

2024: SMCC FAQ'S

Hi Parents! Whether you are interested in joining SMCC, looking for more information, or ready to officially begin the process of enrollment, we hope that the following few pages will be full of helpful information for you! After reading through them, please let us know if you have any additional questions or concerns. We know there is a lot to go through and while we tried to cover the most important and frequently asked questions, we know this isn't an all-inclusive list. We hope this is a good starting point to offer you more information about our services and how we operate. Thank you so much for your interest in St. Margaret's Child Care!

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 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 – On the "Admissions" Tab – click "Parent Handbook" on the drop down menu.

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

A: You can see a printable copy of our calendar on our website. Updated copies are also sent via email periodically. Website: www.stmargaretschildcare.com – On the "News and Events" Tab – click "Calendar" on the drop down menu.

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 normally send out reminders the week of or the week before closures as a heads up!

We are open from 6:30a-5:30p Monday through Friday. School age care is available 7a-5:30p. We have a limited number of spots for children ages 0-5y who arrive before 7am, so please communicate this in advance if it pertains to your needs. Sorry, we do not provide school age care before 7am. Please also note that children are only allowed to attend for a *maximum of 10 hours per day*, per licensing regulations. This is strictly enforced, 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: Is tuition due if my child does not come to daycare? (Vacation, sick days, holidays, bad weather, etc)

A (for kids 0-5y): Unfortunately, yes. Similar to most childcare programs, tuition is due regardless of attendance. This does include some holidays in which we are closed. Also, if CES closes unexpectedly (i.e. weather/snow/etc), it does not mean that SMCC will close. We operate independently. Once a decision is made on whether to stay open or close, it will be sent out via Procure.

A (for school agers): Tuition is also due regardless of school closures (CES or SMCC). 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 (\$12/day), 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).

Another quick note: If CES closes unexpectedly (i.e. weather/snow day), we typically *DO NOT* offer school age care on those days. We may be open for 0-5 year old care, but very rarely have enough staff to accommodate the school age children unexpectedly. You will need to find backup care for snow days!

For both groups: 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: What is Procure? How do I sign up?

A: Procure is our childcare management software (cell phone app). We request that at least one parent with children enrolled with us downloads the app. The week before your child is due to begin care, we will send you an invitation via email to sign up and download the app! You will likely also be asked to fill out a new waiting list application and submit all your paperwork (more on that in the pages to come).

Procure is our communication and invoicing hub – you are able to communicate with your child's teachers, view and pay invoices, and see pictures/details about their day. For infants, we chart diaper changes, naps, bottles, and more. As children get older, there is less charting due to higher numbers of children per classroom, but it's still vitally important for communication and billing purposes. If you have questions or need to alert teachers to an absence or other concern, this is where you will go. We will also send reminders and communicate any questions we may have with you here.

On or before your child's first day, you will be given a 4-digit clock in and clock out code. This code is to be used by parents to sign your child in and out each day upon arrivals/departures. Recordkeeping when children are here is very important so please make sure you are remembering to get them signed in and out. We have a tablet near the entrance/exit door for this purpose, and we'll be sure to show you how it all works! It's pretty straightforward and easy to learn.

Q: How does billing work?

A: There is a one-time \$100 registration/enrollment fee due before your child’s first day of care. Because we collect payments the week before care is provided, you will also pay for your child’s first week of care before their first day. You can make all payments via our app, Procure. Invoices are sent out on Thursdays and payments are due on Fridays for the coming week.

For example, you might be invoiced on Thurs 1/5 and pay on Fri 1/6 for the week of Mon 1/9 - Fri 1/13.

Important Note: If you are paying via a debit or credit card, there is a 2.7% processing fee that is applied to each payment. If you’d like to avoid these fees, we encourage you to set up ACH Bank Withdrawals within Procure. From there, you can set up auto-pay or pay manually each week.

Occasionally we will accept cash or check for payments, but strongly prefer payments through use of the app. Special considerations will be taken under review.

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 prices for full time care?

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

A: Pricing is dependent on each child’s age. While some centers charge higher daily rates for part time kids, our part time daily rates are equal to full time daily rates. \$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 and the discount does not apply during summer months. If your child attends CES preschool but only attends with SMCC 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.

* Please note that if you do not need summer care for children 0-5 years of age, there will be costs associated with holding your child(ren)'s spot during that time period (half of the normal weekly rate). Mother’s Day Out half day programs are \$20 per day, per child.

Q: What are your school age prices?

We offer three main types of school age care for children K-12 years old:

- 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 (for any age group).

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. Sorry, no discounts for school age children or part-time children.

Q: What happens when my kid gets sick?

A: Ultimately, it is up to the discretion of the director to send home a child regardless of the reason due to illness. If your child is acting overly lethargic, requiring one on one care, exhibiting signs that an illness could be developing, or is not able to participate in normal daily activities, you will be asked to pick them up within 45 minutes. If your child develops a fever or other symptoms during the course of their day, parents will be notified and asked to pick up. St. Margaret's does not carry or provide accident or liability insurance and is not responsible for medical costs due to an accident or illness.

Q: What supplies do I need to bring?

A: There is a list of supplies for each classroom on our website. On the "Admissions" tab, click "Supply List" on the dropdown menu.

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 daily quiet 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: If we expand our family, will you have an infant spot for us? I know infant care is hard to come by.

A: While we are unable to make guarantees, as long as you let us know within the first few months of finding out you are expecting, we are typically able to reserve a spot. Priority for infant spots always goes to children with siblings enrolled. As soon as you are comfortable sharing your pregnancy news, please let us know. Don't worry – we won't share unnecessarily until you're ready to announce!

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 child. For infants, 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. 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 take into consideration that your messages on Procare can be seen by all staff members. If there is a private concern you'd like to make us aware of, please email Kaitlyn and she will relay the message to necessary staff members.

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

A: There are a few different forms that are required from KDHE. We will provide you with paper or electronic copies of the following required forms:

- 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 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.
- Social Media Release Form
 - We post pictures on our Facebook page for parents and community members to see!
 - Join our Facebook page! <https://www.facebook.com/stmargaretschildcare/>
- Additional Paperwork for School Age Kids:
 - CES 034
 - CES Playground 034
 - These forms are similar to the 034 field trip walking form mentioned above but are for specific areas on school grounds. Because we are a daycare within a school, these areas are considered "field trips" and require parental permissions.

Q: What does a typical day look like at SMCC?

A: Each classroom has their own routine and schedule. The infant room does not have a set schedule since each baby's routine is different. In general, most of our classrooms eat breakfast around 7:30, have lunch about 11:30, and nap/rest from 1-3pm. Infants do not receive meals (please send from home).

We hope this was helpful! Please don't forget to check out our parent handbook online. On our website, under the "Admissions" tab, click "Parent Handbook" on the dropdown menu. We are more than happy to clarify anything that isn't clear.

Please direct any additional questions to Kaitlyn at kaitlyn.stmargarets@yahoo.com or via cell phone at 316-641-9562. Email/text is usually the best way to reach me since I am in and out of classrooms frequently throughout the day. Thanks so much!

Parent Enrollment Checklist:

- Check out our website and feel free to follow us on Facebook
- Submit new, updated waiting list application online
- Download Procure app
- Sign up for Procure (invitation to sign up sent via email approx. one week before care begins)
- Set up billing preferences on Procure app
- Pay invoice for registration/enrollment fee and first week's care (before child's first day of care)
- Download/read through online parent handbook
- Download/read through online supply list
- Complete required paperwork, turn in via email or in person (BEFORE first day of care)
- Ask for sign-in/out codes, if you have not already received them