



# Methodist Day School

Director:

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## Extended Day Program 2023-2024

### PURPOSE:

This program is instituted to provide before and afterschool care for currently enrolled Methodist Day School students. Extended Day is open Monday through Friday (unless otherwise noted) from 8:00am—8:55am and from 2:00 pm—4:00 pm (PM is Monday Through Thursday only). Students who are in Extended Day will be taken to their class prior to the 9:00 am bell .

### Enrollment:

Methodist Day School students, crib room through bridge may enroll providing space available. All families are expected to register their children in Extended Day prior to their first day of usage.

### Registration & Monthly Billing:

Registration is available only to students who are currently enrolled in Methodist Day School Preschool or Children's Day Out. No fees will be assessed unless your child has a spot in the program, ie—no charges to be placed on the wait list. Monthly Extended Day tuition is due by the 1st of every month.

#### Monthly Fees Per Child

	M/F	T-W-Th	M through F
<b>Before Care:</b>	<b>\$51.00</b>	<b>\$86.00</b>	<b>\$137.00</b>
<b>After Care:</b>	<b>\$51.00 (Monday only)</b>	<b>\$171.00</b>	<b>\$222.00 (M through Th)</b>
<b>Dual Care:</b>	<b>\$102.00</b>	<b>\$257.00</b>	<b>\$359.00 (no Friday PM)</b>

### Activities:

We will provide the children with daily fun activities such as games, puzzles, crafts and art projects, etc as well as rest/nap time. Physical and outdoor activities will take place when weather permits.

### Snacks:

Students attending the morning session are to have breakfast before arriving at school. If your child is attending the afternoon session, a light snack and water will be provided.

### Attendance Policy:

Unless written notification or verbal instruction is received from a parent/guardian, the student will be sent to Extended Day as scheduled. A person authorized on your on your Pick Up Permission Form must sign out students from Extended Day. There will be no exception to this rule. This is the best way of securing the safety of your child. The staff is not required to recognize all authorized persons picking up, please do not be offended if a staff member asks to see a form of government picture identification. Your child's safety is extremely important to us at all times. Please instruct anyone who may be picking up your child to bring some form of government identification as we may not be able to release a child without this information. Refunds will not be given for days not attended. **A child will never be released to anyone NOT on your list.**

### NOT on your list.

### Late Pick Up:

The staff employed by Extended Day are expected to remain only until 4:00pm. Courtesy demands that this be respected. An additional fee for late pickups will be charged to the parent at \$5.00 in 10 minute increments. Example: 4:01pm—4:10pm = \$5.00; 4:11pm—4:20pm = \$10; etc. After 3 late pickup, fees will be doubled.

### Withdrawal Policy: I understand that :

-Withdrawal notices must be given in writing and turned in to the Day School office. If the Day school office is closed and notice is sent via mail/email, the post marked date/email date will be considered the date of notice given.

-We must have a 2 week notice of withdrawal.