

Outreach Christian Center
Outreach Life Center Before & After Care
6701 Clinton Manor Drive, Clinton, Maryland 20735*Office 301-856-1183x205*Fax 301-856-0499
Website:outreachlifecenter.com*E-mail:outreachlifecenter@yahoo.com

	Hours of Operation	Weekly Fee
Option 1 Before Care Breakfast Served (6:30am-7:50am)	6:30am -9:00am	\$65.00
Option 2 After Care Afternoon Snack & Homework Assistance	2:30pm - 6:00pm	\$85.00
Option 3 Before & After Care Breakfast Served (6:30am-7:00am) Afternoon Snack & Homework Assistance	6:30am -9:00am 2:30pm -6:00pm	\$130.00
2 hr Early Dismissal Pick up/Delayed Opening		\$15.00
3 hr Early Dismissal Pick up/Delayed Opening		\$20.00

Annual Registration Fee: \$55.00(*non-refundable*) Payable by check, cash or money order.

Program Description:

Our before and after school program serve children who attend local elementary schools listed below. Children are supervised from their arrival in the morning until their departure for elementary school and when they return in the afternoon until they are picked up by 6:00 p.m. Our goal for the before and after school care program is to provide a safe atmosphere for relaxation, play time, homework, and enhancement of the school day. In addition, the program encourages independence, cooperation, sharing and fair play. The program is designed to maintain a balance between structured and non-structured time.

After Care features:

The classrooms are equipped with computers, internet access and reading materials. We will assist the children with computer-based homework assignment school projects and research learning. During free-time students have access computer learning, literacy, games, puzzles and math games. We will provide quiet-time for reading and resting, outdoor and indoor play, plus sports and activities.

Transportation:

We will provide your child with safe and convenient transportation to and from local area schools below.

Drop Off and Pick up from School :

Waldon Woods Elementary School, 10301 Thrift Rd, Clinton, MD
Melwood Elementary School, 7100 Woodyard Rd Upper Marlboro, MD
Fellowship Baptist Academy, 8011 Rosaryville Rd, Upper Marlboro, MD

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Student Last Name	First Name	DOB	Age	Gender
				M <input type="checkbox"/> F <input type="checkbox"/>

List any know food allergies: _____

Select Hours of Care:
 Before Care 6:30am -9:00am After Care 2:30pm - 6:00pm Before & After Care 6:30am -9:00am & 2:30pm - 6:00pm

Child Home Address	City	State	Zip Code	Home phone
Name of School	Present Grade	Student Cell Number	BUS#	Teacher's Name

PARENT/GUARDIAN INFORMATION

Last Name (1)	First Name	Relationship to Child		
Home Address(if different from child/s resident)	City	State	Zip Code	Home Phone
Cell Phone	E-Mail Address: (Please print legible)			
Work Phone:				

Last Name (2)	First Name	Relationship to Child		
Home Address(if different from child's resident)	City	State	Zip Code	Home Phone
Cell Phone	E-Mail Address:			

EMERGENCY INFORMATION

Person(s) listed below are hereby authorized by parent/guardian to pick up student at any time and to substitute as the parent/guardian in the event of an emergency

Last Name (1)	First Name	Relationship to Child		
Home Address	City	State	Zip Code	Home Phone
Cell Phone	E-Mail Address: (Please print legible)			
Work Phone:				

Last Name (2)	First Name	Relationship to Child		
Home Address	City	State	Zip Code	Home Phone
Cell Phone	E-Mail Address:			

Work Phone: _____

Outreach Christian Center
Outreach Life Center Before & After Care Policy & Procedures
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OLCBAC Payment:

Payment is due on Monday or the first day of attendance for the week.

All payment should state student's name to ensure proper credit and made payable to:

Outreach Christian Center or O.C.C. There is no refund for unexcused absence, inclement weather, unexpected vacation, missed days. Payment form can be check, cash or money order.

Late Pick-up Charge:

Late pick starts at 6:01pm at the rate of \$15.00 every minute thereafter. Constant lateness may jeopardize student's attendance at the OLCBAC.

Absent: (Option 1 Before Care) If a student has not arrived to OLCBAC by 8:25am and no contact to the office, it will be assuming they will be absent from before care for that day.

Absent: (Option 2 After Care)

If the student is absent from school and scheduled for weekly pick up from school, the parent/guardian must contact the office by 9:00 am and report student's absence.

If the office is not contacted your account is subject to a \$15.00 charge and must be paid before student can return to OLCBAC.

Absent: (Option 3 Before & After Care)

If the student is absent from before care, however dropped off at school by parent/guardian, you must contact and inform the office by 9:00am, that your child is at school and need to be picked up from aftercare as scheduled.

Personal Property:

OLCBAC assumes no liability for damage or loss of personal property.

No Bully Zone:

If at any time it is proven that a child is being verbally or physically bullied. The person bullying that child will be dismissed immediately and band from returning to OLCBAC for the duration of the school year.

OLCBAC is equipped with a medical kit to treat minor scratches and bruises. In the event of a medical emergency or accident, we will attempt to contact you, based on the information you provide on the emergency contact form. If you are out of the office, you should designate a co-worker to be responsible for your child in the event of an emergency. If absolutely necessary, OLCBAC will authorize medical care pursuant to signed parental authorization. The staff will not administer or store any medication other than self-administer albuterol inhaler.

No child will be allowed to leave the OLCBAC program with anyone other than those persons authorized on the registration form on file otherwise authorized in writing or verbal by the parent/guardian.

Return Check Policy:

A fee of \$50.00 will charged from return checks. Return check are to be reimbursed with cash or money order. Therefore, the account is placed on a payment method of money order or cash payment

I hereby grant OLCBAC to use likeness in school picture/photographs in any publications and I will make no monetary claim against the use of these School pictures/photographs. Before/After students has permission to attend field trips sponsored by OLCBAC.

I hereby release and hold harmless OLCBAC, its agents, employee and staff (collectively "Outreach Life Center Before/After Care Program) from all claims, obligations and liability of any kind other than those for gross negligence or intentional misconduct, arising out of my child's use and participation in the facilities, Programs and activities of the center including, but not limited to: transportation to and from and participation in outdoor and off premises activities. I hereby agree to indemnify and hold harmless the center from and against any claims, injury, loss and liability arising from the acts of my child.

In consideration of my child's opportunity to participate in OLCBAC activities and programs, I acknowledge and accept the risks of injury associated with participation and transportation to and from any and all activities and programs of Outreach Life Center. I accept personal financial responsibility for any injury or other loss sustained during the activities or program Outreach Life Center or during transportation to and from such activities and programs, as well as for medical treatment rendered to my child that is authorized by Outreach Life Center, its leaders, employees, volunteers, or agents. I specifically consent to allowing my child to be transported to receive emergency care and to be responsible for all financial charges for such emergency care.

I hereby authorize the manager and/or staff of OLCBAC to take my child to a public playground to participate in outdoor play activities supervised by the Director and/or staff of the OLCBAC.

If, after a reasonable period of time, the student and/or parent/guardian cannot adjust to the rules and regulations, etc., OLCBAC reserves the right to immediately terminate student without prior notification. OLCBAC reserves the right to withdraw a student for non-payment of care fees. Parent/Guardian will be responsible for paying any outstanding fees due on your account. *(There is no refund due to termination)*

Medical Treatment Authorization: If the above child becomes ill or involved in an accident and I or another adult whom I have authorized in writing to act in my absence cannot be contacted immediately (due to unavailability or the need for immediate actions under the circumstances), I authorize OLCBAC to seek any necessary medical treatment from any hospital or licensed physician. I authorize OLCBAC to take my child for this treatment and authorize the treating hospital/physician to provide my child with any emergency medical treatment they deem necessary or appropriate (including Anesthesia). I accept full responsibility for any expenses incurred in the medical treatment of my child, to the extent that such expenses are not covered your insurance policy.

Insurance policy # _____ Medicaid#: _____

Student Name: _____ Parent: _____ Date: _____

Before & After Care Daily Schedule

6:30 am – 6:55 am	<ul style="list-style-type: none">• Breakfast• Interest Areas
7:15 am – 8:30 am	Prepare and depart for elementary school
2:30 pm – 3:45 pm	<ul style="list-style-type: none">• Welcome Activities• Snack• Homework• Outdoor Time• Interest Areas
3:45 pm – 4:30 pm	Theme-Related Activities
4:30 pm – 6:00 pm	<ul style="list-style-type: none">• Closing Activities• Classroom Clubs• Project-Based Learning• Journaling Activities• Prepare for dismissal

Spring & Winter Break Agenda

8:00 am - 10:00 am	<ul style="list-style-type: none">• Welcome Activities• Outdoor Time• Interest Areas• Theme-Related Activities
10:00 am - 11:30 am	<ul style="list-style-type: none">• Interest Areas• Classroom Clubs• Project-Based Learning
11:30 am - 12:30 pm	Lunch
12:30 pm - 3:00 pm	<ul style="list-style-type: none">• Theme-Related Activities• Interest Areas• Classroom Clubs• Project-Based Learning• Outdoor Time
3:00 pm - 4:00 pm	<ul style="list-style-type: none">• Snack• Interest Areas• Classroom Clubs• Project-Based Learning
4:00 pm - 6:00 pm	<ul style="list-style-type: none">• Closing Activities• Interest Areas• Outdoor Time• Classroom Clubs• Project-Based Learning• Journaling Activities• Prepare for dismissal

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COVID-19 RELEASE AND WAIVER OF CLAIMS RELEASE STATEMENT

I freely allow my child(ren) to attendance to & transportation to/from Outreach Life Center Before & After Care/Door to Door Transportation Program/Service (OLCBAC/DDT). I have independently evaluated and fully aware of the risks of my child being exposed to or infected by COVID-19.

I also agree to release, exonerate, discharge and hold harmless OLCBAC/DDT, their officers, agents, employees, volunteers, and representatives from all liability, claims, causes of action, or demands, including attorney fees, fines, fees, or other costs (e.g. medical costs) arising out of any exposure to or illness or injury from an infectious disease including COVID-19, which may result from or in connection with my child(ren) attendance to & transportation to/from OLCBAC/DDT Program/Service. My signature confirms fully understand and acknowledge the contents of this release statement.

Parent/Guardian Signature

Today's Date

Print Child(ren) Names:

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The following person(s) are employee of Outreach Life Center Before and After Care Program and are allowed to pick up the student listed below:

Chris Greene
Betty Swinney
Cisero Jones

Student Name *(print)* _____

School Name: _____

Parent Signature: _____

Date: _____

This authorization list expires June 14, 2022.

cc:copy
student records
Outreach Life Center Before & After Care

Prince George's County School Early Dismissal , Non-Holiday, & Pre-Holiday School Closing Dates 2021:

Thursday, September 16	Yom Kippur Holiday – School Closed for Students
Friday, October 1	Professional Development - School Closed for Students
Monday, October 11	Native American Day - School Closed for Student
Friday, October 15	Professional Day for Teachers - School Closed for Students
Wednesday, November 17	2-hr Early Dismissal for Students
Wednesday, November 24	Pre-Thanksgiving Break-School Closed for Students
Fri. Dec.24 – Fri. Dec 31	PG County School Winter Break

Prince George's County School Early Dismissal , Non-Holiday, & Pre-Holiday School Closing Dates 2022:

Monday, January 17	Martin Luther King, Jr Day
Thursday, February 3	Professional Day for Teachers 2-Hr Early Dismissal for Students
Friday, February 21	President Day School Closed for Students
Tuesday, February 22	Parent-Teacher Conference 2-Hr Delayed Opening for Students
Monday, March 7	Professional Development – School closed for Students
Friday, April 8	Professional Day for Teachers 2-Hr Early Dismissal for Students
Monday, April 11-18	Spring Break /Easter Holiday – School Closed for Students
Tuesday, May 3	Eid al-Fitr Holiday -School Closed for Students
Monday, May 30	Memorial Day – School Closed for Students
Wednesday, June 22	2-Hr Early Dismissal for Students
Thursday, June 23	2-Hr Early Dismissal for Students