

Dear CCCC Parents,

After thoughtful consideration and feedback on the center's current operations and usage needs, the Children's Center will increase its daily hours of operation by 30 minutes beginning **Thursday October 1, 2020**. Regular tuition rates will also be reinstated with scheduled use.

The hours of operation will be 8:00 am to 1:30 pm (5.5 hours a day).

To ensure accurate staffing, classroom use, meal service and supplies, we **require** you begin providing a child care schedule every 2 weeks. If you are able to plan further in advance, we will gladly accept those schedules as well.

If you need another day added to a schedule previously submitted, please email me or Kim, so we can ensure there is availability for that day.

If we do not receive a schedule by the due date for your child, the full week schedule will be selected and you will be billed accordingly.

Schedule Example:

For the days of October 1 – 15, a schedule is to be turned in **NO Later than Friday September 25**.

For the days of October 16 -30, a schedule **NO later than Monday October 12**.

The daily tuition rate will be:

| Category A & B | Category C |
|---------------------------|-------------------|
| Infants- \$36.36 a day | \$36.64 a day |
| Toddlers- \$36.02 a day | \$36.30 a day |
| Preschool- \$33.05 a day | \$33.34 a day |

Tuition will continue to be billed every 2 weeks. October 1-15 will bill on October 15. October 16-October 30 will bill on October 30.

It remains very important to keep children at home if they are not feeling well. If children are absent because of illness, the tuition will be waived for those sick days.

Thank you for your continued support of the Children's Center.

Danielle Martinez, Director

cc: Barbara J. Wilson, Associate Vice President for Administrative Services