
 - Further, our summer programs are recreationally-oriented and require shoes secured at the heel in order to participate in organized outdoor games, and on the playground equipment. (Preferred Attire = Pants/Shorts & Sneakers)
 - Children must also be appropriately dressed for the weather. Maryland child care regulations require child care facilities to utilize outdoor play areas even during warmer weather.
 - If, in the opinion of the Center Director or designee, the child is not appropriately attired, the parent/guardian will be notified. ***Please be aware that your child's attire may limit their participation in certain activities (i.e. gym/outdoor time).***

SIGN IN/SIGN OUT

- **Parents must sign their child in for the morning program and out at the time of pick up each evening.**
 - For your child's safety, children are NOT permitted to sign themselves in and out of the program for any reason.
- Children will be released only to the individuals (13 years and older) authorized to pick up the child.
 - No child will be released to a person other than the authorized individual without prior written permission from the child's parent or guardian. This policy must be strictly adhered to for the protection and safety of your child.
 - Please be advised that any person unknown to the staff will be asked to provide a photo ID before your child is released to their care.
- Notify the SACC/Fun N' Play staff of any changes in pick up schedules.
- Staff will not accept children into the program in the morning if the building is inaccessible, utilities not available, etc. Parents may be requested to stay with their child until building access status is determined.

- Please make sure that the information on your *Emergency Form* is kept current.

LATE PICK-UP OF CHILDREN

- **All centers close promptly at 6:00 PM (or 3:00PM at Carrie Weedon Fun N' Play).**
- **The center/school/facility clock is the official time.**
 - A late pick up fee will be assessed at the rate of \$3.00 for every minute after 6:00 PM (or 3:00PM).
 - The staff person on duty will have the individual picking up the child sign a *Late Pick Up* form.
 - That form will be submitted to the Child Care Administrative Office and you will be billed from the office on the following monthly billing statement.
 - Center staff is not permitted to accept late pick up fees.
- **Recurring lateness offenses in one school year will result in suspension/dismissal from the program. You will be notified by the center staff/supervisor if your next late pick up will result in the suspension of your child. If your child is suspended, the suspension will take place the next day that school is in session for students.** Therefore, please make other emergency arrangements in the event you will be delayed.
- You are still responsible for the late pick up charges if you arrive after 6:00 PM and you called the center to inform them that you would be late.
- If your child is not picked up by 6:30 PM the staff will contact the appropriate agency that will then take the required action.
- See **Inclement Weather and Emergency Closings** section for further information regarding Late Pick-Up fees/consequences in those situations.

TRANSPORTATION

- ***Under no circumstances is staff permitted to provide transportation to or from a program for unrelated participants.***
- Parents need to make alternative arrangements in the event they will not be able to pick up their child. The Recreation & Parks' Child Care Division does NOT provide transportation to/from the program.

INCLEMENT WEATHER AND EMERGENCY CLOSINGS

- The Anne Arundel County Department of Recreation and Parks SACC programs follow the policies and schedule of the Anne Arundel County Public School System & Anne Arundel County Government. This year, inclement weather decisions regarding delays or closings will be made by the Department of Recreation & Parks in communication/partnership with our facilities.
- Parents are encouraged to take the following steps for information regarding delays or closings:
 - Check the Cancellations page on the Anne Arundel County website at www.aacounty.org.
 - Subscribe to our Text Message Alert System via the Civic Ready mass notification system in order to be notified of emergency closings.
 - Please visit www.aacounty.org/services-and-programs/recreation-and-parks-alerts or visit www.aacounty.org and search "**Alerts**" to opt in to the County's new **Civic Ready** mass notification system for Child Care Alerts. In this system, parents will have the option to sign up for text, email, and/or phone alerts, in addition to being able to select the language in which they prefer to hear the message.
 - Parents will be responsible for all text charges from their mobile phone carrier.
- **UNUSUAL EMERGENCY CIRCUMSTANCES:** The Child Care Division reserves the right to close summer programs independently of an AACPS decision in the event of an unusual emergency or large-scale weather event for the safety of staff, participants, and families.
- Please be aware that the Child Care Administrative Office follows the holidays, service reduction days, and emergency closings schedule of Anne Arundel County Government.

EMERGENCY INFORMATION

- It is essential that all emergency telephone numbers and change of address be **kept current**.
- **Parents are responsible for this information, which is pertinent to the protection of their child.**
- You must inform the Child Care Administrative Office and the Center Director of any changes. Your on-line registration account information needs to be updated at our website. Go to www.aacounty.org/recparks >Child Care > Manage Your Account.+ t

- Please also make sure the emergency numbers of your other authorized individuals are accurate in case they need to be contacted.
 - If your child is not picked up by **6:00 PM** (or 3:00 PM at Carrie Weedon Fun N' Play) the Center Director will begin calling the persons listed as emergency contacts. **Individuals listed as emergency contacts must be willing to pick up the child and be within 15 minutes of the center.**
 - If the staff has been unsuccessful in personally speaking with an emergency contact and your child has not been picked up by 6:30 PM, the staff will then contact the appropriate agency. That agency will then take the required action.

EMERGENCY DRILLS

- Center staff receives Emergency Preparedness training along with a manual that outlines the steps to be followed in various emergency situations.
- Each center also has a designated nearby location in the event a center is required to be evacuated.
- The centers will review fire drills with the children during the summer months.
- If you should arrive to pick-up your child in the midst of a drill, please allow the staff time to account for all of the children prior to signing your child out for the day.
- If there is an actual emergency occurring in the area, the school and/or center may be required to go into "Shelter in Place" or "Lockdown" mode. If this is the case, staff will attempt to communicate this to parents by placing a sign on the parent door (if the emergency situation allows staff the ability to do so). Please be aware that you may not be able to gain entry to the building during these types of situations as staff may be unable to answer the door. For your own safety, please seek shelter. Staff will communicate the "All Clear" and release your child to you as soon as it is safe to do so.

ILLNESS

- Children who are ill are not permitted to attend the program.
- **The following COVID-19 Restrictions are currently in place:**
 - If your child has tested positive for the coronavirus, your child may not attend the program and **you must notify the Center Director or Child Care Administrative Office** (410-222-7856, ext. 0 during business hours, or at sacc@aacounty.org before/after hours) **immediately.**
 - If your child is experiencing possible symptoms of the coronavirus, you will be contacted to pick up your child from care. You must provide proof from a health care provider of an alternative diagnosis and/or proof of a negative COVID-19 test AND your child must be fever free for 24 hours without medication before they are permitted to return to care.
 - Please be aware that we are required to report positive cases of COVID-19 for anyone on site to our local Health Department and the Maryland State Department of Education's Office of Child Care. They will inform us of next steps, which may include the temporary closing of the facility in the case of an outbreak (multiple cases).
 - If a program is required to close for this reason, parents will be given a credit to their account for any missed days.
- In the event your child becomes ill during our program, every attempt will be made to contact you or the person listed as the emergency contact. Until picked up, your child will be kept away from the other children.
- Children with special medical needs must have a plan (i.e. *Asthma Action Plan, Allergy Action Plan*) on file with the Center Director.
- The Health Department requires that you notify the child care staff in the event your child contracts a communicable disease. Please refer to www.aahealth.org/physicianslink/communicablereportable.asp for details. Some examples for notification are conjunctivitis, impetigo, or ringworm. The child care staff is likewise responsible to report certain outbreaks to the Health Department. Some examples of reportable outbreaks include encephalitis, rabies, or West Nile virus.
- MSDE-OCC regulations mandate that children who are absent from the program due to illness for three (3) days or more must have a written statement from a parent or physician that the child may return to a regular schedule.
- If your child repeatedly displays symptoms that prevent him/her from participating in program activities or if, in the opinion of the Center Director, your child may be contagious to others, your child may be excluded from the program and a doctor's note may be requested before he/she may return to the program.

- If a staff member contacts you to inform you that your child is ill and that your child must be picked up, you must make arrangements for your child to be picked up from the Center in a timely manner. Refusal to pick up your child when they are ill or injured, or not providing accurate contact information to be used in an emergency, may result in your child being dismissed from our program. Please assist us in keeping your child safe.

INJURY

- The staff is required to complete a *First Aid and Accident Report* in the event a child is injured. Parents will receive a copy of this report.
- You will be contacted by phone if your child sustains any type of injury requiring possible additional **medical** attention during our program.
- A parent must be available in case of emergency. Please provide us with accurate contact information.
- In the event of a serious injury, 911 will be called and then parents or other authorized individuals will be contacted.
- Refusal to pick up your child when they are ill or injured, or not providing accurate contact information to be used in an emergency, may result in your child being dismissed from our program. Please assist us in keeping your child safe.

CONCUSSION AWARENESS

The Department of Recreation & Parks is committed to your child’s safety. Since your child will be involved in active play & health, fitness, sports & game activities as a part of any of our Child Care programs, we want you to be informed of the signs & symptoms of a concussion. It is a Departmental requirement that this be provided to all parents participating in Recreation & Parks programming.

- **What is a concussion?** A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild blow to the head can be serious.
- **What are some warning signs of a concussion?** – For Immediate Action, call 911.

Signs Observed by a Parent/Guardian	Signs Reported by the Participant/Child
<ul style="list-style-type: none"> • Appears dazed or stunned • Is confused about assignment or position • Forgets sports plays/activities • Moves clumsily • Answers questions slowly • Loses consciousness (even briefly) • Shows behavior or personality changes • Can’t recall events prior to hit or fall • Can’t recall events after hit or fall 	<ul style="list-style-type: none"> • Headache or “pressure” in the head • Nausea or vomiting • Balance problems or dizziness • Double or blurry vision • Sensitivity to light • Sensitivity to noise • Feeling sluggish, hazy, or groggy • Concentration or memory problems • Confusion • Does not “feel right”

- **What should you do if you think a concussion has occurred?**
 1. **Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe to return to play.
 2. **Keep your child out of play/activity until medically cleared.** Concussions take time to heal. Don’t let your child return to play/activity until a health care professional says it’s okay. Children, who return to play/activity too soon, while the brain is still healing, risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
 3. **Inform all coaches/instructors/staff members about any recent concussions.** Coaches/Instructors/Staff should know if your child has a recent concussion. Your child’s coach/instructor/staff member may not know about a concussion your child received in another sport or activity unless you tell them.
 4. **Helping your child return to sports/activities safely after a concussion.** As your child’s symptoms decrease, the extra help or support can be removed gradually. Children and teens who

return to activities after a concussion may need to: 1) Take rest breaks as needed, 2) Spend fewer hours at activities, and 3) If in doubt, sit it out!

MEDICATION

- A *Medication Authorization Form (OCC 1216)* and *Medication Authorization Addendum* with a current photograph must be completed and submitted to the Center Director prior to any medication being administered at SACC programs. The first dose must be administered at home prior to SACC administering the medication.
- Please be aware that the County assumes no liability and the parent(s), on behalf of themselves and their minor child, hereby holds the County harmless and waives any and all claims for personal injury to the minor child as the result of the application/administration or failure to apply/administer any ointment/medication for the minor child by any County employee or volunteer.
 - *Medication Authorization Form (MSDE OCC Form 1216)* – Prescription or Non-Prescription Medication:
 - Both prescription & non-prescription medications require parent/guardian signature and a health practitioner's signature
 - A pharmacy label must accompany any prescription medication and match the form exactly.
 - **All prescription medications must be in the original pharmacy labeled container.** Medication shall be administered according to this label or a licensed health care practitioner's written instructions, whichever are more recently dated.
 - Medication must be received from a parent or adult (18 years or older). Children may not carry medication to SACC.
 - Please check the expiration date of medications prior to giving to the staff.
 - Staff will not accept forms that have been obviously altered (i.e. White Out used) or are incomplete.
 - If the center staff has any doubts or the forms are incomplete the medication will not be given.
- There are several additional as needed medical forms available at our website (see "Required Forms for Admission" section for a full listing):
 - *Permission to Apply Over-the-Counter Creams and Ointments*
 - If child will be applying over-the-counter creams and ointments, i.e. sunscreen, lip balm and other external preventive applications.
 - Siblings may not share sunscreen, chapstick, and other external applications.
 - Requires parent/guardian signature.
 - *Allergy Action Plan* provided by Health Practitioner
 - If child is to receive an Epi-pen or antihistamine.
 - Requires parent/guardian **AND** Health Practitioner's signature.
 - *Asthma Action Plan (DHMH Form 4643)* provided
 - Completed by the parent /guardian if child requires an as needed inhaler or nebulizer.
 - *Acknowledgment of Allergies/Medications* form
 - If your child has a life threatening medical condition, and the necessary intervention and/or medication is not provided to the SACC program, your child may be removed from the program until the requirements are met. If you do not intend to supply an epi-pen or inhaler for the SACC program, **you must sign** the *Acknowledgment of Allergies/Medications* form. We cannot share medications with the school or accept expired medication.
- SACC staff may not be involved in the use of g-tubes, catherizations, or the administration of medications that require mixing/measuring/drawing up by center staff in any way. This may not be delegated by the Child Care Health Consultant and cannot be administered by the SACC staff. If a child cannot administer this type of medication for themselves, then a parent or their designee must administer similar-type medication in SACC as required on a daily or as needed basis.
- **The parent must pick up medications that have been discontinued immediately. When your child has been withdrawn from the program all medications must be picked up.** Following their MSDE-OCC Medication Administration training, the staff is required to properly dispose of any medications not picked up.
- Likewise, all medications must be picked up on the last day of summer.

CHILDREN WITH SPECIAL NEEDS

- The SACC/Fun N' Play program strives to meet the needs of every child enrolled in our program.
- In order to assist us in meeting your child's needs, it is vitally important that you complete the registration form in as much detail as possible. The responses that you provide will assist us in meeting your child's needs.
 - An American with Disabilities Act (ADA) accommodation request requires a two-week prior notification.
 - The parent/guardian must participate in a conference with the Child Care Administrative Office before your child can attend the program. Please utilize this conference as an opportunity to share with us your child's IEP, 504 Plan, or any other specialized education plan they may have on file with the school. With your written permission, we are also able to speak with early intervention, special education, or other outside agencies in order to meet your child's needs in our program.
- Please be aware that if the Child Care Administrative Office is not notified in advance, your child's start date may be delayed until a conference can be held.

BEHAVIOR MANAGEMENT PROGRAM

- The program staff utilizes positive behavior techniques to eliminate or prevent inappropriate behavior, which includes:
 - **Providing choices:** As a part of our regular classroom design, each Center Director employs the use of choices for children throughout the program day. This encourages a more positive environment for children, giving them the opportunity to select activities they wish to engage in for the majority of the program day.
 - **Redirection:** A child may be redirected to another activity in the room and when appropriate to the situation, the child is given an actual choice between two other appropriate activities (i.e. cars vs. legos).
 - **Rules:** At the start of each school year, the children and staff gather together to review and come up with each site's rules (which mimic the expectations noted in the Parent's Manual). In this way, the children are made aware of the expectations of the program before negative behavior is displayed.
 - **Reflection & Problem Solving:** Program staff teaches children to use reflection (i.e. to think about their choice) and problem-solving skills. Parents can expect to see some of the following examples of staff encouraging problem solving among children: 1) Adults modeling problem solving techniques & offering suggestions, 2) Adults encouraging children to work amongst themselves to solve their problem, and 3) Adults encouraging the children to solve their problems with the assistance of an adult.
- Under no circumstances should a parent attempt to discipline a child other than their own during the child care program. The center staff will carry out all discipline and all concerns should be brought to the attention of the Center Director.
- Parents are not permitted to have physical contact with children other than their own.
- It is the role of our staff (rather than parents) to direct the activities of the center and to address the needs of children attending the program.

EXPECTATIONS OF CHILDREN ENROLLED IN CHILD CARE

- Every child has the opportunity to be successful in our child care programs with the safety of all of the children and staff being our primary concern. However, we also recognize that the summer program may not always be the appropriate environment for your child. It is important for parents to recognize that the size or type of the individual summer program may not always be the appropriate environment for your child's needs.
- The following list of expectations is not an all-inclusive listing. There may be some additional site-specific expectations:
 - **Engage in appropriate group interaction**
Respect self, others, body, space and personal belongings

No biting, hitting, pushing, kicking, or other rough contact

No bullying (including cyber bullying)

No spitting

Share

Be cooperative

Take turns

Use language that is appropriate for a child care center

- **Stay within the designated area or where directed by staff. For example in the multi-purpose room, media center, outdoor play area, etc.**
- **Follow the schedule and participate in daily activities**
- **Function without disruptive behavior in a supervised environment of 1 staff to 14 children**
- **Comply with staff requests and instructions**

ACCOMMODATIONS FOR CHILDREN

- Accommodations can be made to meet the needs of an individual child in many cases, however, all children will be required to meet these standards and refrain from behaviors that threaten the safety of themselves, other children or staff members.

INAPPROPRIATE BEHAVIOR

- It is hoped that the positive behavior program will eliminate or prevent inappropriate behavior, but some inappropriate behavior may still be displayed. As stated before, staff remind children to make good choices, and may use one or more of the following consequences for inappropriate behavior: Take 5 (time-out), loss of activity, redirection, Take 5 plus (longer time-out), peace table, problem solving session, reflection and/or “think” sheets, etc.
- **The steps in the procedures below may not occur in the sequence listed depending on the nature of the behavior.**
- When inappropriate behavior occurs, the following procedures will be implemented:
 - The staff will attempt to redirect the child.
 - Additionally, the behavior will be documented and the parents or legal guardian will be notified of the issue.
 - If the behavior involves intentionally harming another child, staff member, or threatens the safety of the child/staff, the parent/guardian will be verbally notified on the day of the issue. The written documentation will follow no later than 3 business days after the verbal notification.
 - **If in the opinion of the Center Director, a child’s behavior compromises the safety/well-being of themselves or others, immediate suspension or dismissal from the program may result.**
 - If the behavior occurs again, it will be documented and the parents or legal guardian will be notified of the issue. If the behavior involves intentionally harming another child, staff member, or threatens the safety of the child/staff, the parent/guardian will be verbally notified on the day of the issue. The written documentation will follow no later than 3 school days after the verbal notification. **If in the opinion of the Center Director, a child’s behavior compromises the safety/well-being of themselves or others, immediate suspension or dismissal from the program may result.**
 - If the child is dismissed for the balance of the school year the parent must schedule a re-entry conference with the Child Care Program Specialist (the Center Director’s supervisor) to determine if the child can return to the program in the future.
 - *Since our program shares space with the Board of Education and children are part of both programs, the SACC/Fun N’ Play program must also heed the offenses and violations listed in the Student Code of Conduct found in the current Anne Arundel County Public Schools Student handbook. Please be aware that some of these offenses and violations require SACC to notify the school principal and in some cases the police are notified as well. Other examples of infractions that may require immediate and/or extended suspension/expulsion from the program are: possession or use of a real or “fake” weapon or firearm; sale, distribution, or attempts to sell drugs or alcohol; verbal or physical threats; profanity or abusive language (including ethnic or racial slurs); maliciously cutting, defacing, or otherwise damaging property; open and/or persistent*

defiance of a staff member; and sexual harassment. The policy is based on the seriousness of the offense, the attitude and age of the student, the pattern of misconduct, and the degree of cooperation.

PARENT COMMUNICATIONS

- Communication between parents and the center staff is a key ingredient to the success of our programs. See the *Family Communication & Participation* section of this manual for a full listing of the many wonderful opportunities available to families to participate in our programs throughout the year. *Please be aware that in-person events are limited at this time.*
- Parents can always contact the Child Care Administrative Office by emailing us at sacc@aacounty.org with concerns and suggestions. Suggestion forms are also available at each center for parents to utilize in expressing their concerns.
- Please feel free to contact the Child Care Administrative Office or the Center Director on site if you need to share additional information concerning your child. Parents are requested not to contact their child by telephone at the center unless it is an emergency situation.

PARENTS' EXPECTATIONS

- We are so pleased to serve you and your family! If you have any comments, concerns or suggestions for our programs, please email us at sacc@aacounty.org, inform your Center Director, or feel free to contact our Child Care Administrative Office to speak with one of our Child Care Program Specialists at 410-222-7856, ext. 0.
- Parental involvement is an integral component of your child having a successful experience in the SACC program!
- We plan to meet these goals in the SACC program through:
 - *Quality, safe care of the children*
 - *Service of value and consistency*
 - *Courteous and professional treatment at all times*
 - *Honest information for parents pertaining to their child*
 - *Fostering positive peer and child/staff relationships to create an atmosphere that children enjoy*
- **PARENTS MAY:**
 - Receive a copy of all documents signed
 - Request accommodations on behalf of their child and work with staff to obtain the best results in meeting their child's needs
- **PARENTS MUST:**
 - Be courteous and respectful to center & administrative office staff, children, and other parents.
 - Make their own arrangements for the pick-up and drop-off of their children. Under no circumstances is staff permitted to provide transportation to or from a program for unrelated participants.
 - Keep current all phone numbers, e-mail addresses, and health information.
 - Please be aware that the following concerns may result in your family being dismissed from our child care and/or recreation & parks programs:
 - 1) Parent/guardian's unreasonable treatment of the staff/children/parents, including inappropriate airing of complaints, use of language that is inappropriate for SACC, and/or intimidation (physical or verbal) of the center or office staff, other parents or children,
 - 2) Parent/guardian may not correct any child other than their own during the program. Any concerns witnessed with another child must be immediately reported to a staff member for their handling of the situation.
 - 3) Parent/guardian refuses to pick up (or send someone to pick up) their child in cases of illness, injury, or behavioral emergency, or
 - 4) Parent/guardian does not provide accurate contact information in order to contact them in an emergency situation.
 - 5) Parent/guardian does not provide information regarding coronavirus symptoms or test results.

- **PARENTS ARE ENCOURAGED TO:**
 - Reinforce the center/camp rules at home
 - Communicate concerns or problems to staff as early as possible
 - Inform staff of any changes that might affect their child’s participation in the summer program

COMMUNITY RESOURCES

The following is a list of resources that we are aware of that parents have available to them in the community. *The Child Care Division is not responsible for the recommendations or information given by any of the below agencies.* We are providing the below information as a resource for our families:

- Anne Arundel County Board of Education 410-222-5000
- Anne Arundel County Child Find (ages 3-5) 410-766-6662
- Anne Arundel County Child Protective Services 410-421-8400
- Anne Arundel County Department of Health COVID-19 Health Line 410-222-7256
- Anne Arundel County Department of Recreation & Parks
Recreation Division – School Break Fun Days, Summer Fun/Camps 410-222-7313
- Anne Arundel County Department of Recreation & Parks
Child Care Division (SACC, Pre-K & Summer SACC) 410-222-7856
- Anne Arundel County Department of Social Services 410-269-4500
- Anne Arundel County Infants and Toddlers Program (birth-age 3) 410-222-6911
- Anne Arundel County Systems of Care Network 1-800-485-0041
- Anne Arundel County Public Library (www.aacpl.net) 410-222-7371
- Arundel Child Care Connections Office 443-782-5001
- LOCATE: Child Care (Child Care Referral Service for parents) 1-877-261-0060
- Maryland Children Health Program 410-222-4792
- Maryland Family Network 410-659-7701
- MSDE-Office of Child Care (Region I – Annapolis) 410-573-9522