

## 2009-2010 Day Care Policies and Fees

### ELIGIBILITY

- To be eligible for the EDS Day Care Program, a child must first be enrolled as a student at the Episcopal Day School.
- Both parents and children must agree to abide by the guidelines and policies of the Program.

### Day Care Schedule

- Day Care begins at 7:00 a.m. daily.
- Day Care ends at 5:45 p.m. daily.
- Day Care will be closed for the same holidays observed by the school. (List will be provided.)

### NO REGISTRATION FEE

- **\$5.00 (Five Dollar) User Fee per Month per Child** in addition to the hourly Day Care Fees for services rendered.

### DAY CARE RATES

- 0 – 15 hrs = \$3.00 per hour
- 16 – 25 hrs = \$2.50 per hour
- 26 – 50 hrs = \$2.25 per hour
- 51 + hrs = \$1.75 per hour
- There will always be a minimum of a \$2.00 charge per month for any month Day Care is used less than (1) one hour and more than 5 minutes. Please note that you will also be charged the \$5.00 User Fee with this minimum \$2.00 Charge per month.

### OTHER PERTINENT INFORMATION

#### 1. Automated Time Card Machines:

Students are clocked in and clocked out of Day Care at either of 3 time card stations – two are in the Kinder Building, and the other is in Jones Hall. This system facilitates our billing and allows families to keep track of the total number of hours their children are attending Day Care.

#### 2. Grace Period:

- Once a child is clocked into Day Care, a 5-minute grace period is allowed before charges are incurred.
- Day Care ends at 5:45 pm each day. After a 5-minute grace period, a **\$1.50 per minute late pick-up charge will be assessed.**

#### 3. Holidays and No-School Days:

- Day Care will be closed for the same holidays observed by the school and will also be closed for any other days decided upon by the Day Care Administration (i.e., last day prior to Christmas break, Charro Days, last day of school, etc.)
- Day Care will be provided on Parent-Teacher Conference Days and Mid-Year Teacher Work Days.

#### 4. Payments:

- All Day Care charges will be due by the 10<sup>th</sup> of every month.
- Payments received after the 10<sup>th</sup> will be assessed an additional fee of \$15.

#### 5. Enrollment Requirements:

- Day Care Enrollment Information Form to comply with the Texas Department of Family and Protective Services.
- Parent's Guide to Day Care Form, signed and dated.

**We understand that parents or carpools may run a couple of minutes late but in order to be fair and consistent to all families, we must abide by this policy uniformly.**

\*EDS does not discriminate against any child based on the child's race, religion, color, creed, sex, or national origin.