Dear School-age Parent,

Summer is almost here! ☺

The management team and the Board of Directors has implemented a policy for the summer to help working parents manage all the camps, summer school, and other various activities that their school-age children participate in during the summer, but still want them to be able to attend Ozaukee Child Care & Preschool.

Effective for the summer, all school-age children (ages 5 and up) who have completed Kindergarten, and are attending for the summer only, will not receive vacation or sanity day coupons. In lieu of vacation coupons, all summer school-age children who will be missing two or more consecutive regularly scheduled days for reasons such as summer school, camp, or vacations, will be charged 50% of the difference between your regular weekly rate and your new reduced rate.

Those school-age children who are enrolled the entire year with Ozaukee Child Care & Preschool will continue to receive their vacation coupons in September, and will also receive the 50% benefit when 2 or more consecutive scheduled days are missed **only in the summer**. These days **MUST** be scheduled off in advance and in writing no later than 5:30pm the Wednesday of the week before. Once the schedule has been put out, any days missed that were scheduled will be billed in full.

Families with children attending full time and who are billed the full time weekly rate, when reducing their days, will be charged the age appropriate daily rate for the days in attendance plus 50% of the difference from the full time rate.

Example (based on 6 and up rates):

Child will not be attending for 2 consecutive days on a particular week:

 Normal Weekly Full Time Rate: $235.00

 Regular 6 and up Daily Rate $54 x 3 = $162.00

 $235 - $162 = $73.00 (difference) x 50% = $ 36.50

 Total weekly charge: $198.50

Please sign the attached page that you have read and understand the policy and return it to the office. If you have any questions or concerns regarding this new policy please let us know. Thank you.

Ozaukee Child Care & Preschool Management Team

I have read and understand the summer school age policy.

I understand to receive the 50% benefit when 2 or more consecutive scheduled days are missed in the summer that I **MUST** schedule the days off in advance and in writing no later than 5:30pm the Wednesday of the week before. Once the schedule has been put out, any days missed that were scheduled will be billed in full and I will be responsible to pay for.

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Child’s Name

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Parent Signature Date