December 9, 2019

Dear Contract Services Vendors/Instructors,

We are compiling class information for our **Spring/Summer 2020** Community Education Brochure. **Spring** classes may be scheduled from **April 13 through June 5, 2020**. These dates allow for the planning of **one 8-week session (max)**. **Summer Camps** may be scheduled from **June 15 through August 14, 2020**. In order to meet our deadlines, we must have all information for spring/summer classes in our office by **January 20, 2020**. The Spring/Summer 2020 brochure will be mailed during the first week of March.

*Signed vendor contracts (for July 1, 2020 through June 30, 2021 fiscal year) MUST be completed and returned to us by May 31, 2020 or you will NOT be allowed to proceed with your camp. We will be updating contracts for delivery to you in April 2020.*

When scheduling, please take into consideration the following dates (**use attached calendar for planning**):

- **January 20, 2020**  
  WLCE Spring/Summer class information deadline
- April 13, 2020  
  WLCE Spring classes may begin
- April 24, 2020  
  No Classes
- May 25, 2020  
  No Classes
- **June 5, 2020**  
  WLCE Spring classes end
- June 15, 2020  
  WLCE Summer Camps begin
- July 3, 2020  
  NO CAMPS
- August 14, 2020  
  WLCE Summer Camps end

As directed by the State of Michigan Department of Education, all individuals who come in contact with students (grades K-12) will need to be fingerprinted. Please review the attached vendor handbook for details.

**Please note:** Invoicing (with class dates and class numbers) should be submitted as soon as possible to expedite payment. Please read through the attached Vendor Handbook and **complete the Instructor Questionnaire** (this form **MUST be used**) and return to WLCE no later than **January 20, 2020**. The questionnaire may be faxed to us at 248-956-5005 or by email to sandygeorge@wlcsd.org. If you have any questions, please contact us weekdays between 8:30am and 4:30pm at 248-956-5000. Thank you for your cooperation in helping us to meet our deadlines.

Thank you for choosing Walled Lake Community Education!

Sincerely,

*Sandy George*

Sandy George  
Recreation Coordinator