

2025 Aftercare Program and Policy



College Park
Nursery School
A parent-run cooperative

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AFTERCARE PROGRAM & POLICY

Aftercare is an optional hourly afterschool program that will be offered until 3PM throughout the school year. Families can choose to sign their child up for aftercare on the days the child attends school. Aftercare is a mixed-age program and CPNS teachers take turns to staff it, so students get to play with friends from other classes and get to know other teachers. Classroom co-oping is not required at aftercare.

General Information

Aftercare Schedule

11.45AM - 12.00PM: Outdoor play and transition to lunch

12.00PM - 1.00PM: Lunch and indoor play

1.00PM - 1.10PM: Story time

1.10PM - 2.00PM: Nap/rest time

2.00PM - 2.15PM: Snack time

2.15PM - 3.00PM: Outdoor play

Aftercare Lunch

If your child will be staying past 12.00PM for any amount of time, please pack a lunch labeled with your child's name. We are not able to refrigerate or heat up lunches, so please pack food accordingly, and leave lunch bags/containers on the **rolling cart** in the hallway outside the office door.

Families must indicate whether their child(ren)'s lunches contain any food items that other children may be allergic or medically intolerant to by writing "**Contains ____ (allergens/intolerances of concern)**" OR "**None**". A "**Food Allergy and Intolerances Notice**" will be posted by the lunch cart for reference, along with post-it notes and markers for your convenience. Children with lunches containing allergens or intolerances of concern will be seated separately from children with those allergies or conditions to help keep everyone safe.

Please ensure **all labels**, including your child's name and allergen labels, are **clearly visible** on the lunch bag or container.

Aftercare Nap/Rest Time:

All children who stay past 1PM must lay down on their cots for a nap or short rest time. Comfort objects like blankets and stuffed animals may be brought from home and will be kept at school for the week.

Please make sure all items are **labeled clearly**, and **hang them in a bag** on the **hooks outside your child(ren)'s classrooms**.

Aftercare Signup Options

Our aftercare program must be staffed according to our licensing requirements. The school must have advance notice to plan, schedule staff and run aftercare smoothly. If you would like to utilize aftercare, you are expected to **sign up ahead of time** and **commit to your signup schedule**, so that our staff can plan accordingly.

There are two ways to sign up for aftercare:

- Sign up for **monthly aftercare (\$11/hour)** if your care needs vary from week to week, or month to month. Monthly aftercare families sign up for only the hours/days they need within the month, and are billed after the month of service. They are not charged for notified excused absences (e.g., illness). Unexcused or unnotified absences, as well as early pickups, are billed as usual.
- Sign up for **prepaid aftercare (\$10/hour)** if you need consistent care on a weekly basis. Prepaid aftercare families are billed at the beginning of the semester of service and do not receive refunds for missed days - excused or unexcused - nor for early pickups. Families wanting to utilize Maryland Child Care Scholarship funds for aftercare must sign up for prepaid aftercare.

Monthly Aftercare

Regular Monthly Aftercare Signup Procedure

- Monthly aftercare opens **one month prior** to a new monthly aftercare cycle on Playground.
- As of August 2025, monthly aftercare has to be booked through Playground's "*Drop-In Care*" feature under your child's schedule in their profile (this is just the default feature name - CPNS monthly aftercare is not a drop-in service). Watch this [short video tutorial](#) for a demo on how to sign up for monthly aftercare.
- The monthly signup form will close at **12PM** on the **last Friday of each month**.

Changes to Aftercare Schedule

- Changes to your aftercare schedule (regular or prepaid) are allowed until **12PM** on the **Friday before the day/week you wish to change**, but we prefer families to inform us with as much notice as possible.
- To request a schedule change, please email Ms. Ann Nelligan and Ms. Anna Yong.
- Any changes requested after this deadline are subject to the late signup administrative fee (see below).

Late Signups (After Signup Closes)

- Signing up after the monthly signup form closes is strongly **discouraged**, as it requires administrative, and sometimes, staffing adjustments.

- We are not always able to accommodate late aftercare signup requests - All signups that occur after the signup form closes are **subject to approval** and a **\$15 late signup administrative fee**.
- If families need to sign up after the signup form closes, they must make a request to Ms. Ann Nelligan and Ms. Anna Yong via email.

Last-Minute Signups

- Any signup made **after 12PM on the Friday before your requested day or week** — including **signups during that same week** — is considered a **“last-minute signup”**.
- Last-minute signups are **subject to approval**, and billed at the rate of **\$15/hour, in addition to the \$15 late signup administrative fee** above.
- If families need to sign up for last-minute aftercare, they must make a request to Ms. Ann Nelligan and Ms. Anna Yong via email. If approved, you will be prompted to sign up for “Last-Minute Aftercare” through Playground’s *“Drop-In Care”* feature under your child’s schedule in their profile.

Example scenario:

You want your child to attend aftercare on Wednesday, October 8.

- If you sign up before 12PM on Friday, September 26 (last Friday of the month), you pay only the regular \$11/hour rate.
- If you sign up after the monthly signup form closes, but before 12PM on Friday, October 3, you have to make a request *via email* and wait for approval. If approved, you will pay the regular \$11/hour rate plus the \$15 late signup administrative fee.
- If you sign up after 12PM on Friday, October 3, it is considered a last-minute signup. Use the *“Drop-In Care”* feature under your child’s schedule to make a request and wait for approval. If approved, you will be charged \$15/hour plus the \$15 late signup administrative fee.

Prepaid Aftercare

Prepaid Aftercare Signup Procedure

- The Prepaid Aftercare signup form opens at the beginning of each semester on Playground.
- Families can only sign up for prepaid aftercare at the beginning of each semester, or upon enrollment to CPNS.
- If you require different pickup times on different days, you must submit the signup form separately for each variation.

Changes to Prepaid Aftercare Schedule

- The occasional change to one’s prepaid aftercare schedule is allowed, but must be done following the **“Changes to Aftercare Schedule” procedure above**. If you foresee having to change your aftercare schedule more than 2-3 times per semester, then prepaid aftercare is not a good fit for you - We recommend signing up for monthly aftercare instead.
- Any changes that require additional hours of care will be billed separately at the regular rate.

- If changes are made after 12PM the Friday before the day/week care is needed, then the *Last-Minute Signup* policy will apply.

Other Aftercare Policies

Late Pickups

Children must be picked up at the time indicated on the aftercare signup sheet. Late pickups will be charged the standard late pickup fee of \$1 per minute after a 10-minute grace period. **See:**

 CPNS Policy Manual (2025-26)

Fee Forgiveness

Each family gets one waived late signup fee, one waived late pickup fee, and one waived last-minute aftercare rate per school year.

Special Note for Co-Opers

If you are scheduled to co-op, your child may stay with you while you clean or join aftercare for **30 free minutes**, but only **if spots are available**. You must also **sign up for a 30-minute slot on your desired date** using the [“Regular Monthly Aftercare Signup Procedure”](#) (see above). After signing up, you must also email Anna Yong so that you are not charged. If you do not sign up ahead of time, or if no spots are available (you will be informed the morning of your co-op day), your child must remain with you while you clean.

Billing and Payments

Monthly Aftercare Billing

Families will be billed for the total number of hours that were signed up for. This includes any early pickups or unexcused absences.

Families will not be billed for excused absences, which are primarily student illness and family emergencies, but only if they notify Anna Yong before the aftercare charges are billed to families. Absences that are not discussed with Anna Yong prior to invoices being sent out will be presumed unexcused, and families will be charged for aftercare as usual.

Prepaid Aftercare Billing

Families will be billed at the beginning of each semester, in September and December. Families can choose to prepay their aftercare fees in full, or in 2 installments (due in the first two months of the semester). This does not apply to Maryland Child Care Scholarship families, who will be billed per their individual scholarship payment schedules.

Aftercare Payment Policies

Aftercare charges will be posted by the 3rd of the month on Playground. Payment is due with tuition and other fees on the 10th. Families with unpaid balances after the 25th will lose access to aftercare until payment is received. All payments are non-refundable.