

TO: Parents of Day Care Children
RE: Christmas Recess, December

All parents

of children enrolled in day care **need to complete** the following information and return this form to the Sonshine office **no later** than Monday, December 7th or you will automatically be billed for your regular hours on these three days.

The entire school is closed Thursday, December 24th and Friday, December 25th. If you notify us by returning this form that you do not need care, you will not be billed for December 28, 29, & 30th. Sonshine is closed on Thursday, December 31st for New Year's Eve and Friday, January 1st New Year's Day. We will reopen Monday, January 4. You will pay for December 24th, 25th, 31st and January 1st because Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day are paid teacher holidays.

My child (please list name) _____

_____ **will not be attending** during Christmas recess

If you select this option you will not be charged for the days listed below. You are responsible to pay for December 24th, 25th, 31st, Christmas Eve, Christmas Day, New Year's Eve and January 1st New Year's Day.

_____ **will be attending** on the following days, during the following hours (please note that these hours should fall within your previously scheduled times). Please circle the days needed. You are responsible to pay for December 24th, 25th, 31st, Thursday, Christmas Eve, Friday Christmas Day, Thursday, New Year's Eve, and Friday, January 1st New Year's Day.

Monday, December 28 hours needed _____

Tuesday, December 29 hours needed _____

Wednesday, December 30 hours needed _____

Thank you for your prompt response as this will help us to ensure adequate coverage and allows our staff to plan their holidays. Please note if there is only 1 or two children we will not open, so have childcare backup ready.