



FRIENDS
EARLY LEARNING CENTER

April 30, 2019

Dear Friends ELC Parents:

I wanted to raise your awareness of an Extended Leave of Absence policy that offers you as the parent peace of mind and a tuition savings that in the past did not exist.

As you are likely aware, Friends ELC continues to be blessed with waiting lists for the openings in most, and at times all, of our classes. We have parents at other daycares on the waiting list to move their children into Friends ELC. We deliberately maintain a higher teacher per child ratio than required by state law so that we can provide optimum care for the children. There is nothing more precious than a child and as such we carefully budget to offer wages that attract high caliber employees. We also go the extra mile in providing and maintaining an environment that passes state inspections with perfect scores. As a not-for-profit organization, Friends ELC needs to carefully maintain a steady tuition income to balance the costs to maintain this level of excellence. In the past, we have only guaranteed a spot would be held in a class during an extended leave of absence if the parents paid the full tuition rate.

I proposed to the Board that we offer a discounted tuition rate to enable a family to retain their child's spot in the class during an extended leave of absence. In response, the FELC Board has approved the Extended Leave of Absence Policy (attached). The Parent Handbook will be updated to reflect this policy addition effective April 29, 2019.

Kellee Flatt,

Friends ELC Director



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Extended Leave of Absence Policy (adopted 4/29/2019)

In any given calendar year, a parent desiring an extended leave of absence (defined to be four or more consecutive weeks in a row) has the following options:

- Pay 80% of their child's tuition rate per week and have their child's spot held for up to twelve weeks. If the parent has not taken advantage of the 50% off one week vacation discount in this calendar year for the child, the first week of the leave of absence would be at 50% off and subsequent weeks would be at 80% of the regular tuition. If removing a child for an extended leave of absence (4 or more consecutive weeks), the legal guardian needs to sign an Extended Leave of Absence contract. The contract will specify the last date their child(ren) will attend, the date their child(ren) will return, and the adjusted tuition rate needed to retain their spot(s) in the class until their return. Failure to make on time payments will result in late fees or termination of the Extended Leave contract (see Parent Handbook regarding Tuition and Fees). When the child resumes attending at the end of the Extended Leave of Absence, the child's tuition rate will revert to 100%. During the approved Extended Leave of Absence, Child(ren) may attend Friends ELC up to two days a week. The days a child attends during a Leave of Absence must be approved by the Friends ELC Director and be consistently the same days throughout the Leave of Absence.
- Unenroll their child and not pay to secure their child's spot in the classroom. Friends ELC will not guarantee a future spot for a child who has unenrolled. Friends ELC asks for two weeks advance written notice of intent to unenroll. Whether or not such a notice is received, your child will be unenrolled effective the first week the child does not attend and payment is not received. If a spot is available in the classroom and the parent reenrolls a child, they will be required to pay enrollment fees and ensure all documentation is brought up to date. If you hope to reenroll your child after an unpaid leave of absence, we recommend you notify the Director in writing of the anticipated start (return) date for your child. Written notification is the required to be put on the waiting list for a future opening. Returning children in good standing will have an advantage if an opening becomes available. The Director will add returning children to the waiting list above new families but not above currently enrolled or returning families already on the waiting list.



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Extended Leave of Absence Contract

Legal Guardian's Names: _____

Start Date of Leave of Absence (LoA): ____/____/____

Return Date after LoA: ____/____/____

Total Number of LoA Weeks: ____ (Maximum of 12 weeks)

Children who will be taking the LoA:

Name: _____ Birthdate: ____/____/____

Name: _____ Birthdate: ____/____/____

Name: _____ Birthdate: ____/____/____

Name: _____ Birthdate: ____/____/____

Which days (up to two), if any, would you like your child(ren) to be approved to attend the Center during the LoA?

None Monday Tuesday Wednesday Thursday Friday

By signing this contract I agree that the information presented above is accurate and that I have read and agreed to the information in the Parent Handbook:

Legal Guardian: _____ **Date:** ____/____/____

To be completed by FELC Director (and copy provided to Legal Guardian):

50% Vacation Discount Available for this Calendar Year? YES / NO

If YES, 1st Week Rate (50%): \$_____

If NO, and for ALL SUBSEQUENT WEEKS during LoA, Weekly Rate (80%): \$_____

Adjusted Tuition Rate due to a Child's Birthday during the LoA:

____/____/____ Adjusted Tuition Rate: \$ _____

____/____/____ Adjusted Tuition Rate: \$ _____

Approved LoA Days Attending: Mon Tues Wed Thurs Fri None