

# Child Care

## Before and After School Request Form 2023-2024

**Important:** Processing of this form requires attachment of the snow policy, a copy of the site license, Certificate of Insurance and proof of enrollment in Maryland Excels. (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 8/28/23 to 6/14/24

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

--

### Gym Regular Schedule 8/28/23 to 6/14/24

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

**GYM USE** – In all schools with school age child care the gym will be reserved 2 times per week, 1 hour per day. You may request additional gym days online in ActiveMontgomery when CUPF begins accepting applications on August 15. These additional days must be paid for at the time of the online reservation.

Early Release/Half Days			
9/22/23 (Fri) 11/20/23 (Mon) 11/21/23 (Tue) 3/1/24 (Fri)			
Room # (Specify all Rooms APR, GYM etc.)	AM Start - End Time	PM Start - End Time	Office Use Only

Administrative Days			
No school for students. All schools closed 11/23/23 -no bookings allowed			
<b>Check Dates to be Booked:</b> <input type="checkbox"/> 9/25/23 (Mon) <input type="checkbox"/> 10/9/23 (Mon) <input type="checkbox"/> 11/1/23 (Wed) <input type="checkbox"/> 11/10/23 (Fri) <input type="checkbox"/> 12/26/23 (Winter Break) (Tue) <input type="checkbox"/> 12/27/23 (Winter Break) (Wed) <input type="checkbox"/> 1/2/24 (Winter Break) (Tue) <input type="checkbox"/> 1/29/24 (Mon)		<input type="checkbox"/> 2/15/24 (Thu) <input type="checkbox"/> 2/16/24 (Fri) <input type="checkbox"/> 3/25/24 (Spring Break) (Mon) <input type="checkbox"/> 3/26/24 (Spring Break) (Tue) <input type="checkbox"/> 4/10/24 (Wed) <input type="checkbox"/> 4/22/24 (Mon) <input type="checkbox"/> 5/15/24 (Wed) <input type="checkbox"/> 6/14/24 (Fri)	
Room # (Specify all Rooms APR, GYM etc.)	AM Start - End Time	PM Start - End Time	Office Use Only

Holidays and Systemwide Closure Days (subject to Holiday Rates)			
No school for students. No staff scheduled. All schools closed 11/23/23 -no bookings allowed			
<b>Check Dates to be Booked:</b> <input type="checkbox"/> 9/4/23 (Mon) <input type="checkbox"/> 11/22/23 (Wed) <input type="checkbox"/> 11/24/24 (Fri) <input type="checkbox"/> 12/25/23 (Winter Break) (Mon) <input type="checkbox"/> 12/28/23 (Winter Break) (Thu) <input type="checkbox"/> 12/29/23 (Winter Break) (Fri) <input type="checkbox"/> 1/1/24 (Winter Break) (Mon)		<input type="checkbox"/> 1/15/24 (Mon) <input type="checkbox"/> 2/19/24 (Mon) <input type="checkbox"/> 3/27/24 (Spring Break) (Wed) <input type="checkbox"/> 3/28/24 (Spring Break) (Thu) <input type="checkbox"/> 3/29/24 (Spring Break) (Fri) <input type="checkbox"/> 4/1/24 (Spring Break) (Mon) <input type="checkbox"/> 5/27/24 (Mon)	
Room # (Specify all Rooms APR, GYM etc.)	AM Start - End Time	PM Start - End Time	Office Use Only

**Child Care  
Before and After School Request Form**

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:**