



Extended Day Services (E.D.S.)

General Information

As you begin preparations for the next school year, you may also be wondering about childcare before and after school. Bright Horizons operates the on-site childcare programs at Old Mill, Park, Tam Valley, Strawberry Point and Edna Maguire elementary schools. Our programs are called Extended Day Services, or E.D.S. Operating hours of each center are based upon each school's start and dismissal times and are listed on our current Rate Sheet. If you choose to use our quality childcare programs, we will make the process of registering as smooth as possible for you and your family. Below are some frequently asked questions with answers that should be helpful.

At Bright Horizons' E.D.S. programs, children participate in extracurricular experiences that include art, science and nature, language and social development, computer literacy, dramatic play, games and sports, math, music and movement, special events and homework support. Our curriculum is based upon the Bright Horizons World at Their Fingertips, a program that empowers children to become confident, successful, life-long learners and secure, caring people. We use both a project and theme based approach to extend learning. We create opportunities for children to make friends and spend time with them in different settings, from classroom to playground and the neighborhoods around us.

We consider it our privilege to accompany your child as they grow and learn, and look forward to getting to know your child and your family.

Frequently Asked Questions

- **When and how do I enroll my child in E.D.S.?** Application materials are made available each year in early May to all children currently enrolled in E.D.S. and to all families who have registered with the Mill Valley School District to attend Old Mill, Tam Valley, Strawberry Point, Park and Edna Maguire School. When you receive the application, mail it back or deliver it to your E.D.S. center as soon as possible because the programs fill up very quickly. The schedule that you indicate on your application will be your child's E.D.S. schedule beginning the first day of school unless you are notified your child has been placed on a waitlist.
- **Can I change my child's E.D.S. schedule during the school year?** Yes. Schedules are set on a monthly basis. If you want to change your schedule for an upcoming month, a schedule request must be made in writing. The change request is to be turned in by the 1st of the month prior, to be effective the next 1st of the month, allowing for the required 30 days' notice. For example, request by October 1 for an effective date of November 1. If there is not space on the days that you are requesting, your child's name will be placed on a waitlist for those days. If you do not make any requests to change your child's schedule, it will remain the same through the entire school year.
- **What are the space limitations and how does the waitlist work?** The E.D.S. programs fill up quickly. Our space limitations are based upon the state-regulated teacher-child ratios and by the licensed capacities of our centers. If your registration form is received after the program reaches state licensed capacity, your child's name will be placed on a waitlist in the order it was received. If you are

Edna Maguire EDS
80 Lomita Ave.
Mill Valley, CA 94941
415-381-2231

Old Mill EDS
352 Throckmorton Ave.
Mill Valley, CA 94941
415-383-1308

Park EDS
360 E. Blithedale Ave.
Mill Valley, CA 94941
415-388-1458

Strawberry Point EDS
117 E. Strawberry Dr.
Mill Valley, CA 94941
415-383-6204

Tam Valley EDS
350 Bell Lane
Mill Valley, CA 94941
415-388-8304

on the waitlist, the site director will send you confirmation of your child's schedule along with a waitlist letter. If a space becomes available, your site director will contact you right away. We work very hard to try and accommodate everyone and move people from the waitlist as quickly as we can.

- **Who do I contact with questions?** You can contact the E.D.S. center that your child will be attending during the school year. Throughout the summer you can email or call your center and leave a voicemail. A director will be in touch with you as soon as possible. All directors will be back at their centers the week before school opens for the fall.
- **How much does E.D.S. cost and how do I pay?** The E.D.S. rate sheet with all fees and schedules for the school year is included with your application packet. Tuition is billed on a monthly basis, and statements will be available online on the Family Information Center 11 days before the first of the next month. Payment is due in advance of service on the 25th of each month. Online Payments via an automated recurring ACH system is the preferred method of payment, and each family will be sent an invitation after enrollment is confirmed. As a non-profit, E.D.S. is supported independently through parent fees and fundraising, and is not part of the Mill Valley School District.
- **Is E.D.S. open on days that the elementary schools are closed?** Yes. With the exception of major holidays E.D.S. remains open when the schools are closed. If it is a School Closure of just one or two days a special sign-up sheet will be posted at the center one week in advance. When school is closed for a full week or more, the E.D.S. monthly tuition will be prorated and a sign-up sheet for the holidays will be made available at your center one month prior and a separate tuition will be due. Advance sign-up for School Closures and Camp is required in order to allow for proper staffing, planning and materials. If there is not sufficient enrollment at a center the programs may be combined at another center. If this happens you will be notified in advance.
- **Do you have a drop-in option?** Yes. All drop-in students must be enrolled in E.D.S. prior to attending. Drop-in is always dependent upon space availability. Requests for drop-in care should be made at least 24 hours in advance, and drop-in fees are due on the day of the visit. If your family is enrolled in the Bright Horizons' Online Payment program, drop-in may be billed and paid along with regular tuition.
- **Do I need to call E.D.S. on days that my child is sick and/or will not attend?** Yes. We expect your child to attend E.D.S. on the days that they are regularly scheduled for unless we hear from a parent. If we do not hear from a parent, we are required to assume a child is "missing" until we can confirm their whereabouts. Please always let us know when plans change so that we know your child is safe and we can allow drop-in space for other children.
- **Are there other forms to complete after I send in my registration form?** Yes. After your application is processed by your E.D.S. center, you will need to complete and return State and Bright Horizons enrollment forms available on your center website. During the summer all families will be sent a confirmation of enrollment, tuition statement, a Bright Horizons Family Guide, and site specific policies and information. Please review all materials thoroughly and return all completed forms promptly. All forms must be received prior to your child attending E.D.S.