



Kate Sullivan Elementary School Extended Day Enrichment Program

Nationally Recognized for Quality in Education

Transforming Education through the Arts

To: Whom it may concern
From: Menard, Stephanie
EDEP Director
Kate Sullivan Elementary School
Date: May 18, 2020
Re: Summer Camp, Refunds & Credit

Good afternoon everyone!

I hope all is well with you and your families. I hope everyone is staying home and staying safe. As you may already know, our governor has decided to close school for the duration of the school year. Leon County Schools has decided that camps will not open this summer. As for credits parents have the option to either receive a refund, mailed to your home* or to receive a credit for the following school year or registration.

***Option A:** *a refund*

or

**** Option B:** *a program credit*

Please contact Ms. Menard via email at menards@leonschools.net, if you decide to go with option A.
Please include the following information

- Your Students First Name**
- Your Student's Last Name**
- Your First Name**
- Your Last Name**
- Your Mailing Address**
- Your Telephone Number**

Accounts will automatically be credited if you do not contact Ms. Menard via email.

*Refunds will take approximately 5-6 weeks to be received from the time they are submitted to Finance.

**Credits will go towards the next school year. The credit could also be used towards any registration fees.

Thank you,

Stephanie Menard
EDEP Director
850-488-1834
menards@leonschools.net