

Parent Newsletter



Holiday Hours:

The center will be CLOSED on Monday, December 24 and Tuesday, December 25 for Christmas . We will also be CLOSING at 3pm Monday, December 31 and CLOSED Tuesday, January 1 for New Year's

Pre-K Counts Schedule:

The Pre-K Counts program is CLOSED Monday, December 24 through Tuesday, January 1. Please email littlematesschedule@yahoo.com if you need care on those days. Space is limited and it will be on a first come first served basis. A non-refundable payment must be made in advance to reserve a spot for your child.

School Age Schedule:

Twin Valley School District will have an early dismissal on Friday, December 21. They will also be CLOSED Monday, December 24 through Tuesday, January 1. If you need care on those days, email littlematesschedule@yahoo.com. Space is limited and will be on a first come first served basis. A non-refundable payment must be made in advance to reserve a spot for your child.

Winter Weather:

In the event of winter weather closures or delays, we strongly suggest that you sign up for alerts on www.nbc10.com. Click on the school closing link and follow the prompts to sign up for text notices. Make sure you check the Little Mates box and then follow the prompts to enter your code to complete the process. We will notify you by email as well as updating the website, our Facebook page and the center voice-mail. Please make sure we have your current email address on file.

Holiday Parties:

Check your child's classroom for sign-up sheets and dates.

Tax Invoices:

We are still in the process of moving billing systems over to Tuition Express. Those of you who have already been switched over to the new system have already received a 2018 tax invoice for all tuition using the old billing system (Please save this as proof of payment for your 2018 taxes). Since we are switching billing systems, the amount on this form will need to be added to your 2018 payment submission in the Procure System in which you will have access. (Please note: There will be a \$5 charge for additional copies of your 2018 tax report). Please make sure your final payment for the year is in no later than 6pm on December 28 to be included in the year end statement.

2019 Rates:

We will have the new rate increase for the new year finalized by December 14. The new 2019 rate changes will take effect as of December 31. Your December 28 tuition payment will reflect the new rates. Look for the new rate sheets and fee agreements on the front table this month.

Important Dates:

Friday, December 14-

Tuition Due for wks 12/17 & 12/24
Book Orders Due

Friday, December 21-

TVEC Early Dismissal

**Monday, December 24 through
Tuesday, January 1-** TVEC & PK- Counts
CLOSED for Holiday Break.

Friday, December 28-

Tuition Due for wks 12/31 & 1/7