March 31, 2020

RE: Summer Schedule Changes

Dear Parents,

In the past, we have had some families request to drop from a full-time schedule to a part-time schedule (or less) for the summer months due to changes in work hours, for example, parents who are teachers. If your child’s schedule for the coming summer will be different than what it is during the school year, please see the guidelines below. *It is not required, so if you plan to remain at your current schedule, or if you wish to change your schedule this summer but plan to keep that changed schedule into the fall, you can disregard this letter*. If you need a regular schedule change, such as adding or removing hours, beyond the summer months, please use the Permanent Schedule Change form.

***If you are temporarily changing from full-time to part-time or changing your current part-time schedule***:

* Complete the attached **Request for Summer Schedule Change** form as soon as possible. These are also located at the front desk and available on our website. These Summer Schedule Change forms will not be accepted after May 1, 2019 (may adjust based on availability to open), in order to process all changes for the summer and plan staffing needs.
* All families staying in the program will receive priority for schedule requests in August, but we cannot *guarantee*any August schedules or dates***.***
* Our minimum enrollment is 4 hours per visit. The more hours or days that you keep for the summer, the higher your chances will be to return to your normal schedule in August. However, it is not guaranteed.
* Requests will be accommodated on a first-come, first serve basis and depend on the classroom availability and daily schedules. Therefore, it is important that you get requests in early for both June and August changes.

***If you are leaving the program completely for the summer:***

* You must submit a disenrollment notice in writing at least two weeks in advance in order to have your security deposit credited back to your account.
* If you wish to be added to the waiting list to return in August, please make note on the disenrollment form in the space provided. The registration fee will be waived, however you will be required to pay the two-week security deposit again prior to start. We cannot guarantee space will be available in August.

**Again, if you drop from the program or change your schedule, we cannot guarantee space in August due to enrollment changes.** The only way to guarantee a space and schedule is to remain full time. I will try my best to accommodate all requests, as much as possible. If you have any questions, please let me know.

Sincerely,

Leanne Macrowski

Program Director

**Request for Summer Schedule Change**

(only complete if you are wanting a schedule change for June-August 2020)

Child’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Classroom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**May/June**

Please list up to three options for a schedule (can list “any day” and “any time” if no preference.) Requests will be accommodated first-come first-serve and subject to the availability and daily schedule of a classroom. (For example: we typically do not approve drop off or pick up during nap times.)

**We cannot guarantee that your requests will be available.**

|  |  |  |
| --- | --- | --- |
|  | Day of the week | Time preferred***(minimum 4 hour block required)*** |
| Option 1 |  |  |
| Option 2 |  |  |
| Option 3 |  |  |

**Date requested for schedule change** (Minimum 2 week notice required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**August**

Please list the schedule and date you are requesting for August.

**We cannot guarantee schedules or dates will be available.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Day of the Week | Monday | Tuesday | Wednesday | Thursday | Friday |
| Time |  |  |  |  |  |

**Date requested for scheduled change**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A copy of this form will be returned to the parent ***when the change is approved for May and again for August.***

**Office Use Only**

Approved starting date (May/June): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Admin:\_\_\_\_\_ Date: \_\_\_\_\_\_\_

Approved May/June schedule: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved starting (August): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Admin: \_\_\_\_\_ Date: \_\_\_\_\_

Approved August Schedule: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_