

## 2023 SA FAQ'S

### **Q: How does billing work?**

**A:** There is a one-time \$100 registration/enrollment fee due before your child's first day of care. You can make all payments via our app, Playground. Their first week's invoice and each subsequent invoice are sent out on Thursdays and payments are due on Fridays.

Important Note: If you are paying via a debit or credit card, there is a 3% + 0.30 cents processing fee that is applied to each payment/transaction. If you'd like to avoid these higher fees, we encourage you to set up ACH Bank Withdrawals within Playground as these fees are only \$1 per transaction.

### **Q: Is tuition due if my child does not come to daycare? (Vacation, sick days, holidays, bad weather, etc)**

**A:** Unfortunately, yes. Similar to most childcare programs, tuition is due regardless of attendance. This does include some holidays in which we are closed. You will be invoiced weekly, but the rate will not fluctuate on days that school is out of session. For example, if your child normally comes M-F after school, the rate will be \$60 per week, even if school is closed for in-service one day that week. If you sign your child up to attend on the in-service/closed day, your daily latchkey cost of \$12 will be applied to the \$30 in-service cost. The weekly charge in this case would be \$78. Normal weekly fee of \$60 + (30-12). Basically, if your child attends, their normal daily rate will be applied to the \$30 in-service day fee (\$78) but if they don't attend on the day school is closed their normal weekly rates will continue to apply (\$60). Please let us know if you have any questions about this!

If you decide to terminate care at any point, please try to give us as much advance notice as you can. We ask for at least a 2 week heads up to allow us to fill the vacancy. If a 2 week notice is not given, normal tuition fees may apply.

### **Q: When will you be closed? When are you open?**

**A:** You can see a printable copy of our calendar on our website. We also try to update our app and website with upcoming closures. We are closed on all Federal holidays as well as two staff in-service days per year (typically in January and May). We also take off on the day after Thanksgiving, the day before or after Christmas, and Good Friday. If a holiday lands on a Saturday or Sunday, we typically take the Friday before or Monday after off in observance of the holiday.

We are open from 6:30a-5:30p Monday through Friday. Children are not allowed to exceed 10 hours per day at the center, per licensing regulations, no exceptions. If you are here after 5:30pm to pickup, we reserve the right to charge a \$1 per minute late fee that must be paid before the child can return to care. We understand that things happen occasionally, but please do not make this a habit and be respectful of our employees' time. Invoices that are not paid on time are also subject to a \$5 per day late fee.

**Q: Does my child have to be raised Catholic or Christian in order to attend?**

**A:** They don't have to be, but please be aware that we do teach simple bible stories through activities and crafts, introduce songs like "Jesus loves me", and talk about Jesus/God! We also pray as a group before meals.

**Q: Do you offer any discounts?**

**A:** We do! We offer a \$5 weekly (\$20 monthly) discount for families with more than one child enrolled in full time care, between the ages of 0-5.

**Q: Do you have a parent handbook?**

**A:** Yes, please see our website for a complete downloadable copy! Let us know if you have any questions. Website: [www.stmargaretschildcare.com](http://www.stmargaretschildcare.com) – On "News and Events" Tab – click "Calendar".

**Q: What are your full time prices?**

**A:**

<b>New Weekly Pricing Scale</b>		
<u>Age</u>	<u>Cost Per Week</u>	<u>PreK Discount</u>
0-1	250	
1-2	215	
2-3	200	
3-4	180	160
4-5+	170	160

Part time rates are divided evenly per the number of attendance days. \$50 per day for 0-1 year olds. \$43 per day for 1-2 year olds. \$40 per day for 2-3 year olds. \$36 per day for 3-4 year olds. \$34 per day for 4-5+ year olds until they enter kindergarten. Full time children that attend CES preschool receive a discount of \$160 per week – we do not offer part time rates for this group. If your child attends CES preschool part time, their rate will be dependent on their age. At this time, we only offer Tu/Th or MWF care for part time kids. Unique scheduling needs may be considered but are not guaranteed.

Children will be billed according to their age on the first day of each month, unless they are 1 and not yet walking. In that case, infant rates will apply until the child is walking. School age pricing does not change based on age/birthdays.

For Example: A child who turns 2 on June 28th would pay 1 year old rates through June and 2 year old rates beginning in July. A child who turns 2 on July 5th would pay 1 year old rates during the month of July and 2 year old rates beginning in August. This method ensures 12 months of payments at each price.

**Q: What are your school age prices?**

We offer three main types of school age care:

- 1) Latchkey refers to before and/or after school care
- 2) OOSD care refers to days that school is out of session
  - a. (Thanksgiving Break, Christmas Break, Winter Break, Spring Break, In-Service days, No School Days, etc).
- 3) Summer Care

Before and After School Care

(does not include breakfast - includes a PM snack)

- 5 days - M-F - Before & After School Care - \$70/week
- 3 days - MWF - Before & After School Care - \$42/week
- 2 days - T/TH- Before & After School Care - \$28/week

Before School Only Care

(does not include breakfast)

- 5 days - M-F - Before School Care Only - \$50/week
- 3 days - MWF - Before School Care Only - \$30/week
- 2 days - T/TH- Before School Care Only - \$20/week

After School Only Care

(Includes a PM snack)

- 5 days - M-F - After School Care Only - \$60/week
- 3 days - MWF - After School Care Only - \$36/week
- 2 days - T/TH - After School Only Care - \$24/week

Full Time Summer Care- \$150/week

Renwick Breaks From School and In-service Days \$30/day  
(Spring Break/Thanksgiving/Winter Break etc)

We will assist in walking our Catholic school age students, enrolled in before school care, over to the Colwich religious education center (REC) each morning. This is a free service. Vehicular transportation is not offered at this time.

**Q: What do I need to bring?**

**A:** There is a list of supplies for each classroom on our website.

School aged kids are not required to bring supplies. Some kids that attend during the summer months like to bring blankets and pillows to get comfy during their movie time. We also request sunscreen, swim suits, towels, etc. on water play days.

We ask that toys from home stay at home. Exception: Kids 1-5 years old are permitted to bring a soft non-musical comfort item for nap time.

**Q: What paperwork is required? How should I fill in the blanks?**

**A:** There are a few different forms that are required from KDHE. You can find digital copies of all of the following required paperwork on our Playground app:

- CCL 010: Authorization for Emergency Medical Care
  - I authorize, “SMCC Staff”
  - Between “(insert first date of care)” and “end of care”
  - You do NOT need this form notarized if you and your partner sign in the signature box AND witness to signature box. If there are two signatures, no notarization is required.
- CCL 026 and 027 (if on medications)
- CCL 029
  - On CCL 029, make sure you put a hospital preference (Wesley, Via Christi, etc) – it cannot say “closest” or “no preference”
- History of Immunizations
  - On the History of Immunizations page, you can write “See attached” across the boxes and attach a copy from your doctor’s office if you’d like. Just make sure to still sign the bottom.
  - Note: Please remember to bring us new immunization records each time your child receives new vaccinations!
- CCL 029a
  - The 029a Child Health Assessment form should be filled out by your child’s pediatrician.
- CCL 034
  - This form is for walking trips around Colwich. We do not typically take infants off of school grounds, but the form is required for everyone.
- SMCC Non-Prescription Form (for diaper cream, sunscreen, etc)
  - On this form, please insert your preferred brand name on the line. For example, “Sunscreen: Neutrogena Baby”. For instructions, you may put “use as instructed on bottle” or provide your own instructions.

**Q: What kind of communication do you expect?**

**A:** We appreciate anything you can share with us to better help us get to know your baby. Before their first day, we ask for an idea of what their schedule looks like at home. How much are they eating/how often? How much are they sleeping/how often? Do they have any medical needs we need to be aware of? Any quirks/tips/tricks that might be helpful? What do they like/dislike? Did they have a hard night? Seem to have teething pain? A diaper rash? PLEASE communicate with us - every little thing helps. We will also do our best to keep you informed of any concerns or questions we may have regarding your child.

Another important note – if your child is sick or will not be attending, please send us a message to let us know or mark their absence in the app. The same goes for vacation dates or other absences. We realize that it is not always possible to give advanced notice, but for staffing purposes, if you are aware of a date or dates your child will be absent it is very helpful for us to know in advance. Thank you so much!

Please let us know if you have any other questions after reading through the parent handbook online. On our website, under the “Admissions” tab, click “Parent Handbook”. We are more than happy to clarify anything that isn’t clear. Thank you!