



St. James Lutheran Church Early Learning Center
109 York St.
Gettysburg, PA 17325
717-334-7171
childcare@stjamesgettysburg.org

Dear St. James Parents,

The COVID 19 pandemic has taken a toll on everyone's "normal". We understand the burden that this may have caused your family. The St. James Governance Committee has created a "Pandemic Leave" of absence.

By signing the attached contract, you agree to enroll your child(ren) in the "Pandemic Leave" program. This will allow you to take up to a six-weeks of leave of absence, at which time we will hold your child's spot in our program at a discounted rate. In enrolling in the "Pandemic Leave" you agree to the following terms:

- You will inform the director of your child's schedule for the duration of the leave and give at least a two week notice if the schedule will change in any way.
- During the pandemic leave, you must choose two days in which your child will attend (if any at all) the center.
- You will pay half the fulltime tuition rate for the age of your child, regardless of whether your child attends the center or not.
 - **Pandemic leave Tuition Rates:**
 - Infant \$102.500 per week
 - Toddlers \$97.50 per week
 - Preschool & PreK \$ 92.50 per week
 - Kids Club \$87.50
- You will give at least a two week notice before your child(ren) begin pandemic leave.
- At the end of your six weeks you will then be charged the regular tuition
- If you choose to withdraw your child, our withdraw policy remains the same as per the St. James Lutheran Church Early Learning Center's Parent Handbook posted on the website: www.stjamesgettysburg.com and requires a two week notice.

Withdrawal TWO WEEKS WRITTEN NOTICE IS REQUIRED PRIOR TO WITHDRAWAL FOR ENROLLMENT DEPOSIT TO BE APPLIED TO YOUR CHILD CARE ACCOUNT. The services may be modified whenever any of the circumstances covered by this handbook change. Such modifications may only be made in writing and must be signed and dated by the parties involved for it to be binding and effective. Oral modifications are not binding under this agreement and shall not be enforceable under this agreement and shall not be enforceable under any condition.

- You understand that if you withdraw, there is no guarantee that space will be available when you need/wish to resume services.
- Please complete the attached form and return it to the center by Tuesday, June 9, 2020. If forms are returned by June 8 for an immediate leave request at 50% tuition, the two - week time period will be waived effective June 15th

Child's Name(s)

Pandemic Leave Start Date

Pandemic Leave End Date

Please indicate the 2 days your child/ ren will attend (subject to approval):

Drop Off/ Pick Up Time	M	T	W	TH	F

Signature of Parent/Guardian

Date

Signature of Director

Date