

Procedures for Half-Day Closings for the 2019-2020 School Year Before & After School Enrichment Program

1. Half-Day Closings include the following days from the FCPS 2019-2020 calendar:
 - October 8th (Teacher Work Session) – schools close 2 hours early
 - October 23rd (Conferences) – schools open 4 hours late
 - October 24th (Conferences) – schools open 4 hours late
 - October 25th (Conferences) – schools close 3 ½ hours early
 - December 20th (Teacher Work Session) – schools close 2 hours early
 - February 14th (Teacher Work Session) – schools close 2 hours early
 - March 4th (Teacher Work Session) – schools open 2 hours late
 - April 8th (Teacher Work Session) – schools close 2 hours early
 - June 22nd (Teacher Work Session/Last Day of School) – schools close 2 hours early
2. For all of the days above **when schools close early**, the Before & After School Enrichment program will operate as follows:
 - a. The BEFORE SCHOOL program runs as usual. Children enrolled in AM care or Before & After care will attend in the morning, just as they normally do.
 - b. The AFTER SCHOOL program can be attended BY PRE-REGISTRATION ONLY. Even children who are enrolled in PM care or Before & After care MUST PRE-REGISTER for these afternoons. (Your B.A.S.E. registration does not cover any portion of these extended afternoons.) Children enrolled in AM-only may also sign up for these sessions. PRE-REGISTRATION will be on a separate sign-up sheet at each individual site.
 - c. The YMCA will operate from the time school closes until 6:30 p.m.
 - d. The YMCA may limit the number of children who may pre-register, depending on the number of YMCA staff who are available to work.
 - i. Please note – we hire our regular hourly staff to work from 6:30am-8:30am and from 3:30pm-6:30pm. Many of these staff are not available to work for us outside of those hours due to other commitments (school, college, other jobs) – we schedule as many staff as we can.
 - ii. We MUST maintain a ratio of 1 staff for every 15 children, therefore if only 2 staff are available, the site will be limited to 30, if 3 staff are available, the site will be limited to 45, and if 4 staff are available, we can enroll up to 60.
 - iii. Children who are signed up after the limit is reached will be put on a wait list.
 - iv. Attendance will be taken on the Half Day. Children who do not show up and whose parents have not called to cancel may not be allowed to register for the next half day. To cancel please call your site director. If you are unable to reach them you may contact one of the office staff:

Tabitha Alder, Regional Director – 301-663-5131 ext. 1270
Lauren Hawkins, Regional Director – 301-663-5131 ext. 1234
Christy Whittington, Regional Director – 301-663-5131 ext. 1272
Diana Lewis, Director – 301-663-5131 ext. 1269

YMCA OF FREDERICK COUNTY

1000 N. Market Street, Frederick, MD 21701

P 301-663-5131 **F** 301-663-5363 www.frederickymca.org

Our Mission: "To put Judeo-Christian principles into practice through programs that build healthy spirit, mind and body for all."



3. For the days above **when schools open late**, the Before & After School Enrichment program will operate as follows:
 - a. The BEFORE SCHOOL program can be attended BY PRE-REGISTRATION ONLY. Even children who are enrolled in AM care or Before & After care MUST PRE-REGISTER for these mornings. (Your B.A.S.E. registration does not cover any portion of these extended mornings.) Children enrolled in PM-only may also sign up for these sessions. PRE-REGISTRATION will be on a separate sign-up sheet at each individual site.
 - b. The AFTER SCHOOL program runs as usual. Children enrolled in PM care or Before & After care will attend in the afternoon, just as they normally do.
 - c. The YMCA will operate from 6:30 a.m. until the time school opens.
 - d. Everything in Item 2D above applies to late openings as well.

4. Registration Procedures.
 - a. All half day registrations will be done at each individual site on a sign-up sheet.
 - b. If you sign up, then decide that your child will not be attending, we ask that you notify the site director in advance of the day. If you do not cancel, you may not be permitted to register for the next Half Day.
 - c. ALL REGISTRATIONS ARE FIRST COME, FIRST SERVED.

Thank you for reading this and following the above procedures.

Diana Lewis

Director – Before & After School Enrichment Program

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