



WESTBURY METHODIST  
DAY SCHOOL

**Extended Care  
Program & Fee Schedule  
September 2024–May 2025**

Hours for All Ages:  
Monday–Friday: Morning 7:30 to 9:00 a.m. and Afternoon 1:00 to 5:30 p.m.  
Schedule subject to change.

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 – 5:30 PM	\$125 \$250 \$350
3 Days	T/W/R	FULL TIME AM/PM	\$475
5 Days	M-F* *Friday close at 3:30 p.m.	7:30 – 9:00 AM 1:00 – 4:00 PM 1:00 – 5:30 PM*	\$210 \$420 \$545
5 Days	M-F* *Friday close at 3:30 p.m.	FULL TIME AM/PM*	\$755

*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.  
\$200.00 (Non-refundable, Cash or Check)

**E-MAIL:** [dayschool@westburyumc.org](mailto: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 and the Extended Care class are 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** \$200.00 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 first 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.)    \$115.00/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 5:31 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 5:00 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 Procure 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 for children already registered.**

**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, temporary exclusions, 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.



WESTBURY METHODIST  
DAY SCHOOL

FOR OFFICE USE ONLY:

Date/Time Contract Received: \_\_\_\_\_

APPLICATION FEE: \$200.00 ck# \_\_\_\_\_

Date Processed: \_\_\_\_\_ Staff: \_\_\_\_\_

### Extended Care Program 2024–2025 Application

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: \_\_\_\_\_

NUMBER OF DAYS/WEEK	DAYS	HOURS	MONTHLY TUITION
3 Days	T/W/R	<input type="checkbox"/> 7:30 – 9:00 AM <input type="checkbox"/> 1:00 – 4:00 PM <input type="checkbox"/> 1:00 – 5:30 PM <input type="checkbox"/> FULL TIME AM/PM	\$125 \$250 \$350 \$475
5 Days	M-F* *Friday close at 3:30 p.m.	<input type="checkbox"/> 7:30 – 9:00 AM <input type="checkbox"/> 1:00 – 4:00 PM <input type="checkbox"/> 1:00 – 5:30 PM* <input type="checkbox"/> FULL TIME AM/PM*	\$210 \$420 \$545 \$755
PDO BRIDGE - \$115 Sibling of PDO Only	T/W/R	<input type="checkbox"/> 1:00 – 2:00 PM  PDO Child's Name: _____	



ASSOCIATION FOR  
**Early Learning Leaders**

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

Westbury Methodist Day School

5200 Willowbend Boulevard • Houston, Texas 77096 • 713.723.0191 • westburymethodistdayschool.org

## EXTENDED CARE TUITION & FEES

**LICENSING & ACCREDITATION:** Westbury Methodist Day School and the Extended Care class are 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** \$200.00 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 first 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.)    \$115.00/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 5:31 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 5:00 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 Procure 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 for children already enrolled.**

**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, temporary exclusions, 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.

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

Parent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_