

Dear Tam Valley Families,

Welcome back to EDS! As you know, our center provides the quality on-site before and after school program at Tam Valley Elementary School. On behalf of our entire team, we are thrilled you have chosen to join us for another year of exciting and educational activities as well as social and emotional support for your child. Enclosed you will find our application, FAQ's, an introduction to our WORLD curriculum, and Rate Sheet. EDS fills rapidly so please submit your application and fee as soon as possible to ensure a spot for your child. You must either email or hand-deliver the completed application along with a \$50 check OR make a one-time online payment of \$50 to EDS starting @ 7:30am Wednesday 5/16/18 - 6:30pm Wednesday 6/13/18. You may also mail/deliver it to the UPS box (address below) at any time. Please do not send mail to the school from June to August because mail is held by the Post Office until classes resume.

After you have returned your application to your EDS center please print the required forms from our website, www.brighthorizons.com/edstamvalley. We must have a complete file before your child attends. Both the Bright Horizons and State packets are requested back by August 1. Paper forms are available upon request. Please either email, mail, or hand deliver your completed forms to EDS or our UPS Box.

To request a change in your schedule please send your request in writing 30 days in advance via email at tamvalley@marindayschools.org. September schedule change requests must be received before August 1st. Requests received after August Ist will be reflected October Ist.

Email is our primary source of communication throughout the summer and the school year. Between June and early August we will email each family an acceptance letter with a schedule confirmation, center-specific information, online payment and Family Information Center details, and a link to our Bright Horizons Family Guide (almost everything is available in paper format upon request). We will also send the EDS Newsletter and Open House invitation before school begins.

Your full August and September tuition is due August 25. We request that everyone sign up for Online Payments via the Family Info Center online portal; you can access your account online and tuition is paid automatically - no paper checks required!

EDS at Tam Valley specializes in programming during the school year and we are closed for the summer. To reach us when school is open or to leave a voicemail anytime, call our office phone at 415-388-8304. During the summer and for time-sensitive concerns you can reach me, your EDS Director Bryant Yung via email tamvalley@marindayschools.org or Bryant.Yung@brighthorizons.com. Have a great summer and we look forward to seeing you in August!

Sincerely,

Bryant Yung, Site Director (Mr. Bry)

Mailing address: Tam Valley E.D.S. 775 E. Blithedale **UPS Box #386** Mill Valley, CA 94941