



# Child Care Registration Procedures

Parents must email all the following completed documents to [CCPSChildcare@calvertnet.k12.md.us](mailto:CCPSChildcare@calvertnet.k12.md.us). The child/ren may begin attending 48 hours (about 2 days) after their official Welcome Letter has been received.

## Documents Checklist

- School Age Child Care Registration Form
- Contract Page
- Health Inventory
- Immunizations
- All About Me
- Emergency Card
- Screen Time Guidelines

## Payment Checklist

- Registration fee
- 1<sup>st</sup> weeks tuition
- Security Deposit (equivalent to two week's tuition)

## Drop-In Payment Checklist

- Registration fee
- Payment for drop-in services are due the day of drop-in along with the completed drop-in form. Any dates contracted (verbal or written) will be charged.

Cost: \$20.00 per child, per session (a.m. or p.m.) per child

Two-hour delay or Two-hour early dismissal days: \$25.00 per child, per session (a.m. or p.m.) per child.