



Family Handbook Addendum

Center Name: **World Bank Group Children's Center**

Hours of Operation: 8:30am to 5:30pm
Monday to Friday

Ages of Children: 2 months to 5 years old [up to 8 yrs old
during Summer Camp]

Addresses: **I Bldg** – 1850 I Street, NW
Washington, DC 20006
Tel. (202) 473-3177

International Square – 1825 & 1875 I Street,
NW, Washington, DC 20006
Tel. (202) 473-6061

C Bldg – 1225 Connecticut Ave, NW
Washington, DC 20036
Tel. (202) 473-7010 on 1st Floor Level
or (202) 473-3790 on 2nd Floor Level

Phone: Information – call any of above listed numbers

WBCC Announcements – through [Tadpoles](#) App

World Bank Alert Line (202) 458-**SNOW** (8-7669)

E-mail: childcare@worldbank.org

Holidays: Refer to [School Calendar](#)

Tuition and Sibling Discounts (page 30-31)

Tuition fees are determined by the World Bank (referred to "Bank" in this document) and based on the classroom age group that your child is assigned to, and NOT based on your child's age. The new tuition fees are announced in August of each year with an effective date of Sept 1 to Aug 31 to coincide with the new school year. The WBCC offers a 10% discount to the oldest sibling's regular tuition fees.

Bank staff earning up to an estimated total gross household income of \$110,000 may apply for reduced tuition. For the latest tuition fees or details on the WBCC's tuition sliding scale program, please refer to the WBCC website in the World Bank intranet (FURL: wbcctuition).

Tuition fees are due on the 1st business day of each month. Payments received after the 5th day of the month will be charged a late fee of \$5 per day. If tuition fee payments are made through a debit/credit card, a convenience fee of up to 2.5% of the amount paid will be billed to the family's account the following month.

Late Child Pickup (page 26)

Each family will be given one warning (i.e., a one-time credit of \$20) for late child pick-up. Based on the number of occurrences in each school year (Sept 1 - Aug 31), the following fee schedule will apply. Late fees are charged directly to the parent's KinderCare Family Connection account.

The fee schedule covers the cost of overtime needed to pay staff for staying beyond their scheduled work hours. Repeated late arrival can be grounds for termination of child care.

Fee Schedule

Number of Occurrences	First 15 minutes/ Or fraction of	Each subsequent 5 min or fraction thereof
1	Warning Only	\$10 per child
2 to 9	\$20 per child	\$10 per child
10 or more	\$30 per child and Disenrollment Probable	\$10 per child

Holidays & Center Closures (page 31-32)

The Center follows the closings of the Bank and the US Federal Government. In addition, the Center also closes for additional days – please refer to the School Calendar shared with families at the start of each school year. During inclement weather, WBCC follows the Bank's decision on whether to open or close. Please check the Bank's '**SNOW**' line (202-458-7669 or 202-458-SNOW) for immediate updates. If there is a **2-hour delay** in opening the Bank, the WBCC **will open at 10:00am**. If Bank staff have an 'early release', the WBCC will close no later than 4:00pm. An e-mail announcement will be sent to parents in the event of an unscheduled early closing. For updates on the WBCC's operating hours during inclement weather or in cases of

emergency, please refer to the Bank's announcements. If there are additional updates pertaining to the WBCC, the WBCC will send an e-mail or text message through the WBCC's communication tool via the Tadpoles App program used at the WBCC. Please note that no credits are given for any absences, vacation, center closures, holidays, snow days, teacher training days, etc.

In the event of an early closing due to inclement weather or other emergencies, parents will be given 30 minutes after the official closing time of the Bank before the Center's late pick-up fee rules apply. Every effort will be made to notify parents as soon as possible.

Families cannot leave their children on site until the school opens even if a teacher is present.

Withdrawal Policy (page 33)

Advance written notice must be given prior to a child's withdrawal. Please send an e-mail to the WBCC -- childcare@worldbank.org. The required notice depends on the child's last day. If a child's **last day falls between October through May, notice must be given at least 30 days in advance**. For example, if your child's last day will be November 15, you must send in your withdrawal notice no later than October 15. If a child's last day at the Center is between **June through September, notice must be given at least 60 days in advance**. Therefore, if your child's last day will be June 30, you must send in your withdrawal notice no later than April 30. If this withdrawal notice is not met, parents will continue to be liable for the tuition fees of their child(ren) until the notice period is fulfilled.

Emergency Procedures (page 27)

In case a site is evacuated to a new location, parents will receive a message from the WBCC on details of where the children have been moved. Parents are **REQUIRED TO PICK UP** their child within an hour of notification from the WBCC. **Children may not be dropped off in the event of an evacuation or shelter-in-place.**

Depending on the circumstances of the emergency, the children will be evacuated to the following alternative locations: Preston Auditorium, Room MC4-800 or the MC Atrium (Main Complex, 1818 H St, NW) or Meditation Room at the I Bldg (Rm B1-057 at 1850 I St, NW) or to any of the other WBCC site locations. Please make a note of these locations so that you know where to find your child in an emergency. **ALWAYS REMEMBER TO PROVIDE THE WBCC WITH AN UPDATE OF YOUR EMERGENCY CONTACT NUMBERS.**

Pets WBCC will not permit animals on the premises.

Fire Drills

To ensure proper procedure and efficiency in an emergency evacuation situation, evacuation drills are practiced monthly. The number of children/staff and time of evacuation will be recorded & maintained according to DC licensing and DC Fire and Emergency Medical Service Department's requirement.