

Hello Families,

First and foremost, we hope this letter finds each of you healthy! We thank you for your patience as we work to not only take care of our families, work our regular jobs, and also work on PTO initiatives. At the beginning of the school year, many families made annual payments for pizza, milk, and dress down days. The PTO will be processing refunds to families for April-June. There are a total of eight dress down days for the remainder of the school year. The annual payments for dress down days are collected and distributed to many different committees and organizations throughout the school. Of the remaining eight dress down days, three are designated to the PTO. The school committees have the funds for the remaining five days. Administration is working on how to refund those five days. The PTO will offer a refund of the remaining three days which is \$3 for each student.

The PTO's process for refunding annual payments for items prepaid for April-June is as follows: to request a refund, fill out the attached google link for EACH child for which you are requesting a refund. Please note that if you have multiple children you made annual payments for, even if you only wrote one check at that time, you must fill out a separate request for each child. The form asks for your child's name, homeroom teacher, what items you are requesting a refund for, whom to write the check to, and what address to send the refund to. The form must be submitted by April 24th. **We will only process refunds for those who submit the Google form.** We will process this as quickly as we can, but we do not have a specific turnaround time for when you will receive your check. Refund

Requests: <https://forms.gle/SGL7paBAMEJCvFX26>

If you do not request a refund, your money will automatically be applied toward our big ticket item for this school year. This will be decided upon in the coming months. In the past, big ticket monies have paid for new auditorium lighting, a new auditorium projector screen, new auditorium curtains (to be installed this calendar year), SMARTboards in every classroom, upgraded sound systems in classrooms and chromebooks and chromebook carts.

If you wrote a check for monthly pizza, milk, the mother/son event or the painting event, NONE of those checks have been or will be cashed. We are happy to shred them on your behalf, or if you request, we will mail them back to you. If you paid cash, we are working on a way to get that money back to you. Once we work out a few details we will follow up regarding those refunds.

Traditionally, in May the PTO elects board members for the upcoming school year. Due to the shutdown, we are unable to hold elections like we planned. Anyone interested in holding a board position is asked to please reach out to the PTO as we work to fill our board positions for the upcoming year. More on this will be announced after we know the interest level to join the PTO board.

If you have any questions, please feel free to reach out to us at pto.hollyacademy@gmail.com

Thank you again for your patience and your support of the PTO.

Alysia Kretschmar
President
Lindsay Franson
Treasurer
Jamie Palarchio
Committee Chair
Susan McClelland
Secretary