



March 1, 2017

TCDN Out-of-School Time Families,

It is time to secure your space in TCDN's out-of-school time programs for the 2017-18 school year.

The TCDN Board of Directors has been extremely mindful in balancing the need to increase resources which balance the increased costs of program operation. We are pleased to continue to increase staff support in several programs, which enables teachers to provide greater individual attention to your children. We are proud that our teacher-child ratios exceed that which is expected for licensing, one of the highest indicators of quality.

Attached, is your 2017-18 Contract & Fee Agreement form and a message from the Cooperative Committee. The contract is based on enrollment through the complete 2017-18 school year calendar. **You will see that a change has been made regarding enrollment changes throughout the year. Enrollment changes may be made only twice each year. Changes must be made by September 30th for enrollment September through December, and can be made again by January 31st for enrollment January through the end of the school year.** If you experience an extenuating circumstance which affects your child's enrollment, please get in touch. A 30-day written notice is still required for complete withdraw from a program.

I'd also like to draw your attention to the attached message from the Cooperative Committee as we have made changes to our Cooperative Model expectation.

Please complete all information on the contract and return with the non-refundable registration fee **as soon as possible to secure a space for your child.** In previous years certain programs have filled within a week, requiring a waiting list. If spaces are available after **March 24th**, they will be offered to families outside our current 'TCDN Family'. Receipt of this form will secure your child's space and we will send email confirmation. Be sure to read all the contract specifications. Other required enrollment forms will be emailed to you the end of June and will be due by July 15th.

Thank you for your commitment to participating in a program that values a cooperative spirit and the work our teachers do. As always, please do not hesitate to get in touch with any questions.

Cindy Murray
cindy@tcdn.org
610-544-4555 x224

