

September 4, 2020

In preparation for the upcoming year, we would like to update you with a new deposit policy that is effective for the 2020-21 school 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. In the past we have had our families commit to our program by putting down a deposit for their May tuition that ensures our budget will remain stable by having our families commit to our program. This school year, due to Covid-19 and the potential that IVNS may have to open/close/re-open throughout the school year we will not be collecting a deposit from our families.

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 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. 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.

**Note: Because of the unusual circumstances we are facing with COVID-19, an exception will be made to the 45 day notice requirement if federal or local government mandates impact our operations or your child's attendance due to Covid-19.**

**Please print, sign and return the form below with your first month's tuition of: \$565 for MWF = 3 days or \$325 for MW = 2 days - no later than September 15, 2020. 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 2020-2021 school year!

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I understand that if my child will not complete the entire 2020-2021 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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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