



HOWARD COUNTY DEPARTMENT OF RECREATION & PARKS

7120 Oakland Mills Road

■ Columbia, Maryland 21046

■ 410-313-4640

Laura T. Wetherald, Chief, Bureau of Recreation & Administrative Services
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FAX 410-313-1699
TDD 410-313-2323

2009-2010 School Year

Dear Parents or Guardians:

A pre-arranged credit card payment option is available. Enclosed is the authorization form if you select this method of payment. The automatic charge will be processed on or shortly after the 17th of each month for the monthly fees and any optional days chosen if Option # 1 of the Supplemental Authorization is also completed. (We must know in advance your location choice for each optional date).

POLICY Change – A full 5 business days notice is now required to get a refund for any pre-paid optional days.

Pre-Registration for the following school year (Registration fee in October, September's payment in June) will also be processed on this card if Option #2 of the Supplemental Authorization form is completed. Pre-registrations will be processed, as we are able, alongside other methods of payment.

New this school year, you can also choose Option #3 to authorize us to automatically charge the card on file if a late pick-up fee has been charged. Please do NOT pick-up your child late! Multiple late pick-ups will result in removal from care.

Please return the completed Payment Authorization forms to in the enclosed envelope to:

Attn: Registration/RLC
Howard County Recreation & Parks
7120 Oakland Mills Rd
Columbia MD 21046-1677

REMINDERS:

- Please return this form (in the enclosed envelope) to the Registration staff at the main office to keep your card information secure. Please do NOT give it to the staff at the center.
- Please provide written notification to the main office of changes or withdrawal in the Child care program or to your credit card information.
- Please fax these requests to 410-313-4658 or email them to either yli@howardcountymd.gov or jfouke@howardcountymd.gov
- When payments are declined or the card has expired, we will attempt to contact you regarding the problem. If a card declines twice during the school year, the form becomes invalid and will no longer be used for payments.
- A late fee will be assessed to accounts still unpaid within one week of the due date (17th). Continued late payments may result in dismissal.

Please contact the RLC registration staff at 410-313-1698, 410-313-4655, 410-313-4694 or 410-313-1672 with any question.

Sincerely,

RLC Registration Staff

Recreational Licensed Child Care

SUPPLEMENTAL Authorization Agreement for Pre-Arranged Payments.

OPTION #1

Optional Day Programs (when schools are closed to students)

By choosing this option, I hereby authorize Howard County Recreation and Parks to charge my on-file credit card **\$40.00** per day for each optional day either listed here or specified on the attached chart. See the parent manual for refund policy on optional days.

Signature of cardholder

Date

OPTION #2

Pre-registration (2010-2011 school year)

Choosing this option authorizes Howard County Recreation and Parks to charge the \$50.00 per child registration fee for the **2010-2011** school year during the 1st week of pre-registration in October 2009 and the first month's fee on June 17, 2010. Pre-registration applies to current students; (same site, same hours OR same site, different hours); current students entering Middle School in the fall (in one of the schools where care is available) and siblings of current students entering Elementary or Middle School in the fall, (must include new child's name, date of birth, location and hours needed).

I hereby authorize Howard County Recreation and Parks to charge my on-file card \$50.00 per child for pre-registration in October and the first month's fee on June 17th including any increase in fees for the next school year.

AM; PM; AM & PM; or MS

1st Child's Name

Date of Birth

School site next year

Current Participant or New

AM; PM; AM & PM; or MS

2nd Child's Name

Date of Birth

School site next year

Current Participant or New

AM; PM; AM & PM; or MS

3rd Child's Name

Date of Birth

School site next year

Current Participant or New

Signature of cardholder for the card on file (from page one)

Date

OPTION #3

I hereby authorize Howard County Recreation and Parks to charge my card on file for any late pick-up fees that occur during the school year knowing that the child may be suspended if this occurs more than 4 times in the year.

Signature of cardholder

Date

Enrollment for 2009-2010 optional days opens 8/1/09

RLC Fall 2009 Optional Days

	Only Gr K-5 current participants				ONLY Gr 6-8
4-Sep-2009	Forest Ridge 2055.590	Hollifield 2058.590	Pointers Run 2063.590	Rockburn 2064.590	Bonnie Branch 2370.590
7-Sep-2009	No Care Available				
28-Sep-2009	Cedar Lane Park 2770.591	register early: 45 maximum - will fill quickly			No MS Care
16-Oct-2009	Bellows Spring 2050.592	Dayton Oaks 2049.592	Gorman Crossing 2057.592	Waverly 2067.592	Ellicott Mills 2373.592
6-Nov-2009	Bollman Bridge 2051.593	Elkridge 2054.593	Pointers Run 2063.593	Veteran's 2069.593	Bonnie Branch 2370.593
25-Nov-2009	Bellows Spring 2050.594	Forest Ridge 2055.594	Hollifield Station 2058.594	Triadelphia Ridge 2066.594	Ellicott Mills 2373.594
Nov 26 & 27	No Care Available				
Dec 24-31	No Care Available				

RLC Winter 2010 Optional Days

	Only Gr K-5 current participants				ONLY Gr 6-8
Jan 1, 2010	No Care Available				
18-Jan-2009	No Care Available				
25-Jan-2009	Bushy Park 2052.690	Gorman Crossing 2057.690	Rockburn 2064.690	Waverly 2067.690	Ellicott Mills 2373.690
12-Feb-2009	Bellows Spring 2050.691	Dayton Oaks 2049.691	Gorman Crossing 2057.691	Waverly 2067.691	Bonnie Branch 2370.691
15-Feb-2009	No Care Available				

Enrollment for 2009-2010 optional days opens 8/1/09

RLC Spring 2010 Optional Days					
	Only Gr K-5 current participants				ONLY Gr 6-8
April 2 & April 5	No Care Available				
6-Apr-2010	Fulton 2056.790	Hollfield Station 2058.790	Rockburn 2064.790		No MS Care
7-Apr-2010	Fulton 2056.791	Hollfield Station 2058.791	Rockburn 2064.791		No MS Care
8-Apr-2010	Fulton 2056.792	Hollfield Station 2058.792	Rockburn 2064.792		No MS Care
9-Apr-2010	Fulton 2056.793	Hollfield Station 2058.793	Rockburn 2064.793		No MS Care
22-Apr-2010	Bollman Bridge 2051.794	Elkridge 2054.794	Pointers Run 2063.794	Veteran's 2069.794	Ellicott Mills 2373.794
14-May-2010	Bushy Park 2052.795	Forest Ridge 2055.795	Hollifield Station 2058.795	Ilchester 2059.795	Bonnie Branch 2370.795
31-May-2010	No Care Available				
17-Jun-2010	Deep Run 2053.796	Laurel Woods 2060.796	St. John's Lane 2065.796	West Friendship 2068.796	No MS Care
18-Jun-2010	Deep Run 2053.797	Laurel Woods 2060.797	St. John's Lane 2065.797	West Friendship 2068.797	No MS Care
21-Jun-2010	Deep Run 2053.798	Laurel Woods 2060.798	St. John's Lane 2065.798	West Friendship 2068.798	No MS Care
22-Jun-2010	Deep Run 2053.799	Laurel Woods 2060.799	St. John's Lane 2065.799	West Friendship 2068.799	No MS Care
23-Jun-2010	Deep Run 2053.790	Laurel Woods 2060.790	St. John's Lane 2065.790	West Friendship 2068.790	No MS Care
24-Jun-2010	Deep Run 2053.791	Laurel Woods 2060.791	St. John's Lane 2065.791	West Friendship 2068.791	No MS Care
25-Jun-2010	Deep Run 2053.792	Laurel Woods 2060.792	St. John's Lane 2065.792	West Friendship 2068.792	No MS Care

June 17-25th will only be available if there are NO inclement weather days throughout the school year. This is based on the Board of Education's determination as each inclement weather date is announced and used. When the school year is extended, these dates become part of the normal program at the same school that the child attends, regardless of whether they are full or half days.