

July 16, 2019

In preparation for the upcoming year, we would like to inform you of a school policy that is intended to protect our program and ensure a successful year.

As you are aware, IVNS is a non-profit organization. We formulate a budget each July for the upcoming school year based on our current enrollment. Since we value your commitment to the school and in turn IVNS commits to you and your child, a deposit of \$325 will be collected in advance along with your first month's tuition of \$325. The purpose of this is to encourage registered families to keep their children in our program for the duration of the year.

We understand that there are circumstances out of your control that may make it necessary to withdraw your child from IVNS during the school year. In this situation, we require written notice be provided to the school's director 45 days prior to the child's last day. If you fail to give a 45 day notice of leaving IVNS you will be responsible for the payment of those 45 days and your deposit of \$325 will be forfeited. Please understand that removing your child from IVNS before the end of the school year disrupts the program and leaves IVNS in a position that greatly affects our total budget. We sincerely appreciate your understanding.

All monies collected as a deposit will be returned to you at the end of the school year, as your final month's tuition (May 15, 2020 – June 12, 2020) when your child completes the entire program.

Please print, sign and return the form below with your first month's tuition and deposit no later than August 15, 2019. Mail to: IVNS, PO Box 4396, Incline Village NV 89450. Should you have any questions, concerns or if you would like to discuss this policy in detail, please contact the school's director, Nicole Stirling, at (775) 831 4040 or the IVNS Board Treasurer: Debbie Ceragioli

Thank you and we look forward to a fantastic 2019-2020 school year!

I understand that if my child will not complete the entire 2019-2020 school year at IVNS, I must notify the school 45 days in advance of withdrawing from the program or I will also be responsible for tuition for those 45 days in addition to forfeiting my deposit of \$325.

Signature _____ Date_____

Incline Village Nursery School, P.O. Box 4396, Incline Village, NV 89450