CLUB FRIDAY CHECK IN/OUT PROCEDURES 2012-2013

Please read the following procedures for pick up/drop off carefully. Certain components of the process have been revised and we ask for your cooperation and commitment in familiarizing yourself with the procedure prior to the start of Club Friday.

1. Parents/Guardians or carpool drivers must sign their children in and out of Mid County Community Center Club Friday.
2. Parents/Guardians will proceed to the sign in tables and check their child(ren) in as either an individual or as a carpooling group.
3. Carpool parents must fill out the carpool form when they check in. All carpool details must be worked out in advance. Please be sure to include the name and phone number of the parent/guardian picking up the children on the form.
4. If your child is bringing a guest and the guest's parent/guardian is picking him/her up, please make note of this on the carpool form.
5. Once members are signed in, parents/guardians will exit the building immediately through the side front door.
6. At the end of the evening, all Club Friday members will gather in the gym to be picked up by their parent/guardian or carpool driver.
7. Parents should enter through the main entrance and pick up their kids in the gym. If they are picking up only their child, they should go to the table designated for individuals and initial their name. If a parent is picking up a carpool of kids, they should go to the table for carpools and sign the carpool form filed under the parent who dropped the carpool off. If a parent is picking up their child who was someone's guest for the evening, they will sign the carpool form filed under the parent who dropped their kid off.
8. Club Friday Members are only allowed to leave with their respective parent or carpool driver.

The Montgomery County Department of Recreation is NOT responsible for your child(ren) before or after the advertised times of the program. At the close of the program, at 9:00pm, PARENTS MUST COME INTO THE BUILDING TO PICK UP THEIR CHILDREN. NO EXCEPTIONS! Children and parents are to use the main entrance of the building. Once a child has arrived, they are not permitted to leave without a parent or guardian. Please do not park your cars at the curb in front of the main entranceway.

Due to the large number of children who have been picked up late, a late pick up fee of $10.00 will be assessed for each 15 minutes (or portion of 15 minutes) regardless of the reason for being late. Payment is due at the time of the pick up.