



St. James Lutheran Church Child Care Chatter

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July 2018

Dear Friends & Family,

It is difficult to believe that I am already beginning to work on the Fall 2018 enrollment. If my projections are correct, we will have less than 10 openings in the entire building! Any family who has reduced their hours for the summer must submit in writing their request for full time enrollment for the fall. Our summer program officially ends on August 17, 2018. Therefore, if you reduced your hours, full time will not be available to you until Monday, August 20, 2018.

Waitlist Priorities:

1. Current child enrollment – If your child is currently enrolled part time, they will be given priority to return to full time first beginning the week of August 20, 2018.
2. Current family with younger children enrolled who has an older child that they may wish to return for before and/or after school beginning the week of August 20, 2018.
3. Past families with completed applications for the wait list on file in the child care office.
4. Other community enrollment.

However, as we all know, sometimes changes happen that are unexpected. Please remember that ALL schedule changes require at least a **two** – week written notice so that schedule changes can be made, and financial agreements sent to the billing office in a timely manner. If you know a change will be happening, the sooner you let us know, the better, especially with the high projections for the fall. The sooner we know, the sooner we can begin to enroll other children and families in need of service.

WISHING YOU ALL A SAFE AND HAPPY 4TH OF JULY CELEBRATION!

Additional Reminders & Summer Reminders:

- ☆ Vacation requests must be submitted in writing with **two** weeks written notice prior to requested leave of absence if you want to use your annual vacation credit. Remember 6 consecutive months of service is required for a child to be eligible for credit.
- ☆ Notice of withdrawal must be put in writing with **two** weeks' notice. Failure to give two weeks' notice will result in the forfeiture of the security deposit.
- ☆ :Please apply sunscreen to your child each day before they come to school. Sunscreen will only be reapplied after water play or as needed in the afternoons. Please refer to instructions. If there are no instructions for the age of your child on the bottle, a written doctor's note is required.
- ☆ Children must wear sneakers for outside play. **Flip flops and sandals** are not permitted.
- ☆ Water bottles must contain water! No juice, milk or other fluids.
- ☆ **REMINDER: CENTER CLOSED Wednesday, July 4th, 2018**, in honor of Independence Day!

A note about Miss Kim, Infant Caregiver:

In May 2018, I informed you that Miss Kim, beloved infant caregiver had been diagnosed with cancer and was undergoing treatment. At that time, she really wanted to continue working throughout her treatment. However, it became quickly apparent that that was not going to be possible. At this time, she has requested a temporary leave of absence as she continues her treatment. Your thoughts and prayers are so appreciated. If you would like to send her a card, please feel free to leave them with me and I will make sure that she receives them.

