

Dear LSLC-CDC Families,

First I want to express a heartfelt thank you to our families that have continued to support the CDC ministry of Living Springs during recent months. I also want to thank those families that are participating in the June “soft” opening for their patience and understanding as we work thru new protocols.

Our CDC board is re-examining the new financial burdens created by increased staffing & cleaning procedures required in the new COVID-19 environment – and trying to calculate every way possible to keep fees/tuitions as low as feasible. In order to remain functional, we must initiate a monthly \$20 COVID-19 cleaning fee beginning July 1. This will last until such time that the added procedures and supplies are no longer necessary. However, because of the short-term PPP loan, we can maintain the current tuition rates through July and August. We will continue to examine the new financial structure and determine if any tuition adjustments will be necessary starting in September.

Continued Enrollment:

As new families continue to contact the Center seeking to enroll their child(ren) effective July 1, we want to ensure that our current families are given priority to continue their enrollment. To that end, in order to continue enrollment for 2020, the **following are required no later than Thursday, June 25:**

1. Pay any outstanding tuition that was owed thru March 31st

SPECIAL NOTE: We deeply appreciate all our families who participated in the requested tuition cost-sharing payments following March – in order to continue paying our staff. If your family made these cost-sharing payments, you will receive a prorated credit which will be applied to the above (as well as potential additional prorated credit for subsequent months, dependent on the amount of cost-sharing you paid). This is made possible thru the PPP loan and a special DSS grant the Center received to assist families who were paying their tuition during this period. These families will receive additional individualized communication regarding the amount of your prorated credits.

2. If you have not yet done so, pay the 2020 annual registration fee (\$100 for the first child and \$75 annual registration fee for any additional child) for all continuing children who were already enrolled as of December 2019.

Note: this 2020 annual registration was originally due in May, but was tabled.

(FYI: New children who enrolled after January 1, 2020 have already paid the initial enrollment fee of \$180 for first child and \$150 for each additional child. Their first annual registration of \$100 (or \$75) will be due in May 2021).

And by Wednesday, July 1st,

3. Pay your full July tuition + the July \$20 COVID-19 cleaning fee (per child).

Communication:

It is mandatory that you download the free Remind App. This is the most expedient and efficient way for us to alert you of changes, such as hours of operation being extended or emergencies that may occur.

You may also contact us at:

Cindy- office@lslccdc.org 803-736-0776

Tammy- tmancuso@lslccdc.org 803-736-0776

Sherry Forsgren (bookkeeper)- sherry@livingspringscolumbia.org 803-736-0661

Hours of operation:

We are currently serving children and families from 8:00 am - 4:30 pm.

Due to staffing requirements, we are asking that families

drop off between 8:00-8:30

pick up between 4:00 – 4:30 (our late pick up policy will apply \$2 per minute per child).

We are committed to extending these hours as soon as it is feasible to do so, to meet the needs of the families and children that we serve. Center hours have been impacted by increased demands on our staff to support drop off and pick up of children as well as enhanced cleaning and sanitation measures to promote the safety of our children and staff.

We understand that this new protocol may take some getting used to, and we certainly appreciate all you are doing to help us keep your children and our staff safe during this time.

On behalf of our entire CDC staff and the LSLC-CDC board we would like to thank you for your continued support and dedication to our program.