



WESTSIDE EARLY CHILDHOOD CENTERS (WECC) Toddler, Preschool and School Age Programs SCHOOL YEAR POLICIES 2023/2024

The School Year program begins Thursday, August 10, 2023.
WECC will not hold spots for Toddler, Preschool, Four Year Old or School Age Programs.
Toddlers must be 18 months and Preschoolers 3 years old by September 30th to register.
Tuition payments for your reserved spot begin Thursday, August 10, 2023.
All spots are subject to space availability and approval from the Site Director.

Your approved electronically signed registration is your contract for child care with the Westside Early Childhood Programs. Charges are based on contracted enrollment, not attendance. Toddler and Preschool students must be signed up for specific days and times. School Age students must be signed up for a specific weekly program (AM, PM or AM/PM Both). WECC does not allow for switching days, adding days or drop in care.

It is expected that all child care expenses be paid in accordance with our policies. Parents living in separate households must plan payment procedures so weekly payments are made on time and accounts are kept current. WECC does not split family accounts regardless of individual situations.

- DayCare Works is our online website service provider. The website works best using Google Chrome or Firefox as your web browser. InSite Parent is the phone application. We ask that you login to family.daycareworks.com or the InSite Parent application to access statements, make payments, set up Auto-Pay, view announcements and attendance, and update necessary information to your child's record.
 - Email is our primary method of communication. We encourage you to read all email messages concerning your child(ren) including announcements, center activities and updated account information. Emails from the Billing Department come from our program DayCare Works, "noreply@procaresoftware.com". Do Not reply to this email address, it is not monitored. Reply using this email - billingdepartment@westsideecc.org.
 - Credit is not given, nor limited to days Absent, Sick Days, Covid-19 Quarantining or Snow/Cold Days unless WECC is closed. You will be billed your contracted rate whether your child attends or not.
 - **All Programs** - Adjustments will be made for the 1st Week of School-Thursday Start Date, Labor Day, WECC Staff Training Days, Thanksgiving Week, Winter Break, Martin Luther King Jr. Day and Spring Break.
- School Age students** - Weekly rates are not prorated with the exception of the following District 66 adjustments: Start of School Kindergarten Schedule, Professional Learning Days, Teacher Work Days, Parent/Teacher Communication Days, Early Dismissal Days and No School Days.
- Toddler and Preschool students** - Attend regular school days on District 66 Professional Learning Days, Teacher Work Days, Parent/Teacher Communication Days, Early Dismissal Days and No School Days.
- Child Care Subsidy families will follow all WECC Policies in addition to the Child Care Subsidy Policies. See Child Care Subsidy Policies for more information.
 - In accordance with our state license, every child must be walked to and from the building by a parent or guardian and signed in/out. A Pin Number for electronic sign in is required. Your Pin Number is located under the blue Personal tab at family.daycareworks.com

• Hours of Operation

Hours of operation are 7:00 a.m. to 6:00 p.m. Monday through Friday.
We are not licensed to care for children before or after our hours of operation.

• Registration Fee

There is a \$65.00 non-refundable annual school year registration fee per child due upon approved enrollment.

• Minimum Charge: All Programs - Weekly Rates Only.

There is a 6 Week Minimum Enrollment for All Programs. Parents must contract for specific days, times and programs.

Toddler Program: Full Day Program. Weekly Rates Only. (Prairie Lane, Underwood, Westbrook)

5 days/week Monday through Friday • **3 days/week** Monday, Wednesday, Friday • **2 days/week** Tuesday, Thursday

Preschool Program: Full Day Program. Weekly Rates Only.

(Oakdale, Pacific Heights, Prairie Lane, Rockbrook, Sunset, Underwood, Westbrook, Westgate)

5 days/week Monday through Friday • **3 days/week** Monday, Wednesday, Friday • **2 days/week** Tuesday, Thursday

Four Year Old Program: Full Day Program. Weekly Rate Only.

• 8:30 a.m. - 3:30 p.m. minimum • **5 days/week** (Pacific Heights, Paddock Road, Westbrook, Westgate)

Preschool Only Program: 8:30 a.m. - 11:30 a.m. Program. Weekly Rates Only.

(Oakdale, Pacific Heights, Prairie Lane, Rockbrook, Sunset, Underwood, Westbrook, Westgate)

• Early Drop Off/Late Pick Up fees will apply before 8:30 a.m. and/or after 11:30 a.m.

5 days/week Monday through Friday • **3 days/week** Monday, Wednesday, Friday • **2 days/week** Tuesday, Thursday

School Age Program: (Hillside, Loveland, Oakdale, Paddock Road, Prairie Lane, Rockbrook, Sunset, Swanson, Westbrook, Westgate)

Weekly Rates Only - **AM, PM or AM/PM (both)**

• **Changes/Schedules**

A minimum of 2 full week's notice is needed to submit a permanent schedule change. Contact your Site Director for space availability. WECC does not allow for switching days, adding days or drop in care. WECC does not accept Varied schedules.

It is very important that we have your correct schedule on file. You are responsible for charges on contracted days whether your child attends or not.

• **Disenrolling**

A minimum of 2 full week's notice is required to process your disenrollment from our program. Contact your Site Director if your child will be disenrolling. After a notice of disenrollment, your account will be audited for balance or refund due. Not attending is not proper notification. You may be held responsible for all charges if proper notice is not given.

• **Temporary Disenrollment**

If you disenroll for any reason and wish to return in the same school year you will be charged a minimum weekly rate in order to retain your spot in our program. **Toddler: \$103.60 Preschool: \$96.40 School Age: \$48.00**

If you disenroll and do not wish to retain your spot, your spot will be filled.

• **No School Days**

Designated Centers are open for children who are currently enrolled in our programs. Breakfast and lunch are provided. Check with your center for meal times. You will be asked to sign up in advance for days that your child will attend during No School Days. You will be expected to pay for the time reserved whether your child attends or not. Daily rates only during all No School Days.

• **Inclement Weather**

Snow Days/Cold Days

Designated Centers are open at **8:00 a.m.** on **Snow Days** and **7:00 a.m.** on **Cold Days**. Daily rates apply.

Kitchens will be closed. Parents need to provide breakfast and a sack lunch. Please remember that our centers are NUT FREE.

• **Late Start Days**

Centers will open at **10:00 a.m.** There will be NO morning Club 66 or Preschool Only (8:30 a.m. - 11:30 a.m.) program. Tuition will be adjusted. Toddler, Preschool and afternoon Club 66 will proceed as normal.

However, in unexpected weather conditions the Centers may be closed. You will receive a notice from your Site Director regarding Westside Early Childhood Centers closing.

1. Please look for late start days and school closings on local television stations and social media sites. You will receive an automated phone message from your Site Director.
2. Call your child's center before leaving home to ensure that a staff member has arrived.
3. Be sure to walk your child to and from the building. There may be additional information the staff needs to convey to you.
4. Be sure the center staff have up to date Contact Information in order to reach you during the day. Occasionally, if the weather forecast calls for increasingly severe conditions during the day, the centers may close early. You will be notified by phone as soon as the decision has been made.
5. Preschool Only (8:30 a.m. - 11:30 a.m.) program- We are only open for Full Day care on Snow Days. If you choose to attend you will be charged a daily rate.
6. No credit is given for Snow Days. You will be charged your regular contracted rate if you choose not to attend. If attending, daily rates will apply. Credit will be given if WECC closes.

• Payments

Payments are due weekly unless other arrangements have been made with the Billing Department.

** AutoPay is our preferred method of payment.

AutoPay debits your Checking Account (ACH) for the current balance EVERY Friday.

No convenience fee applies. Please allow up to 2 business days for bank processing time.

WECC also accepts:

Cash - Payment must be verified by a WECC/Club 66 staff member.

Checks and Money Orders - Make payable to the center your child attends. Payment may be given to a WECC/Club 66 staff member.

Bill Pay - Set up through your personal bank with your center information. Use your child's name as the account number. Mail Checks, Money Orders and Bill Pay Checks to:

Westside Early Childhood Centers Billing Department 9030 Western Ave Omaha, NE 68114

ACH/Credit Card - One time online payment at family.daycareworks.com or your InSite Parent application.

A \$6.00 convenience fee applies for each transaction.

Insufficient Funds (NSF) check and ACH fee is \$35.00.

Returned AutoPay fee (excluding Insufficient Funds) is \$8.00.

After 3 returns your AutoPay will be disabled.

Late Start Dates (after August 10, 2023) are subject to weekly payments beginning August 10, 2023.

Your child may be disenrolled from our program if you fall behind in your tuition payments.

If you are going to miss a payment contact the Billing Department immediately to ensure continued care in our programs.

We reserve the right to pursue other measures to collect delinquent accounts.

All accounts must be at a zero balance before any child can transfer to another center or before the school year and/or the summer programs begin. All accounts must be zero to attend Winter and Spring Break.

Year-to-date payment totals are accessed through the Connect Parent Portal family.daycareworks.com

• Late Payment Fee

A late payment fee of \$15.00 will be charged if your account is not at a zero balance by the last billing week of each month.

• Early Drop Off Fee/Late Pick Up Fee

In accordance with our state license, every child must be walked to and from the building by a parent or guardian and signed in/out.

An additional fee of \$10.00 per fifteen minutes or portion thereof **per** child will be charged if you bring your child before the center opens at 7:00 a.m. or if you pick up your child after the center closes at 6:00 p.m. This is based on the electronic sign-in/sign-out record. Early drop off fees begin prior to 7:00 a.m. Late pick up fees begin at 6:01 p.m.

Preschool Only: A \$10.00 early drop off/late pick up fee per every 15 minutes or portion thereof **per** child will be charged if you drop off your child before 8:30 a.m. or pick up after 11:30 a.m.

• Updating Your Information

It is imperative that the center has current information on file, including but not limited to: email address, house address, phone numbers, emergency contacts, and immunization records. Contact your Site Director or login to the Connect Parent Portal family.daycareworks.com to make updates.

Account information is also available on the Connect Parent Portal family.daycareworks.com and InSite Parent phone application. Any adjustments to your account will appear on the following week's billing period.

See the Rate Sheet for additional information.

If you have any questions, contact the Billing Department at billingdepartment@westsideecc.org or 402-390-2296.

Westside Early Childhood Centers does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation or military status, in any of its activities or operations.