



Board Policy 4210
Board Approval: 12/9/2025

Method Schools Childcare Policy

At Method Schools, we recognize that our employees are not only dedicated professionals but also caregivers. We are committed to fostering a productive, flexible, and supportive work environment that acknowledges the challenges of balancing work and family life. This policy outlines expectations and available support related to childcare during working hours.

Childcare Expectations

Whether working **remotely** or **onsite**, all employees are expected to have appropriate childcare arrangements in place during their scheduled working hours. The ability to focus on work responsibilities is critical to maintaining performance, meeting deadlines, and ensuring the success of our teams and the students we serve. Having regular childcare in place ensures that employees can remain fully engaged with their job duties.

Understanding Unique Circumstances

Method Schools acknowledges that unexpected situations may occasionally disrupt regular childcare arrangements—particularly for employees with children under the age of five who may not be in full-time school or daycare. We understand these disruptions may be unavoidable and that flexibility is sometimes necessary.

Employees facing short-term childcare challenges are encouraged to communicate promptly with their supervisor to explore temporary solutions, such as schedule adjustments, use of paid time off (PTO), or alternate arrangements.

Dependent Care Flex-Spending Account

Method employees have the option to contribute toward a DCFSA through APA Benefits, and Method may match individual employee contributions up to \$1000 per fiscal year. IRS maximums apply: Per household: \$5,000 Per person (if married and filing separately): \$2,500, which includes both employer and employee contributions. Funds are only available as they are funded (per paycheck) and are not available upfront. Childcare may be paid with the provided DCFSA card or may be reimbursed by submitting receipts to APA Benefits online account.

Open Communication and Support



We encourage open dialogue between employees and supervisors regarding work-life balance, including childcare needs. Our goal is to support our staff through flexible and compassionate practices, while also maintaining high standards of service and accountability.

More details, including the application process and current allowance limits, can be found in the HR Hub/Employee Handbook.

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