

## *Child Development Program (CDP) December Newsletter*

### What's on the Calendar?

- December 11, 2008 – USAA Christmas party
- December 16, 2008 – Los Posadas 10:00 a.m.
- December 17, 2008 – CPS Energy Christmas Party (Multi-Age I)
- December 19, 2008 – Early Dismissal
- December 19, 2008 – Christmas Concert all classes 3:30 p.m.
- December 24 - 25, 2008 – CDP Closed for Christmas
- December 22, 2008 – January 2, 2009 SAISD CLOSED



### Announcements and Reminders:

- ❖ There will be an **early dismissal, December 19<sup>th</sup>**, so please make arrangements to be here on time.
  - Late fees will be charged for any parent arriving **after 4:30 p.m.**
- ❖ If you registered for Christmas Baskets, please pick them up on December 22<sup>nd</sup> or 23<sup>rd</sup> from 10:00 a.m. to 6:00 p.m. in the Plum room. Please make sure you bring your green ticket and I.D.
- ❖ Tuition rates changed as of December 1, 2008. New tuition rates are on the back of the newsletter. If you have any questions, please stop by the CDP office.
- ❖ **Infant formula change:** as of January 1, 2009 we will change the brand of formula we provide. The CDP will no longer provide Similac, instead we will provide Members Mark formula (Sam's Club brand) the formula provides the same nutrition as Similac.
- ❖ The San Antonio Health Department requires that all children be up to date on their immunizations. Please remember to bring your child's immunization records every time your child visits the doctor
- ❖ Please remember that all tuition is due advance of services.
- ❖ CCDS Parent Fees are **due** by the **3<sup>rd</sup> business day of the month.**

*Si necesita esta informacion en español por favor venga a la oficina de la guarderia de niños.*



**Child Development Program Tuition and Fees:**

(Effective December 1, 2008)

Ages	Full Day Rate	Full Weekly Rate
Infant (6 weeks-17 months)	\$26.70	\$133.50
Toddlers (18-35 months)	\$23.28	\$116.40
Preschool (3-5 years)	\$21.63	\$108.15

**Tuition Policies:**

All payments are due in advance of services. Parents are responsible for paying tuition on time in the CDP office. Parents are responsible for paying for all of the days the child is enrolled. This includes ten scheduled school holidays (please see GSCS Holidays listing) and days your child is absent. All accounts should be current by the last day of the month. Any overdue bills may result in loss of your child care services. If you are unable to make payments on time, please discuss your account with the CDP Director.

**Withdrawal Procedures:**

The CDP will consider your account active and continue to bill for days enrolled unless the parent notifies the CDP office staff of the child's withdrawal from school. If the parent does not give proper notice of the child's withdrawal, then the CDP will terminate the child care services after 5 consecutive days of the child's absences with no parent contact. Parents with outstanding balances may not enroll their children until the account is paid in full.

**Late Pick-Up Fees:**

The only fees charged at the CDP are late pick-up fees. The parent will be charged \$2.50 for the first five minutes after closing time and \$1.00 for every minute after that. This will be charged per child.



Refunds:

For refunds, please contact the CDP director. Refunds will be arranged with the Accounting Office.