

Welcome to another fun filled year of Club Friday! Please look over this newsletter in its entirety for important information.

Please read over the following information carefully. Your cooperation is essential in ensuring the success of our program.

**DURATION/HOURS OF PROGRAM:** Program hours will run from **7:00pm - 9:00pm.**

Club Friday will meet on Oct. 10, Oct. 24, Nov. 7, Nov. 14, Dec. 5, Dec. 12, Jan. 9, Jan. 16, Feb. 6, Feb. 13, Mar. 6, Mar. 13.

**DON'T BE LATE!** Parents please be on time picking your child(ren) up from the program. A Late Fee of \$10 per child for every 15 minutes or portion of will be assessed regardless of reason for being late. (The Late Pick-up Clock begins @ 9:15pm) Payment is due at the time of pick-up. If the fee is not paid, your child will not be permitted to attend until the obligation is taken care of. This could also affect registrations for future MCRD programs. Abuse of this policy could result in revoking the membership without a refund(This also includes Carpools).

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**\*NO CELL PHONES, NO HANDHELD GAMES, NO TRADING CARDS, OR OTHER VALUABLES.**

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**CARPOOLS:** Parents of participants in carpools are required to fill out a Carpool List. All details should be worked out in advance and the phone number for the parent picking up should be printed clearly on the form. Pick-up parent **MUST** sign the Carpool List before entering the pick-up area. The late fee does apply for late pick-ups.

**SIGN IN PROCEDURES:** All members and their guest must enter through the front entrance. Parents are asked to exit through the Social Hall Exit immediately after dropping off their child, unless you are volunteering on the evening of the program.

**SIGN OUT PROCEDURES:** Sign-out will begin at 8:50 pm during the end of the evening raffle. Parents are asked to scan their ACCESS cards, and enter through the social hall doors and stand behind the participants during the raffle. Once the raffle is over everyone will be directed to exit through one of two designated exits. Members and guest are not permitted to leave without a parent/guardian/responsible person.

**GUEST POLICY:** Guest passes will not longer be issued to members as they have been in the past. Guest will be charged \$5.00 per event and will need to fill out a guest pass registration form. Guest must be with the member at sign-in, and guest must be in 3rd thru 5th Grade to attend.

November 8th is the first night that Club Friday Members can bring guest.

\$5 fee per guest/per night.

**MEMBERSHIP CARD:** All members, parents and guardians are required to have an MCRD ACCESS Card for sign-in and sign-out. Participants will scan their cards at sign-in and parents will scan their cards at sign-out.

Please have your card ready when you arrive at the door.

**I CAN'T FIND MY CARD!** Forgot your card? You will have to wait a little longer for check-in. Member's w/cards will have 1st priority. Lost your card? You will need to have it replaced. (There is a \$5 replacement fee per card) Cards will be printed when the fee is paid. We will make an attempt to get everyone in as quick as possible; however not having your card will cause our lines to move much slower.

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**Did you know? Longwood Club Friday supports the Olney Help Food Bank...Drop off your non-perishable food items at the front desk in the box provided.**

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**SNACK BAR:** Children may purchase a variety of items from our snack bar. All children are responsible for their own money. The average amount spent is approximately \$3 - \$4. Please do not allow your child to bring large amounts of money.

**LET US KNOW:** Please take the time to fill out a program evaluation sometime throughout the year. We are open to suggestions; please submit your suggestions in writing. If you have a craft, hobby, game or special event that you would like to share with us please let us know.

**INCLEMENT WEATHER:** Our program follows the MCPS inclement weather policy. The program will not meet if schools are closed or have early dismissal due to inclement weather.

MCRD Inclement Weather Line: 240-777-6889. For additional updates,

\*Sign-up for Alert Montgomery online at [www.montgomerycountymd.gov](http://www.montgomerycountymd.gov), Click on

 Alert Montgomery

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**If your child is sent home from school sick or is too sick to go to school, then they are too sick for Club Friday. Please do not send your child to the program. \*\*As a safety precaution we are asking that volunteers and staff not to work if you are sick.**

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**VOLUNTEERS:** Volunteers are very important to our program and if for some reason we do not have enough volunteers on the evening of the program, children may be turned away to ensure safe supervision ratios. Volunteers must be High School age or older. (No middle school aged children will be permitted to volunteer) A mandatory volunteer registration form MUST be completed before volunteering. All volunteers are also required to have an ACCESS Card.

**FOR MORE INFORMATION:** If you have any questions or concerns please feel free to contact us at 240-777-6920.