

August 29, 2014

Dear Parents,

We hope you enjoyed your summer and are excited to begin a great new school year. As in previous years we will offer a drop-in care program for school-age children. This program is only open to siblings of our child care enrollees and students of Concordia Lutheran School. This program is available for certain Concordia School holidays and early dismissal days provided the Child Care Center is open. Please carefully review the list of dates that are provided in this packet.

In order to guarantee a space in our program you must fill out the enclosed enrollment form and return it with a \$25.00 non-refundable registration fee per child by Friday, September 12, 2014. The fee for a full day of drop-in care is \$46.00 per day per child and the fee for early dismissal days of drop-in care is \$25.00 per day per child. No shows will be charged the given daily rate. The cost for each day used will be collected at the time of service and includes all supplies, activities, snacks, and meals. On early dismissal days for Concordia Lutheran School, children in PreKinder will be picked up from their classroom; children grades K-5th will be picked up from their school designated pick up area. Parents are asked to please notify their teachers on days that they will be using the drop-in care program.

Our school age program books solidly each school year and we must oftentimes turn away parents that are inquiring about placement for children. **If you find out that you will not be needing care for any day for which you have previously reserved, please call a minimum of three days prior to that day that you have care reserved so we can remove your children's names without incurring a no-show charge** and release your spaces to parents who are eagerly waiting for them. As space and staffing are limited and pre-arranged, late reservations can only be accepted on an "as possible" basis. Due to limited space, it is recommended to make reservations up front for each day you know you will require care throughout the school year.

Enclosed you will also find a supply of reservation forms. These forms must be completed or we will be unable to care for you child. Additional copies are available in the Child Care Center Office.

Thank you for allowing us the privilege of caring for your children. Have a very blessed school year!

Sincerely,



Kathy Entzenberger
Director
Encl.