

St. Margaret School Extended Day Care Billing Policies

Please initial each to confirm understanding:

- A weekly rate is charged based upon the set schedule requested, regardless of actual attendance. Services are billed monthly as of the last Friday of the month.
Initial
- If EDC is closed (inclement weather, school holiday, etc.), your invoice will be automatically adjusted so that you are not charged for days when EDC is not available.
Initial
- At the beginning of the school year, each family will be given coupons that can be used at their discretion for days when a child is absent from EDC. Coupons will be issued based upon a child's EDC schedule. For example, a child registered for 5 days a week will receive 5 coupons. Coupons must be redeemed within 30 days of the child's absence and will appear as a credit on the following month's invoice.
Initial
- EDC closes promptly at 6pm. There is a \$1 per minute, per child, late charge for pick up past 6pm.
Initial
- Families who enroll for the 4pm pickup will be charged for the higher 6pm pickup rate if the child is signed out past 4pm, there is no grace period. Repeated late pickups will be converted to a permanent 6pm time slot charge.
Initial
- Schedules may be changed at any time during the year, assuming there is availability; however, changes become effective the week following the date that the request is made. You will need to fill out a change request form.
Initial
- EDC is an extension of school. Please refer to the handbook for behavior policy.
Initial

- Family Name: _____
- Name of Child(ren): _____
- Parent Signature: _____