



June 9, 2020

Hello PIC Families,

Yesterday afternoon, our [Executive Director Deb Green sent a letter outlining PIC's plan to reopen](#). I hope you have had an opportunity to read it and that it gives you a better understanding of your plans to return.

Families in the Early Learning program have an option to return in July, August or September. [Please complete this ONLINE FORM](#) so the Enrollment Office can finalize enrollment. **We ask that you submit this form by Friday, June 12.** This information is critical in our planning for staffing.

Outlined below is additional information you must know regarding enrollment and billing.

- Tuition for currently enrolled children will not be prorated based upon your start date for the months of July, August and September.
- If you choose to return on July 6, you will be invoiced for the full month of July on July 1, with payment due by July 15, 2020.
- If you choose to return in August or September, you will be invoiced at 50% of the tuition total for each of the months your child will not attend. This is our standard leave-of-absence policy as outlined in our family handbook.
- For families who take a leave of absence, PIC cannot guarantee September enrollment at this point due to the uncertainty surrounding our enrollment and staffing levels after the summer. We will however do everything we can to make return enrollment in September possible. If a family opts for a leave of absence and we cannot accommodate your September enrollment, we will refund your leave-of-absence fee.

- For the months of July, August and September, tuition needs to be received by the 15th of the month, as is our standard policy. If tuition is not received, PIC will retain the initial deposit paid to PIC upon enrollment of your first child. In these times of financial strain on the organization, this policy will assure an ongoing and predictable revenue stream.
- We understand that you may decide to withdraw your child from PIC all together. **We ask that if you choose to withdraw, please let us know via [this online form](#) or via email to [gpiana@parentinfantcenter.org](mailto:gpiana@parentinfantcenter.org) by **Monday, June 15**.** If we receive the email communication by that date, your deposit will be returned in full. If we receive notification of withdrawal after June 15, we need to receive a 60-day notice of withdrawal in order to have your initial deposit returned as our current policy indicates.

For the safety of the children and our staff, all children returning to PIC must have updated Health Appraisal Forms and current Emergency Contact Forms. Health appraisals must be completed within the past 6 months for infants and 12 months for children over 1 year of age. Any child who does not have this paperwork will not be allowed to return to PIC.

Thank you in advance for [completing this online form](#).

*Stay safe and well!*

Grace Piana  
Enrollment Coordinator