

Dear One Planet Families,

4/3/2012

For both safety and financial reasons, we have decided to no longer offer drop-in slots at Sharon One Planet as of **Monday, April 9<sup>th</sup>**. We realize this decision may have a significant impact on you and your family and we want to assure you that we have put a lot of thought and discussion into this decision.

Drop-ins slots were originally offered as a safety net for parents who on occasion (maybe once a session) have an unexpected need for child care. However, parents are no longer using the drop-in slot as an emergency option. Instead, we have *many* families having their children drop-in on a *regular* basis. We often have 5 or more drop-ins a day. This creates all sorts of problems and challenges for our Site Coordinator and staff, including the following:

- We are required to track each activity each day for each student, so we have a rather complex daily attendance tracking sheet. Drop-ins make tracking attendance difficult, as we often do not know which children are dropping-in until they arrive to the program or just minutes before. Completing the task of tracking attendance with multiple drop-ins has proven to be too time-consuming.
- For safety reasons, we need to have verbal or written request for students to attend program as a drop-in. We have not been receiving the requests in a timely manner or, in some cases, at all. This is a safety issue, as it is crucial that parents, the school and One Planet are all aware of a child's whereabouts at all times, which we cannot do without proper communication.
- One Planet encourages its Activity Leaders to plan project-based activities that students work on throughout the eight week session. Drop-ins make it difficult for our Activity Leaders to properly prepare for daily activities and complete session-end activity goals. Our number one priority is to provide high-quality programming.
- Collecting fees for drop-in days is more time-consuming for the Site Coordinator and drop-in fees can only be collected *after* the child has already attended. For regular enrollment, we require parents to pay 50% up front to ensure that we receive full payment in a timely manner.

We hope the above explanation provides you with more clarity regarding our decision. If you have used drop-in slots in the past, we hope you will consider enrolling your child in the program. **If you do choose to enroll your child, we strongly encourage you to submit the enrollment form & payment immediately, as we may reach our 40 student limit.** We have included Session IV enrollment packet if this option works for you.

Sincerely,

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