

**Charlene Patrick**  
**Children's Day Out Director**

**Dear Parents,**

Here are the **registration forms** needed to enroll your child in Children's Day Out for the **2010 - 2011 school year**. Class times will remain the same as this year - Tuesdays, Wednesdays, and Thursdays from 9:30 A.M. - 1:30 P.M.

The first day of CDO is scheduled for **Wednesday, September 8, 2010**. Children will receive a postcard informing them of teacher names, times & class locations prior to the first day of class. In striving to make the first week of school run as smoothly as possible, we will ask that you adhere to arrival times stated on the postcards. These will be staggered between 9:15 and 10:15. We will hold our **Parent Orientation Meeting on Thursday, September 9, 2010, at 12:00 P.M.** in the church auditorium. We will be finished by 1:30 P.M. in time to pick your child up from CDO. If your child is not scheduled to attend on that day, you may bring him/her to the class at 12:15, and attend the meeting. We encourage all parents to attend this meeting as many questions are answered and information is handed out. If you cannot attend, please let the director know and the information will be sent to you.

With a few exceptions, we follow the Terrebonne Parish School holiday schedule, although many of their holidays fall on days that do not apply to CDO. We will try to schedule special days, such as bike day and holiday celebrations, equally between the three days. Since all children do not attend all three days, and we do not want to leave anyone out, we will try to schedule it so that these special events fall on all three days during the course of the year. Some classes celebrate holidays on all three days of a week in different ways.

**Registration is on a first come, first serve basis**, so if you have day preferences, I encourage you to return the forms and fee as soon as possible. **Registration fees are non-refundable** with the exception of an out-of-town move. In order for your child to be enrolled we must receive both the forms and the fee. Upon this receipt, your child is enrolled as per your day requests. If there is a problem with your choice of days, we will contact you. Otherwise you will not hear from us until your child receives the postcard. **Your September tuition will be based on your registration form information.** We must have a two (2) week notice prior to any changes. **Two weeks notice is required prior to withdrawing from CDO.** All tuition must be paid to that point. We need to be notified by April 1, if your child will not be here during May or you will be responsible for May tuition. Tuition envelopes will go out by the first of each month. Tuition is due by the 15<sup>th</sup> of each month.

**Your child will receive his postcard the week prior to the beginning of CDO.** If you have questions, please feel free to contact me.

We look forward to seeing you in September.  
Sincerely,

Charlene Patrick  
CDO Director