

# PRESCHOOL COMMUNICATION MEMO

Today's Date \_\_\_\_\_

Parent's Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Child's Teacher \_\_\_\_\_ Room # B D E

When does the child attend preschool? (Circle) M T W TH F Full Day Half Day

**PLEASE INDICATE THE INFORMATION YOU NEED TO COMMUNICATE BY CHECKING THE APPROPRIATE BOX(ES) BELOW.**

**[ ] VACATION, ILLNESS, AND OTHER ABSENCES**

Our yearly tuition fee includes dates your child is absent from school including Christmas and Easter break. No tuition discounts will be given for children who are absent during the Christmas or Easter break, holidays the school is closed, or absences due to illness or family emergencies. If your child will be away from school for more than two consecutive weeks during the year (September 1<sup>st</sup> – May 1<sup>st</sup>), you may request a **one time inactive status** in which you withdraw your child. Upon return to school, a \$50 reactivation fee will be charged.

Dates of Absence \_\_\_\_\_ Reason \_\_\_\_\_

**[ ] CHANGE IN FINANCIAL PLAN Effective date \_\_\_\_\_**

CURRENT PLAN			CHANGE TO NEW PLAN		
_____ A	M-F	FULL DAY	_____ A	M-F	FULL DAY
_____ B	MWF	FULL DAY	_____ B	MWF	FULL DAY
_____ B	M-F	HALF DAY	_____ B	M-F	HALF DAY
_____ C	T TH	FULL DAY	_____ C	T TH	FULL DAY
_____ C	MWF	HALF DAY	_____ C	MWF	HALF DAY
_____ D	T TH	HALF DAY	_____ D	T TH	HALF DAY

**\*\*Rate for second child discount is \$20.00 less per month. See Fee Sheet for two/three -year-olds.**

**[ ] WITHDRAWAL NOTICE**

Last Day of Attendance \_\_\_\_\_ Reason \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Bookkeeper's Notes**

**FOR OFFICE USE ONLY**