

Dear Parents,

Pembroke Hill offers the *Summer at Pembroke Hill* program to provide educational and fun opportunities for children of all ages. We prioritize the safety of students who are entrusted to our care and recognize that we may need to alter our schedule. In recognition of the situation, we are making the following changes to our cancellation/refund policy, as well as our schedule of classes.

All cancellations made by Pembroke Hill will be fully refunded. If PHS cancels, you will be notified via email (per the schedule below). In lieu of cancelling, some classes for grades 3-12 will be offered as an online course, at a discounted rate. If the campus is closed for a portion of the summer, information regarding courses that will be offered online will be provided one month in advance.

Parents who wish to cancel their student's enrollment must do so at least two weeks prior to the start of the course or they will incur a \$25 per course cancellation fee. All cancellation requests and requests for schedule changes should be made by contacting the summer programs office via email at [summer@pembrokehill.org](mailto:summer@pembrokehill.org). Please note, it may take up to seven business days for a refund to be processed.

Courses offered during:	You will be notified via email no later than:
Weeks 1 - 3, May 26 - June 12	April 27
Weeks 4 - 7, June 15- July 10	May 18
Weeks 8 - 11, July 13 - Aug. 7	June 15
Weeks 12-13, Aug. 10 - 21	July 13

As the situation continues to unfold, we will monitor guidelines set forth by state and federal governments and the CDC, focused on preventing the spread of the virus and ensuring the health and safety of our community.

We understand that this is an unprecedented time, and appreciate your support in our effort to keep our students and community safe.

Sincerely,  
Paula

Paula Engetschwiler  
Director of Auxiliary Programs

Summer at Pembroke Hill  
[pengetschwiler@pembrokehill.org](mailto:pengetschwiler@pembrokehill.org)  
816-936-1321