



# St. Mark Child Development Center

A Ministry St. Mark United Methodist Church  
6795 Whitesville Road, Columbus, Georgia 31904 (706)322-8001  
[cdc@stmarkumc.com](mailto:cdc@stmarkumc.com)  
2015-2016 School Year

## Day and Hours of Operation

Monday-Friday, 6:30 AM – 6:00 PM. Our program year follows all federal holidays some scheduled early closing days for holidays, and some bad weather days. Students may not be left at the Center before 6:30 AM or remain after 6:00 PM.

## Chapel Service

Chapel service is Wednesday mornings at 9:45 AM for the 2 year olds and older classes. The school-agers also have chapel service on early release days.

## Curriculum

Our curriculum is designed to develop each child's social, self-help and school readiness skills. We emphasize the principles of Christian living in all areas by using The Carpenter's kids Faith Based curriculum.

## Tuition and Fees

**Registration fee: \$100.00 per child, non-refundable. Registration fee is due each year upon enrolling your child in the child development center for the coming year.** Weekly tuition is due on the Tuesday of each week. A late fee of \$25.00 will be added if tuitions paid after Friday. Should you choose to remove your child from the child development center sometime during the year, please give two weeks advance notice.

**School Age:** Before School: \$55.00 After School: \$85.00 Before and After School: \$90.00

**Holiday Week:** \$130.00 (Thanksgiving Break, Christmas Break, and Spring Break)

**School Age One Day Holiday:** \$50.00

**School Age Summer Fees:** \$130.00 with a one-time \$125.00 Activity Fee

\*Summer Fees include all meals, field trips, and weekly tuition.

4 year old class	Full Time Tuition \$130.00	Part Time Tuition \$110.00
3 year old class	Full Time Tuition \$130.00	Part Time Tuition \$110.00
2 year old class	Full Time Tuition \$135.00	Part Time Tuition \$110.00
1 year old class	Full Time Tuition \$140.00	Part Time Tuition \$110.00
Infant/Creeper class	Full Time Tuition \$145.00	Part Time Tuition \$110.00

\*Part Time days are Tuesday, Wednesday and Thursday.

**Updated immunization forms should be submitted by the end of the first week of the school year.**

# St. Mark Child Development Center Financial Policy

*Revised as of June 4, 2012*

## **Sibling Discount**

Discounts are only for full time children, church members, and staff.

## **Tuition Payment**

Weekly tuition fees are due on Tuesday by 6:00pm and delinquent beginning Wednesday morning a late fee of \$25.00 will be added to all accounts that have not made payments by Friday. After two weeks, if no payment has been made, the child may no longer attend the center and a conference with the Director will be necessary to determine if future enrollment will be possible, and to set up a plan for payment.

Payments are due in full each week whether or not the child attends every day or holidays occur. Payments can be made by check or money order payable to St. Mark Child Development Center.

## **Late Pick-up Fees**

The Center is open from 6:30 am until 6:00 pm. Children may not be left unattended at the center before 6:30 am. Their teacher or Director will take children who remain after 6:00 pm to the office for pick-up there, and will begin to make calls to the parent or other emergency contacts. You will be required to sign your child out and the appropriate late charges. Late fee \$1.00 per minute will begin at 6:00 pm. Pick-up time will be calculated according to the St. Mark CDC office clock. Staff members depart the 6:00 pm and the building is closed.

## **Vacation Policy**

Each child will receive one week's vacation after being enrolled at the Center for one continuous year. In order to qualify for vacation, your account must have a zero balance. You must notify the office in writing at least one week prior to taking your vacation week. Vacation benefits are only extended to year-round families at the Center. Being in the Center for summer program only will not make you eligible for vacation time.

## **Withdrawal**

If you plan to withdraw your child from the CDC, we require two week's WRITTEN notice. You are responsible for all of the tuition up until that time.