



# St. Mark Child Development Center

A Ministry of Saint Mark United Methodist Church

6795 Whitesville Road, Columbus, Georgia 31904

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2019-2020 School Year

## Days and Hours of Operation

We are open from Monday- Friday from 6:30am till 6:00pm. Our program year follows all federal holidays and some scheduled early closing days for holidays, and some bad weather days. We do follow MCSD for weather related closers.

## Chapel Services

Chapel service is on Wednesday mornings at 9:15 am, our chapel program starts in our 2 Yr. Old Classroom.

## 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.

## Registration Fee

\$100.00 per child, **non-refundable**. Registration fee is due each August upon enrolling your child in the Child Development Center for the upcoming year.

## Weekly Tuition

Infant/Creepers Room:	Full Time: \$150.00	Part Time: \$130.00
1 Year Old Room:	Full Time: \$145.00	Part Time: \$130.00
2 Year Old Room:	Full Time: \$140.00	Part Time: \$130.00
3 Year Old Room:	Full Time: \$140.00	Part Time: \$130.00
4 Year Old Room:	Full Time: \$140.00	Part Time: \$130.00

School-Age: Before and After: \$95.00 Before School: \$60.00 After School: \$90.00

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

School-Age One Day Holiday: Active Enrolled Children: \$25.00 Non-enrolled: \$50.00

School-Age Summer Fees: \$135.00 and Activity Fee \$175.00 (**one-time fee**)

## Part Time

We provide 2 different programs Monday through Friday from 8:30am till 2:30pm or any 3 full days which the parents can pick the days.

**Tuition Express**

We provide weekly tuition deductions through Tuition Express. We can only accept Visa and Master Cards. The deduction will take place every Tuesday of each week.

**Disenrollment from Child Development Center**

If you choose to withdraw your child from the Child Development Center at any point during the year, please provide a 2 weeks' advance written notice.

## *St. Mark Child Development Center Financial Policy*

**Sibling Discount/Military Discount**

Discounts are only for full time children, church members, and staff. We also offer a Military Discount.

**Tuition Payments**

Weekly tuition fees are due on Tuesdays by 6:00pm and delinquent beginning Wednesday morning a late fee of \$25.00 will be added to all accounts that have not made a payment 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 of payment.

Payments are due in full each week whether or not the child attends every day or holidays occurs. Payments can be made by check, money order, or using tuition express. Checks or money orders have to be made out to St. Mark Child Development Center.

**Late Pick-up Fees**

The Center is open from 6:30am until 6:00pm. Children may not be left unattended at the Center before 6:30am. Their teacher or director will take the children who remain after 6:00pm 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 6:00pm. Pick-up time will be calculated according to the St. Mark CDC office clock. Staff members depart the center at 6:00pm 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.