

April 3, 2017

Dear Preschool Parent,

Summer is just around the corner and we are already thinking about our fun summer time activities for our preschool program. We understand that you are probably doing some planning yourself and we hope it includes the continual attendance in our summertime program at City Tree. We also understand that you may have plans that could take you away for the summer so we wanted to remind you of the summer withdrawal policy should you need it.

If you are planning for your child to continue through the summer, you don't have to do anything. Their enrollment for the 2016-2017 school year continues through August 18. However, if you are planning to withdraw for all or part of the summer you will need to stop by the office, **no later than Friday, April 28, to fill out the appropriate withdrawal form.** At least 4-weeks written notice must be given and tuition will not be prorated for partial month enrollment. Should you chose this option, you do so with the understanding that your child's space in his/her classroom will be given to the next child on the waiting list and there might not be an opportunity for re-enrollment for the summer months. **NOTE: This withdrawal notice DOES NOT affect your child's registration status for the 2017-2018 school year, which begins Monday, August 28.**

Please feel free to stop by the office with any questions regarding the summer withdrawal policy. And for those of you staying through the summer, we look forward to lots of summer fun with your child.

Sincerely,

Daphney Wadley
Preschool Director