#### Office of the Director – Community Schools and Preschool Programs

**2110 W. Brichta Tucson, AZ 85745 (520) 225-1175 ¨ (520) 225-1101 (fax)**

[*Today’s Date*]

Dear Parents:

It’s great to have you as part of our family! We appreciate you all and we love the opportunity to help our students learn and grow. We strive to cultivate a fun and academically sound environment here at Sam Hughes & Community Schools Enrichment Programs.

While our focus will always be on the children, our new initiative is to improve communication and efficiency with our parents. Our goal is to increase parent engagement, messaging, and the safety and security of the children.

Kinderlime our new department billing and accountability system will help us achieve this goal. Here is what you can expect:

**Online Billing:** Pay bills directly from your smart phone! Simply download the app and add your credit card or bank account to the billing section, then pay when we send out our invoice\*.

*\*Please note there are transaction fees associated which are listed when you add your payment accounts.*

*Transaction Fees: Parent Pay: CC & Debit 2.95% + $0.95 per transaction or ACH $0.95 per transaction*

If you would like to pay your bill by cash or check you may do so in person at our Schumaker Infant and Early Learning Center’s front office (501 N. Maguire Ave, off of Broadway and Pantano). There will be no transaction fees if bills are paid in this manner. The hours of the center are 6:00am-6:00 pm.

Please feel free to contact me with any questions or concerns.

Sincerely,

Andrea Hudson

Community Education Program Coordinator

731-5205