April 8, 2012

To: Parents of the Children at Martinson Child Development Center
From: George Schnurle, President of the Martinson Child Development Board

Dear Parents,

Listed below are the changes passed at the Martinson CDC board of directors meeting on March 21. Note that unfortunately some of these changes increase tuition and other parent costs. Please understand that we have made every effort to reduce these additional costs to the minimum possible.

Martinson Child Development Center is a non-profit and our goal is to align our income with our expenses. Unfortunately our expenses have exceeded income for several months now, due to changes in state funding and increased costs in running the center.

1. **New School Hours: 7:30AM to 6:00PM**
   Effective July 1, the center’s hours will be from **7:30AM to 6:00PM**. We believe this is more convenient for you. Please let us know if this presents any problems.

2. **Late Fee: $1.00 per Minute**
   If a parent is late in picking up a child, then after the first 5 minutes the parent must complete a late form, and a late charge of $1.00 per minute will be charged to their account. Late charges will be included in the monthly tuition bill, and will be used to offset the expense of overtime for teachers who stay late.
   Parents are expected to drop-off and pick-up children during the specified times, and we believe the new hours will make prompt pickup of children more convenient for parents. Also, the late fee will reduce overtime expenses.

3. **Tuition Increase: 4%**
   Monthly tuition will increase by four percent (4%) on July 1, 2012. The center is anticipating we will need a similar increase in January 2013.

Martinson CDC Mailing Address: P.O. Box 1030, Alviso, California 95002
Email: Director@martinsoncdc.org Website: http://www.martinsoncdc.org
4 **Annual Materials Fee: $100**
   An annual Materials Fee of $100 will be due every September 1, to cover the cost of materials and programs. This fee will not be required for children who have been enrolled for less than 2 months prior to September 1 (their enrollment fee will be used as the materials fee).

5 **New Enrollment Deposit**
   Beginning July 1, **new enrollments only** will require an enrollment deposit of one-half month’s tuition. This deposit will be refunded if parents provide notice at least 2 weeks before un-enrolling a child. The deposit fee will be forfeited if there is less than two weeks’ notice before un-enrollment. This is intended to reduce the loss of income that results when children are removed with little or no notice.

Note that all of the above fees are only for standard-tuition parents.

The board regrets having to initiate these charges, but they are essential. The center’s expenses have exceeded income for several months and we see no alternative. We have made every effort to minimize these changes while still providing a quality development program for your children.

Sincerely,

[Signature]

George Schnurle

President, Martinson CDC Board