

# Day Care Policies

2008 - 2009

Our day care is licensed by the Montgomery County Child Care Administration but is run in conjunction with St. Andrew Apostle School. St. Andrew's Day Care is an extended part of the school day and the same school rules apply in day care as they do in school, including treating the day care staff with the same good behavior and respect that the school teachers receive. Day care employees are also considered part of the faculty and staff of St. Andrew's therefore follow the same schedule for school closings and school holidays.

**Days and Hours of Operation:** We are open from 2:40pm to 6:00pm. A late fee will be charged for anyone picking up after 6:00. Our phone number is 301-649-3144.

There will be no day care on the days St. Andrew's School is closed. This includes snow days.

Parents are expected to pick up children from the day care supervisors. If other arrangements are made, a note must be on file in the day care. For example, if your children are leaving day care to attend a sporting practice, a specific note must be on file in the day care.

**Billing:** You are billed in advance on a bi-weekly basis at the rate that you choose on your registration form. The monthly calendar will show you the dates when the bills go out, the days the bills are due and the period that the bills cover. If you know in advance when your child will not be attending day care, send in a note **by the first day of the month** and you will not be charged for those days. Otherwise, we do not reimburse for days when your child misses day care. **This includes sick days and up to three snow days.** You will be charged the drop-in rate for any additional day care time used. There is a 10% discount for the second child and a 20% discount for the third child in a family.

**Late Fees:** The day care closes promptly each evening at 6:00. Late fees will be issued for students picked up after 6:00 as follows: a) 6:00 - 6:10 - \$15.00 b) after 6:10 -\$15.00 plus \$1.00 for each minute after 6:10. This is now a separate fee to be paid when you pick up your child.

**Half Days:** The day care is open occasionally when St. Andrew's School is closed at noon. Hours for half days are 12:00 - 6:00. In order for your child to attend day care on these days you must sign them up **in advance**. Sign-up sheets will be included with your bill. It is very important that you watch the monthly calendar for these days. The cost for half days is \$30.00. You will be charged in advance for these days and any drop-ins not signed up in advance will be charged a \$10.00 fee in addition to the \$30.00.

**Inclement Weather:** Day care will be closed on days when the school is closed due to inclement weather. When school closes early day care will close 1 hour after the school closes. (Example: school closes early at 1:00, day care closes at 2:00.)

If Montgomery County announces a 2 hour opening on a day that St. Andrew's has scheduled a 12:00 dismissal, day care will be closed.

**Health Forms:** Each child enrolled in our day care must have a current record of immunizations in our files. We must also have all pertinent medical information. (Example: allergies to medication, food, and any other information necessary to insure the safety and well being of your child.) The office files are not available to day care. We must also have an emergency card on file. Please make sure we have this information on your child's first day of attendance.