



WESTBURY METHODIST
DAY SCHOOL

Celebrating 60 Years

Extended Care
Program & Fee Schedule
September 2023–May 2024

Hours for All Ages:
Monday–Friday: Morning 7:30 to 9:00 a.m. and Afternoon 1:00 to 6:00 p.m.

| NUMBER OF DAYS PER WEEK | DAYS | HOURS | MONTHLY TUITION |
|----------------------------|-------|--|-------------------------|
| 3 Days | T/W/R | 7:30 – 9:00 AM 1:00 – 4:00 PM 1:00 – 6:00 PM | \$125 \$240 \$345 |
| 3 Days | T/W/R | FULL TIME AM/PM | \$375 |
| 5 Days | M-F | 7:30 – 9:00 AM 1:00 – 4:00 PM 1:00 – 6:00 PM | \$175 \$345 \$495 |
| 5 Days | M-F | FULL TIME AM/PM | \$565 |

NON-DISCRIMINATION: Registration is open to all children regardless of race, ethnicity, or religious preference.
All Extended Care Fees are in addition to the Day School fees.

Application Fee:

Paid annually at time of registration.
\$100.00 (Non-refundable, Cash or Check)

E-MAIL: dayschool@westburyumc.org

OFFICE: 713.723.0191

FAX: 713.723.0205

ADDRESS:

5200 Willowbend Boulevard
Houston, Texas 77096

Credit Card Transaction Fee:

Monthly tuition payments made through parent portal on Procure Tuition Express by credit card are subject to a 2% transaction fee per payment.



ASSOCIATION FOR
**Early
Learning
Leaders**

**National
Accreditation
Commission**
FOR EARLY CARE AND
EDUCATION PROGRAMS

EXTENDED CARE TUITION & FEES

LICENSING & ACCREDITATION: Westbury Methodist Day School is licensed by the Texas Department of Family and Protective Services and accredited by the National Accreditation Commission for Early Care and Education Programs.

CLASS PLACEMENT: Program offerings are based on enrollment. The director makes final decisions regarding class placement. **Beginning in three-year-old-classes, all students must be toilet-trained/toilet-independent.**

APPLICATION FEE: For each student, you must pay an annual **non-refundable** \$100.00 application fee for Extended Care (cash or check only), which is due at the time of enrollment.

EXTENDED CARE FEES: Extended Care fees are paid with tuition and are due in advance on the 1st school day of each month (or the 4th of each month if enrolled in Auto Pay) beginning in September. All Extended Care Fees are in addition to the Day School fees.

DAY SCHOOL/PDO BRIDGE: If a family has children enrolled in both PDO and the Day School, we offer child care to bridge the difference between the ending times on Tuesday, Wednesday, and Thursday for those children. For the Day School child, there is care from 1:00 to 2:00 p.m.

Tuesday, Wednesday, & Thursday (1:00-2:00 p.m.) \$110.00/mo.*

*This rate applies only to these times. Using Extended Care earlier or later will incur other charges. PDO children may not attend Extended Care.

LATE FEE: The late fee is \$5.00 per minute and will be charged beginning at 2:01 p.m., 4:01 p.m., or 6:01 p.m. (based on the hours your child is registered), as determined by the clock in the school office.

PAYMENT METHODS:

- **CHECK OR CASH:** Payment may be paid by check or cash and is **due on the first school day of the month.** A \$25.00 late fee will be assessed for any payment that is not made by 6:00 p.m. on the second school day of each month. A \$40.00 fee will be assessed for any returned checks.
- **PROCARE TUITION EXPRESS:** Direct payment may be set up to have monthly tuition paid through Procare Tuition Express by ACH or Credit Card. Tuition will be drafted (from either a checking or savings account) or charged to a credit card on the 4th of each month (September–May). Parents must sign up for this option by completing an “Automated Payment Processing” form. A 2% transaction fee applies for all credit card payments (fee subject to change according to bank rate).

HOURS & EARLY DISMISSALS: Hours are subject to change. **Extended Care is available beginning at 12:00 p.m. when school is dismissed at noon once per month for a teachers’ meeting.**

ABSENCES, HOLIDAYS, & SCHOOL CLOSURES: Credit is not given for a child’s absence or days the school is not in session. This includes childhood illnesses, family vacations, and holidays. Tuition is non-refundable. We follow the HISD school holiday calendar, excluding some teacher work days and professional development days. If necessary, the school will close for inclement weather or other emergencies. We WILL follow HISD closings; and, on some occasions, we may need to close our school even if HISD remains open. We will notify parents by phone calls, e-mails, and/or text messages. No refunds will be given for school closures resulting from a natural or manmade disaster, inclement weather, and/or emergency-related closings such as caused by a pandemic.



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**Extended Care Program
2023–2024 Application**

Date/Time Received _____

APPLICATION FEE: \$100.00 _____

Processed _____

Application Date _____ Child's Name _____

Sex (M/F) _____ Age _____ Class _____ Birthdate ____ / ____ / ____

Address: _____

Parent's Name: _____

Work Phone: _____ Cell Phone: _____ E-Mail: _____

Parent's Name: _____

Work Phone: _____ Cell Phone: _____ E-Mail: _____

Home Phone: _____ If separated/divorced, name of custodial parent: _____

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| PDO BRIDGE - \$110 Sibling of PDO Only | T/W/R | <input type="checkbox"/> 1:00 – 2:00 PM PDO Child's Name: _____ | |



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Westbury Methodist Day School

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I have read and agree to the complete Tuition and Fees Policies stated on the “Extended Care Program Application.”

Parent’s Signature: _____ **Date:** _____