



# St. Mark Child Development Center

A Ministry of St. Mark United Methodist Church  
 6795 Whitesville Road, Columbus, Georgia 31904 (706)322-8001

[cdc@stmarkumc.com](mailto:cdc@stmarkumc.com)

**2023-2024 School Year**

## **Days 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 daycare before 6:30 AM or remain after 6:00 PM.

## **Chapel Service**

Chapel service is Friday mornings at 9:15 AM for the 2 year olds and older classes. Music is Wednesday morning at 9:15 AM. The school-agers also have chapel services 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 fees are due each year in the fall 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 are paid after Friday. **Should you choose to remove your child from the child development center sometime during the year, please give two weeks in advance written notice.**

**School Age:** **Before** School \$90.00      **Afterschool** \$95.00      **Before/After** \$100.00

**Holiday Week** (Thanksgiving, Christmas, and Spring Break) \$165.00      **Drop In Day** \$60.00

**School Age Weekly Summer Fees:**      \$165.00      **Summer Activity Fee** \$200.00

Summer Activity Fee includes all meals, field trips, and weekly tuition.

3 & 4 year old class	Full Time Tuition \$165.00	Part Time Tuition \$150.00
2 years old class	Full Time Tuition \$165.00	Part Time Tuition \$150.00
1 year old class	Full Time Tuition \$170.00	Part Time Tuition \$150.00
Infant/Creeper class	Full Time Tuition \$175.00	Part Time Tuition \$150.00

**Part Time hours are 9:00 am to 2:00 pm Monday thru Friday**

To complete the registration process, just fill out the registration form and pay the fee to the center director. This reserves your enrollment for August. **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 November 18, 2015*

### **Registration Fee**

The registration fee for all classes is \$100.00 per child. Registration fees are due at the time of registration and are non-refundable. Registration will be billed annually by August.

### **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 school before 6:30 am. The 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 pay the appropriate late charges. Late fees of \$1.00 per minute will begin at 6:00 pm. Pick-up time will be calculated according to the St. Mark CDC office clock.

### **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 a 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 the 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.